



Meeting Announcement

GIS POLICY COMMITTEE MEETING

Friday, October 15, 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. *July 16, 2021*
- V. **Financial Statements**
 - A. *FY2021 - 1/1/2021 through 09/30/2021*
- VI. **Business Items**
 - A. *Approval of the FY2022 CCGISC Policy Committee Meeting Schedule*
 - B. *Semi-Annual Review of the Closed Meeting Session Minutes*
 - C. *Discussion of CCGISC Policy Committee Rules and Procedures for Approval*
 - D. *Approval of CCGISC/County Lease Agreement*
 - E. *GIS Director's Report*



GIS Policy Committee

MINUTES – Subject to Review and Approval

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

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

Others: None

CCGIS Staff: Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary)

MINUTES

I. Call to Order

Mr. Walton called the meeting to order at 11:16 a.m.

II. Roll Call

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

III. Approval of Agenda

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

IV. Approval of Minutes

A. April 16, 2021 Meeting

MOTION by Mr. Toalson to approve the April 16, 2021 minutes as distributed; second by Mr. Hess. Upon vote, the **MOTION CARRIED** unanimously.

V. Financial Statements

A. CCGISC Financial Statements

- FY2020 – 1/1/202 through 12/31/2020 (Final)
- FY2021 – 1/1/2021 through 6/30/21

B. Receive and Place on File – FY2019 External Audit

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

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

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

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

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

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

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

VI. Business Items

A. *Presentation of the FY2022 Budget for Approval*

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

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

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

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

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

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

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

100 Upon vote, the **MOTION CARRIED** unanimously.
101

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

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

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

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

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

113 *C. GIS Directors Report*

114 **1. Work Plan Status Report**

115 The work plan status report has been provided and changes are in bold.
116

117 **2. Redistricting**

118 With the State extending the deadline, CCGISC will continue to provide additional
119 technical support to the County once the Census Bureau releases the data.
120

121 **3. Upgrades**

122 Successfully upgraded the SQL Server to 2019. Overall, it went smoothly. The migration
123 from ArcGIS Desktop Fabric to the ArcGIS Pro Fabric is complete. Staff is working to create
124 the necessary datasets for distribution through the CCGISV database. The migration
125 should have little impact on the end users except for the annotation layers. Possible
126 workarounds are being discussed; specifics shall be released soon.
127

128 Upgrading ArcGIS Enterprise Server and Portal to 10.9.1 is the next major undertaking.
129 This will likely occur in the October/November timeframe. Possible user impacts shall be
130 investigated and distributed prior to the upgrade. It is known services published in 10.9.1
131 will not be accessible from ArcGIS Desktop. ESRI continues to move away from ArcGIS
132 Desktop. Ms. Brehob-Riley encouraged the member agencies to make the transition to
133 ArcGIS Pro.
134
135

136 **4. Contour/Building Footprint Project**

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

140 **5. Sanitary Sewer/Innovyze Project**

141 Innovyze completed the model and scheduled training for late July/early August. This
142 project only pertains to the agencies that are part of the Urbana-Champaign Sanitary
143 District.
144

145 **6. DEVNET – County Tax System**

146 Nothing new to report. The County is still waiting on DEVNET to import the historic data
147 as well as a few other items.
148

149 **7. Parcel Genealogy Search**

150 CCGISC and the Assessment office continue to clean up the genealogy data for eventual
151 import into the DEVNET tax system. In the meantime, the genealogy site has been
152 updated to pull records from both the historic tax system (AS400) and the new tax system
153 (DEVNET). Should the tool report data that does not look correct, please contact the
154 County Assessment Office.
155

156 **8. Easement Mapping**

157 Each year CCGISC staff maps two years of easements data – the previous revenue year
158 and an historic revenue year. In 2022 we hope to begin mapping the current year
159 easements as received each month. Ms. Pfeifer said this change would be helpful for
160 Mahomet.
161

