



Meeting Announcement

GIS POLICY COMMITTEE MEETING

Friday, April 25, 2025, at 11:00am

SHIELDS-CARTER MEETING ROOM

1776 E. Washington Street, Urbana, IL

COMMITTEE MEMBERS

Abby Heckman – *Chair*
Jake McCoy – *Vice Chair*
James Sims

Christopher Walton Mark Toalson
Tim Cowan M.C. Neal
Joe Hackney

AGENDA

- I. **Call to Order**
- II. **Roll Call – Sign-in Sheet**
- III. **Approval of Agenda**
- IV. **Public Participation**
- V. **Approval of Minutes**
 - A. *October 18, 2024*
- VI. **Financial Statements**
 - A. *FY2024 - 1/1/2024 through 12/31/2024 – not final*
 - B. *FY2025 – 01/01/2025 through 03/31/2025*
 - C. *Receive and Place on File – FY2023 CCGISC External Audit*
- VII. **Business Items**
 - A. *Semi-annual Review of the Closed Meeting Session Minutes*
 - B. *Approval of Updates to Appendix A of the CCGISC Rules and Procedures*
 - C. *2026 Ortho Acquisition & Oblique Imagery Discussion*
 - D. *GIS Director's Report*



GIS Policy Committee

MINUTES – Subject to Review and Approval

DATE: Friday, October 18, 2024
TIME: 11:00 am
PLACE: Brookens Administrative Center
1776 E. Washington St.
Urbana, Illinois

Consortium Member Agencies	Present	Absent
Champaign	Mark Toalson	
Urbana	Tim Cowan	
Rantoul	Jake McCoy	
Champaign County	M.C. Neal	
UIUC	Chad Kupferschmid	
Mahomet	Abby Heckman	
Savoy	Caitlin Kelly	
St. Joseph		Joe Hackney

Others: None

CCGIS Staff: Leanne Brehob-Riley (Director), Elisabeth Dillingham (Recording Secretary)

MINUTES

I. Call to Order

Ms. Heckman called the meeting to order at 11:00 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. Toalson to approve the agenda; seconded by Mr. Neal. Upon voice vote, the **MOTION CARRIED** unanimously.

IV. Public Participation

There was no public participation.

V. Approval of Minutes

A. July 26, 2024, Meeting

MOTION by Ms. Kelly to approve the July 26, 2024, minutes as distributed; seconded by Cowan. Upon voice vote, the **MOTION CARRIED** unanimously.

VI. Financial Statements

A. FY2024 – 1/1/2024 through 09/30/2024

Ms. Brehob-Riley stated all membership/ortho assessments have been received except for the City of Champaign. She added, per projections, revenues are on track.

MOTION by Mr. Neal to approve the Financial Statement; seconded by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.

VII. Business Items

A. Approval of the 2025 CCGISC Policy Committee Schedule

Ms. Brehob-Riley presented the 2025 Policy Committee schedule. She noted the January and April 2025 meetings were moved to the fourth Friday of the month due to holiday conflicts.

The chair and vice-chair positions for 2025 will remain the same. In 2026/2027, the chair position will transfer to Rantoul with the University of Illinois as vice-chair. If necessary, the rotation schedule may be altered with approval by the CCGISC Policy Committee.

MOTION by Mr. Cowan to approve the 2025 CCGISC Policy Committee Schedule; seconded by Ms. Kelly. Upon roll call vote, the **MOTION CARRIED** unanimously.

B. GIS Director's Report

1. **Work Plan Status Report**

The work plan status report was updated. Any changes are noted in bold font.

Ms. Brehob-Riley noted significant progress with the Historic Right-of-Way Mapping project. Documents from 1928-1975 were located and scanned for the small towns, City of Champaign, and Champaign County.

Staff is currently mapping the historic rights-of-way documents for the County, once complete the other jurisdiction will be mapped as time allows.

2. **Base Station**

Ms. Brehob-Riley stated all contracts were fully executed and copies were emailed to the participating agencies. The contract is a 5-year term.

3. **Address schema and website**

As the result of a petition submitted by the Village of Mahomet to the U.S. Postal Service (USPS), the USPS is now associating *Mahomet* as a secondary USPS city for the 61875 and 61822 zip codes. This change requires updates to the address database and interface because currently a 1 to 1 relationship exists between city name and zip code. The goal is to have the changes made by December 1st, 2024.

Ms. Heckman then explained the USPS uses the term "Preferred Last Line" when a zip code is associated to more than one city. While 61822 and 61875 are officially Champaign and Seymour zip codes respectively, the USPS now recognizes Mahomet as a valid secondary USPS city name for both. Mahomet primarily initiated this change for economic development purposes.

It was then noted, the use of Mahomet as the USPS city name for these zip codes will be limited to properties inside Mahomet's corporate limits.

65 Mr. Toalson asked if the new corporate development is in the corporate limits.

66 Ms. Heckman replied in the affirmative.

67 **4. Property Land Use Code Project**

68 Ms. Brehob-Riley stated this project was successfully completed. A reference guide and
69 parcel change app were forwarded to the member agency land use contacts. The
70 reference guide provides directions for editing the land use layer via the parcel change
71 app or directly from published services. Because editing is limited to services published
72 to the CCGISC Portal either through the app or directly in ArcGIS Pro, editor users were
73 purchased for each member agency. The login in credentials were provided to the land
74 use contact.

75 Use of the provided resources is optional.

76 **5. Technical Representatives Meeting**

77 A Technical Representative meeting was held last week. A meeting summary will be
78 distributed soon.

79 Ms. Brehob-Riley noted the Technical Representatives requested a snow route
80 jurisdiction layer. This will be available for review once it is complete. The ownership and
81 roadway maintenance routes have been edited according to comments and will be
82 available in the Transportation feature data in the CCGISV dataset.

83 **6. CCGISC Historic**

84 The CCGISCHistoric database contains parcel information and corresponding tax
85 information back to 2008. CCGISC staff is working to better streamline the data to make
86 it more useable. Once complete, a reference guide will be created and made available on
87 the CCGISC website.

88 **7. Move to County Plaza**

89 The move to the County Plaza has been delayed and will likely occur between January and
90 April.

91 **MOTION** to accept and place the GIS Director's Report on file was made by Mr. Cowan
92 and seconded by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.

93
94 Seeing there was no other business, Ms. Heckman adjourned the meeting at 11:18 a.m.

