



Meeting Announcement

GIS POLICY COMMITTEE MEETING

Friday, July 16, 2021 at 11:00am

LYLE SHIELDS MEETING ROOM

1776 E. Washington Street, Urbana, IL

COMMITTEE MEMBERS

M.C. Neal – *Chair*

Christopher Walton – *Vice Chair*

James Sims

Jake McCoy

Sanford Hess

Kelly Pfeifer

Mark Toalson

AGENDA - REVISED

- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
 - A. *April 16, 2021*
- V. **Financial Statements**
 - A. *CCGIS Financial Statements*
 - FY2020 - 1/1/2020 through 12/31/2020 (final)
 - FY2021 - 1/1/2021 through 06/30/2021
 - B. *Receive and Place on File – FY2019 External Audit*
- VI. **Business Items**
 - A. *Presentation of the FY2022 Budget for Approval*
 - FY2022 Capital and Technology Plan
 - FY2022 Work Plan and Report
 - B. *Discussion of CCGISC Policy Committee Rules and Procedures for Approval*
 - C. *GIS Director's Report*



GIS Policy Committee

MINUTES – Subject to Review and Approval

DATE: Friday, April 16, 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	Sanford Hess via Zoom	
Rantoul	Jake McCoy via Zoom	
Champaign County	M.C. Neal @ Brookens & via Zoom	
UIUC	Chad Kupferschmid via Zoom	
Mahomet		Kelly Pfeifer
Savoy	Chris Walton via Zoom	

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 11:02 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 Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

IV. Approval of Minutes

A. March 5, 2021 Meeting

MOTION by Mr. Toalson to approve the March 5, 2021 minutes as distributed; second by Mr. Kupferschmid. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

A. FY2020 – 1/1/2020 through 12/31/2020 (not final)

B. FY2020 – 1/1/2021 through 3/31/2021

MOTION by Mr. Hess to put the financial statements on record; second by Mr. McCoy.

Ms. Brehob-Riley briefly reviewed the financial statements. The FY2020 financials are nearly final. Total fund revenue is ahead of expenditures. The financials released later this month will reflect the actual numbers. For this fiscal year there are approximately \$3500 in map and data sales and \$5,000 - \$6,000 in services not included in the March statements. Mr. Hess questioned the \$9,000 Unrealized Balance for Capital on the FY2020 statement. The money was earmarked for a server that was not purchased. Mr. Toalson asked about the Unrealized Balance for the City of Champaign. The balance is a result of an item that was over-budgeted.

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

Mr. Walton joined the meeting at 11:10 a.m.

VI. Business Items

A. Discussion on the Development of a CCGISC Promotion Ladder

Ms. Brehob-Riley opened discussion on the possibility of developing a promotion ladder for the CCGISC staff. Currently, she is just looking for some general direction.

She thinks it's important that employees be provided with at least the opportunity to aspire to another level. Development of a promotion ladder would be a win-win situation. It would encourage underperforming employees to move on and reward those who consistently perform well and have positive annual reviews. It provides the employee with an upward path in position and pay.

She is suggesting a pathway within each position type, such as Programmer 1, 2 and 3. The levels would be built into the existing County paygrade. The idea is to develop criteria that would need to be met in a certain timeframe and if the criteria are met, the employee would be moved to the next position.

The County Executive is open to exploring something like this. If the Committee is agreeable, Ms. Brehob-Riley would like feedback that can be used to develop policy for review at a future meeting. Mr. Neal opened the discussion saying he sees the biggest problem as being funding. He also asked if employees were at the upper end of the pay grade. Ms. Brehob-Riley thinks this can work within the budget and the existing pay grades. She stated that most employees were not yet to the mid-point.

Mr. Walton asked if raises given were indexed to the CPI or Cost of Living. CCGISC staff typically receives the County Board recommended raise. He suggested if you give merit increases to tell what index it's tied to and said that having a policy is a smart idea. Mr. Toalson asked if there were any pay to performance increases now? No, the County has a seven (7) year compa-ratio goal however, it has not been funded in years.

Ms. Brehob-Riley believes the development of a Promotion Ladder would be beneficial but understands it will take some work. She pointed out that RPC is part of the County and they utilize Promotion Ladders. Discussion continued as to the extra duties from a 1 to a 2 to a 3 and the hurdles that would need to be met to advance.

Mr. Hess said he feels there is support for this and suggested that Ms. Brehob-Riley document the job descriptions and come up with a matrix to show the difference between a level 1, 2 and 3. In addition, he suggested the development of a Budgetary Impact statement. Ms. Brehob-Riley mentioned that while CCGISC is a joint venture, the County need to be on board. There was group consensus of general support for this project, but more details are needed. She will begin to discuss the option in more detail with County and report back her findings.

79 B. GIS Director's Report

80 1. **Work Plan Status Report**

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

82 2. **Redistricting**

83 CCGISC continues to work with the County Executive on Redistricting. The County is no
84 longer moving ahead with the purchase of the ESRI Redistricting Solution. The County
85 will utilize the ArcMap Districting for ArcGIS Extension supplemented by the 2020 ESRI
86 Demographics data. CCGISC created a web app to review the plans being used to
87 encourage public participation – <https://maps.ccgisc.org/Redistrict/plans>
88

89 3. **Upgrades**

90 SQL Server needs to be migrated from 14 to 19. The plan is for the migration to occur on
91 May 1. If all goes well, there should be very little interruption in service – the new VM
92 will be named the same and assigned the same IP address.

93 4. **Sanitary Sewer/Innovyze Project**

94 There has been progress on the development of the comprehensive collection system
95 model. Virtual training is planned for the July/August timeframe.

96 5. **Failover and Cloud Storage**

97 We plan to push our SQL back-ups and possibly ESRI Server and Portal backups to
98 OneDrive. Testing has begun. This is just one small step in implementing some
99 safeguards. Ultimately, we would like to implement a failover system either via
100 replication or Microsoft Azure. County IT is working on the best way to proceed forward.
101 If we go with replication, that will require the County to invest in some required
102 infrastructure and investigate possible data center options.

103 6. **Other**

104 Contour/Building Footprint project is on the upcoming County Board Consent Agenda.
105 The contract should be signed next week and provided to ASI. We hope to get the product
106 by the end of June.

107 Mr. Neal asked about the redistricting software. The public can create maps via a
108 freeware web application called Dave's Redistricting. Internally, the staff is using the
109 ArcMap Districting for ArcGIS Extension and external spreadsheets to analyze the data.
110 Map options must be to County Board by May 19.

111 Mr. Hess thanked Ms. Brehob-Riley and her team for all the work they do. He said they have been
112 successful in using the app that was developed for their streetlight project.

113 VII. **Adjournment**

114 Seeing there was no other business, Mr. Neal adjourned the meeting at 11:56a.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 06/30/2021	Actual % of Budget	Unrealized Balance	
Budgeted Local Government					
Champaign County	\$324,982.00	\$95,843.48	29.49%	\$229,138.52	
City of Champaign	\$83,536.00	\$0.00	0.00%	\$83,536.00	
City of Urbana	\$44,084.00	\$0.00	0.00%	\$44,084.00	
University of Illinois	\$39,363.00	\$0.00	0.00%	\$39,363.00	
Urbana Champaign Sanitary District	\$1,157.00	\$0.00	0.00%	\$1,157.00	
Village of Mahomet	\$18,069.00	\$4,478.31	24.78%	\$13,590.69	
Village of Rantoul	\$26,938.00	\$9,329.40	34.63%	\$17,608.60	
Village of Savoy	\$19,261.00	\$0.00	0.00%	\$19,261.00	
Local Government Total	\$557,390.00	\$109,651.19	19.67%	\$447,738.81	
Local Government Reimbursement	\$23,008.00	\$11,290.00	49.07%	\$11,718.00	
Charges for Services	\$54,000.00	\$22,569.53	41.80%	\$31,430.47	
Investment Interest	\$5,500.00	\$66.18	1.20%	\$5,433.82	
Maps & Data Sales	\$13,500.00	\$4,978.00	36.87%	\$8,522.00	
Interdepartment Transfers	\$57,000.00	\$57,000.00	100.00%	\$0.00	
REVENUE TOTAL	\$710,398.00	\$205,554.90	28.94%	\$504,843.10	
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 06/30/2021	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$362,804.00	\$367,804.00	\$163,506.81	44.45%	\$204,297.19
Fringe Benefits	\$122,037.00	\$117,037.00	\$39,386.76	33.65%	\$77,650.24
Personnel Total	\$484,841.00	\$484,841.00	\$202,893.57	41.85%	\$281,947.43
Commodities	\$15,050.00	\$15,050.00	\$2,355.30	15.65%	\$12,694.70
Services					
Audit	\$11,500.00	\$11,500.00	\$4,000.00	34.78%	\$7,500.00
Professional Services	\$2,000.00	\$31,900.00	\$2,601.05	8.15%	\$29,298.95
Job Required Travel	\$500.00	\$500.00	\$0.00	0.00%	\$500.00
Utilities	\$2,250.00	\$2,250.00	\$402.44	17.89%	\$1,847.56
Computer/InfoTech Services	\$23,000.00	\$23,000.00	\$8,635.49	37.55%	\$14,364.51
Telephone Service	\$1,000.00	\$1,000.00	\$274.79	27.48%	\$725.21
Equipment Maintenance	\$45,625.00	\$45,625.00	\$41,774.30	91.56%	\$3,850.70
Conferences & Training	\$3,000.00	\$3,000.00	\$0.00	0.00%	\$3,000.00
All Other Services	\$9,000.00	\$9,000.00	\$586.68	6.52%	\$8,413.32
Services Total	\$97,875.00	\$127,775.00	\$58,274.75	45.61%	\$69,500.25
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	\$692,666.00	\$321,721.62	46.45%	\$370,944.38