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

164 **VII. Adjournment**

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

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

REVENUE	Budgeted	Actual YTD 09/30/2021	Actual % of Budget	Unrealized Balance	
Budgeted Local Government					
Champaign County	\$324,982.00	\$170,382.73	52.43%	\$154,599.27	
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	\$1,156.25	99.94%	\$0.75	
Village of Mahomet	\$18,069.00	\$4,478.31	24.78%	\$13,590.69	
Village of Rantoul	\$26,938.00	\$27,119.15	100.67%	- \$181.15	
Village of Savoy	\$19,261.00	\$15,700.50	81.51%	\$3,560.50	
Local Government Total	\$557,390.00	\$218,836.94	39.26%	\$338,553.06	
Local Government Reimbursement	\$23,008.00	\$19,972.00	86.80%	\$3,036.00	
Charges for Services	\$54,000.00	\$28,212.61	52.25%	\$25,787.39	
Investment Interest	\$5,500.00	\$105.04	1.91%	\$5,394.96	
Maps & Data Sales	\$13,500.00	\$5,378.00	39.84%	\$8,122.00	
Interdepartment Transfers	\$57,000.00	\$57,000.00	100.00%	\$0.00	
REVENUE TOTAL	\$710,398.00	\$329,504.59	46.38%	\$380,893.41	
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 09/30/2021	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$362,804.00	\$371,304.00	\$265,646.07	71.54%	\$105,657.93
Fringe Benefits	\$122,037.00	\$113,537.00	\$61,065.98	53.79%	\$52,471.02
Personnel Total	\$484,841.00	\$484,841.00	\$326,712.05	67.39%	\$158,128.95
Commodities	\$15,050.00	\$15,050.00	\$4,994.77	33.19%	\$10,055.23
Services					
Audit	\$11,500.00	\$11,500.00	\$5,640.00	49.04%	\$5,860.00
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	\$728.74	32.39%	\$1,521.26
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	\$463.52	46.35%	\$536.48
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	\$904.84	10.05%	\$8,095.16
Services Total	\$97,875.00	\$127,775.00	\$60,747.94	47.54%	\$67,027.06
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	\$450,652.76	65.06%	\$242,013.24

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



GIS Policy Committee

Proposed Meeting Schedule for 2022

Unless otherwise indicated

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

Lyle Shields Meeting Room, Brookens Administrative Center

1776 E. Washington St.

Urbana, Illinois

ANY OTHER CHANGES WILL BE ANNOUNCED

Friday, January 21, 2022

Friday, April 22, 2022

Friday, July 15, 2022

Friday, October 21, 2022

Chair: **Village of Savoy**

Vice-Chair: **Village of Mahomet**



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

To: CCGISC Policy Committee
From: Leanne Brehob-Riley, GIS Director
Date: October 15, 2021
Re: CCGISC Policy Committee Rules and Procedures Document Updates

Request

Approval of the CCGISC Policy Committee Rules and Procedures document as updated.

Background

The Policy Committee adopted the Rules and Procedures document to enact procedural rules/by-laws that do not conflict with the terms outlined in the IGA. At the July 16, 2021 meeting, the Policy Committee requested the addition of rules and procedures pertaining to the Technical Representatives and the conduct of the CCGISC Policy Committee meetings. These are included in sections 2.1.4 and 3.0, respectively. Proposed rules regarding Salary Administration, specifically Pay for Performance, were also included as section 4.0 for consideration. The County Executive is agreeable with section 4.0 as presented. The document, as provided, was reviewed by the State's Attorney's Office.

Champaign County GIS Consortium

Rules and Procedures



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1.0 Introduction

The Champaign County GIS Consortium, referenced herein as "CCGIS", is a joint venture created from an intergovernmental agreement. 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 the 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

2.1.1 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.

2.1.2 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.

2.1.3 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.

2.1.4 Meeting Rules

- a. The business of the Policy Committee shall be conducted in conformity with these Rules.
- b. Except as otherwise required by these Rules or by statute, the conduct of all Policy Committee meetings shall be governed by *Roberts Rules of Order Newly Revised* typically using the following general procedures.
 - i. Attendance taken using a sign-in sheet; all those in attendance by means of physical presence must sign the provided sheet, and any in attendance by a means other than physical presence shall be noted by roll call and recorded on the sign-in sheet.
 - ii. Voting done viva voce (by the voice) shall be the standard unless a roll call is required or deemed necessary.