GIS Consortium
FY2024 (01/01/2024-12/31/2024) Financial Report
Fund 8850

REVENUE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2024	Actual % of Budget	Unrealized Balance
Budgeted Local Government					
Champaign County	\$338,525.00	\$338,525.00	\$322,650.00	95%	\$15,875.00
City of Champaign	\$83,081.00	\$83,081.00	\$76,472.74	92%	\$6,608.26
City of Urbana	\$41,431.00	\$41,431.00	\$37,838.74	91%	\$3,592.26
Douglas County	\$0.00	\$0.00	\$0.00	0%	\$0.00
Piatt County	\$0.00	\$0.00	\$0.00	0%	\$0.00
U-C Sanitary District	\$1,157.00	\$1,157.00	\$481.74	42%	\$675.26
University of Illinois	\$39,990.00	\$39,990.00	\$73,108.00	183%	- \$33,118.00
Village of Mahomet	\$19,871.00	\$19,871.00	\$18,705.63	94%	\$1,165.37
Village of Rantoul	\$31,939.00	\$31,939.00	\$28,341.04	89%	\$3,597.96
Village of Savoy	\$19,813.00	\$19,813.00	\$18,006.46	91%	\$1,806.54
Village of St Joseph	\$10,022.00	\$10,022.00	\$9,550.50	95%	\$471.50
Local Government Total	\$585,829.00	\$585,829.00	\$585,154.85	100%	\$674.15
Local Government Reimbursement	\$18,003.00	\$18,003.00	\$18,003.00	100%	\$0.00
Charges for Services	\$62,500.00	\$62,500.00	\$99,279.85	159%	- \$36,779.85
Investment Interest	\$11,000.00	\$11,000.00	\$18,767.53	171%	- \$7,767.53
Maps & Data Sales	\$12,500.00	\$12,500.00	\$9,227.72	74%	\$3,272.28
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	0%	\$0.00
Interfund Transfers	\$60,500.00	\$60,500.00	\$60,500.00	100%	\$0.00
REVENUE TOTAL	\$750,332.00	\$750,332.00	\$790,932.95	105%	(\$40,600.95)
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 12/31/2024	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$419,154.00	\$418,654.00	\$408,389.97	98%	\$10,264.03
Fringe Benefits	\$129,475.00	\$129,975.00	\$101,283.57	78%	\$28,691.43
Personnel Total	\$548,629.00	\$548,629.00	\$509,673.54	93%	\$38,955.46
Commodities	\$11,200.00	\$25,000.00	\$19,045.45	76%	\$5,954.55
Services					
Audit	\$13,300.00	\$17,300.00	\$12,773.19	74%	\$4,526.81
Professional Services	\$2,500.00	\$2,500.00	\$0.00	0%	\$2,500.00
Job Required Travel	\$500.00	\$500.00	\$344.03	69%	\$155.97
Utilities	\$2,250.00	\$3,400.00	\$2,647.36	78%	\$752.64
Computer/InfoTech Services	\$8,750.00	\$8,750.00	\$8,072.42	92%	\$677.58
Telephone Service	\$1,000.00	\$925.00	\$922.54	100%	\$2.46
Equipment Maintenance	\$64,375.00	\$60,350.00	\$62,550.01	104%	- \$2,200.01
Conferences & Training	\$3,000.00	\$150.00	\$0.00	0%	\$150.00
All Other Services	\$8,500.00	\$8,500.00	\$7,273.01	86%	\$1,226.99
Services Total	\$104,175.00	\$102,375.00	\$94,582.56	92%	\$7,792.44
Capital	\$33,000.00	\$24,000.00	\$15,928.00	66%	\$8,072.00
Transfer to County Fund	\$3,000.00	\$0.00	\$0.00	0%	\$0.00
Interdepartment Transfers	\$60,500.00	\$60,500.00	\$60,500.00	100%	\$0.00
EXPENDITURE TOTAL	\$760,504.00	\$760,504.00	\$699,729.55	92%	\$60,774.45

850 FUND BALANCE - 01/01/2024	Balance
FY2024 Beginning Fund Balance (unaudited)	\$594,281.06
Reserve for Aerial Photography	- \$43,889.06
10% Restricted Reserve	- \$75,131.60
Restricted Capital and Technology Reserve	- \$80,278.26
FY2024 Remaining Unreserved Fund Balance (unaudited)	\$394,982.14

GIS Consortium
FY2025 (01/01/2025-12/31/2025) Financial Report
Fund 8850

REVENUE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 03/31/2025	Actual % of Budget	Unrealized Balance
Budgeted Local Government					
Champaign County	\$349,818.00	\$349,818.00	\$0.00	0%	\$349,818.00
City of Champaign	\$85,066.00	\$85,066.00	\$0.00	0%	\$85,066.00
City of Urbana	\$42,063.00	\$42,063.00	\$0.00	0%	\$42,063.00
Douglas County	\$0.00	\$0.00	\$0.00	0%	\$0.00
Piatt County	\$0.00	\$0.00	\$0.00	0%	\$0.00
U-C Sanitary District	\$482.00	\$482.00	\$0.00	0%	\$482.00
University of Illinois	\$41,288.00	\$41,288.00	\$0.00	0%	\$41,288.00
Village of Mahomet	\$20,396.00	\$20,396.00	\$0.00	0%	\$20,396.00
Village of Rantoul	\$32,626.00	\$32,626.00	\$0.00	0%	\$32,626.00
Village of Savoy	\$19,648.00	\$19,648.00	\$0.00	0%	\$19,648.00
Village of St Joseph	\$10,233.00	\$10,233.00	\$0.00	0%	\$10,233.00
Local Government Total	\$601,620.00	\$601,620.00	\$0.00	0%	\$601,620.00
Local Government Reimbursement	\$18,003.00	\$18,003.00	\$0.00	0%	\$18,003.00
Charges for Services	\$65,500.00	\$65,500.00	\$0.00	0%	\$65,500.00
Investment Interest	\$16,250.00	\$16,250.00	\$0.00	0%	\$16,250.00
Maps & Data Sales	\$12,500.00	\$12,500.00	\$0.00	0%	\$12,500.00
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	0%	\$0.00
Interfund Transfers	\$58,500.00	\$58,500.00	\$0.00	0%	\$58,500.00
REVENUE TOTAL	\$772,373.00	\$772,373.00	\$0.00	0%	\$772,373.00
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 03/31/2025	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$435,376.00	\$435,376.00	\$88,913.02	20%	\$346,462.98
Fringe Benefits	\$137,218.00	\$137,218.00	\$25,227.07	18%	\$111,990.93
Personnel Total	\$572,594.00	\$572,594.00	\$114,140.09	20%	\$458,453.91
Commodities	\$15,400.00	\$14,400.00	\$52.51	0%	\$14,347.49
Services					
Audit	\$18,500.00	\$18,500.00	\$0.00	0%	\$18,500.00
Professional Services	\$2,000.00	\$2,000.00	\$0.00	0%	\$2,000.00
Job Required Travel	\$500.00	\$1,475.00	\$1,185.94	80%	\$289.06
Utilities	\$2,250.00	\$2,250.00	\$0.00	0%	\$2,250.00
Computer/InfoTech Services	\$8,750.00	\$8,750.00	\$0.00	0%	\$8,750.00
Telephone Service	\$800.00	\$800.00	\$212.92	27%	\$587.08
Equipment Maintenance	\$65,909.00	\$65,934.00	\$1,631.27	2%	\$64,302.73
Conferences & Training	\$3,000.00	\$3,000.00	\$0.00	0%	\$3,000.00
All Other Services	\$8,700.00	\$8,700.00	\$55.46	1%	\$8,644.54
Services Total	\$110,409.00	\$111,409.00	\$3,085.59	3%	\$108,323.41
Capital	\$7,500.00	\$7,500.00	\$0.00	0%	\$7,500.00
Transfer to County Fund	\$1,000.00	\$1,000.00	\$0.00	0%	\$1,000.00
Interdepartment Transfers	\$58,500.00	\$58,500.00	\$0.00	0%	\$58,500.00
EXPENDITURE TOTAL	\$765,403.00	\$765,403.00	\$117,278.19	15%	\$648,124.81

Beginning Fund Balance not available at this time

**CHAMPAIGN COUNTY GEOGRAPHIC
INFORMATION SYSTEM CONSORTIUM**

**FINANCIAL STATEMENTS AND
SUPPLEMENTARY INFORMATION**

YEAR ENDED DECEMBER 31, 2023



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**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
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YEAR ENDED DECEMBER 31, 2023**

