



## Meeting Announcement

**GIS POLICY COMMITTEE MEETING**  
Friday, January 21, 2022 at 11:00am  
**LYLE SHIELDS MEETING ROOM**  
1776 E. Washington Street, Urbana, IL

### COMMITTEE MEMBERS

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Christopher Walton – *Chair*  
Kelly Pfeifer – *Vice Chair*  
James Sims

Jake McCoy  
Sanford Hess

Mark Toalson  
M.C. Neal

### AGENDA

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- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Approval of Minutes**
  - A. *October 15, 2021*
- V. **Financial Statements**
  - A. *FY2021 - 1/1/2021 through 12/31/2021 – not final*
- VI. **Business Items**
  - A. *Approval of Douglas County Intergovernmental Agreement for GIS Services*
  - B. *Update of Management’s Discussion and Analysis for future CCGISC Audits*
  - C. *GIS Director’s Report*



# GIS Policy Committee

## **MINUTES – Subject to Review and Approval**

**DATE:** Friday, October 15, 2021  
**TIME:** 11:00 am  
**PLACE:** Brookens Administrative Center  
1776 E. Washington St.  
Urbana, Illinois

<b>Consortium Member Agencies</b>	<b>Present</b>	<b>Absent</b>
Champaign		Mark Toalson
Urbana	Sanford Hess	
Rantoul	Jake McCoy	
Champaign County	Tim Breen	M.C. Neal
UIUC	Chad Kupferschmid	James Sims
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 11:02 a.m.

### II. Roll Call

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

### III. Approval of Agenda

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

### IV. Approval of Minutes

#### A. July 16, 2021 Meeting

**MOTION** by Mr. McCoy to approve the July 16, 2021 minutes as distributed; second by Mr. Breen. Upon vote, the **MOTION CARRIED** unanimously.

### V. Financial Statements

#### A. CCGIS Financial Statements - 1/1/2021 through 9/30/2021

Ms. Brehob-Riley briefly reviewed the financial statements. Membership contributions have been received from everyone except Champaign and the University. Charges for Services and Map and Data sales are lower this year, but the financial outlook is still good. Mr. Hess asked if this was related to the pandemic. Ms. Brehob-Riley stated that is possible but explained data sales tend to vary from year to year. There may be an increase towards the end of the year once the contours are finalized.

**MOTION** by Mr. Hess to receive and place on file the financial statement; seconded by Mr. McCoy. Upon vote, the **MOTION CARRIED** unanimously.

37 VI. Business Items

38 A. *Approval of the FY2022 CCGISC Policy Committee Meeting Schedule*

39 **MOTION** by Mr. Kupferschmid to approve the CCGISC Policy Committee Meeting Schedule for  
40 FY2022; second by Mr.Hess. Upon vote, the **MOTION CARRIED** unanimously.  
41

42 B. *Semi-Annual Review of Closed Meeting Session Minutes*

43 **MOTION** by Mr. Hess and second by Mr. Breen to keep the closed session minutes confidential.  
44 Upon vote the **MOTION CARRIED** unanimously.  
45

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

47 Ms. Brehob-Riley has updated the document to include language regarding technical  
48 representatives, general conduct of the Policy Committee and pay for performance. These were  
49 items that had been discussed previously. The document has been reviewed by County legal. Mr.  
50 Hess requested that in the future, for documents like this, that the committee receive a red-line  
51 version so they can tell what has changed.  
52

53 Mr. Hess had a question about the Technical Representative section, specifically 3.0 (d) Attend at  
54 least one informal meeting per year. Discussion followed and the final wording agreed upon for  
55 section 3.0 (d) was: The technical representatives will meet once annually or as necessary.  
56

57 Pay for Performance was also discussed regarding the one-time bonus and if this section of the  
58 policy would need to be updated frequently. An explanation was given as to how the bonus  
59 worked.  
60

61 **MOTION** by Mr. Hess to approve the CCGISC Policy Committee Rules and Procedures as amended;  
62 second by Mr. McCoy. Upon vote, the **MOTION CARRIED** unanimously.

63 D. *Approval of CCGISC/County Lease Agreement*

64 **MOTION** by Mr. McCoy to approve the CCGISC/County Lease Agreement; second by Mr.  
65 Kupferschmid.  
66

67 Mr. Breen stated that based on prior discussion, the County representative should abstain from  
68 voting since the agreement is with the County.  
69

70 A roll call vote was taken, and the **MOTION CARRIED** unanimously.  
71

72 E. *GIS Director's Report*

73 1. **Work Plan Status Report**

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

75 2. **Redistricting**

76 The Consortium's role in the County Redistricting project is complete and are in  
77 discussions to assist the Urbana School District with their school board redistricting  
78 efforts.

79 3. **Upgrades**

80 The next planned upgrade is ArcGIS Enterprise Server and Portal to 10.9.1. If possible,  
81 the upgrade will occur prior to year-end. Impacts will be investigated and provided to the  
82 Technical Representatives before moving forward with the upgrade.  
83

84 **4. Contour/Building Footprint Project**  
85 There continues to be problems with this project. The contours have been received and  
86 published to the Enterprise Geodatabase. Member agency apps have also been updated  
87 and a review app was provided for members to identify problem areas. However, there  
88 are issues with the classification of depression contours. Each agency is asked to review  
89 the depression areas and report back any issues. Once the project is finalized all  
90 deliverables will be provided to each member agency.