- iii. Financial Statements, including external audits, require a motion to ***be received and placed on file.***

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

3.0 Technical Representatives

Each member agency shall designate a Technical Representative. The designation shall be made in writing and sent to the CCGISC Director. The duties and responsibilities of the Technical Representatives include, but are not limited to, the following:

- a. Act as their agency's primary point of contact for technical matters to CCGISC staff.
- b. Relay technical updates and/or information supplied by the CCGISC Director to the Members and their respective agencies.
- c. Provide technical and operational input as requested by CCGISC staff or direct CCGISC staff to appropriate contacts within their agency.
- d. Attend at least one informal meeting per year.

4.0 Salary Administration

The Policy Committee follows the Salary Administration policies set forth by the Lead Agency. These include, but are not limited to, establishing pay grades and pay ranges, designating positions to specific pay ranges, and recommending annual salary adjustments. However, to retain and reward valuable employees who meet certain criteria on annual performance evaluations, the Policy Committee established Pay for Performance guidelines which, at their discretion, may be funded as part of the annual budgetary approval process. Pay for Performance adjustments are in addition to the recommended salary increase by the Lead Agency.

4.1 Pay for Performance

4.1.1 Guidelines

- a. The CCGISC Director conducts annual performance evaluations for the CCGISC staff members following guidelines set forth by the Lead Agency.
- b. The Lead Agency is responsible for the annual evaluation of the CCGISC Director.
- c. Employees who are not at the maximum of their respective salary ranges may be eligible for up to a 1.25% salary increase. This increase shall not exceed the maximum of their respective salary ranges. Salary increases are based on the results of the employee's annual performance evaluation
- d. Employees who are at the maximum of their respective salary ranges, or who will reach the maximum because of their evaluation, may be eligible for a one-time bonus of up to \$650.00. One-time bonuses are based on the results of the employee's annual performance evaluation.

4.1.2 Recommendation

The CCGISC Director shall provide the Policy Committee with an annual Pay for Performance recommendation as part of the annual budgetary process. This recommendation shall consider, at a minimum, the following items:

- a. Reasonableness in relation to the recommended pay increase by the Lead Agency considering the Consumer Price Index (CPI) and/or the annual Cost of Living Adjustment (COLA).
- b. Available appropriations to sustain the increase per 3-year financial projections.



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

To: CCGISC Policy Committee
From: Leanne Brehob-Riley, GIS Director
Date: October 15, 2021
Re: CCGISC/Champaign County Lease Agreement 2022 - 2026

The provided 5-year County/CCGISC lease agreement is for the term January 1, 2022 through December 31, 2026. This is the same agreement as the approved 2017 - 2021 agreement except for the changes outlined below.

This agreement was initially reviewed by the City of Champaign Legal Department. They suggested minor changes related to payment/invoicing details. The provided agreement reflects these changes, however due to an unplanned absence, Champaign Legal has not supplied back any final comments. The County does not have any issues with the lease agreement as presented.

ARTICLE II, Term

The agreement term has been updated to January 1, 2022 through December 31, 2026.

ARTICLE III, Rent

Includes updated rental rate amounts utilizing the same 2% annual increase from the 2017 - 2021 agreement. As suggested by the City of Champaign legal department, this section was also updated to include language that specifies the County (Landlord) shall invoice CCGISC (Tenant) for the full amount in the fourth quarter of each calendar year. Payment due upon receipt.

ARTICLE IV, Utilities

As suggested by the City of Champaign legal department, this section was updated to include language that specifies the County (Landlord) shall invoice CCGISC (Tenant) monthly for utilities. Payment due upon receipt.

ARTICLE XI, Custodial Services and Supplies

Includes updated custodial service costs. The per square foot rate for 2022 is slightly less than the 2018 rate and the ending 2026 rate is just slightly more than the 2021 rate.

REQUEST

I recommend the CCGISC Policy Committee approve the updated CCGISC/County lease agreement pending final review by the City of Champaign legal department.

**LEASE AGREEMENT BETWEEN THE COUNTY OF CHAMPAIGN
AND GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM**

This lease is made and entered into this _____ day of _____ 2021, by and between the County of Champaign (hereinafter referred to as "Landlord") and Champaign County Geographic Information System Consortium, an intergovernmental agency (hereinafter referred to as "Tenant").