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INDEPENDENT AUDITORS' REPORT

Members of the County Board
Champaign County Geographic Information System Consortium
Urbana, Illinois

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of Champaign County Geographic Information System Consortium (the Consortium) as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the Consortium's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Consortium, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Consortium and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Consortium's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

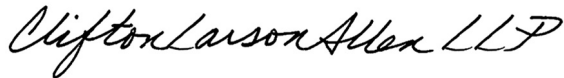
In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Consortium's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Consortium's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of Consortium's proportionate share of the changes in net pension liability (asset) and Consortium employer contributions, and the schedule of revenues, expenditures, and changes in fund balance - budget and actual - general fund, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with GAAS, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

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

CliftonLarsonAllen LLP

Champaign, Illinois
March 5, 2025

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

The management of the Champaign County GIS Consortium (the "Consortium") provides an overall review of the Consortium financial activities for the year ended December 31, 2023. The Consortium management encourages readers to consider the information presented herein in conjunction with the basic financial statements to enhance their understanding of the Consortium financial performance. Certain comparative information between the current year and the prior is required to be presented in the Management's Discussion and Analysis (the "MD&A").

Financial Highlights

- The assets/deferred outflows of resources of the Consortium exceeded its liabilities/deferred inflows of resources at the close of the fiscal year 2023 by \$769,637 (net position). Of this amount \$693,977 is unrestricted.
- The total net position increased by \$86,973 between fiscal year 2022 and fiscal year 2023.
- The Consortium's governmental fund reported a fund balance of \$550,392, a slight increase of \$1,072 in comparison with the prior year.
- General revenues accounted for \$695,613 in revenue or 89% of all governmental revenues. Program specific revenues in the form of Charges for Services including Technical Services, Map & Data Sales, Subscription Fees, and Other Charges for Services accounted for \$85,655 or 11% of the \$781,268 total revenues related to governmental activities.
- The Consortium had \$694,295 in expenses related to governmental activities.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

Overview of the Financial Statements

This discussion and analysis are intended to serve as an introduction to the basic financial statements of the Consortium. The basic financial statements are comprised of three components:

- Government-wide financial statements,
- Fund financial statements, and
- Notes to basic financial statements.

This report also contains required supplementary information in addition to the basic financial statements.

Government-wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the Consortium finances, in a manner like a private-sector business and are reported using the accrual basis of accounting and economic resources measurement focus.

The statement of net position presents information on all the Consortium assets/deferred outflows of resources and liabilities/deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of Consortium is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the fiscal year being reported. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Consortium uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The Consortium uses a single category fund: governmental funds.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements and are reported using the modified accrual basis of accounting and current financial resources measurement focus. The governmental fund statements provide a detailed short-term view of the Consortium general government operations and basic services. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources; as well as, on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. This provides a better understanding of the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Notes to Basic Financial Statements

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Consortium's Illinois Municipal Retirement Fund; as well as budget to actual comparisons of the fund for which a budget has been adopted.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

Government-Wide Financial Analysis

TABLE 1				
Condensed Statement of Net Position (in actual dollars)				
Governmental Activities				
	2023	2022	Change	
Assets				
Current and Other Assets	\$ 792,977.00	\$ 690,852.00	14.8%	
Capital Assets	\$ 17,169.00	\$ 26,153.00	-34.4%	
TOTAL Assets	\$ 810,146.00	\$ 717,005.00	13.0%	
Deferred Outflows of Resources	\$ 122,152.00	\$ 181,592.00	-32.7%	
Liabilities				
Current and Other Liabilities	\$ 138,915.00	\$ 144,898.00	-4.1%	
Long-term Liabilities	\$ 23,101.00	\$ 59,817.00	-61.4%	
TOTAL Liabilities	\$ 162,016.00	\$ 204,715.00	-20.9%	
Deferred Inflows of Resources	\$ 645.00	\$ 11,218.00	-94.3%	
Net position				
Net Investment in Capital Assets	\$ 1,401.00	\$ 5,504.00	-74.5%	
Restricted	\$ 74,259.00	\$ -	0.0%	
Unrestricted	\$ 693,977.00	\$ 677,160.00	2.5%	
TOTAL Net Position	\$ 769,637.00	\$ 682,664.00	12.7%	

Statement of Net Position Highlights

- In FY2022 Long-term Liabilities included a net pension liability of \$24,907. In 2023, there is net pension asset of \$74,259 included in Current and Other Assets. The fluctuations related to the net pension account for 72.7% of the 14.8% increase related to Current and Other Assets and about 68% of the \$36,716 or 61.4% decrease in Long-term Liabilities.
- Per the implementation of GASB 87, the Consortium's building lease is considered a right to use asset, as such is amortized each year. In fiscal year 2023, 89% or \$15,212 of the Capital Assets are related to building right to use asset.
- The Deferred Inflows and Outflows of Resources are related to pension. This accounts for the \$59,440 or 61.4% decrease to outflows and \$10,573 or 94.3% decrease to inflows in fiscal year 2023.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

TABLE 2

Detailed Statement of Activities (in actual dollars)

	2023	2022	Change
Revenues			
Charges for Services			
Technical Services	\$ 58,483.00	\$ 64,110.00	-8.8%
Map & Data Sales	\$ 8,013.00	\$ 11,545.00	-30.6%
Subscription Fees	\$ 18,003.00	\$ 22,866.00	-21.3%
Other Charges for Services	\$ 1,156.00	\$ 1,156.00	0.0%
<i>Total Charges for Services</i>	<i>\$ 85,655.00</i>	<i>\$ 99,677.00</i>	<i>-14%</i>
General Revenues			
Member Contributions	\$ 680,079.00	\$ 501,914.00	35%
Investment Interest	\$ 15,534.00	\$ 6,922.00	124%
<i>Total General Revenues</i>	<i>\$ 695,613.00</i>	<i>\$ 508,836.00</i>	<i>37%</i>
TOTAL Revenues	\$ 781,268.00	\$ 608,513.00	28.4%
Expenses			
Salaries & Benefits	\$ 440,629.00	\$ 486,242.00	-9%
Services	\$ 175,815.00	\$ 55,098.00	219%
Commodities	\$ 6,408.00	\$ 11,154.00	-43%
Technology	\$ 62,167.00	\$ 53,623.00	16%
Other & Depreciation Expenses	\$ 9,276.00	\$ 8,984.00	3%
Capital Outlay	\$ -	\$ -	
TOTAL Expenses	\$ 694,295.00	\$ 615,101.00	12.9%
Change in Net Position	\$ 86,973.00	\$ (6,588.00)	-1420.2%
Net Position, beginning of year	\$ 682,664.00	\$ 689,252.00	-1.0%
Net Position, end of year	\$ 769,637.00	\$ 682,664.00	12.7%

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

Statement of Activities Highlights

REVENUES:

- In 2023, Charges for Services decreased by \$14,022 or 14%. The Technical Services and Map & Data Sales normally fluctuate from year to year; the fluctuations account for \$9,159 or 65% of the overall decrease to Charges for Services.
- In 2023, Member Contributions included an additional \$147,260 for the ortho-imagery acquisition project. This accounts for the 82.65% of the Member Contributions increase in 2023.