850 FUND BALANCE - 01/01/2021**Balance**

FY2021 Beginning Fund Balance (unaudited)	\$534,470.01
Reserve for Aerial Photography	- \$32,889.06
10% Restricted Reserve	- \$60,252.40
Restricted Capital and Technology Reserve	- \$61,458.98
FY2021 Remaining Unreserved Fund Balance (unaudited)	\$379,869.57

**CHAMPAIGN COUNTY GEOGRAPHIC
INFORMATION SYSTEM CONSORTIUM**

CHAMPAIGN, ILLINOIS

FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

AND

INDEPENDENT AUDITORS' REPORT

**CHAMPAIGN COUNTY GEOGRAPHIC
INFORMATION SYSTEM CONSORTIUM**
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019
TABLE OF CONTENTS

	<u>PAGE(S)</u>
Independent Auditors' Report	1 – 2
Basic Financial Statements:	
<u>Government-Wide Financial Statements:</u>	
Statement of Net Position.....	3
Statement of Activities	4
<u>Fund Financial Statements:</u>	
Balance Sheet – Governmental Fund	5
Reconciliation of the Governmental Fund Balance Sheet To the Statement of Net Position	6
Statement of Revenues, Expenditures, and Changes Fund Balance – Governmental Fund	7
Reconciliation of the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	8
Notes to Financial Statements	9 – 19
Required Supplementary Information (Unaudited):	
Schedule of Consortium's Proportionate Share of the Net Pension Liability and Consortium Contributions – Illinois Municipal Retirement Fund	20
Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	21

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, 2019, 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, 2019 and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

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 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 opinion on the basic financial statements is not affected by this missing information.

A handwritten signature in black ink that reads "Baker Tilly US, LLP". The signature is written in a cursive, flowing style.

Oak Brook, Illinois
July 6, 2021

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
STATEMENT OF NET POSITION
AS OF DECEMBER 31, 2019

	GOVERNMENTAL ACTIVITIES
Assets	
Cash	\$ 529,035
Receivables	35,325
Prepaid items	9,824
Net pension asset	57,276
Capital assets, net of accumulated depreciation	<u>18,345</u>
Total assets	<u>649,805</u>
Deferred outflows of resources	
Deferred outflows related to pensions	<u>18,384</u>
Total assets and deferred outflows of resources	<u><u>\$ 668,189</u></u>
Liabilities	
Accounts payable and accrued expenses	\$ 43,629
Compensated absences	14,172
Unearned revenue	<u>97,477</u>
Total liabilities	<u>155,278</u>
Deferred inflows of resources	
Deferred inflows related to pensions	<u>95,321</u>
Net position	
Net investment in capital assets	18,345
Unrestricted	<u>399,245</u>
Total net position	<u>417,590</u>
Total liabilities, deferred inflows of resources, and net position	<u><u>\$ 668,189</u></u>

See Notes to Basic Financial Statements

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2019

FUNCTIONS/PROGRAMS	EXPENSES	PROGRAM REVENUES	NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION
		CHARGES FOR SERVICES	GOVERNMENTAL ACTIVITIES
<u>GOVERNMENTAL ACTIVITIES</u>			
GIS operations	\$ 501,935	\$ 87,438	\$ (414,497)
Total governmental activities	<u>\$ 501,935</u>	<u>\$ 87,438</u>	<u>(414,497)</u>
General revenues:			
Member contributions:			
Champaign County			286,586
City of Champaign			66,337
City of Urbana			38,023
Village of Rantoul			23,420
Village of Mahomet			14,251
Village of Savoy			14,067
University of Illinois			32,947
Urbana-Champaign Sanitary District			1,156
Net investment income			<u>5,889</u>
Total general revenues			<u>482,676</u>
Change in net position			68,179
Net position, December 31, 2018			<u>349,411</u>
Net position, December 31, 2019			<u>\$ 417,590</u>

See Notes to Basic Financial Statements

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
GOVERNMENTAL FUND
BALANCE SHEET
AS OF DECEMBER 31, 2019

Assets

Cash	\$ 529,035
Other receivables	35,325
Prepaid items	<u>9,824</u>
 Total assets	 <u>\$ 574,184</u>

Liabilities

Accounts payable and accrued expenses	\$ 43,629
Unearned revenue	<u>97,477</u>
 Total liabilities	 <u>141,106</u>

Fund balance

Nonspendable	9,824
Unassigned	<u>423,254</u>
Total fund balance	<u>433,078</u>
 Total liabilities and fund balance	 <u><u>\$ 574,184</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, 2019

Total fund balances - governmental fund	\$ 433,078
---	------------

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	120,126
Accumulated depreciation	(101,781)

Deferred outflows of resources related to pension do not relate to current financial resources and are not reported in the governmental fund.	18,384
--	--------

Deferred inflows of resources related to pension do not relate to current financial resources and are not reported in the governmental fund.	(95,321)
---	----------

The IMRF net pension liability/asset is not due and payable in the current period and, therefore, is not reported in the governmental fund.	57,276
--	--------

Compensated absences are not due and payable in the current period and, therefore, are not reported in the fund.	<u>(14,172)</u>
---	-----------------

Net Position of Governmental Activities	<u>\$ 417,590</u>
--	--------------------------

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
GOVERNMENTAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED DECEMBER 31,2019

Program revenues

Subscription fees	\$ 21,985
Sale of maps and data	9,088
Technical service contracts	<u>56,365</u>

Total program revenues	<u>87,438</u>
------------------------	---------------

General revenues

Member Contributions:

Champaign County	286,586
City of Champaign	66,337
City of Urbana	38,023
Village of Rantoul	23,420
Village of Mahomet	14,251
Village of Savoy	14,067
University of Illinois	32,947
Urbana-Champaign Sanitary District	1,156
Investment income	<u>5,889</u>

Total general revenues	<u>482,676</u>
------------------------	----------------

Expenditures

Salaries and benefits	407,036
Supplies and materials	13,034
Annual audit	10,440
Services	20,053
Technology	38,721
Capital Outlay	<u>19,569</u>

Total expenditures	<u>508,853</u>
--------------------	----------------

Net change in fund balance	61,261
----------------------------	--------

Fund balance, beginning of year	<u>371,817</u>
---------------------------------	----------------

Fund balance, end of year	<u>\$ 433,078</u>
---------------------------	-------------------

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, 2019

Net change in fund balance - governmental fund	\$	61,261
--	----	--------

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.

Capital additions	19,569
Depreciation expense	(4,100)

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/asset	169,071
Deferred outflows of resources related to pensions	(104,629)
Deferred inflows of resources related to pensions	(68,950)
Compensated absences	<u>(4,043)</u>

Change in net position	\$	<u>68,179</u>
------------------------	----	---------------

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

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, 2019

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, 2019

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 fair 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, 2019

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, 2019

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, 2019

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, 2019, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Capital assets being depreciated:				
Equipment	\$ 105,507	\$ 19,569	\$ 4,950	\$ 120,126
Less accumulated depreciation	<u>102,631</u>	<u>4,100</u>	<u>4,950</u>	<u>101,781</u>
Capital assets, net of accumulated depreciation	<u>\$ 2,876</u>	<u>\$ 15,469</u>	<u>\$ -</u>	<u>\$ 18,345</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, 2019:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Deletions</u>	<u>Ending Balance</u>
Compensated absences	<u>\$ 10,129</u>	<u>\$ 28,927</u>	<u>\$ 24,884</u>	<u>\$ 14,172</u>

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

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 2019 was 5.92% 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, 2019

NOTE 5 – RETIREMENT SYSTEM (CONTINUED)

Fiduciary Net Position. Detailed information about the IMRF fiduciary net position as of December 31, 2019 is available in the separately issued Champaign County, Illinois Comprehensive Annual Financial Report as of and for the year ended December 31, 2019.

Net Pension Asset/Liability. At December 31, 2019, the Consortium reported an asset for its proportionate share of the net pension asset that reflected the Consortium's portion of the total net pension asset associated with the County's employer number. The amount recognized by the Consortium as its proportionate share of the net pension asset, the County's share of the net pension asset, and the total net pension asset associated with the County's employer number were as follows:

Consortium's proportionate share of the collective net pension liability/(asset)	\$ (57,276)
County's proportionate share of the collective net pension liability/(asset)	<u>(5,011,376)</u>
Total	<u>\$ (5,068,652)</u>

The net pension asset was measured as of December 31, 2019. The Consortium's proportion of the net pension asset was based on the Consortium's share of contributions to IMRF for the fiscal year ended December 31, 2019, relative to the total contributions of the Consortium and County during that period. At December 31, 2019, the Consortium's proportion was 1.13%, an increase from the prior year proportion of 1.03%.