ARTICLE I

Premises

Landlord does hereby lease to Tenant 995 square feet of office space located in Pod 400 of the Champaign County Brookens Administrative Center, which is located at 1776 E. Washington Street, Urbana, Illinois. The office space lease is identified in the floor plan of the Brookens Administrative Center, which is attached as Exhibit "A" (Hereinafter referred to as the Premises). Common conference rooms located within the Brookens Administrative Center will be made available to Tenant by Landlord with reasonable prior notice to Champaign County Administrative Services. Other common areas, such as breakrooms, kitchens, and bathrooms may also be available for use by Tenant at the discretion of Landlord; however, the use of those areas is not governed by this Lease Agreement.

ARTICLE II

Term

This lease shall commence January 1, 2022 and continue through and including December 31, 2026 unless sooner terminated or extended by written agreement of the parties.

ARTICLE III

Rent

Rent for the said Premises shall be at the following rate:

- a. \$5.10 per square foot or \$5,0745 annually or \$422.87 per month for the period of January 1, 2022 to December 31, 2022.
- b. \$5.20 per square foot or \$5,174.00 annually or \$431.16 per month for the period January 1, 2023 to December 31, 2023.
- c. \$5.30 per square foot or \$5,273.50 annually or \$439.46 per month for the period of January 1, 2024 to December 31, 2024

- d. \$5.41 per square foot or \$5,382.95 annually or \$448.58 per month for the period of January 2025 to December 31, 2025
- e. \$5.52 per square foot or \$5,92.40 annually or \$457.70 per month for the period of January 1, 2026 to December 31, 2026.

Landlord shall invoice the Tenant for the full amount due in the fourth quarter of each calendar year. Payment by Tenant is due upon receipt.

ARTICLE IV

Utilities

Landlord shall provide electricity, plumbing, and heat and air conditioning, during the appropriate seasons. Tenant shall pay its proportional share of utilities. Tenant's proportional share shall be determined by dividing actual utility expenses for the Brookens Administrative Center; by the building's total square footage; and multiplying by 995. Landlord shall not be liable for failure to furnish or for suspension or delays in furnishing any utilities caused by breakdown, maintenance or repair work, strike, riot, civil disturbance, or any cause or reason whatsoever beyond the reasonable control of Landlord. Utility invoices shall be supplied to the Tenant on a monthly basis. Payment by Tenant is due upon receipt.

ARTICLE V

Use of Lease Premises

1. Tenant shall use and occupy the said Premises as a business office for the Champaign County Geographic Information System Consortium, and shall not use and occupy the said Premises for any other purpose whatsoever without the prior written consent of Landlord. Tenant shall not use or permit the Premises or any part thereof to be used for any disorderly, unlawful, or extra hazardous purpose.

2. Tenant shall commit no act of waste and shall take good care of the said premises and the fixtures and appurtenances therein, and shall, in the use and occupancy of the premises, conform to all laws, orders, and regulations of the federal, state and municipal or local governments and any or their departments. Tenant further agrees to hold Landlord harmless from any fines, penalties and costs incurred by Tenant's violation or non-compliance with the said laws, orders and regulations.

3. Tenant shall not use or permit the use of machinery or equipment which shall cause an unreasonable consumption of utilities within the said Premises beyond that made known to Landlord at the time of the execution of this lease.

4. Tenant shall not use any equipment or engage in any activity on the said Premises which shall cause an increase in the liability insurance rate of the Brookens

Administrative Center, or which shall create or cause undue expense to Landlord for maintenance or utilities.

5. At the expiration or termination of this lease, if there is no written extension agreement of the said lease, Tenant shall surrender and deliver the said Premises to Landlord in as good a condition as when Tenant first received possession of the premises, ordinary wear and tear and damage by the elements, fire and other unavoidable casualty excepted. Tenant shall serve upon Landlord within ninety (90) days of the execution of this lease written notice specifying what parts, if any, of the said premises are not in good order.

ARTICLE VI

Subletting and Assignment

Tenant shall not assign, mortgage, pledge, or encumber this lease, or sublet the said Premises or any part thereof, without first obtaining the written consent of Landlord.

ARTICLE VII

Alterations

1. Tenant shall not make any alterations, installations, changes, replacements, additions or improvements (structural or otherwise) in or to the said Premises or any part thereof without the prior written approval of Landlord of the design, plans and specifications therefore. Tenant shall keep the said Premises and the building and grounds of which it is a part free and clear of liens arising out of any work performed, materials furnished, or obligations incurred by Tenant, including mechanic's liens.