EXPENSES:

- The decrease in Salaries & Benefits is due to annual fluctuations in the net pension assets/liabilities.
- Fiscal year 2023 was an ortho-imagery acquisition year. This accounted for \$147,260 or 84% of the Service expenses and explains the 219% increase in Services. This expense was not incurred in 2022.
- The Technology category includes the UIUC base station pass-through expense. Due to confusion with the contract, UIUC failed to invoice CCGISC for this expense in FY2020. To correct this oversight, CCGISC was invoiced twice in FY2023. This along with a new expenditure for GeoExpress software accounts for \$6,125 or 71.7% of the \$8,544 increase in Technology.
- Commodities include small non-capitalized equipment purchases that fluctuate from year to year. The \$4,746 or 43% decrease between 2022 and 2023 is representative of past and likely future activity.

NET POSITION:

- In fiscal year 2023 the total net position reported for governmental activities increased by \$86,973 or 12.7%. The majority of which is attributable to the 398% or \$99,166 increase related to net pension between fiscal year 2022 and 2023.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

Financial Analysis of the Consortium's Fund

As previously noted, the Consortium uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The fund balance at the end of fiscal year 2023 was \$550,392 which is a \$1,072 increase from the prior year.

In fiscal year 2023, the member assessments increased by 2.5%, while the charges for services decreased by \$14,022 or 14%, however the overall revenue increased when compared to fiscal year 2022. As previously mentioned, this is attributed additional funds collected for the ortho-acquisition project.

Budgetary Highlights (Governmental Fund)

The budgetary highlights do not include GAAP adjustments (depreciation and amortization expenses, compensated absences, pension related assets and liabilities, deferred outflows or inflows related to pensions, etc.)

Based on the final budget for fiscal year 2023, expenditures were anticipated to exceed revenues. However, the fund balance increased by \$1,072 from the previous year, on the budgetary basis. This was primarily due to \$67,026 in unbudgeted funds realized from deferred revenue for the ortho-acquisition project, an additional \$15,034 collected for investment interest and actual ortho-expenses for the ortho-acquisition project \$37,740 less than budgeted.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

Capital Assets

The Consortium's investment in depreciable capital assets for equipment and software at the end of fiscal year 2022 was \$1,957 while the building right to use amortized capital asset was \$15,212 for a total of \$17,169 in capital assets.

TABLE 3				
Capital Assets (net of depreciation/amortization) (in actual dollars)				
<u>Governmental Activities</u>				
	2023		2022	Change
Software	\$ -	\$	-	0%
Equipment (Hardware)	\$ 1,957.00	\$	5,871.00	-66.7%
Building	\$ 15,212.00	\$	20,282.00	NA
TOTAL	\$ 17,169.00	\$	26,153.00	-34.4%

Compensated Absences

The compensated absences liability of \$14,954 at the end of fiscal year 2023 is an 34.6% decrease from the previous fiscal year.

TABLE 4				
Compensated Absences Liability (in actual dollars)				
<u>Governmental Activities</u>				
	2023		2022	Change
Compensated Absences	\$ 14,954.00	\$	22,866.00	-34.6%

Economic Factors

The Consortium is primarily funded by member agency assessments. Any increases and/or decreases to these assessments are approved on an annual basis by the Consortium's Policy Committee. To date, there are 7 member agencies. Champaign County provides approximately 50% of the total assessments. The County funds their portion of the member assessments from the GIS Fund. The GIS Fund was established by the County Board, pursuant to 55ILCS 5/3-5018, with the adoption of ordinance No. 640. The allows for a revenue fee to be assessed on documents filed and recorded in Champaign County. Each year a portion of this fee is disbursed by the County to the Consortium based on the approved budget. Changes to the number of recorded filings will impact available funds though the fee can be adjusted based on the results of a cost-study analysis.

It is to the advantage of the Consortium to continue to meet or exceed the fund balance goal of 25% of the annual operating budget. This will provide a safety net should unforeseen economic hardships impact the County or the other the member agencies.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2023
(UNAUDITED)**

Requests for Information

This financial report is designed to provide a general overview of the Consortium's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Champaign County GIS Consortium Director at 217-819-3555.

BASIC FINANCIAL STATEMENTS

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
STATEMENT OF NET POSITION
DECEMBER 31, 2023

	<u>Governmental Activities</u>
ASSETS	
Cash and Cash Equivalents	\$ 578,647
Receivables	127,116
Prepaid Items	12,955
Net Pension Asset	74,259
Capital Assets, Net of Accumulated Depreciation/Amortization	17,169
Total Assets	<u>810,146</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Amounts Related to Pension	<u>122,152</u>
Total Assets and Deferred Outflows of Resources	<u><u>\$ 932,298</u></u>
LIABILITIES	
Accounts Payable and Accrued Liabilities	\$ 82,803
Unearned Revenue	48,491
Long-Term Liabilities:	
Due within One Year	
Compensated Absences	2,560
Lease Liability	5,061
Due in More than One Year	
Compensated Absences	12,394
Lease Liability	10,707
Total Liabilities	<u>162,016</u>
DEFERRED INFLOWS OF RESOURCES	
Deferred Amounts Related to Pension	645
NET POSITION	
Net Investment in Capital Assets	1,401
Restricted for:	
Net Pension Asset	74,259
Unrestricted	693,977
Total Net Position	<u>769,637</u>
Total Liabilities, Deferred Inflows of Resources, and Net Position	<u><u>\$ 932,298</u></u>

See accompanying Notes to Basic Financial Statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2023**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net (Expense) Revenue and Changes in Net Position Governmental Activities</u>
GOVERNMENTAL ACTIVITIES			
GIS Operations	\$ 694,295	\$ 85,655	\$ (608,640)
Total Governmental Activities	<u>\$ 694,295</u>	<u>\$ 85,655</u>	(608,640)
GENERAL REVENUES			
Member Contributions:			
Champaign County			355,377
City of Champaign			90,520
City of Urbana			46,271
Piatt County			32,840
Douglas County			30,170
Village of Rantoul			29,548
Village of Mahomet			20,848
Village of Savoy			21,115
Village of St Joseph			9,372
University of Illinois			44,018
Investment Income			15,534
Total General Revenues			<u>695,613</u>
CHANGE IN NET POSITION			86,973
Net Position - Beginning of Year			<u>682,664</u>
NET POSITION - END OF YEAR			<u><u>\$ 769,637</u></u>

See accompanying Notes to Basic Financial Statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
BALANCE SHEET
GOVERNMENTAL FUND
DECEMBER 31, 2023**

ASSETS	General Fund
Cash and Cash Equivalents	\$ 578,647
Receivables	127,116
Prepaid Items	<u>12,955</u>
Total Assets	<u><u>\$ 718,718</u></u>
LIABILITIES	
Accounts Payable and Accrued Liabilities	\$ 82,803
Unearned Revenue	<u>48,491</u>
Total Liabilities	131,294
DEFERRED INFLOWS OF RESOURCES	
Unavailable Revenue	37,032
FUND BALANCE	
Nonspendable	12,955
Unassigned	<u>537,437</u>
Total Fund Balance	<u><u>550,392</u></u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	<u><u>\$ 718,718</u></u>

See accompanying Notes to Basic Financial Statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
RECONCILIATION OF THE GOVERNMENTAL FUND
BALANCE SHEET TO THE STATEMENT OF NET POSITION
DECEMBER 31, 2023**