91 **5. Sanitary Sewer/Innovyze Project**  
92 The model is complete. The next step is to work with UCSD and test pushing data updates  
93 to the model.

94 **6. DEVNET – County Tax System**  
95 DevNet is planning to complete the requested data imports in November. Staff continues  
96 to work on the parcel genealogy corrections. Once the corrections are complete –  
97 hopefully sometime next year - the data will be provided to DevNet for import.

98 **7. Easement Mapping**  
99 Starting in 2022, CCGISC hopes to begin mapping easements the year in which they are  
100 received. This is reliant on if FIDLAR, the vendor used by the Recorder’s Office, completes  
101 the set-up of a requested subscription to directly push recorded to a director located on  
102 the County’s network.

103 **8. Failover and Cloud Storage**  
104 No updates. A meeting is scheduled with the IT Director in early November.

105 **9. Projects and Contracts**  
106 We will likely complete some additional NG-911 work for Douglas County. The NG-911  
107 project has established a good working relationship with Douglas County. This has led to  
108 some preliminary parcel maintenance discussions.

109  
110 The County Zoning department is working to make the County Zoning layer available on-  
111 line through the CCGISC Interactive Public Map. The on-line data will not be considered  
112 the official County Zoning Map but should provide a much-needed reference for agencies  
113 and individuals.

114 VII. **Adjournment**  
115 Seeing there was no other business, Mr. Walton adjourned the meeting at 11:25 a.m.

 **Urgent Notice from the Champaign County GIS Consortium**

**IMPORTANT: Server maintenance is planned for the weekend starting Friday evening on January 14th. All maps and apps will be unavailable until maintenance is complete. Should maintenance proceed without issue, the website will be back on-line prior to the end of the day on Saturday, January 15th, however downtimes could be longer. To contact the CCGISC staff, please email [ccgisc@co.champaign.il.us](mailto:ccgisc@co.champaign.il.us) or call 217-819-3555.**

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

REVENUE	Budgeted	Actual YTD 12/31/2021	Actual % of Budget	Unrealized Balance	
<b>Budgeted Local Government</b>					
Champaign County	\$324,982.00	\$246,230.98	75.77%	\$78,751.02	
City of Champaign	\$83,536.00	\$0.00	0.00%	\$83,536.00	
City of Urbana	\$44,084.00	\$41,830.00	94.89%	\$2,254.00	
University of Illinois	\$39,363.00	\$37,294.25	94.74%	\$2,068.75	
Urbana Champaign Sanitary District	\$1,157.00	\$1,156.25	99.94%	\$0.75	
Village of Mahomet	\$18,069.00	\$17,461.24	96.64%	\$607.76	
Village of Rantoul	\$26,938.00	\$29,527.08	109.61%	-\$2,589.08	
Village of Savoy	\$19,261.00	\$18,490.56	96.00%	\$770.44	
<b>Local Government Total</b>	<b>\$557,390.00</b>	<b>\$391,990.36</b>	<b>70.33%</b>	<b>\$165,399.64</b>	
Local Government Reimbursement	\$23,008.00	\$22,866.00	99.38%	\$142.00	
Charges for Services	\$54,000.00	\$38,319.81	70.96%	\$15,680.19	
Investment Interest	\$5,500.00	\$157.59	2.87%	\$5,342.41	
Maps & Data Sales	\$13,500.00	\$6,063.00	44.91%	\$7,437.00	
Interdepartment Transfers	\$57,000.00	\$57,000.00	100.00%	\$0.00	
<b>REVENUE TOTAL</b>	<b>\$710,398.00</b>	<b>\$516,396.76</b>	<b>72.69%</b>	<b>\$194,001.24</b>	
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2021	Actual % of Budget	Unencumbered Balance
<b>Personnel</b>					
Salaries & Wages	\$362,804.00	\$372,669.00	\$369,031.96	99.02%	\$3,637.04
Fringe Benefits	\$122,037.00	\$112,172.00	\$81,012.27	72.22%	\$31,159.73
<b>Personnel Total</b>	<b>\$484,841.00</b>	<b>\$484,841.00</b>	<b>\$450,044.23</b>	<b>92.82%</b>	<b>\$34,796.77</b>
Commodities	\$15,050.00	\$15,050.00	\$5,206.79	34.60%	\$9,843.21
<b>Services</b>					
Audit	\$11,500.00	\$11,500.00	\$5,640.00	49.04%	\$5,860.00
Professional Services	\$2,000.00	\$31,900.00	\$5,756.55	18.05%	\$26,143.45
Job Required Travel	\$500.00	\$500.00	\$87.26	17.45%	\$412.74
Utilities	\$2,250.00	\$2,250.00	\$1,131.57	50.29%	\$1,118.43
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	\$651.78	65.18%	\$348.22
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	\$1,305.00	14.50%	\$7,695.00
<b>Services Total</b>	<b>\$97,875.00</b>	<b>\$127,775.00</b>	<b>\$64,981.95</b>	<b>50.86%</b>	<b>\$62,793.05</b>
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
<b>EXPENDITURE TOTAL</b>	<b>\$664,766.00</b>	<b>\$692,666.00</b>	<b>\$578,430.97</b>	<b>83.51%</b>	<b>\$114,235.03</b>