Summary of Significant Accounting Policies. For purposes of measuring the collective net pension asset, 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, 2019 annual actuarial valuation included a 7.25% investment rate of return, (b) projected salary increases from 3.35% to 14.25%, including inflation, and (c) price inflation of 2.50%. 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 2017 valuation pursuant to an experience study of the period 2014-2016.

Mortality. For non-disabled retirees, an IMRF specific mortality table was used with fully generational projection scale MP-2017 (base year 2015). 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-2017 (base year 2015). 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-2017 (base year 2015). 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, 2019

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	37.00 %	7.05%	5.75%
International equities	18.00 %	8.10%	6.50%
Fixed income	28.00 %	3.70%	3.25%
Real estate	9.00 %	6.35%	5.20%
Alternatives	7.00 %		
Private equity		11.30%	7.60%
Hedge funds		N/A	N/A
Commodities		4.65%	3.60%
Cash equivalents	1.00 %	1.85%	1.85%

Discount Rate. The discount rate used to measure the total collective pension liability for IMRF was 7.25%, which is the same discount rate used in the prior valuation. 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 / (asset) calculated using the discount rate of 7.25% 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 (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
Consortium's proportionate share of the collective net pension liability/(asset)	\$ 99,584	\$ (57,276)	\$ (185,062)

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

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, 2019, the Consortium recognized pension expense of \$21,998. 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	\$ -	\$ 13,714
Changes in assumptions	18,384	9,412
Net difference between projected and actual earnings on pension plan investments	-	72,195
Total	<u>\$ 18,384</u>	<u>\$ 95,321</u>

The amounts reported as deferred outflows and inflows of resources related to pensions \$76,937 will be recognized in pension expense as follows:

Year Ending December 31	Amount
2020	\$ (24,160)
2021	(22,898)
2022	5,505
2023	(35,384)
Total	<u>\$ (76,937)</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.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM

NOTES TO BASIC FINANCIAL STATEMENTS
AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2019

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

The Governmental Accounting Standards Board (GASB) has approved GASB Statement No. 87, *Leases*, GASB Statement No. 89, *Accounting for Interest Cost Incurred before the End of a Construction Period*, GASB Statement No. 91, *Conduit Debt Obligations*, GASB Statement No. 92, *Omnibus 2020*, GASB Statement No. 93, *Replacement of Interbank Offered Rates*, Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, Statement No. 96, *Subscription-Based Information Technology Arrangements*, and GASB Statement No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans-an amendment of GASB Statements No. 14 and No. 84, and a supersession of GASB Statement No. 32*. Application of these standards may restate portions of these financial statements.

The statements listed above through Statement No. 93 had their required effective dates postponed by one year with the issuance of Statement No. 95, *Postponement of Effective Dates of Certain Authoritative Guidance*, with the exception of Statement No. 87 which was postponed by one and a half years.

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 Five Fiscal Years					
	2019	2018	2017	2016	2015
Consortium's proportion of the net pension asset / liability	1.13%	1.03%	1.03%	1.03%	0.80%
Consortium's proportionate share of the net pension liability (asset)	\$ (57,276)	\$ 111,795	\$ (75,518)	\$ 82,993	\$ 68,474
County's proportionate share of the net pension liability (asset)	<u>(5,011,376)</u>	<u>10,742,098</u>	<u>(7,256,322)</u>	<u>7,974,565</u>	<u>8,490,797</u>
Total net pension liability (asset)	<u>\$ (5,068,652)</u>	<u>\$ 10,853,893</u>	<u>\$ (7,331,840)</u>	<u>\$ 8,057,558</u>	<u>\$ 8,559,271</u>
Covered payroll	\$ 321,357	\$ 314,060	\$ 299,675	\$ 300,143	\$ 225,027
Consortium's proportionate share of the net pension liability (asset) as a percentage of covered payroll	(17.82%)	35.6%	(25.20%)	27.65%	30.43%
Plan fiduciary net position as a percentage of the total pension liability	103.39%	92.53%	106.71%	93.99%	93.30%
Contractually required contribution	\$ 18,967	\$ 25,879	\$ 25,325	\$ 25,872	\$ 20,185
Contributions in relation to the contractually required contribution	<u>(18,961)</u>	<u>(25,879)</u>	<u>(25,274)</u>	<u>(26,757)</u>	<u>(20,281)</u>
Contribution deficiency (excess)	<u>\$ 6</u>	<u>\$ -</u>	<u>\$ 51</u>	<u>\$ (885)</u>	<u>\$ (96)</u>
Contributions as a percentage of covered payroll	5.90%	8.24%	8.43%	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 2019 reflect an investment rate of return of 7.25%, an inflation rate of 2.50%, and a salary increase assumption of 3.35% to 14.25% including inflation. Amounts reported in 2018 reflect an investment rate of return of 7.25%, an inflation rate of 2.50%, and a salary increases assumption of 3.39% to 14.25% including inflation. Amounts reported in 2017 and 2016 reflect an investment rate of return of 7.50%, an inflation rate of 3.00%, 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, 2019

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>
Program revenues			
Subscription fees	\$ 15,700	\$ 15,700	\$ 21,985
Sale of maps and data	13,500	13,500	9,088
Technical service contracts	<u>49,000</u>	<u>49,000</u>	<u>56,365</u>
Total program revenues	<u>78,200</u>	<u>78,200</u>	<u>87,438</u>
General revenues			
Member Contributions:			
Champaign County	302,461	308,648	286,586
City of Champaign	70,942	81,210	66,337
City of Urbana	40,381	48,278	38,023
Village of Rantoul	25,291	25,858	23,420
Village of Mahomet	15,377	15,830	14,251
Village of Savoy	14,244	14,703	14,067
University of Illinois	35,963	37,132	32,947
Urbana-Champaign Sanitary District	-	-	1,156
Investment income	<u>2,000</u>	<u>2,000</u>	<u>5,889</u>
Total general revenues	<u>506,659</u>	<u>533,659</u>	<u>482,676</u>
Expenditures			
Salaries and benefits	450,081	449,724	407,036
Supplies and materials	21,300	21,497	13,034
Annual audit	11,500	11,500	10,440
Services	23,250	66,155	20,053
Technology	50,525	41,280	38,721
Capital outlay	<u>14,000</u>	<u>22,500</u>	<u>19,569</u>
Total expenditures	<u>570,656</u>	<u>612,656</u>	<u>508,853</u>
Net change in fund balance	<u>\$ 14,203</u>	<u>\$ (797)</u>	61,261
Fund balance, beginning of year			<u>371,817</u>
Fund balance, end of year			<u>\$ 433,078</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: July 16, 2021
Re: *Proposed FY2022 Capital and Technology Plan*

FY2021 CAPITAL IMPROVEMENT AND TECHNOLOGY PLAN

OVERVIEW

A Capital and Technology Improvement Plan (CIP) is provided as part of the annual budget process. The proposed CIP outlines capital improvement policies and provides five-year projections for technology related acquisitions and maintenance fees.

FY2022 CAPITAL AND TECHNOLOGY PLAN SUMMARY

A Capital and Technology department (850-112) was created within the CCGISC fund 850. Appropriations are transferred to this department from the CCGISC operating department (850-111) based on the CIP. When possible, reserves will be set aside for future expenditures. The Capital and Technology department contains a restricted fund balance line item, formally reserving the fund balance for future CIP expenditures.

The CIP itemizes anticipated annual hardware replacement and technology/maintenance fees for the next five years. In FY2022, expenditures are budgeted at \$83,125, this includes approximately \$10,000 in deferred purchases. To help cover these costs it is proposed that a total of \$57,500 be made available to the Capital and Technology department (850-112) in FY2022. The five-year projections anticipate the annual interdepartmental appropriation to increase to \$65,000 in FY2023 and remain stable at \$64,000 from FY2023 through FY2025. These funds will originate from the annual operating budget and **not** the fund balance. Utilizing the transferred funds and the anticipated FY2021 Capital and Technology reserve balance of \$86,708.98, the CIP payback period calculation is 4.64 years. The anticipated fund balance for the Capital and Technology budget is anticipated to be \$23,183.98 at the end of FY2026.

Champaign County GIS Consortium

CAPITAL and TECHNOLOGY IMPROVEMENT PLAN



Champaign County GIS Consortium

Adopted: July 15, 2016

REVISED/APPROVED ANNUALLY

Table of Contents

1.0 Capital and Technology Improvement Policies 3

 1.1 Purpose 3

 1.2 General..... 3

 1.3 Capital and Technology Budgetary Department..... 3

 1.4 Prioritization..... 3

2.0 Capital and Technology Improvement Plan 4

 2.1 Capital and Technology Purchases : 5-Year Projections 4

 2.2 Capital And Technology Fund Schedule 5

1.0 Capital and Technology Improvement Policies

1.1 PURPOSE

The Capital and Technology Improvement Plan is a five-year plan used to schedule and allocate appropriate funding for technology related acquisitions, replacements, and improvements including, but not limiting to, hardware, storage, and software purchases. The plan will be updated and approved annually as part of the budgetary approval process.

1.2 GENERAL

The general guidelines used for capital and technology improvements include:

PROTECTION OF INVESTMENT & COST MINIMIZATION: Provide for maintenance of the CCGISC technical assets at a level adequate to protect the capital interests and investments of the member agencies and minimize future maintenance and replacement costs.

MAINTENANCE & REHABILITATION: Provide for adequate maintenance, replacement, and expansion of the CCGISC technical infrastructure.