Fund Balance - Total Governmental Fund	\$ 550,392
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and, therefore, the underlying resources are not recognized currently in the governmental funds.	
Cost of Capital Assets	125,452
Accumulated Depreciation	(98,143)
Accumulated Amortization	(10,140)
Deferred outflows of resources related to pension do not relate to current financial resources and are not reported in the governmental fund.	122,152
Deferred inflows of resources related to pension do not relate to current financial resources and are not reported in the governmental fund.	(645)
The IMRF net pension asset is not a current asset therefore, is not reported in the governmental fund.	74,259
Certain revenues will be collected after year-end and are not available to pay current period expenditures and, therefore, are reported as deferred inflows of resources in the governmental fund.	37,032
Compensated absences are not due and payable in the current period and, therefore, are not reported in the fund.	(14,954)
The lease liability is not due and payable in the current period and, therefore, is not reported in the governmental fund.	(15,768)
Net Position of Governmental Activities	\$ <u><u>769,637</u></u>

See accompanying Notes to Basic Financial Statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
YEAR ENDED DECEMBER 31, 2023**

REVENUES	<u>General Fund</u>
Subscription Fees	\$ 18,003
Sale of Maps and Data	6,995
Technical Service Contracts and Other Services	64,878
Member Contributions:	
Champaign County	355,377
City of Champaign	90,520
City of Urbana	46,271
Piatt County	32,840
Douglas County	30,170
Village of Rantoul	29,548
Village of Mahomet	20,848
Village of Savoy	21,115
Village of St. Joseph	9,372
University of Illinois	8,004
Investment Income	<u>15,534</u>
Total Revenues	<u>749,475</u>
 EXPENDITURES	
Current - GIS Operations	
Salaries and Benefits	498,840
Supplies and Materials	6,408
Services	175,815
Technology	62,167
Debt Service	4,877
Interest and Fiscal Charges	<u>296</u>
Total Expenditures	<u>748,403</u>
 NET CHANGE IN FUND BALANCE	 1,072
 Fund Balance - Beginning of Year	 <u>549,320</u>
 FUND BALANCE - END OF YEAR	 <u><u>\$ 550,392</u></u>

See accompanying Notes to Basic Financial Statements.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
RECONCILIATION OF THE GOVERNMENTAL FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE TO THE
STATEMENT OF ACTIVITIES
YEAR ENDED DECEMBER 31, 2023**

Net Change in Fund Balance - Governmental Fund	\$	1,072
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Amounts reported for governmental activities in the statement of activities are different because:

The governmental fund reports capital outlays as expenditures.

However, in the statement of net position, the cost of these assets is capitalized and they are depreciated/amortized over their estimated useful lives and reported as depreciation/amortization expense in the statement of activities.

Depreciation Expense		(3,914)
Amortization Expense		(5,070)

Certain revenues in the statement of revenues do not provide current financial resources and are not reported as revenue in the governmental fund.		31,793
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Some expenses in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund.

Net Pension Asset		99,166
Deferred Outflows of Resources Related to Pension		(59,440)
Deferred Inflows of Resources Related to Pension		10,573
Principal Payment on Lease		4,881
Compensated Absences		7,912

Change in Net Position	\$	<u>86,973</u>
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See accompanying Notes to Basic Financial Statements.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Champaign County Geographic Information System Consortium (the Consortium) was created as a joint venture in August, 2002 to “develop and operate a coordinated county-wide geographic information system”. The Consortium was established and governed by an intergovernmental agreement between Champaign County, City of Champaign, City of Urbana, Village of Rantoul, Village of Mahomet, Village of Savoy, and the University of Illinois.

The accounting policies of the Consortium conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The accepted standard-setting body for establishing governmental accounting and financial reporting principles is the Governmental Accounting Standards Board (GASB).

Reporting Entity

This report includes all of the funds of the Consortium. The reporting entity for the Consortium consists of the primary government and its component units. Component units are legally separate organizations for which the primary government is financially accountable or other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading. The Consortium has not identified any organizations that meet this criteria.

The Consortium was established by an intergovernmental agreement as a joint venture of Champaign County, City of Champaign, City of Urbana, Village of Rantoul, Village of Mahomet, Village of Savoy, and the University of Illinois.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The statement of net position and statement of activities display information about the reporting government as a whole. Governmental activities generally are financed through program and general revenues.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Member contributions and other items not included among program revenues are reported as general revenues.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Government-Wide and Fund Financial Statements (Continued)

Fund Financial Statements

The financial statements of the Consortium are organized into funds, each of which is considered a separate accounting entity. Each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues and expenditures. The following fund is the only fund used by the Consortium:

General Fund – The general operating fund of the Consortium. All revenues that are not allocated by law or contractual agreement to some other fund are accounted for in this fund.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide statement of net position and statement of activities are reported using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of the related cash flow.

Governmental Fund Financial Statements

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recorded when they are both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the Consortium considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when the related fund liability is incurred. However, debt service principal and interest expenditures on general long-term debt, including lease liabilities, as well as expenditures related to compensated absences are recognized based on specific accounting rules applicable to each, generally when payment is due. General capital asset acquisitions, including entering into contracts giving the Consortium the right to use lease assets, are reported as an expenditure in the governmental fund. Issuance of long-term debt and financing through leases are reported as other financing sources.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets, deferred outflows of resources, liabilities, and deferred inflows of resources and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity

Cash and Cash Equivalents

The Consortium's cash and cash equivalents is made up of cash in banks and assets on deposit in the Illinois Funds. The Illinois Funds are stated at cost, which approximates fair value.

Receivables

Receivables are reported net of an allowance for uncollectible amounts, if applicable.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. In the governmental funds, reported prepaid items are classified as nonspendable fund balance.

Capital Assets

Capital assets are reported in the government-wide financial statements. Capital assets are defined by the Consortium as assets with an initial cost of more than \$5,000 and an estimated useful life in excess of one year. All capital assets are valued at historical cost, or estimated historical cost if actual amounts are unavailable. Donated capital assets are recorded at their estimated acquisition value at the date of donation.

Depreciation/amortization of all exhaustible capital assets is recorded as an expense in the statement of activities, with accumulated depreciation reflected in the statement of net position. Depreciation/amortization is provided over the assets' estimated useful lives using the straight-line method. The range of estimated useful lives by type of asset is as follows:

Furniture	7 Years
Major Appliances	7 Years
Computers, Office Equipment	5 Years
Other Equipment	5 Years

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition.

Right-to-use lease assets are initially measured at the present value of payments expected to be made during the lease term, adjusted for lease payments made at or before the lease commencement date, plus certain initial direct costs. Subsequently, the lease asset is amortized in a systematic and rational manner over the shorter of the lease term or the useful life of the underlying asset.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)

Deferred Outflows of Resources

A deferred outflow of resources represents a consumption of net assets that applies to a future period and will not be recognized as an outflow of resources (expenses) until that future time. The deferred outflows of resources reported in the statement of net position is related to pensions which is more fully discussed in Note 5.

Compensated Absences

Accumulated unpaid vacation and personal leave (compensated absences) is reported in the government-wide statements in the period in which it is incurred.

Deferred Inflows of Resources

A deferred inflow of resources represents an acquisition of net assets or fund balance that applies to a future period and therefore will not be recognized as an inflow of resources (revenue) until that future time. The deferred inflows of resources reported in the statement of net position is related to pensions which is more fully discussed in Note 5.

Under the modified accrual basis of accounting, deferred inflows of resources also include revenues not collected within the availability period after the fiscal year-end. The Consortium has reported deferred inflows of resources related to unavailable revenues for member contributions.