<b>850 FUND BALANCE - 01/01/2021</b>	<b>Balance</b>
<b>FY2021 Beginning Fund Balance (unaudited)</b>	<b>\$534,470.01</b>
Reserve for Aerial Photography	- \$32,889.06
10% Restricted Reserve	- \$60,252.40
Restricted Capital and Technology Reserve	- \$61,458.98
<b>FY2021 Remaining Unreserved Fund Balance (unaudited)</b>	<b>\$379,869.57</b>



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

To: CCGISC Policy Committee  
From: Leanne Brehob-Riley, GIS Director  
Date: January 21, 2022  
Re: Douglas County Intergovernmental Agreement for GIS Services

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## **BACKGROUND**

At the encouragement of the CCGISC Policy Committee, CCGISC established a working relationship with Douglas County through initiatives such as the Next Generation 911 and ortho-imagery acquisition. As a result, Douglas County has expressed interest in shifting its Cadastral maintenance and related GIS services to CCGISC.

## **DOUGLAS COUNTY INTERGOVERNMENTAL AGREEMENT FOR GIS SERVICES**

The proposed agreement essentially mirrors the Piatt County Intergovernmental Agreement (IGA) for GIS Services. The Data Hosting and Web Hosting and Maintenance fees were calculated using the same established formulas - see section 7 (*Compensation*) of the proposed agreement for details. All staff fees account for benefit, fringe, and indirect costs as well as estimated 2.5% staff salary increase for 2023. The term in the proposed agreement is approximately 1.4 years, beginning on the date of full execution and ending June 30, 2023. This was done to align future Douglas County Service agreements to the standard CCGISC agreement term of July 1<sup>st</sup> through June 30<sup>th</sup>. In addition, the proposed agreement includes one-time conversion services outlined in Appendix A. These conversion services are necessary for CCGISC to maintain the Douglas County Cadastral layers effectively and efficiently.

It is expected this contract will bring in an additional \$6,000 to \$10,000 annually. The existing CCGISC staff can absorb the anticipated workload without impact to on-going CCGISC initiatives and projects. Concessions may be necessary for small non-member agency requests, however the stability of the proposed agreement with Douglas offers more advantageous long-term benefits.

The presented agreement was reviewed by the State's Attorney's Office.

## **RECOMMENDATION**

It is recommended the Policy Committee approve the Douglas County Intergovernmental Agreement for GIS Services.



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

**INTERGOVERNMENTAL AGREEMENT  
FOR GEOGRAPHIC INFORMATION SYSTEM SERVICES  
BETWEEN CHAMPAIGN COUNTY GIS CONSORTIUM AND DOUGLAS COUNTY**

**THIS INTERGOVERNMENTAL AGREEMENT** (hereinafter “the Agreement”) is entered by and between Douglas County and the Champaign County Geographic Information Consortium (hereinafter “CCGIS”) (collectively “the Parties”) on the date that it is fully executed by the Parties.

**WHEREAS**, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

**WHEREAS**, the CCGISC and Douglas County wish to cooperate to provide Douglas County with GIS services.

**NOW, THEREFORE**, pursuant to the Intergovernmental Cooperation Act 5 ILCS 220/1 et. seq. and in consideration of the terms, conditions and covenants contained herein, or attached hereto and incorporated by reference, the Parties agree as follows:

1. Employment of CCGISC:

Douglas County hereby agrees to engage the CCGISC, and the CCGISC hereby agrees to perform the services set forth in this contract.

2. Cooperation of Douglas County:

Douglas County will make available at no cost to the CCGISC any information and data in the possession of Douglas County that is required as source documentation in the completion of any requested tasks. This information will include deed records, survey plats, subdivision surveys, tax maps, property legal descriptions, and any other necessary documentation or information.

3. Personnel:

The CCGISC represents that it has, or will secure at its own expense, all personnel required in performing the services under this contract.

4. Scope of Services:

CCGIS has the capacity to provide services as described below. Any services requested by Douglas County are subject to the fees as outlined in Section 7 – *Compensation*. Item A – *Geodatabase Schema and Structure Changes* and Item H - *GIS Data Hosting, Backups, and Archiving* are required to move forward with any services.

A. *GEODATABASE SCHEMA AND STRUCTURE CHANGES:*

CCGIS will complete the Geodatabase schema and structure changes outlined in Appendix A. The fees as stated in Appendix A apply.

B. *CADASTRAL MAINTENANCE:*

CCGIS will maintain the Douglas County cadastral GIS data layers according to recorded property transaction information provided to CCGISC from Douglas County. CCGISC staff will employ the same cadastral updating standards historically used for Champaign County to maintain the Douglas County cadastral GIS data layers. These standards include the addition of appropriate line work, polygons, annotation, and attributes. GIS edits based on new property transactions will be subjected to topology verification procedures.