STAFF RESOURCES: Pursue technology initiatives that can be accomplished with the available staff resources.

1.3 CAPITAL AND TECHNOLOGY BUDGETARY DEPARTMENT

The primary revenue sources of CCGISC include member contributions, technical service contracts, and map and data sales. Each budget year, revenue will be appropriated to the Capital and Technology budgetary department (Fund 850, Department 112) in accordance with the Capital and Technology Plan. Appropriations to this department will be based on technology costs, life expectancy, and appropriate amortizations over the life expectancy of the technology. When possible, the Capital and Technology Plan will set aside reserves for future technology expenditures. The department will contain a restricted fund balance line-item, formally reserving its fund balance for future expenditures outlined in the Capital and Technology Plan.

The GIS Director is authorized to approve expenditures from Capital and Technology budgetary department.

1.4 PRIORITIZATION

CCGISC does not have the necessary resources to fund all proposed initiatives and/or purchases. The Capital and Technology Plan utilizes the criteria listed below to evaluate the merit of new technology initiatives and/or purchases. Large projects may need to occur in phases that span multiple budget years due to limited funds. New technology initiatives and/or purchases will, whenever possible, be implemented with minimal disruption to “normal” operations.

New projects and purchases shall be prioritized based on the following factors:

IMPACT ON OPERATIONS: Technology purchases needed for the continuation of “normal” operations.

APPROVED TASKS: Projects and/or purchases that comply with approved tasks in the CCGISC Work Plan and Report.

OPERATION & MAINTENANCE EXPENSES: Projects and/or purchases that provide a decrease in CCGISC operating and/or maintenance expenses.

CONTINUITY OF OPERATIONS: Projects and/or purchases that reasonably promote/improve the continuity of operations – the continuation of mission essential functions in the event of hardware or software failure, localized acts of nature, attack-related emergencies, etc.

GROWTH OF CUSTOMER SERVICES: Projects and/or purchases that allow CCGISC do more for its members/partners and grow its customer base.

2.0 Capital and Technology Improvement Plan

2.1 CAPITAL AND TECHNOLOGY PURCHASES : 5-YEAR PROJECTIONS

Capital and Technology Asset Purchases 5-Year Projections								
Replacement Year	Future Replacement Year	Purchase Year fiscal year	Service Life years	Item Description	Anticipated Cost per unit	Number of Units	Total Acquisition Cost	SubTotal
2022	2026	2018	4	Server	\$ 9,000.00	1	\$ 9,000.00	
2022	2028	2006	6	Large Format Scanner*	\$ 5,000.00	1	\$ 5,000.00	
2022	2030	2005	8	11 x 17 Color Laser Printer*	\$ 3,500.00	1	\$ 3,500.00	
2022	2030	2017	8	Workstation*	\$ 1,750.00	1	\$ 1,750.00	
2022	2023	2021	1	Annual Technology Fees	\$63,875.00	1	\$ 63,875.00	\$ 83,125.00
2023	2027	2019	4	Server	\$ 9,000.00	1	\$ 9,000.00	
2023	2024	2022	1	Annual Technology Fees	\$63,875.00	1	\$ 63,875.00	\$ 72,875.00
2024	2029	2019	5	Workstation	\$ 1,750.00	4	\$ 7,000.00	
2024	2028	2020	4	Server	\$ 9,000.00	1	\$ 9,000.00	
2024	2030	2018	6	Monitors	\$ 250.00	6	\$ 1,500.00	
2024	2028	2020	4	Tablet	\$ 750.00	2	\$ 1,500.00	
2024	2029	2020	4	Windows Surface/Laptop	\$ 1,500.00	1	\$ 1,500.00	
2024	2025	2024	1	Annual Technology Fees	\$63,875.00	1	\$ 63,875.00	\$ 84,375.00
2025	2030	2020	5	Laptops	\$ 1,500.00	2	\$ 3,000.00	
2025	2025	2024	1	Annual Technology Fees	\$64,325.00	1	\$ 64,325.00	\$ 67,325.00
2026	2031	2020	5	Plotter	\$ 6,000.00	1	\$ 6,000.00	
2026	2027	2019	1	Annual Technology Fees	\$64,325.00	1	\$ 64,325.00	\$ 70,325.00
Total: \$ 378,025.00								

* denotes purchases deferred from previous years

NOTES:

Annual Technology Fees include software maintenance (ESRI, Microsoft, Adobe), anticipated Microsoft Azure back-up and failover services, and base station pass-through funds. A 3% increase in Microsoft licensing is included for years 4 & 5.

2.2 CAPITAL AND TECHNOLOGY FUND SCHEDULE

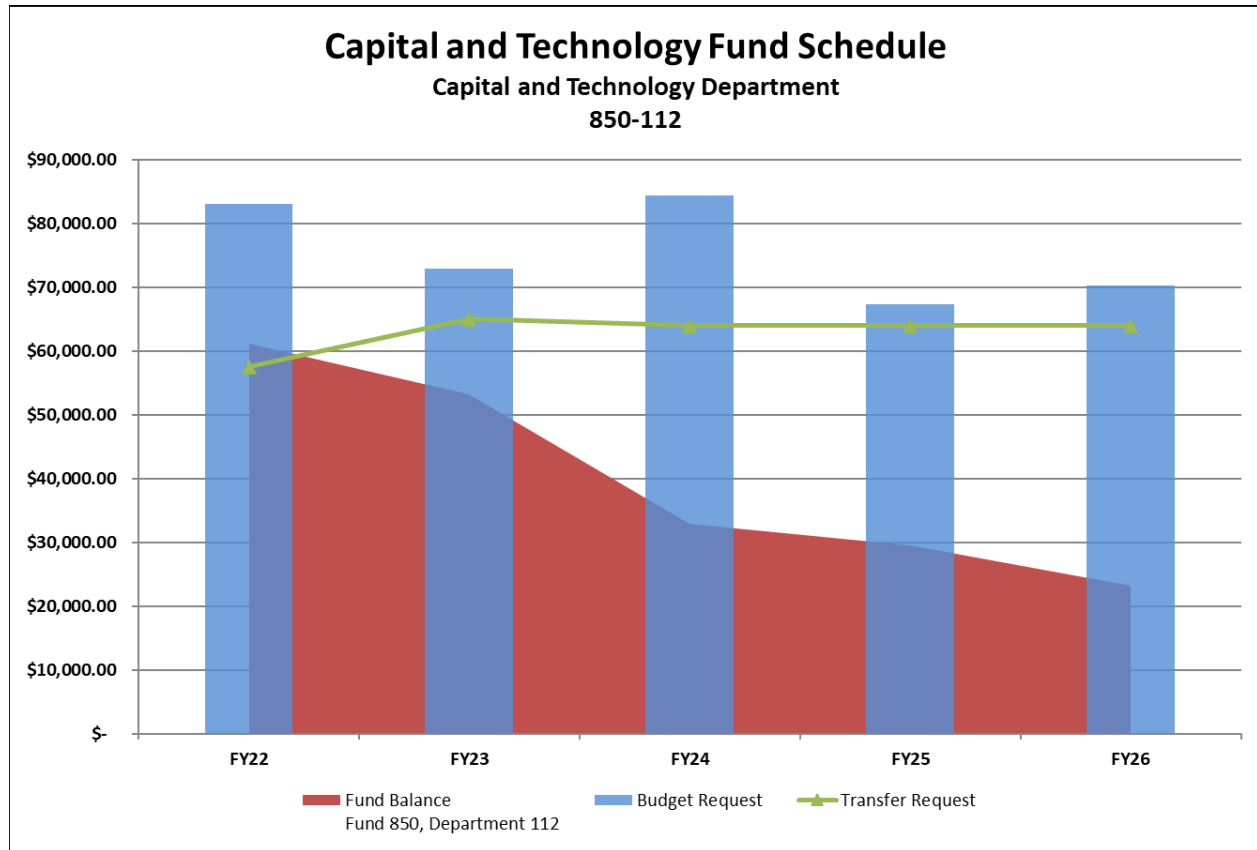


Chart Data - Capital and Technology Fund Schedule			
FY2022 - FY2025			
Fiscal Year	Budget Request	Transfer Request	Fund Balance Fund 850, Department 112
FY21	-	-	\$ 86,708.98
FY22	\$ 83,125.00	\$ 57,500.00	\$ 61,083.98
FY23	\$ 72,875.00	\$ 65,000.00	\$ 53,208.98
FY24	\$ 84,375.00	\$ 64,000.00	\$ 32,833.98
FY25	\$ 67,325.00	\$ 64,000.00	\$ 29,508.98
FY26	\$ 70,325.00	\$ 64,000.00	\$ 23,183.98
Total: \$ 378,025.00			

Fund Balance Payback Period: 4.64 years



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: July 16, 2021
Re: *Proposed FY2022 Budget and Work Plan*

WORK PLAN TASKS

The work plan tasks as presented in the FY2022 Work Plan and Report are multi-year projects continued from the previous fiscal year. Member agency Technical Representatives previously reviewed and accepted these tasks.