Pensions

For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Illinois Municipal Retirement Fund (IMRF) and additions to/deductions from IMRF's fiduciary net position have been determined on the same basis as they are reported to IMRF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Net Position

Equity in the government-wide financial statements is classified as net position and displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation/amortization and reduced by the outstanding balances (excluding unspent debt proceeds) of any bonds, lease liabilities, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)

Net Position (Continued)

- b. Restricted net position – Consists of net position with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net positions that do not meet the definitions of “restricted” or “net investment in capital assets.”

When both restricted and unrestricted resources are available for use, it is the Consortium’s policy to use restricted resources first, then unrestricted resources as they are needed.

Fund Balance

Governmental fund balances are displayed as follows:

- a. Nonspendable – Includes fund balance amounts that cannot be spent either because they are not in spendable form or because legal or contractual requirements require them to be maintained intact.
- b. Restricted – Consists of fund balances with constraints placed on their use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
- c. Committed – Includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority. Fund balance amounts are committed through a formal action (resolution) of the Consortium Policy Board. This formal action must occur prior to the end of the reporting period, but the amount of the commitment, which will be subject to the constraints, may be determined in the subsequent period. Any changes to the constraints imposed require the same formal action of the Consortium Policy Board that originally created the commitment.
- d. Assigned – Includes spendable fund balance amounts that are intended to be used for specific purposes that do not meet the criteria to be classified as restricted or committed. The Consortium Policy Board may take official action to assign amounts. Assignments may take place after the end of the reporting period.
- e. Unassigned – Includes residual positive fund balance within the general fund which has not been classified within the other above mentioned categories.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Assets, Deferred Outflows of Resources, Liabilities, Deferred Inflows of Resources, and Net Position or Equity (Continued)

Fund Balance (Continued)

The Consortium considers restricted amounts to be spent first when both restricted and unrestricted fund balance is available unless there are legal documents / contracts that prohibit doing this. Additionally, the Consortium would first use committed, then assigned and lastly unassigned amounts of unrestricted fund balance when expenditures are made.

NOTE 2 DEPOSITS AND INVESTMENTS

The Consortium's cash is held by Champaign County (County), and is not physically segregated. The Consortium deposits are comingled with other County funds but are tracked separately on the general ledger.

Custodial Credit Risk

Custodial credit risk is the risk that, in the event of a bank failure of the counterparty, the County will not be able to recover the value of its deposits or collateral securities that are in the possession of an outside party. It is the County's policy to require collateral for deposit balances above FDIC insurance coverage. All bank balances of deposits as of the balance sheet date are entirely insured or collateralized with securities held by the Champaign County Treasurer or by its agent in the County's name.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 3 CAPITAL ASSETS

Capital asset activity for the Consortium for the year ended December 31, 2023 was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Capital Assets Being Depreciated/ Amortized:				
Equipment	\$ 100,100	\$ -	\$ -	\$ 100,100
Right-to-Use Lease Asset - Building	25,352	-	-	25,352
Less: Accum. Depr. Equipment	(94,229)	(3,914)	-	(98,143)
Less: Accum. Amort. Right- to-Use Lease Asset Building	(5,070)	(5,070)	-	(10,140)
Capital Assets, Net of Accumulated Depreciation and Amortization	<u>\$ 26,153</u>	<u>\$ (8,984)</u>	<u>\$ -</u>	<u>\$ 17,169</u>

NOTE 4 COMPENSATED ABSENCES

The following is a summary of changes in the Consortium's compensated absence liability for the year ended December 31, 2023:

	Beginning Balance	Additions	Deletions	Ending Balance	Current Portion
Compensated Absences	<u>\$ 22,866</u>	<u>\$ 33,924</u>	<u>\$ (41,836)</u>	<u>\$ 14,954</u>	<u>\$ 2,560</u>

NOTE 5 RETIREMENT SYSTEM

Illinois Municipal Retirement Fund

The Consortium contributes to the Illinois Municipal Retirement Fund (IMRF), an agent multiple employer pension plan that acts as a common investment and administrative agent for local governments and school districts in Illinois through Champaign County. As the Consortium is participating under the County's employer number, IMRF is considered to be a cost-sharing plan for the Consortium. The Illinois Pension Code establishes the benefit provisions of the plan that can only be amended by the Illinois General Assembly. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the Illinois Municipal Retirement Fund, 2211 York Road, Suite 500, Oak Brook, Illinois 60523.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 5 RETIREMENT SYSTEM (CONTINUED)

Illinois Municipal Retirement Fund (Continued)

Plan Description. All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. IMRF has a two tier plan. Members who first participated in IMRF or an Illinois Reciprocal System prior to January 1, 2011 participate in Tier 1. All other members participate in Tier 2. For Tier 1 participants, pension benefits vest after eight years of service. Participating members who retire at or after age 60 with eight years of service are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1 2/3% of their final rate of earnings (average of the highest 48 consecutive months' earnings during the last 10 years) for credited service up to 15 years and 2% for each year thereafter.

For Tier 2 participants, pension benefits vest after 10 years of service. Participating members who retire at or after age 67 with 10 years of service are entitled to an annual retirement benefit, payable monthly for life in an amount equal to 1 2/3% of their final rate of earnings (average of the highest 96 consecutive months' earnings during the last 10 years, capped at \$106,800) for credited service up to 15 years and 2% for each year thereafter. However, an employee's total pension cannot exceed 75% of their final rate of earnings. If an employee retires after 10 years of service between the ages of 62 and 67, and has less than 30 years of service credit, the pension will be reduced by 1/2% for each month that the employee is under the age of 67. If an employee retires after 10 years of service between the ages of 62 and 67, and has between 30 and 35 years of service credit, the pension will be reduced by the lesser of 1/2% for each month that the employee is under the age of 67 or 1/2% for each month of service credit less than 35 years. IMRF also provides death and disability benefits. These benefit provisions and all other requirements are established by Illinois Compiled Statutes.

Contributions. As set by statute, Consortium employees participating in IMRF are required to contribute 4.50% of their annual covered salary. For the fiscal year ended December 31, 2023, the Consortium contributed \$10,788 to the plan. The statute requires the Consortium to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The Consortium's actuarially determined contribution rate for calendar year 2023 was 14.04% of annual covered payroll. The Consortium also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for disability and death benefits are set by the IMRF board of trustees, while the supplemental retirement benefits rate is set by statute.

Fiduciary Net Position. Detailed information about the IMRF fiduciary net position as of December 31, 2023 is available in the separately issued Champaign County, Illinois Annual Comprehensive Financial Report as of and for the year ended December 31, 2023.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 5 RETIREMENT SYSTEM (CONTINUED)

Illinois Municipal Retirement Fund (Continued)

Net Pension Asset/Liability. At December 31, 2023, the Consortium reported an asset for its proportionate share of the net pension asset that reflected the Consortium's portion of the total net pension asset associated with the County's employer number. The amount recognized by the Consortium as its proportionate share of the net pension asset, the County's share of the net pension asset, and the total net pension asset associated with the County's employer number were as follows:

Consortium's Proportionate Share of the Collective	
Net Pension Asset	\$ 74,259
County's Proportionate Share of the Collective	
Net Pension Asset	5,914,360
Total	<u><u>\$ 5,988,619</u></u>

The net pension asset was measured as of December 31, 2023. The total pension asset used to calculate the net pension asset was determined by an actuarial valuation as of that date. The Consortium's proportion of the net pension asset was based on the Consortium's share of contributions to IMRF for the fiscal year ended December 31, 2023, relative to the total contributions of the Consortium and County during that period. At December 31, 2023, the Consortium's proportion was 1.24%, same as the prior year proportion of 1.24%.

