



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

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

Jake McCoy
Sanford Hess

Mark Toalson
M.C. Neal

AGENDA

- 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

Consortium Member Agencies	Present	Absent
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.
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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.
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4. **Contour/Building Footprint Project**
There continues to be problems with this project. The contours have been received and published to the Enterprise Geodatabase. Member agency apps have also been updated and a review app was provided for members to identify problem areas. However, there are issues with the classification of depression contours. Each agency is asked to review the depression areas and report back any issues. Once the project is finalized all deliverables will be provided to each member agency.
 5. **Sanitary Sewer/Innovyze Project**
The model is complete. The next step is to work with UCSD and test pushing data updates to the model.
 6. **DEVNET – County Tax System**
DevNet is planning to complete the requested data imports in November. Staff continues to work on the parcel genealogy corrections. Once the corrections are complete – hopefully sometime next year - the data will be provided to DevNet for import.
 7. **Easement Mapping**
Starting in 2022, CCGISC hopes to begin mapping easements the year in which they are received. This is reliant on if FIDLAR, the vendor used by the Recorder’s Office, completes the set-up of a requested subscription to directly push recorded to a director located on the County’s network.
 8. **Failover and Cloud Storage**
No updates. A meeting is scheduled with the IT Director in early November.
 9. **Projects and Contracts**
We will likely complete some additional NG-911 work for Douglas County. The NG-911 project has established a good working relationship with Douglas County. This has led to some preliminary parcel maintenance discussions.

The County Zoning department is working to make the County Zoning layer available on-line through the CCGISC Interactive Public Map. The on-line data will not be considered the official County Zoning Map but should provide a much-needed reference for agencies and individuals.
- VII. **Adjournment**
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 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	
Budgeted Local Government					
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	
Local Government Total	\$557,390.00	\$391,990.36	70.33%	\$165,399.64	
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	
REVENUE TOTAL	\$710,398.00	\$516,396.76	72.69%	\$194,001.24	
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2021	Actual % of Budget	Unencumbered Balance
Personnel					
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
Personnel Total	\$484,841.00	\$484,841.00	\$450,044.23	92.82%	\$34,796.77
Commodities	\$15,050.00	\$15,050.00	\$5,206.79	34.60%	\$9,843.21
Services					
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
Services Total	\$97,875.00	\$127,775.00	\$64,981.95	50.86%	\$62,793.05
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	\$578,430.97	83.51%	\$114,235.03

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
 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
2021 Improvement Tasks (Short-term)	
Upgrade Webserver	
1 Upgrade IIS Webserver	complete
CCGIS Website	
2 Overhaul CCGISC website; implement responsive design	to begin in 2022
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 81 main drainage districts & 210 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**