Douglas County will supply all property transactions that occur over the duration of a month to CCGISC the following month. Should CCGISC determine additional research is needed to understand the intent of any transaction, CCGISC will notify the Douglas County Contact and request additional information. This may include but is not limited to, deed and plat searches by Douglas County staff and/or discussions with Douglas County staff to clarify the property transaction. Transactions will be mapped within two weeks of the receipt of all necessary information.

C. *GIS LAYER MAINTENANCE AND CREATION:*

CCGIS will maintain and create GIS data layers as requested by Douglas County and according to information supplied to CCGISC from Douglas County. These general GIS data layers include, but are not limited to, annexations, municipal boundaries, zoning, voting precincts, tax increment or financing (TIF) districts, farmland use, and home sites. CCGISC staff will employ the updating standards used for Champaign County to maintain the Douglas County GIS data layers. These standards include all appropriate line work, polygons, annotation, and attributes. GIS edits will be subjected to topology verification procedures. All layers maintained by CCGISC will be subject to annual quality control checks as outlined in Item I – *Quality Control*.

D. *CUSTOM MAP PRODUCTION:*

Upon request by Douglas County, CCGISC will create customized maps for Douglas County according to information supplied to CCGISC from Douglas County. All printing costs associated to any custom map requests will be paid for by Douglas County.

E. *GIS DATA DISTRIBUTION:*

The CCGISC shall distribute the Douglas County GIS data to Douglas County departments. The Douglas County GIS Contact will be supplied credentials to create a direct database connection to the Douglas County Enterprise Geodatabase. Edit access to Douglas County staff will be provided as necessary. In addition, CCGISC will provide a copy of the Douglas

County GIS data in a file geodatabase once per quarter – March, June, September, and December. This information shall be delivered to the Douglas County GIS Contact via a download link supplied in an email generated by CCGISC.

For departments that do not have software capable of viewing the Douglas County GIS data, a customized web application can be made available to the Douglas County staff. Web applications require a high-speed internet connection and a compatible web browser. CCGISC staff will work with the Douglas staff to determine whether individual computers meet these requirements. Douglas County will be responsible for obtaining a high-speed internet connection and installing a compatible web browser.

*F. PUBLIC WEB MAP*

Upon request, CCGISC will work with Douglas County to create and host a Public Interactive Web Mapping Site. The site will be built using the same template as <https://maps.ccgisc.org> and <https://maps.piattcounty.org>. Douglas County will be responsible for 1) securing a subdomain and 2) working with CCGISC staff to appropriately register the site to be hosted on the CCGISC servers.

*G. WEB HOSTING AND MAINTENANCE:*

The creation of web applications and/or a public web map site as outlined in Items E - *GIS Data Distribution* and F – *Public Web Map* require the use of CCGISC servers and are subject to the CCGISC Web Hosting and Maintenance Fees as described in Section 7 - *Compensation*. CCGIS staff will be responsible for the operation and maintenance of the servers.

*H. GIS DATA HOSTING, BACKUPS, AND ARCHIVING:*

The CCGISC will utilize the functionality of its SQL Server Enterprise Geodatabase server to host the Douglas County GIS cadastral data. Enterprise Geodatabase technology can provide real-time access to view and/or edit GIS data through a high-speed Internet connection. The CCGISC will store the Douglas County cadastral data on its server and provide the necessary server administration tasks required to set-up user logins and grant appropriate data permissions to view and/or edit data over a high-speed internet connection (server administration falls under the level 2 support as described in section 5 - *GIS Support*). Douglas County will be responsible for obtaining a high-speed internet connection. Access to the Douglas County Enterprise Geodatabase will only be given to persons or entities at the request of Douglas County.

In conjunction with data hosting, the CCGISC will create regular file geodatabase backups of the Douglas County vector data. Approximately one month of backups will be retained on a CCGISC server. In addition, one backup per month shall be archived. While the backups ensure data security, they do not necessarily provide a final annual revenue year backup of the Douglas County GIS cadastral data. Upon request, CCGISC will coordinate with Douglas County staff to create an annual revenue year backup of the cadastral data. The backup will be supplied each year to the Douglas County GIS Contact.

I. *QUALITY CONTROL:*

CCGIS will complete annual quality control tasks. CCGIS will utilize GIS best practice techniques when creating, reviewing, or maintaining data for Douglas County. These best practice techniques include topology and data integrity checks. The final quality control checks are the responsibility of Douglas County.

5. GIS Support:

GIS tasks shall be categorized into one of three support levels. Tasks are placed within a category based on the required level of staff expertise. Any tasks requested by Douglas County not listed below shall be appropriately assigned a level of support by the CCGIS Director.

Parcel maintenance shall be charged on a per parcel basis. Fees related to items G and H in the Scope of Services (*section 4*) shall be calculated based on a cost-share formula. Fees related to item A are included in Appendix A. All other fees and formulas are outlined in section 7 - *Compensation*.