Actuarial Assumptions. The assumptions used to measure the total pension liability in the December 31, 2023 annual actuarial valuation included a 7.25% investment rate of return, (b) projected salary increases from 2.85% to 13.75%, including inflation, and (c) price inflation of 2.25%. The retirement age is based on experience-based table of rates that are specific to the type of eligibility condition. The tables were last updated for the 2023 valuation pursuant to an experience study of the period 2020-2022.

Mortality. For nondisabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 108%) and Female (adjusted 106.4%) tables, and future mortality improvements projected using scale MP-2021. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2021. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2021.

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 5 RETIREMENT SYSTEM (CONTINUED)

Illinois Municipal Retirement Fund (Continued)

Long-Term Expected Real Rate of Return. The long-term expected rate of return on pension plan investments was determined using an asset allocation study in which best-estimate ranges of expected future real rates of return (net of pension plan investment expense and inflation) were developed for each major asset class. These ranges were combined to produce long-term expected rate of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic and geometric real rates of return for each major asset class are summarized in the following table:

Asset Class	Allocation	Projected Returns/Risks	
		One Year Arithmetic	Ten Year Geometric
Equities	34.50%	6.35%	5.00%
International Equities	18.00%	8.00%	6.35%
Fixed Income	24.50%	4.85%	4.75%
Real Estate	10.50%	7.20%	6.30%
Alternatives:	11.50%		
Private Equity		12.35%	8.65%
Hedge Funds		N/A	N/A
Commodities		7.20%	6.05%
Cash Equivalents	1.00%	3.80%	3.80%

Discount Rate. The discount rate used to measure the total collective pension liability for IMRF was 7.25%, which is the same discount rate used in the prior valuation. The projection of cash flows used to determine the discount rate assumed that member contributions will be made at the current contribution rate and that Consortium's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on investments was applied to all periods of projected benefit payments to determine the total pension liability.

Discount Rate Sensitivity. The following is a sensitivity analysis of the Consortium's proportionate share of the net pension liability / (asset) to changes in the discount rate. The table below presents the Consortium's proportionate share of the net pension liability / (asset) calculated using the discount rate of 7.25% as well as what the Consortium's proportionate share of the net pension liability / (asset) would be if it were to be calculated using a discount rate that is 1 percentage point lower (6.25%) or 1 percentage point higher (8.25%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
Consortium's Proportionate Share of the Collective Net Pension Liability (Asset)	<u>\$ 149,612</u>	<u>\$ (74,259)</u>	<u>\$ (252,743)</u>

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 5 RETIREMENT SYSTEM (CONTINUED)

Illinois Municipal Retirement Fund (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions. For the year ended December 31, 2023, the Consortium recognized pension income of \$98,891. The Consortium reported deferred outflows and inflows of resources related to pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference Between Expected and Actual Experience	\$ 10,265	\$ -
Changes in Assumptions	-	645
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	111,887	-
Total	<u>\$ 122,152</u>	<u>\$ 645</u>

The amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension income as follows:

<u>Year Ending December 31,</u>	<u>Amount</u>
2024	\$ 19,271
2025	38,210
2026	79,847
2027	(15,821)
Total	<u>\$ 121,507</u>

NOTE 6 LEASES

The Consortium leases office space under a long-term, noncancelable lease agreement. Monthly payments are on an increasing scale for the term of the agreement plus interest at a rate of 1.63 percent. The lease expires on December 31, 2026.

Lease liability activity for the year ended December 31, 2023 was as follows:

	Outstanding as of January 1, 2023	Additions	Reductions	Outstanding as of December 31, 2023	Current Portion
Lease Liability	<u>\$ 20,649</u>	<u>\$ -</u>	<u>\$ 4,881</u>	<u>\$ 15,768</u>	<u>\$ 5,061</u>

Principal and interest requirements to maturity under the lease agreement is as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>
2024	\$ 5,061	\$ 212
2025	5,255	128
2026	5,452	41
Total	<u>\$ 15,768</u>	<u>\$ 381</u>

CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
NOTES TO BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2023

NOTE 6 LEASES (CONTINUED)

A right-to-use asset was acquired through the lease as shown below.

Building	\$ 25,352
Less: Accumulated Amortization	<u>10,140</u>
Total	<u><u>\$ 15,212</u></u>

NOTE 7 CONTINGENCIES

The Lead Agency (Champaign County) of the Consortium procures and maintains property, liability, and worker's compensation insurance for this program. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years. Certificates of insurance are maintained that name each Consortium member agency as an additional insured under the liability policy.

REQUIRED SUPPLEMENTARY INFORMATION

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
ILLINOIS MUNICIPAL RETIREMENT FUND
SCHEDULE OF CONSORTIUM'S PROPORTIONATE SHARE OF THE CHANGES IN
NET PENSION LIABILITY (ASSET) AND CONSORTIUM EMPLOYER CONTRIBUTIONS
(UNAUDITED)**

	2023	2022	2021	2020	2019	2018	2017	2016	2015
Consortium's Proportion of the Net Pension Liability (Asset)	1.24%	1.24%	1.18%	1.17%	1.13%	1.03%	1.03%	1.03%	0.80%
Consortium's Proportionate Share of the Net Pension Liability (Asset)	\$ (74,259)	\$ 24,907	\$ (420,573)	\$ (188,419)	\$ (57,276)	\$ 111,795	\$ (75,518)	\$ 82,993	\$ 68,474
County's Proportionate Share of the Net Pension Liability (Asset)	(5,914,360)	5,914,360	(35,221,193)	(15,915,760)	(5,011,376)	10,742,098	(7,256,322)	7,974,565	8,490,797
Total Net Pension Liability (Asset)	<u>\$ (5,988,619)</u>	<u>\$ 5,939,267</u>	<u>\$ (35,641,766)</u>	<u>\$ (16,104,179)</u>	<u>\$ (5,068,652)</u>	<u>\$ 10,853,893</u>	<u>\$ (7,331,840)</u>	<u>\$ 8,057,558</u>	<u>\$ 8,559,271</u>
Covered Payroll	\$ 387,810	\$ 386,333	\$ 355,418	\$ 355,880	\$ 321,357	\$ 314,060	\$ 299,675	\$ 300,143	\$ 225,027
Consortium's Proportionate Share of the Net Pension Liability (Asset) as of Covered Payroll	-522.24%	1551.10%	-84.51%	-52.94%	-17.82%	35.60%	-25.20%	27.65%	30.43%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	1.03%	93.87%	0.00%	110.31%	103.39%	92.53%	106.71%	93.99%	93.30%
Contractually Required Contribution	\$ 10,788	\$ 20,321	\$ 24,438	\$ 26,015	\$ 18,967	\$ 25,879	\$ 25,325	\$ 25,872	\$ 20,185
Contributions in Relation to the Contractually Required Contribution	(10,788)	(20,387)	(24,530)	(26,015)	(18,961)	(25,879)	(25,274)	(26,757)	(20,281)
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ (66)</u>	<u>\$ (92)</u>	<u>\$ -</u>	<u>\$ 6</u>	<u>\$ -</u>	<u>\$ 51</u>	<u>\$ (885)</u>	<u>\$ (96)</u>
Covered Payroll	\$ 408,630	\$ 386,333	\$ 355,418	\$ 355,880	\$ 321,357	\$ 314,060	\$ 299,675	\$ 300,143	\$ 225,027
Contributions as a Percentage of Covered Payroll	2.78%	5.28%	6.90%	7.31%	5.90%	8.24%	8.43%	8.91%	9.01%

Notes to Schedule:

The Consortium implemented GASB 68 in 2015, and the above table will be expanded to 10 years of information as the information becomes available.