2. It is specifically understood that all alterations, installations, changes, replacements, additions or improvements upon the said Premises shall, at the election of the Landlord, remain upon the said Premises and be surrendered by the Tenant with the said Premises at the expiration of this lease without disturbance or injury, unless otherwise agreed by the Tenant and Landlord in writing. Should Landlord require Tenant to remove any or all alterations, installations, changes, replacements, additions or improvements upon the said Premises upon termination of this lease or any extension thereof, Tenant agrees to remove those items so designated by Landlord at the sole cost and expense of Tenant. Shall Tenant fail to remove those items so designated by Landlord, then Landlord may cause the said items to be removed, and Tenant agrees to reimburse Landlord for the cost of such removal, together with any and all reasonable damage which Landlord may suffer and sustain by reason of the failure of Tenant to remove the same.

3. Maintenance and repair of any items installed by Tenant as outlined in this Article shall be the sole responsibility of Tenant, and Landlord shall have no obligation to maintain or repair the said items unless the parties agree otherwise in writing.

4. Tenant shall promptly repair any and all damages caused to the said Premises or to the building and grounds of which the said Premises are a part which are occasioned by the installation or removal of any alteration made pursuant to this Article.

ARTICLE VIII

Parking

1. At no additional cost to Tenant, Tenant's employees may park in the unreserved spaces in the Brookens parking lot. Parking spaces shall be available on a first come, first served basis.

2. Tenant's temporary business guests and visitors shall be permitted to use the visitors' reserved parking spaces available off Washington Avenue and in the northeast parking lot off of Lierman Avenue of the property on which the Premises are located. Parking spaces shall be available on a first come, first served basis.

ARTICLE IX

Signs, Notices, and Advertisements

Tenant shall not inscribe, print, affix, or otherwise place any sign, advertisement, or notice on the grounds of the said Premises, or the exterior or interior of the building of which the said Premises is a part, except on the doors of the said Premises, and only in a size, color and style approved by Landlord.

ARTICLE X

Insurance

As the Lead Agency of the Champaign County Geographic Information Consortium (CCGIS), the Landlord shall procure and maintain sufficient property insurance to cover the replacement value of the Tenant's equipment and all equipment loaned to the Consortium, against all direct loss or damage subject to the payment of any deductible by Tenant. Tenant will not be charged a deductible if the cause of equipment damage is due to landlord or building-related issues including, but not limited to, broken pipes, water damage, or fires not involving CCGISC staff. Landlord shall provide Tenant copies of any insurance policies or evidence of insurance within 7 days of any written request.

ARTICLE XI

Custodial Services and Supplies

Tenant shall pay an additional cost of \$1.06 per square foot or \$1,054.70 annually or \$87.89 monthly from January 1, 2022 to December 31, 2022, \$1.08 per square foot or \$1,074.60 annually or \$89.55 per month from January 1, 2023 to December 31, 2023, \$1.10 per square foot or \$1,094.50 annually or \$91.20 per month from January 1, 2024 to December 31, 2024, \$1.12 per square foot or \$1,114.40 annually from January 1, 2025 and December 31, 2025, an 1.15 per square foot or 1,144.25 annually from January 1, 2026 to December 31, 2026 for custodial services provided by Landlord that are customary for other offices in in the building of which the said Premises is a part. Landlord shall furnish adequate lavatory supplies, and normal and usual maintenance each day Monday through Fridays except legal holidays.

ARTICLE XII

Personal Property

Landlord shall not be responsible for insuring the personal property of Tenant's employees. Landlord shall not be liable for any accident, damage to, or theft of property belonging to Tenant's employees. Landlord shall not be liable for damages to personal property belonging to Tenant's employees resulting from the use or operation of the heating, cooling, electrical or plumbing apparatus, water, steam or other causes. Tenant expressly releases Landlord from any liability incurred or claimed by reason of damage to Tenant's employees' personal property.