BUDGET SUMMARY

Membership increases of 2.5% are requested for fiscal year 2022. This increase was anticipated in the FY2021 3-year fiscal projections. This increase helps to cover a 3.0% overall salary increase as recommended by County Administration as well as benefit and technology support increases. This will also provide for \$57,500 to be transferred from the Operating budget (850-111) to the Capital and Technology budget (850-112). With a pending personnel change due to an upcoming retirement, it is anticipated the appropriation to the Capital and Technology budget will increase in FY2023 to \$65,000. This will help cover the capital and technology expenditures anticipated for the next 5 years. Please note, additional salary increase recommendations for merit or compa-ratio are not included in the FY2022 budget. County Administration plans to fund an external salary survey in the coming year. Comprehensive salary recommendations will be suspended until FY2023.

As mentioned above, a retirement is anticipated in July of 2022. To ensure a continuity in services 6.5 FTE are included in the FY2022 budget. The position may be difficult to fill and the plan is to commence the search in early 2022. Funds need to be available to pay for any overlap. Budgeted revenues were greater than expenditures prior the addition of the 0.5 FTE. Unused personnel funds will revert to the fund balance. At the end of FY2022, it is anticipated the **available** reserves for department 850-111 (operations) will be \$402,317.29 while the restricted reserves for department 850-112 (capital and technology) will be \$61,083.98. The operational reserves are above the fund balance goal of 25% of the annual budget. The deferred revenue for department 850-672 (ortho-imagery) is anticipated to be \$96,389.06.

CCGISC FISCAL YEAR 2022 MEMBERSHIP ASSESSMENTS

CCGISC Member Agency	850-111 Membership Assessment 2.5% Increase	Base Station per Agreement <i>(pass-through)</i>	Software Maintenance <i>(pass-through)</i>	TOTAL Operating Budget <i>(850-111)</i>	TOTAL Ortho-imagery Assessment <i>(850-672)</i>	TOTAL Assessment <i>(850-111 + 850-672)</i>	Membership Assessment Cost Difference <i>(FY2020 to FY2021)</i>
Champaign County	\$ 305,611.00	\$ -	\$ -	\$ 305,611.00	\$ 15,875.00	\$ 321,486.00	\$ 7,454.00
City of Champaign	\$ 68,155.00	\$ 1,156.25	\$ -	\$ 69,311.25	\$ 5,873.75	\$ 75,185.00	\$ 1,663.00
City of Urbana	\$ 38,274.00	\$ 1,156.25	\$ -	\$ 39,430.25	\$ 3,333.75	\$ 42,764.00	\$ 934.00
Village of Rantoul	\$ 17,022.00	\$ -	\$ 8,200.00	\$ 25,222.00	\$ 1,428.75	\$ 26,650.75	\$ 416.00
Village of Mahomet	\$ 13,614.00	\$ -	\$ 3,375.00	\$ 16,989.00	\$ 1,111.25	\$ 18,100.25	\$ 333.00
Village of Savoy	\$ 13,769.00	\$ 1,156.25	\$ 2,750.00	\$ 17,675.25	\$ 1,111.25	\$ 18,786.50	\$ 336.00
University of Illinois	\$ 35,135.00	\$ -	\$ -	\$ 35,135.00	\$ 3,016.25	\$ 38,151.25	\$ 857.00
UCSD	\$ -	\$ 1,156.25		\$ 1,156.25		\$ 1,156.25	
Totals	\$ 491,580.00	\$ 4,625.00	\$ 14,325.00	\$ 510,530.00	\$ 31,750.00	\$ 541,123.75	\$ 11,993.00

The proposed Fiscal Year 2022 Assessments are for the member agency 2022/2023 budget year.

Historic membership assessments are found on page 12 of the FY2022 Work Plan and Report

FY2022 FUNDING FORMULA

Total Membership Assessment = Base Rate + (Population * Per Capita Rate)

Funding Formula for the FY2022 Membership Assessment					
CCGIS Members	Base Rate FY2022	2010 Census Population*	Per Capita Rate FY2022	Per Capita Total <i>Population * Per Capita Rate</i>	Total Membership Assessment <i>Base + Per Capita Total</i>
Champaign County	\$ 305,611				\$ 305,611
City of Champaign	\$ 7,307	81,055	\$ 0.75	\$ 60,847.00	\$ 68,155
City of Urbana	\$ 7,307	41,250	\$ 0.75	\$ 30,966.00	\$ 38,274
Village of Rantoul	\$ 7,307	12,941	\$ 0.75	\$ 9,715.00	\$ 17,022
Village of Mahomet	\$ 7,307	8,400	\$ 0.75	\$ 6,306.00	\$ 13,613
Village of Savoy	\$ 7,307	8,607	\$ 0.75	\$ 6,461.07	\$ 13,769
University of Illinois	\$ 35,135				\$ 35,135

NOTES:

- Champaign County and the University of Illinois pay a flat base rate.
- The municipal members pay a base plus a capita total (population * per capita rate).
- Any changes to the formula are reviewed and approved as part of the annual budget cycle.

* Includes 2016 Special Census for Village of Mahomet and Village of Savoy

- Village of Mahomet: 7,258 to 8,400

- Village of Savoy: 7,280 to 8,607

Champaign County GIS Consortium

WORK PLAN & REPORT

Membership Year 2022



TABLE OF CONTENTS

Introduction.....	3
Section 1. CCGISC Tasks	3
Section 1A. Core Services and Support Functions	3
Section 1A-1. GIS Data Layers.....	4
Section 1A-2. Consortium Support.....	5
Section 1A-3. Data Distribution	5
Section 1A-4. Management.....	5
Section 1A-5. Education and Training.....	5
Section 1B. Work Tasks.....	6
Section 1C. Technical Service Contracts	6
Section 1D. Accomplished Highlights	7
Section 2. Three-year Projections.....	8
Section 2A. Labor Allocation Projections.....	8
Section 2B. Financial Projections.....	10
Section 3. Budget Index	11
Exhibit I – Line-Item Consortium Budget	11
Exhibit II - Orthophotography Budget	11
Exhibit III – Capital/Technology Budget	11
Exhibit IV – Member Contribution History: 2006-2021	12
Exhibit V – Orthophotography Contribution History: 2012-2021	12

Introduction

This Work Report & Plan provides time estimates and descriptions of services that will be provided in the following fiscal year. Costs associated with these services are supplied in the budget index found in section 3. In addition, two-year labor/service and three-year fiscal projections are provided for reference.

Section 1. CCGISC Tasks

The Champaign County GIS Consortium (CCGISC) tasks are categorized into three groups: 1) core services and support functions, 2) work tasks and 3) technical service contracts. Core service and support function tasks are fundamental to the operation of the CCGISC. Work tasks are new initiatives identified by the CCGISC members that will continue to improve efficiency, decision-making, communication, education, and recordkeeping within their member organizations. Technical service contracts provide GIS related support to agencies on a contractual basis. Together, these tasks assist in accomplishing the goals set forth in the Intergovernmental Agreement.

Section 1A. Core Services and Support Functions

Core services and support functions are grouped into five general categories - GIS Data Layers, Consortium Support, Data Distribution, Management, and Education and Training. Anticipated time allocation for each of these categories is found below. Time allocation estimates are based on current and historic allocation data as well as staff input. In addition, narratives are provided for each of the five categories.

Champaign County GIS Consortium <i>Core Services and Support Function Comparison</i>	Previous Year Weeks	FY2022 Weeks	Explanation
CCGISC Core Services and Support Functions			
GIS Data Layers			
<i>Annual Maintenance and Quality Control</i>	92.00	92.00	<i>Allocated time remains consistent with previous fiscal year</i>
<i>Improvement Tasks</i>	41.00	43.00	<i>Allocated time increased; see Table 1A for details</i>
Total:	133.00	135.00	
Consortium Support			
	21.00	21.00	<i>Allocated time remains consistent with previous fiscal year</i>
Data Distribution			
	30.00	30.00	<i>Allocated time remains consistent with previous fiscal year</i>
Management			
	44.00	44.00	<i>Allocated time remains consistent with previous fiscal year</i>
Education and Training			
	6.00	6.00	<i>Allocated time remains consistent with previous fiscal year</i>
CCGISC Core Services & Support Functions Total:	234.00	236.00	

Section 1A-1. GIS Data Layers

One of the missions of CCGISC is to provide Consortium members with up-to-date, high quality regional GIS data. To provide this service, it is necessary to **maintain** and **improve** the existing, or “core” GIS data layers.

ANNUAL MAINTENANCE AND QUALITY CONTROL

The performance of maintenance and quality control procedures are methods utilized by CCGISC staff to provide high quality GIS data. Most of the data layers are in constant transition to reflect the changes of the features the layers represent. When changes are reported to CCGISC staff, the layers are updated in a timely manner. In addition, quality control procedures are executed to maximize data accuracy.

IMPROVEMENT TASKS

The top priority of the CCGISC staff is to maintain and refine the core GIS layers, services, and support functions. Improvement tasks are divided into two categories 1) short-term tasks that are finite and will be completed within the next 3-years and 2) on-going tasks that require periodic review or refinement.

In fiscal year 2022, forty-three (43) weeks of staff time has been reserved for improvement tasks. The table below contains a brief description of the identified improvement tasks, an estimate of the total time needed to complete the task, and the anticipated completion year.