Level 1:

- General GIS Support
  - GIS Layer Maintenance and Creation\*
  - Custom Map Production
  - Other Tasks
    - On-site and phone support

*\*Complex GIS Layer Maintenance and Creation may be completed by Level 2 support staff.*

Level 2:

- GIS Database Administration/Programming/App Development
  - Web Map Updates, Changes and General Maintenance
  - GIS Data Distribution
  - GIS Data Hosting, Backups, and Archiving
  - GIS Layer Maintenance and Creation - Complex
  - Other Tasks
    - Enterprise Geodatabase changes i.e., permissions, new users, etc.
    - Enterprise Geodatabase layer additions or schema changes
    - Custom App development & training
    - Interactive mapping/web development
    - Base map updates for Public Interactive Map
    - General GIS programming services

Level 3:

- GIS Administration
  - Policy Development
  - Project Management

6. Data Ownership:

*All data produced under the scope of this agreement shall be the property of Douglas County. Douglas County will grant to the CCGISC the right to store the data on CCGISC computers for the term of this agreement. The data produced under the scope of this agreement shall not be distributed by the CCGISC in any form to any entity without the consent of Douglas County, unless CCGISC is otherwise obliged by law to respond regardless of consent (e.g., pursuant to court order, a proper Freedom of Information Act request, or other legal obligation). After termination of this agreement, the CCGISC will, upon direction of Douglas County, remove all Douglas County data from CCGISC computers.*

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7. Compensation:

Douglas County agrees to pay the CCGISC the following sums for each service. Hourly cost rates are determined by the required GIS level of support as outlined in section 5 and the CCGISC staff member assigned to the task by the CCGISC Director.

<i>Cadastral Mapping / Maintenance:</i>	<u><b>\$16.00 / parcel</b></u>
<i>Printing Fees:</i>	
CCGIS Inhouse Printing Fees	
Large Format Color or Black/White Prints	<u><b>\$1.50 / square foot</b></u>
8.5 X 11, 11 X17 or smaller Color or Black/White Prints	<u><b>\$1.00 / page</b></u>
External Costs Printing Fees	<u><i>Fee as determined by outside vendor</i></u>
<i>GIS Support:</i>	
<b>Level 1 Support</b>	
GIS Technician	<u><b>\$39.28 / hour</b></u>
GIS Specialist	<u><b>\$45.82/ hour</b></u>
<b>Level 2 Support</b>	
GIS Analyst	<u><b>\$58.76/ hour</b></u>
GIS Programmer	<u><b>\$66.61 / hour</b></u>
<b>Level 3 Support</b>	
GIS Director	<u><b>\$81.96/ hour</b></u>



*GIS Cadastral Data Hosting:*

Costs associated with data hosting are derived from software maintenance and hardware costs. The percent is based on resource usage estimates. **Fees reflect an agreement term of 1.4 years.**

**Estimated Server Costs**

10% of \$10,000.00 is \$1,000; \$1,000/4 = \$250.00.

Servers are purchased on a 4 year rotation.

**1.4 year term:** \$ 250.00 \* 1.4 = \$350.00

**\$350.00** (initial term)

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**Software Costs**

10% of \$13,480.00 = \$1,348.00

**1.4 year term:** \$1,348 \* 1.4 = \$1,887.20

**\$1,887.20** (initial term)

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**Data Hosting Fee (1.4 year term) : \$2,237.20**

*Web Hosting and Maintenance:*

Costs associated with web maps hosting are derived from software maintenance and hardware costs.

Maintenance costs are based upon 30 hours of Level 2 GIS Programmer support. **Fees reflect initial term of 1.4 years.**

**Estimated Server Costs**

10% of \$10,000 is \$1,000; \$1,000.00/4 = \$250.00

**1.4 year term:** \$250.00 \* 1.4 = \$350.00

**\$350.00 / year**

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**Maintenance Support**

30 hours annually at Level 2 (Programmer) Support = \$1,998.30

**1.4 year term:** \$1998.30 \* 1.4 = \$2,797.62

**\$2,797.62 / year**

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**Web Hosting and Maintenance Fee (1.4 year term) : \$3,147.62**



8. Term:

The term of this agreement shall begin the date the contract is fully executed and end June 30, 2023.

9. Termination of Contract for Cause:

If through any cause, the CCGISC shall fail to fulfill, in a timely and proper manner, its obligations under this Contract, or if the CCGISC shall violate any of the covenants, agreements, or stipulations of this Contract, Douglas County shall thereupon have the right to terminate this Contract by giving written notice to the CCGISC of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination.

10. Data Access:

Every effort will be made to ensure Douglas County is able to access their data, websites, custom applications, etc. 7 days a week, 24 hours a day, including holidays. Exceptions include periods of preventive or remedial maintenance and/or operational or security issues. CCGISC will not be liable, financially, or otherwise, for periods of inaccessibility.

11. Termination of Contract for Convenience:

This agreement may be terminated by either party at any time by a notice in writing to the other party at least thirty (30) days before such terminations. Notice of termination shall be sent to the CCGISC, 1776 East Washington Street, Urbana, Illinois 61803-7760. Once the Contract is terminated as provided herein, a determination of the number of CCGISC employee service hours completed shall be made. Final payment for all service hours completed by CCGISC employees toward the completion of a project shall be paid to the CCGISC.