ARTICLE XIII

Damage to Lease Premises

If through no fault of Tenant the said Premises are damaged by fire or other casualty to such extent that the said Premises are totally destroyed, or if the damage occurs during the last six months of the term of this lease, this lease shall cease, and Tenant shall be entitled to a refund of any rent paid for the period subsequent to the time of the damage. In all other cases when the said Premises are damaged by fire or other casualty through no fault of Tenant, Landlord shall repair the damage as soon as practicable, and if the damage has rendered the said Premises untenable in whole or in part, Tenant shall be entitled to a rent abatement on a prorated basis until Landlord has repaired the damage. Should the said Premises not be restored to tenantable condition within three months from the date of the said damage, then Tenant may, at its option, terminate this lease in its entirety. In determining what constitutes repair of damage by Landlord as soon as practicable, consideration shall be given to delays caused by strike, disposition of insurance claims related to the said damage, and other causes beyond Landlord's control. If the damage results from the fault of Tenant, or Tenant's agents, servants, visitors, or licensees, Tenant shall not be entitled to any abatement or reduction of rent.

No compensation, claim, or diminution of rent shall be allowed or paid by Landlord to Tenant by reason of inconvenience, annoyance, or injury to Tenant's business arising from the necessity of repairing the said Premises or any portion of the building of which the said Premises are a part.

ARTICLE XIV

Access

Landlord, its agents and its employees shall have the right to enter the said Premises at all reasonable hours and necessary times to inspect the said Premises and to make necessary repairs and improvements to the said Premises and the building in which the said Premises are located. The said inspection and any repairs or improvements which are necessary to the said Premises shall be performed at a time mutually agreeable to both parties, unless the said inspection or repairs are necessary for an emergency purpose.

ARTICLE XV

Cumulative Remedies and Waiver

The specified remedies to which Landlord may be entitled under the terms of this lease are cumulative, and are not intended to be exclusive of any other remedies or means of redress to which Landlord may be lawfully entitled in case of any breach or threatened breach by Tenant as to any provision of this lease. The failure of Landlord to insist on strict performance of any covenant or condition of this lease, or to exercise any option herein contained, shall not be construed as a waiver of such covenant, condition, or option in any other instance. No waiver by Landlord of any provision of this lease shall be deemed to have been made unless made in writing and signed by Landlord.

ARTICLE XVI

Partial Invalidity

Should any provision of this lease be or become invalid or unenforceable, the remaining provisions shall be and continue to be fully effective.

ARTICLE XVII

Successors

All of the terms and provisions of this lease shall be binding upon and inure to the benefit of and be enforceable by and upon the representatives, successors and assigns of Landlord and Tenant.

ARTICLE XVIII

Notices and Payments

All rent or other payments due by Tenant pursuant to this lease shall be paid to Landlord at the office of the Champaign County Executive 1776 E. Washington Street, Urbana, Illinois 61802, or such other place as Landlord may from time to time designate by written notice to Tenant. All notices required or desired to be furnished to Landlord by Tenant shall be in writing and shall be furnished by mailing the same by certified mail to Landlord, addressed to Champaign County Executive 1776 E. Washington Street, Urbana, Illinois 61802 or by e-mail to the Facilities Director and the County Executive. All notices from Landlord to Tenant shall be in writing and shall be furnished by Landlord by mailing the same by certified mail addressed to the GIS Director 1776 E. Washington Street, Urbana, Illinois 61802 or by e-mail to the GIS Director. Alternatively, such notices shall be hand delivered with a sworn certification of delivery by the person who effected the delivery.

ARTICLE XIX

Governing Law

This lease shall be construed, enforced, and considered made in accordance with the laws of the State of Illinois.

ARTICLE XX

Titles

All titles, captions and headings contained in this lease are for convenience only and shall not be taken into consideration in any construction or interpretation of this lease, or any of its provisions.

ARTICLE XXI

Entire Agreement

The terms of this lease constitute the whole and entire agreement between the parties, and supersede any and all prior understandings, discussions, agreements or otherwise between the parties hereto with respect to the subject matter hereof.

ARTICLE XXII

Amendment

No amendment to this lease shall be effective unless it is in writing and signed by the parties hereto.

IN WITNESS WHEREOF the parties have set their hands and seals the day and year first above written, in duplicate documents, each of which shall be considered to be an original.

COUNTY OF CHAMPAIGN
Landlord

CCGIS
Tenant

BY: _____
Darlene Kloeppel
County Board Executive

Leanne Brehob-Riley
GIS Director

ATTEST: _____
Aaron Ammons
County Clerk and Ex-Officio
Clerk of the County Board



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 3

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	complete
Conversion to to ArcPro Fabric		
4	Convert from Parcel Fabric to ArcPro Parcel Fabric	complete
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 & 184 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**