Identified Improvement Tasks	Description	Time Estimate (weeks)	Anticipated Completion Year
1. Upgrade Scripts to Python 3.0	Review scripts and make necessary updates to Python 3.0 <i>task began in 2021; 2.0 weeks in 2022</i>	2.0	2022
2. CCGISC Website	Overhaul CCGISC website; implement responsive design <i>task introduced in 2021; postponed to 2022</i>	8.0	2022
3. Upgrade Enterprise Databases	Upgrade ArcGIS Enterprise Databases	1.0	2022
4. Update Tax Map Book Web Tool	Update Tax Map Book Web Tool - introduce more functionality and update interface	5.0	2022
5. Implement Long-Term Technology Plan	Implement 3-5 year plan objectives	3.0	2022
6. Parcel Genealogy Review/Updates	Update/Correct Genealogy Entry Issues <i>task began in 2020; 7.0 weeks in 2021 and 7.0 weeks 2022</i>	14.0	2022
7. Create Metadata	Create metadata for all layers / tables, etc. <i>task began in 2020; 2.0 weeks in 2021, 6.0 weeks 2022, 10.0 weeks in 2023</i>	18.0	2023
On-going			
1. Develop/Maintain/Update Workflow and Quality Control Procedures	Continue to update and develop workflow and quality control procedure. In 2021 the focus will be to improve workflows and documents related to Parcel Fabric Conversion as well as continue to document and distribute tables created from the new tax system	4.0 /year	ongoing
2. ADA Website Accessibility	Ensure new website additions ADA compliant	2.0 /year	ongoing
3. Review and Update SDE layers, Tables and Feature Datasets	Review design of Enterprise Geodatabase datasets and feature classes; focus will be on Transportation Street Feature dataset in FY2021	3.0 /year	ongoing
4. Develop and Maintain Web Apps	Develop new and maintain existing Web Applications	2.0/year	on-going

Section 1A-2. Consortium Support

A basic function of CCGISC is to assist member agencies through the promotion and use of GIS technology and data. To accomplish this function, CCGISC staff assists members with technical support issues and small projects. In addition, staff provides member data updates, viewing applications, and fills data release requests.

Section 1A-3. Data Distribution

CCGISC is charged with the responsibility of distributing and promoting the use of the GIS. To meet this goal, CCGISC utilizes a variety of distribution methods and platforms including, but not limited to, the following:

- ♦ *Tax Map Atlas website*
- ♦ *CCGISC web site*
- ♦ *Document distribution through a web enabled document file server*
- ♦ *Data sales*
- ♦ *ArcGIS Online/Portal applications*
- ♦ *Published Services*
- ♦ *Database Views*
- ♦ *Web mapping applications (Address, Public, Genealogy)*
- ♦ *Enterprise geodatabase connections*
- ♦ *Portal/ArcGIS Online Collaborations*

Section 1A-4. Management

Management includes program and project management as well as database management and server administration carried out by the GIS Director. Program management tasks include the preparation of committee meeting documents and responding to committee meeting requests, budgetary and fiscal tasks, and technology improvement plans. Projects and initiatives are coordinated with the Technical Representative working group. When required, additional working groups are established. Past groups include Sanitary, Addressing, and Technology Improvement.

Section 1A-5. Education and Training

GIS software and applications continually evolve. Education and training is necessary to maintain and improve CCGISC staff skills. The CCGISC staff typically attends at least one local conference a year and is encouraged to experiment and research tools that may improve efficiency levels. In addition, webinars, workshops, and other training and education outlets are utilized.

Section 1B. Work Tasks

A GIS continuously evolves and grows because it provides a wide variety of benefits. CCGISC work tasks are projects identified by the CCGISC members that increase efficiency and improve decision making within their member organizations. As work tasks are completed, the resulting products are added to core services.

Work tasks are determined by the CCGISC Technical Representatives and ultimately accepted by the member organizations with approval of this document by the CCGISC Policy Committee. The work tasks are listed in prioritized order in the table below.

Description	Start Year	Time Estimate Remaining (weeks)	Anticipated Completion Year
Utilize Circuit Clerk documents to map drainage districts and sub-districts	2019	8 of 26	2022
Utilize Circuit Clerk documents to map drainage tiles	2022	14 of 14	2023
Reconcile drainage districts and sub-districts with appropriate county offices	2022	8 of 8	2023

In fiscal year 2022, it is estimated that 8 weeks of staff-time are available for work tasks. The table above includes time estimates and the anticipated completion year for each task – *see the Work Task section in Table 2A for more details.*

Section 1C. Technical Service Contracts

Technical service contracts provide GIS related support to agencies on a contractual basis. In fiscal year 2022, it is anticipated service contracts will account for approximately 9% (\$55,000) of the total Operating Budget revenue. It is anticipated that contractual agreements with the following agencies will be in place in FY2022.

- ♦ Piatt County
- ♦ City of Champaign
- ♦ Urbana-Champaign Sanitary District
- ♦ Village of Mahomet
- ♦ METCAD

Section 1D. Accomplished Highlights

The table below highlights several the CCGISC staff accomplishments 2021.

Accomplished Highlights	
1.	Lidar-Acquisition Project
2.	Mapped 22 Drainage Districts and 57 Sub-districts (<i>total mapped 71 Drainage Districts and 156 Sub-districts</i>)
3.	Upgraded IIS Webserver
4.	Conversion of ArcGIS Desktop Parcel Fabric to ArcPro Fabric
5.	Upgraded SQL Server from 2014 to 2019
6.	Upgraded ArcGIS Enterprise to 10.8.1; Anticipate upgrade to ArcGIS Enterprise 10.9.x prior to end of 2021
7.	Finalized Creation and Preparation of GIS Layers for Tyler New World Conversion
8.	Contour, Breakline, Building Footprint Project (<i>anticipated completion end of 2021</i>)
9.	Contract Work: County Board Redistricting; UCSD Easement Mapping; White Heath Water Works Project

Section 2. Two-year Projections

Two-year projections were calculated for labor/service and program costs. These projections are illustrated in the tables below.

Section 2A. Labor Allocation Projections

Champaign County GIS Consortium <i>2-Year Labor/Service Allocation Projection</i>	FY2022 Number of Weeks	FY2023 Number of Weeks
CCGIS Core Services and Support Functions		
GIS Data Layers		
<i>Annual Maintenance and Quality Control</i>		
<i>Cadastral/Land Based*</i>		
1. Tax Parcels		
2. Parcel Points		
3. Annotation (100-scale and 400-scale)		
4. Subdivisions/Subdivision Table		
5. Parcel Platted Subdivisions		
6. Easements (new and historic)		
7. Road Right-of-Ways (new and historic)		
8. County & PLSS Townships, Sections & Quarter Sections		
9. Corner, Corner Coordinate, Monument		
10. Tax Map Index		
11. Condominium Table		
12. Farm Land Use		
<i>Administrative Boundaries</i>		
13. Municipal Boudaries and Extra-Territorial Jurisdictions (ETJ)		
14. Annexations		
15. Political Townships		
16. Taxing Districts - 16 Districts (current and previous revenue years)		
17. Voting Precincts		
18. County Board Districts		
<i>Transportation & Location</i>		
19. Street Centerlines		
20. Railroads		
21. Address Points (Addressing)		
<i>Natural Features</i>		
22. Stream & Lakes		
<i>Orthophotography & LiDAR</i>		
23. Orthophotography		
24. Elevation Data - LiDAR & Terrain		
25. Ortho Index		
<i>Emergency Service Layers</i>		
26. CivilMunicipal Boundary		
27. Cemetery and Trailer Parks		
Annual Maintenance and Quality Control	92.0	92.0
Improvement Tasks	43.0	29.0
GIS Data Layers Total:	135.0	121.0
Consortium Support	18.0	18.0
Data Distribution	30.0	30.0
Management	43.0	43.0
Education and Training	6.0	6.0
CCGIS Core Services & Support Functions Total:	232.0	218.0

Champaign County GIS Consortium <i>2-Year Labor/Service Allocation Projection</i>	FY2022 Number of Weeks	FY2023 Number of Weeks
Work Tasks		
1. Map Drainage Districts and Subdistricts	8.0	-
2. Map Drainage District Tiles	-	14.0
3. Reconcile Drainage Districts and Sub-Districts with Appropriate Offices	-	8.0
Work Tasks Total:	8.0	22.0
Technical Service Contracts		
1. Piatt County	10.0	10.0
2. Urbana-Champaign Sanitary District	4.0	4.0
3. City of Champaign	14.0	14.0
4. Village of Mahomet	2.0	2.0
5. Other	6.0	6.0
Local Contract Total:	36.0	36.0
Total Allocation:	276.00	276.00
Total Available Weeks:	276.00	276.00
Percent Allocated:	100%	100%

For projection purposes, the number of working weeks for full-time GIS staff is estimated at 46 weeks for FY2022 and FY2023: $6 \text{ staff} * 46 \text{ weeks} = 276 \text{ working weeks}$.