12. Changes:

Douglas County may, from time to time, request changes in the scope of services of the CCGISC to be performed hereunder. Such changes, including any increases or decreases in compensation, which is mutually agreed upon by and between Douglas County and the CCGISC, shall be incorporated in written amendments to this Contract.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by its Contacts as of the date first written above.

**Douglas County**

**CCGIS**

BY: \_\_\_\_\_

BY: Darlene Kloeppe\_\_\_\_\_

Title: *County Board Chairperson*

Title: *County Executive*

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

# APPENDIX A

## *To IGA for Geographic Information System Services Between CCGISC and Douglas County*

As stated in Section 4A IGA for Geographic Information System Services Between CCGISC and Douglas County, CCGISC will complete the Geodatabase schema and structure for Douglas County. These changes, as outlined below, are required for the Champaign County GIS Consortium (CCGISC) to maintain the cadastral base for Douglas County.

### *1. Enterprise Geodatabase*

The provided Douglas County data will be imported into an Enterprise Geodatabase. Douglas County will be provided with access to the Enterprise Geodatabase, as such edits will be visible to the Assessment Office in a timely manner. The data will be versioned, so there may be a one-day delay.

### *2. Line Tags*

Currently the Douglas County geodatabase contains line tags associated to the **Cadastral\_Line** layer. Every line is tagged with the name of the polygon boundary to which it is coincident. CCGISC would like to discontinue the use of the line tags in favor of a line tag hierarchy and the creation of Lot and ROW polygon feature classes. To accomplish this, existing line tag errors must first be corrected.

### *3. Topology*

Topology exists within the Douglas County geodatabase. Overall, the topology is in good shape, however corrections are needed to move forward with the proposed cadastral changes. In addition to correcting the existing topology, several topology rules will be added and deleted to accommodate the proposed cadastral changes.

### *4. Creation of New Features*

As mentioned in item 2 – Line Tags, we propose the creation of lot and ROW polygon layers. These polygons will be created using the corrected line tags. Each of the lot polygons will be assigned a lot number based on the existing lot annotation.

Once these layers are created, CCGISC would no longer maintain the existing line tags. In its place, a line hierarchy would be established that would allow the data to be clearly represented when viewed on paper and/or digital maps. For example, lot lines would have a higher priority than parcel lines.

### 5. *Deletion of Existing Point Features*

There are several point features within the Douglas County geodatabase that are simply centroids of the corresponding polygon layers. There is no need to maintain these layers when they can be easily created at any time. As a result, the following point layers would not be imported into the Enterprise Geodatabase:

- Sub\_Point
- Page\_Index\_Name
- Corp\_Point

### 6. *Remove Street Centerlines from Cadastral\_Line Layer*

Lines that represent the centerline of the street are found within the Cadastral\_Line layer. Douglas County now has a separate street centerline layer and therefore should no longer be maintained within the Cadastral\_Line layer. Any line tagged only as a street centerline, will be deleted from the Cadastral\_Line layer. Going forward, the street centerline layer will be referenced when necessary for cadastral updates.

## SOIL CALCULATION TOOL

CCGISC will create a graphical user interface (GUI) soil calculation tool for Douglas County. The tool will include functionality that calculates soils for individual parcels or an entire township. Individual parcel calculations shall be displayed on screen while township calculations will be sent to a text file and displayed in a report – *see Reference Pages*. The soil calculations will be based on soil type, farmland use type, and the GIS parcel acreage. Resulting calculations will be proportioned up or down to correspond to the available recorded parcel acreage.

## ASSOCIATED COSTS

### 1. *Proposed Douglas County Cadastral Changes*

**Hours:** 37.5 – 45 hours

**Cost:** \$1,845.38 – \$2,214.45

### 2. *Soil Calculation Tool*

**Hours:** 2 – 3 hours

**Cost:** \$131.72 – \$168.87

## Reference Pages - Example Soil Calculation Tool Report

### Acreage Calculation Report

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
20-09-36-300-003	40.00					
		CR	152A	Drummer	14.204	13.821
		CR	481A	Raub	25.371	24.688
					<b>39.574</b>	<b>38.509</b>
		NA	152A	Drummer	0.930	0.905
		NA	481A	Raub	0.575	0.559
					<b>1.505</b>	<b>1.464</b>
		OF	152A	Drummer	0.028	0.027
					<b>0.028</b>	<b>0.027</b>
		<b>Total Acreage</b>				

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
20-09-36-300-004	40.00					
		CR	152A	Drummer	33.405	32.483
		CR	481A	Raub	7.059	6.864
					<b>40.464</b>	<b>39.347</b>
		NA	152A	Drummer	0.672	0.653
					<b>0.672</b>	<b>0.653</b>
<b>Total Acreage</b>					<b>41.136</b>	<b>40.000</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
20-09-36-400-006	106.66					
		CR	152A	Drummer	47.333	46.455
		CR	481A	Raub	52.411	51.438
		CR	56B	Dana	1.898	1.862
					<b>101.642</b>	<b>99.754</b>
		HS	152A	Drummer	0.231	0.227
		HS	481A	Raub	2.049	2.011
					<b>2.280</b>	<b>2.238</b>
		NA	152A	Drummer	1.396	1.370
		NA	481A	Raub	0.327	0.321
		NA	56B	Dana	0.220	0.216
					<b>1.943</b>	<b>1.907</b>
		OF	152A	Drummer	0.851	0.836
		OF	481A	Raub	1.962	1.925
			<b>2.813</b>	<b>2.761</b>		
<b>Total Acreage</b>					<b>108.678</b>	<b>106.660</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage		
20-10-31-300-001	160.00	CR	149A	Brenton	7.378	7.263		
		CR	152A	Drummer	71.311	70.201		
		CR	481A	Raub	39.441	38.827		
		CR	56B	Dana	30.413	29.940		
		CR	622B	Wyanet	0.805	0.793		
							<b>149.348</b>	<b>147.023</b>
		NA	152A	Drummer	1.286	1.266		
		NA	481A	Raub	0.631	0.621		
		NA	56B	Dana	0.673	0.663		
		NA	622B	Wyanet	0.110	0.108		
							<b>2.700</b>	<b>2.658</b>
		OF	152A	Drummer	10.478	10.315		
		OF	622B	Wyanet	0.004	0.004		
							<b>10.482</b>	<b>10.319</b>
		<b>Total Acreage</b>					<b>162.530</b>	<b>160.000</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage		
20-10-31-400-003	40.00	CR	152A	Drummer	13.873	13.537		
		CR	206A	Thorp	2.593	2.530		
		CR	490A	Odell	12.640	12.334		
		CR	622B	Wyanet	9.009	8.790		
							<b>38.115</b>	<b>37.191</b>
		NA	152A	Drummer	0.377	0.368		
							<b>0.377</b>	<b>0.368</b>
		OF	152A	Drummer	2.501	2.440		
							<b>2.501</b>	<b>2.440</b>
		<b>Total Acreage</b>					<b>40.994</b>	<b>40.000</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage		
20-10-31-400-005	76.52	CR	152A	Drummer	31.685	31.053		
		CR	490A	Odell	4.275	4.189		
		CR	56B	Dana	17.200	16.857		
		CR	622B	Wyanet	20.533	20.123		
							<b>73.693</b>	<b>72.222</b>
		NA	152A	Drummer	0.173	0.170		
		NA	56B	Dana	0.464	0.455		
							<b>0.637</b>	<b>0.625</b>
		OF	152A	Drummer	2.155	2.112		
		OF	490A	Odell	0.102	0.100		

OF	622B	Wyanet	1.491	1.461
			<b>3.748</b>	<b>3.673</b>
<b>Total Acreage</b>			<b>78.079</b>	<b>76.520</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
20-10-31-400-006	3.48					
		CR	152A	Drummer	0.368	0.369
		CR	490A	Odell	0.299	0.299
		CR	622B	Wyanet	0.628	0.629
					<b>1.295</b>	<b>1.297</b>
		HS	152A	Drummer	0.088	0.088
		HS	490A	Odell	0.086	0.086
		HS	622B	Wyanet	0.599	0.599
					<b>0.773</b>	<b>0.774</b>
		NA	152A	Drummer	0.111	0.111
					<b>0.111</b>	<b>0.111</b>
		OF	152A	Drummer	0.508	0.509
		OF	490A	Odell	0.365	0.365
		OF	622B	Wyanet	0.423	0.424
					<b>1.296</b>	<b>1.298</b>
<b>Total Acreage</b>					<b>3.476</b>	<b>3.480</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
20-10-31-400-008	21.88					
		CR	152A	Drummer	12.823	12.434
		CR	490A	Odell	4.407	4.273
					<b>17.229</b>	<b>16.707</b>
		NA	152A	Drummer	1.009	0.978
					<b>1.009</b>	<b>0.978</b>
		OF	152A	Drummer	4.326	4.195
					<b>4.326</b>	<b>4.195</b>
<b>Total Acreage</b>					<b>22.564</b>	<b>21.880</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
20-10-32-300-001	50.00					
		CR	149A	Brenton	0.599	0.583
		CR	152A	Drummer	45.889	44.649
		CR	490A	Odell	2.355	2.292
					<b>48.844</b>	<b>47.524</b>
		NA	152A	Drummer	1.888	1.837
		NA	490A	Odell	0.172	0.167
					<b>2.060</b>	<b>2.004</b>