Section 2B. Financial Projections

Champaign County GIS Consortium <i>3-Year Operation Fiscal Projection</i>	FY2021 Budget	FY2022 2.5% Increase	FY2023 2.5% Increase	FY2024 2.5% Increase
Projected Revenue				
Member Contributions	\$ 479,587	\$ 491,580	\$ 503,873	\$ 516,473
Local Government Reimbursements	\$ 23,008	\$ 23,008	\$ 24,158	\$ 24,158
Base Station & Maintenance Consolidation <i>(pass through funds)</i>	\$ 18,150	\$ 18,953	\$ 18,953	\$ 18,953
Technical Services Contracts	\$ 54,000	\$ 55,000	\$ 55,000	\$ 55,000
Map & Data Sales	\$ 13,500	\$ 12,500	\$ 12,500	\$ 12,500
Other Revenue	\$ 5,500	\$ 500	\$ 500	\$ 500
Total Revenue:	\$ 593,745	\$ 601,541	\$ 614,984	\$ 627,584
Projected Expenses				
<i>Personnel</i>				
Salaries	\$ 362,804	\$ 395,343	\$ 376,869	\$ 386,291
Benefits	\$ 122,036	\$ 131,952	\$ 126,037	\$ 130,133
Total Personnel	\$ 484,840	\$ 527,295	\$ 502,906	\$ 516,424
Commodities	\$ 4,800	\$ 4,800	\$ 4,800	\$ 4,800
<i>Services</i>				
Equipment Maintenance	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Office Space	\$ 5,000	\$ 6,000	\$ 6,000	\$ 6,000
Audit Fees	\$ 11,500	\$ 10,500	\$ 10,500	\$ 10,500
Computer Services	\$ 5,500	\$ 8,000	\$ 8,000	\$ 8,000
Other	\$ 12,750	\$ 12,750	\$ 12,750	\$ 12,750
Total Services	\$ 36,250	\$ 38,750	\$ 38,750	\$ 38,750
Interfund Expenditure	\$ 10,000	\$ 3,250	\$ 3,250	\$ 3,250
Capital	\$ -	\$ -	\$ -	\$ -
Interdepartment Expenditure	\$ 57,000	\$ 57,500	\$ 65,000	\$ 64,000
Total Expenses:	\$ 592,890	\$ 631,595	\$ 614,706	\$ 627,224
Revenue to Expenditure	\$ 855	\$ (30,054)	\$ 278	\$ 360

General Notes:

- A 2.5% membership increase is included in FY2022 budget
- Projections include 2.5% membership increase in FY2023 and FY2024; without increases CCGISC will experience deficit budgets beginning in FY2023
- Assumes stable Technical Service Contracts for FY2022 through FY2024
- Local Government Reimbursement includes additional member and 4% increase in FY2023 and FY2024. FY2023 includes a 5% increase 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:

- A personnel change resulting from retirement is anticipated in FY2022; the FY2022 personnel lines include 6.5 FTE to accommodate this staff change; unused personnel funds will revert back to the fund balance; 6 FTE are budgeted in FY2023 and FY2024
- Per County Administration, personnel includes an overall 3.0% salary increase; In the Consortium budget, 0.5% used for merit adjustments
- Assumes 2.5% salary increase in FY2023 and FY2024
- Benefit rates assume a 3.25% increase in FY2023 and FY2024

Commodity Notes:

- Assumes Commodities will remain stable in FY2022 through FY2024

Service Notes:

- Overall, services increase in FY2022 through FY2024 to account for increases in office space and IT support; slight decrease in Audit fees anticipated ahead of probable change in external auditor and internal preparation of financial statements

Interfund, Capital and Interdepartment Expenditure Notes:

- In FY2021 the Interfund Expenditure line item included the CCGISC portion of *initial* purchase of County ERP software. With this paid, the annual ERP fee decreases resulting in a \$5,750 Interfund Expenditure decrease
- Interdepartment Expenditure line includes funds transferred to Capital/Technology Purchases department (850-112) per Capital and Technology Plan; Transferred funds remain relatively stable FY2022. With anticipated expenditure decrease due to personnel changes, an increase in funds transferred to Capital/Technology Purchases department (850-112) is projected for FY2023 and FY2024
- No Operating Budget Capital expenses are anticipated in FY2022 through FY2024

Section 3. Budget Index

Exhibit I – Line-Item Consortium Budget

Champaign County GIS Consortium Operating Budget January 1, 2022 - December 31, 2022	
Fund 850, Department 111	FY2022 Budget Proposed 2.5% Increase
CHAMPAIGN CITY	\$ 69,312
URBANA CITY	\$ 39,431
VILLAGE OF RANTOUL	\$ 25,222
UNIVERSITY OF ILLINOIS	\$ 35,135
CHAMPAIGN COUNTY	\$ 305,611
VILLAGE OF SAVOY	\$ 17,676
VILLAGE OF MAHOMET	\$ 16,989
URBANA-CHAMPAIGN SANITARY DISTRICT	\$ 1,157
LOCAL GOVT REIMBURSEMENT	\$ 23,008
FEDERAL, STATE & LOCAL SHARED REVENUE	\$ 533,541
TECHNICAL SERVICE CONT.	\$ 55,000
FEES AND FINES	\$ 55,000
INVESTMENT INTEREST	\$ 500
SALE OF MAPS, DATA	\$ 12,500
MISCELLANEOUS	\$ 13,000
REVENUE TOTALS	\$ 601,541
REG. FULL-TIME EMPLOYEES	\$ 395,343
TEMP. SALARIES & WAGES	\$ -
SOCIAL SECURITY-EMPLOYER	\$ 30,244
IMRF - EMPLOYER COST	\$ 20,795
WORKERS' COMPENSATION INS	\$ 2,176
UNEMPLOYMENT INSURANCE	\$ 1,633
EMPLOYEE HEALTH/LIFE INS	\$ 77,104
PERSONNEL	\$ 527,295
STATIONERY & PRINTING	\$ 200
OFFICE SUPPLIES	\$ 2,000
BOOKS, PERIODICALS & MAN.	\$ 200
COPIER SUPPLIES	\$ 1,500
POSTAGE, UPS, FED EXPRESS	\$ 200
GASOLINE & OIL	\$ 200
EQUIPMENT LESS THAN \$5000	\$ 500
COMMODITIES	\$ 4,800
AUDIT & ACCOUNTING SVCS	\$ 10,500
ATTORNEY/LEGAL SERVICES	\$ 500
PROFESSIONAL SERVICES	\$ 2,000
JOB-REQUIRED TRAVEL EXP	\$ 500
UTILITIES	\$ 2,250
COMPUTER/INF TCH SERVICES	\$ 8,000
TELEPHONE SERVICE	\$ 1,000
EQUIPMENT MAINTENANCE	\$ 1,500
SPACE RENTAL	\$ 6,000
EQUIPMENT RENTALS	\$ 200
OTHER SERVICE BY CONTRACT	\$ 200
LEGAL NOTICES, ADVERTISING	\$ 200
BUSINESS MEALS/EXPENSES	\$ 200
PHOTOCOPY SERVICES	\$ 200
DUES AND LICENSES	\$ 1,000
CONFERENCES & TRAINING	\$ 3,000
MISC	\$ 200
JANITORIAL SERVICES	\$ 1,300
SERVICES	\$ 38,750
FURNISHINGS, OFFICE EQUIP	\$ -
CAPITAL	\$ -
TO CAPITAL REPLACEMENT	\$ 2,000
TO GENERAL CORP FUND 080	\$ 1,250
INTERFUND EXPENDITURE	\$ 3,250
TO GIS DEPTS 111/112	\$ 57,500
INTERDEPARTMENT EXPENDITURE	\$ 57,500
EXPENDITURE TOTALS	\$ 631,595
Projected FY2022 Operating Reserves	\$432,120
FY2022 Revenue to Expenditure	\$ (30,054)
Restricted Reserve - 10% FY2021 Revenue	\$ (60,832)
Projected AVAILABLE FY2022 Operating Reserves	\$ 341,233

Line-Item Budget Notes:

- ♦ 2.5% Membership Increase
- ♦ Member Revenue Line Items includes membership assessment base station and software pass-through money.
- ♦ Overall Salary Increase – 3.0%

Exhibit II - Orthophotography Budget

Champaign County GIS Consortium Orthophotography Assessment Fund 850, Department 672 January 1, 2022 - December 31, 2022	
CHAMPAIGN COUNTY	\$ 15,875.00
CITY OF CHAMPAIGN	\$ 5,873.75
CITY OF URBANA	\$ 3,333.75
VILLAGE OF RANTOUL	\$ 1,428.75
VILLAGE OF MAHOMET	\$ 1,111.25
VILLAGE OF SAVOY	\$ 1,111.25
UNIVERSITY OF ILLINOIS	\$ 3,016.25
FY2022 ASSESSMENT TOTAL	\$ 31,750
FY2021 Reserves (deferred revenue)	\$ 64,639
FY2022 Deferred Revenue	\$ 31,750
End of FY2022 Projected Reserves	\$ 96,389

Orthophotography Budget Notes:

- ♦ No Assessment Increase Requested

Exhibit III – Capital/Technology Budget

Champaign County GIS Consortium Capital/Technology Purchases Fund 850, Department 112 January 1, 2022 - December 31, 2022	
FROM GIS DEPTS 111	\$ 57,500
REVENUE TOTAL	\$ 57,500
COMPUTER/INF TCH SERVICES	\$ 18,250
EQUIPMENT LESS THAN \$5000	\$ 19,250
COMMODITIES TOTAL	\$ 37,500
EQUIPMENT MAINTENANCE	\$ 45,625
SERVICES TOTAL	\$ 45,625
OFFICE EQUIPMENT	\$ -
CAPITAL OUTLAY TOTAL	\$ -
EXPENDITURE TOTAL	\$ 83,125
FY2021 Technology Reserves	\$ 86,709
Anticipated Revenue less Expenditure per FY2022 Capital/Technology Plan	\$ (25,625)
Projected FY2022 Technology Reserves	\$ 61,084

Capital/Technology Budget Notes:

- ♦ FY2022 Expenditures anticipated at \$83,125 per the FY2022 Capital/Technology Improvement Plan

Exhibit IV – Member Contribution History: 2006-2022

GIS CONSORTIUM MEMBER ASSESSMENT HISTORY

Contribution History 2006 - 2022

GIS CONSORTIUM MEMBERS	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022 Proposed 2.5% Increase
Champaign County	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 214,245	\$ 255,790	\$ 255,790	\$ 255,790	\$ 260,906	\$ 266,124	\$ 272,777	\$ 279,596	\$ 286,586	\$ 293,751	\$ 298,157	\$ 305,611
City of Champaign	\$ 45,454	\$ 46,319	\$ 50,889	\$ 51,843	\$ 51,843	\$ 51,843	\$ 57,043	\$ 57,043	\$ 57,043	\$ 58,184	\$ 59,348	\$ 60,831	\$ 62,352	\$ 63,911	\$ 65,509	\$ 66,492	\$ 68,155
City of Urbana	\$ 27,400	\$ 27,961	\$ 28,154	\$ 28,729	\$ 30,674	\$ 30,674	\$ 32,034	\$ 32,034	\$ 32,034	\$ 32,675	\$ 33,329	\$ 34,162	\$ 35,016	\$ 35,891	\$ 36,788	\$ 37,340	\$ 38,274
Village of Rantoul	\$ 12,978	\$ 13,294	\$ 13,488	\$ 13,818	\$ 13,818	\$ 13,818	\$ 14,247	\$ 14,247	\$ 14,247	\$ 14,532	\$ 14,823	\$ 15,193	\$ 15,573	\$ 15,962	\$ 16,361	\$ 16,606	\$ 17,022
Village of Mahomet	\$ 8,234	\$ 8,470	\$ 8,663	\$ 8,913	\$ 8,913	\$ 8,913	\$ 10,676	\$ 10,676	\$ 10,676	\$ 10,890	\$ 11,108	\$ 11,385	\$ 11,670	\$ 12,766	\$ 13,085	\$ 13,281	\$ 13,614
Village of Savoy	\$ 8,664	\$ 8,907	\$ 9,101	\$ 9,357	\$ 10,196	\$ 10,196	\$ 10,690	\$ 10,690	\$ 10,690	\$ 10,904	\$ 11,122	\$ 11,400	\$ 11,685	\$ 12,911	\$ 13,234	\$ 13,433	\$ 13,769
University of Illinois	\$ 25,875	\$ 26,781	\$ 27,718	\$ 28,550	\$ 28,550	\$ 28,550	\$ 29,406	\$ 29,406	\$ 29,406	\$ 29,995	\$ 30,595	\$ 31,359	\$ 32,143	\$ 32,947	\$ 33,771	\$ 34,278	\$ 35,135
Total:	\$342,850	\$345,977	\$352,258	\$355,455	\$358,239	\$358,239	\$409,886	\$409,886	\$409,886	\$418,086	\$426,449	\$437,107	\$448,035	\$460,974	\$472,499	\$479,587	\$491,580

Notes:

- The membership contributions remained stable for 3 budget years - FY2012 through FY2014, a 2% increase in FY2015 and FY2016, a 2.5% increase in FY2017 through FY2020, a 1.5% increase in FY2021, and a proposed 2.5% increase in 2022
- FY2019 Membership contribution for the Villages of Mahomet and Savoy is greater than 2.5% due to Special Census population increase

Exhibit V – Orthophotography Contribution History: 2012-2022

GIS CONSORTIUM ORTHOPHOTOGRAPHY ASSESSMENT HISTORY

Contribution History 2012 - 2022

GIS CONSORTIUM MEMBERS	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Champaign County	\$ 14,375.00	\$ 14,375.00	\$ 14,375.00	\$ 15,875.00	\$ 15,875.00	\$ 15,875.00	\$ 15,875.00	\$ 15,875.00	\$ 15,875.00	\$ 15,875.00	\$ 15,875.00
City of Champaign	\$ 5,321.19	\$ 5,321.19	\$ 5,321.19	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75
City of Urbana	\$ 2,988.21	\$ 2,988.21	\$ 2,988.21	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75
Village of Rantoul	\$ 1,329.30	\$ 1,329.30	\$ 1,329.30	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75
Village of Mahomet	\$ 995.93	\$ 995.93	\$ 995.93	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25
Village of Savoy	\$ 997.22	\$ 997.22	\$ 997.22	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25
University of Illinois	\$ 2,743.15	\$ 2,743.15	\$ 2,743.15	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25
Total:	\$28,750.00	\$28,750.00	\$28,750.00	\$ 31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$ 31,750.00



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: July 16, 2021
Re: CCGISC Policy Committee Rules and Procedures

Request

Approval of the proposed CCGISC Policy Committee Rules and Procedures document.

Background

Per the Intergovernmental Agreement Providing for the Creation of the Champaign County Geographical Information System Consortium (IGA) the Policy Committee has the authority to adopt and enact procedural rules/by-laws that do not conflict with the terms outlined in the IGA. The Policy Committee requested the establishment of a rule to allow remote attendance in accordance with all applicable laws. The proposed Rules and Procedures document accommodates this request and provides a place to record existing and future rules/procedures established by the Policy Committee. As such, several existing rules were added to this document as a matter of record. Changes to this document shall require approval by the Policy Committee. The document, as provided, was reviewed by the State's Attorney's Office.

Champaign County GIS Consortium

Rules and Procedures



Champaign County GIS Consortium

Updated: June 2021

Table of Contents

List of Figures	1
1.0 Introduction	2
2.0 Policy Committee	2
2.1 Meetings	2
1.1.1 Regular Meetings.....	2
1.1.2 Special Meetings.....	2
1.1.3 Remote Attendance – Normal Rules	2
2.2 Officers	3

List of Figures

Figure 1. Policy Committee Chair and Vice-Chair Rotation	3
--	---

1.0 Introduction

The Intergovernmental Agreement Providing for the Creation of the Champaign County Geographical Information System Consortium, referenced herein as "IGA", provides the Champaign County Geographical Information System Consortium Policy Committee, referenced herein as "Policy Committee", the authority to adopt and enact procedural rules/by-laws that do not conflict with the terms outlined in the IGA. The following rules and procedures shall be adopted by the Policy Committee.

2.0 Policy Committee

Per the IGA, The Policy Committee shall be comprised of one (1) representative to be designated by the Chancellor of the University and by the Chief Administrative Officer of other Members. The designation shall be made in writing and sent to the Chancellor and the Chief Administrative Officer of the other Members. These shall be voting representatives.

2.1 Meetings

1.1.1 Regular Meetings

The Policy Committee shall meet at least quarterly, typically on the third Friday of January, April, July, and October. A meeting schedule of the subsequent year that includes dates, times, location, and designated officers (see section 1.2) shall be approved by the Policy Committee on or before the final meeting of the current year.

1.1.2 Special Meetings

Other meetings may be called at the request of the Policy Committee Chair or any two (2) of the voting Policy Committee members.

1.1.3 Remote Attendance – Normal Rules

Meetings shall be conducted in accordance with all applicable law, including but not limited to the Open Meetings Act, 5 ILCS 120/1 et seq. Attendance by audio or video conference may be allowed when permitted by Section 7 of the Open Meetings Act (5 ILCS 120/7, "Attendance by a means other than physical presence"), subject to all applicable requirements of said Section, including any modification or interpretation of said Section provided by gubernatorial executive order, legal opinion of the Attorney General, or other authority of law.

2.2 Officers

The Policy Committee shall elect a Chair and Vice-Chair from the among the voting members every two (2) years. The nominated Chair and Vice-Chair are designated via a rotation schedule established and approved by the Policy Committee. Every two (2) years the nominated Chair and Vice-Chair are officially elected with the approval of the regular meeting schedule (see section 1.1.1).

The rotation schedule is as follows:

	<u>Vice Chair</u>	<u>Chair</u>
Champaign County	2018-2019	2020-2021
Savoy	2020-2021	2022-2023
Mahomet	2022-2023	2024-2025
Rantoul	2024-2025	2026-2027
UIUC	2026-2027	2028-2029
Urbana	2028-2029	2030-2031
Champaign	2030-2031	2032-2033
Champaign County	2032-2033	2034-2035
Savoy	2034-2035	2036-2037
Mahomet	2036-2037	2038-2039
Rantoul	2038-2039	2040-2041

Each term is two years beginning on January 1 and ending on December 31

Figure 1. Policy Committee Chair and Vice-Chair Rotation



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 2

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. Implemented nightly SQL back-ups and ESRI Server and Portal backups to OneDrive.
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	anticipated in November of 2021
Modernize Tax Map Book (FY2020 Improvement Task)		
9	Change format of Tax Map book to seamless web-map application	Internal discussions; may recommend upgrade to existing tool instead
2021 Work Plan Tasks		
Map Drainage Districts and Subdistricts		
1	Map drainage districts - county-wide	in progress; to date 71 main drainage districts & 156 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 2022/2023; 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**