OF	152A	Drummer	0.078	0.076
			<b>0.078</b>	<b>0.076</b>
WC	152A	Drummer	0.407	0.396
			<b>0.407</b>	<b>0.396</b>
<b>Total Acreage</b>			<b>51.389</b>	<b>50.000</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
20-10-32-300-004	100.00					
		CR	149A	Brenton	17.039	16.480
		CR	152A	Drummer	74.922	72.463
		CR	663B	Clare	2.479	2.398
					<b>94.441</b>	<b>91.341</b>
		HS	149A	Brenton	1.464	1.416
		HS	152A	Drummer	0.650	0.629
					<b>2.114</b>	<b>2.045</b>
		NA	152A	Drummer	1.089	1.053
					<b>1.089</b>	<b>1.053</b>
		OF	149A	Brenton	0.983	0.950
		OF	152A	Drummer	4.765	4.608
					<b>5.748</b>	<b>5.559</b>
		WC	152A	Drummer	0.002	0.002
					<b>0.002</b>	<b>0.002</b>
<b>Total Acreage</b>					<b>103.394</b>	<b>100.000</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
25-15-01-200-003	102.80					
		CR	152A	Drummer	78.893	76.887
		CR	198A	Elburn	11.910	11.607
		CR	481A	Raub	1.419	1.383
		CR	663B	Clare	1.823	1.777
					<b>94.045</b>	<b>91.653</b>
		HS	152A	Drummer	0.404	0.394
		HS	198A	Elburn	0.503	0.490
					<b>0.907</b>	<b>0.884</b>
		NA	152A	Drummer	1.891	1.843
		NA	481A	Raub	0.114	0.111
					<b>2.005</b>	<b>1.954</b>
		OF	152A	Drummer	6.148	5.992
		OF	198A	Elburn	2.377	2.317
					<b>8.526</b>	<b>8.309</b>
<b>Total Acreage</b>					<b>105.482</b>	<b>102.800</b>

Parcel Number

Soil Name

	Assessed Acreage	Land Use	Soil Code		Measured Acreage	Net Acreage
25-15-01-400-007	34.26					
		CR	152A	Drummer	13.606	13.286
		CR	198A	Elburn	7.587	7.409
		CR	623A	Kishwaukee	7.384	7.211
		CR	663B	Clare	5.896	5.758
					<b>34.473</b>	<b>33.664</b>
		NA	152A	Drummer	0.362	0.353
		NA	198A	Elburn	0.249	0.243
					<b>0.611</b>	<b>0.596</b>
		<b>Total Acreage</b>			<b>35.084</b>	<b>34.260</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
25-15-01-400-008	34.27					
		CR	152A	Drummer	18.825	18.388
		CR	198A	Elburn	4.359	4.258
		CR	623A	Kishwaukee	2.012	1.965
		CR	663B	Clare	9.196	8.982
					<b>34.391</b>	<b>33.593</b>
		NA	152A	Drummer	0.297	0.290
		NA	198A	Elburn	0.153	0.149
		NA	663B	Clare	0.209	0.204
					<b>0.659</b>	<b>0.644</b>
		OF	663B	Clare	0.034	0.034
					<b>0.034</b>	<b>0.034</b>
		<b>Total Acreage</b>			<b>35.084</b>	<b>34.270</b>

Parcel Number	Assessed Acreage	Land Use	Soil Code	Soil Name	Measured Acreage	Net Acreage
25-15-01-400-009	34.27					
		CR	152A	Drummer	24.359	23.811
		CR	198A	Elburn	6.889	6.734
		CR	481A	Raub	0.006	0.005
		CR	663B	Clare	2.463	2.408
					<b>33.716</b>	<b>32.958</b>
		NA	152A	Drummer	1.230	1.202
		NA	481A	Raub	0.086	0.084
					<b>1.316</b>	<b>1.286</b>
		OF	152A	Drummer	0.027	0.026
					<b>0.027</b>	<b>0.026</b>
		<b>Total Acreage</b>			<b>35.059</b>	<b>34.270</b>



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 4

Task	Status
<b>2021 Improvement Tasks (Short-term)</b>	
<b>Upgrade Webserver</b>	
1 Upgrade IIS Webserver	complete
<b>CCGIS Website</b>	
2 Overhaul CCGISC website; implement responsive design	<b>to begin in 2022</b>
<b>ArcGIS Enterprise Database &amp; SQL Server Upgrade</b>	
3 Migrate and Upgrade SQL Server & ArcGIS Enterprise Databases	complete
<b>Conversion to to ArcPro Fabric</b>	
4 Convert from Parcel Fabric to ArcPro Parcel Fabric	complete
<b>Long-term Technology Plan Objectives</b>	
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.
<b>Parcel Genealogy Review/Updates</b>	
6 Update/Correct Genealogy Entry Issues	anticipated completion 2022
<b>Create Metadata</b>	
7 Create metadata for layers and tables, etc.	work will occur as time allows; anticipated completion in 2022
<b>Upgrade ArcGIS Server/Portal to version 10.9.x or newer</b>	
8 Update ArcGIS Enterprise and Portal to version 10.9.x or newer	anticipated in November of 2021
<b>Modernize Tax Map Book (FY2020 Improvement Task)</b>	
9 Change format of Tax Map book to seamless web-map application	Internal discussions; may recommend upgrade to existing tool instead
<b>2021 Work Plan Tasks</b>	
<b>Map Drainage Districts and Subdistricts</b>	
1 Map drainage districts - county-wide	in progress; <b>to date 81 main drainage districts &amp; 210 sub districts mapped</b> ; task to continue into 2022
<b>Map Drainage District Tiles</b>	
2 Utilize Circuit Clerk documents to map original location of drainage tiles	to begin in 2022
<b>Reconcile Drainage Districts and Sub-districts</b>	
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
<b>2021 Contracts/ Service Tasks</b>	
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**