Amounts reported in 2023 reflect an investment rate of return of 7.25%, and inflation rate of 2.25%, and a salary increase assumption of 2.75% to 13.75%. Amounts reported in 2022 reflect an investment rate of return of 7.25%, an inflation rate of 2.25%, and a salary increase assumption of 2.85% to 13.75%. Amounts reported in 2021 reflect an investment rate of return of 7.25%, an inflation rate of 2.50%, and a salary increase assumption of 3.35% to 14.25%. Amounts reported in 2020 reflect an investment rate of return of 7.25%, an inflation rate of 2.25%, and a salary increase assumption of 2.85% to 13.75% including inflation. Amounts reported in 2019 reflect an investment rate of return of 7.25%, an inflation rate of 2.50%, and a salary increase assumption of 3.35% to 14.25% including inflation. Amounts reported in 2018 reflect an investment rate of return of 7.25%, an inflation rate of 2.50%, and a salary increases assumption of 3.39% to 14.25% including inflation. Amounts reported in 2017 and 2016 reflect an investment rate of return of 7.50%, an inflation rate of 3.00%, and a salary increase assumption of 4.40% to 16.00% including inflation.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND
YEAR ENDED DECEMBER 31, 2023**

	Original Budget	Final Budget	Actual	Variance from Final Budget
REVENUES				
Subscription Fees	\$ 22,866	\$ 22,866	\$ 18,003	\$ (4,863)
Sale of Maps and Data	13,000	13,000	6,995	(6,005)
Technical Service Contracts and Other Services	60,500	60,500	64,878	4,378
Member Contributions:				
Champaign County	329,127	329,127	355,377	26,250
City of Champaign	81,049	81,049	90,520	9,471
City of Urbana	40,432	40,432	46,271	5,839
Piatt County	40,000	40,000	32,840	(7,160)
Douglas County	35,000	35,000	30,170	(4,830)
U-C Sanitary District	1,157	1,157	-	(1,157)
Village of Rantoul	26,267	26,267	29,548	3,281
Village of Mahomet	19,134	19,134	20,848	1,714
Village of Savoy	19,155	19,155	21,115	1,960
Village of St Joseph	-	-	9,372	9,372
University of Illinois	38,999	38,999	8,004	(30,995)
Investment Income	500	500	15,534	15,034
Total Revenues	<u>727,186</u>	<u>727,186</u>	<u>749,475</u>	<u>22,289</u>
EXPENDITURES				
Current - GIS Operations				
Salaries and Benefits	536,757	536,757	498,840	37,917
Supplies and Materials	4,700	5,900	6,408	(508)
Services	285,425	232,755	175,815	56,940
Technology	-	58,065	62,167	(4,102)
Debt Service	-	-	5,173	(5,173)
Capital Outlay	10,000	3,405	-	3,405
Total Expenditures	<u>836,882</u>	<u>836,882</u>	<u>748,403</u>	<u>88,479</u>
NET CHANGE IN FUND BALANCE	<u>\$ (109,696)</u>	<u>\$ (109,696)</u>	1,072	<u>\$ 110,768</u>
FUND BALANCE - BEGINNING OF YEAR			<u>549,320</u>	
FUND BALANCE - END OF YEAR			<u>\$ 550,392</u>	

Notes to Schedule:

A. Budgetary Process

The Consortium Director submits their budget requests in the summer prior to the start of the fiscal year on January 1st. The County Executive and Financial Director review the budget with the Consortium Director. In July, the Consortium Director provides the budget to the Consortium Policy Committee for review. The Consortium budget is formally presented for approval at the July Policy Committee meeting. Per the *Intergovernmental Agreement Providing for the Creation of the Champaign County Geographic Information System Consortium* approval requires a three-fourths (3/4) vote of the Policy Committee, including the vote of the County.

The County holds Legislative Budget hearings during the late summer months, a representative from County Administration and/or the Consortium Director presents the approved budget to the County Board for informational purposes. The Consortium budget is included in the tentative budget document as prepared by County Administration in September. The Consortium budget is also included in the final County budget that is approved by the County Board in November by a simple majority vote.

**CHAMPAIGN COUNTY GEOGRAPHIC INFORMATION SYSTEM CONSORTIUM
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL – GENERAL FUND (CONTINUED)
YEAR ENDED DECEMBER 31, 2023**

Notes to Schedule (Continued):

B. Level of Budgetary Control

The legal level of budgetary control is by personnel and nonpersonnel account categories within the fund. The Director has the authority to create transfers between accounts in the same category. Transfers in and out of the personnel categories must be approved by the Consortium policy committee, then by the Finance Committee of the County, and then by a two-thirds majority vote of the full County Board.

C. Amendments to the Budget

Requests for supplementary appropriations require approval from the Finance Committee and by a two-thirds majority vote of the full County Board.

D. Budgetary Basis

The Consortium fund is budgeted on the modified accrual basis of accounting, adjusted for appropriations lapsing 60 days after the end of the fiscal year.



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

To: CCGISC Policy Committee
From: Leanne Brehob-Riley, GIS Director
Date: April 25, 2025
Re: CCGISC Policy Committee Rules and Procedures Document Updates

The Policy Committee adopted Rules and Procedures to enact procedural rules, by-laws, and policies that do not conflict with the terms outlined in the Intergovernmental Agreement (IGA) establishing the Consortium. To comply with the State of Illinois Paid Leave for All Workers Act ("PLAWA", 820 ILCS 192/1 et seq.) Champaign County requested the CCGISC Paid Leave Policy for PLAWA be updated to explicitly state it applies to full-time, part-time, and temporary (paid or unpaid) employees. As such, item 1a of the CCGISC Paid Leave Policy for PLAWA as found in *Appendix A* of the CCGISC Rules and Procedures was updated accordingly. The edit was reviewed by legal counsel. The marked-up document is provided for your review.

Request

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

Champaign County GIS Consortium

Rules and Procedures



Champaign County GIS Consortium

Adopted: October 2021

Updated: April 2025

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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**.

- c. Time for public participation shall be provided on the Policy Committee agenda for members of the public to be heard as follows:
 - i. Time allotted to an individual for public participation shall be limited to five (5) minutes.
 - ii. The total time allotted for public participation shall not exceed 30 (thirty) minutes.
 - iii. Committee members shall not engage in dialogue with members of the public during public participation.
 - iv. No Committee member shall be permitted to address the Committee during the time reserved for public participation.

2.2 Officers

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

The rotation schedule is as follows:

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

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

Figure 1. Policy Committee Chair and Vice-Chair Rotation

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.

5.0 Benefits

The Policy Committee follows the Benefit policies set forth by the Lead Agency. These include, but are not limited to, establishing paid time-off, retirement benefits, and health and life insurance benefits. However, Champaign County, as the Lead Agency for CCGISC, requested the Policy Committee to establish a separate Paid Leave Policy for the implementation of the Paid Leave for All Workers Act (“PLAWA”, 820 ILCS 192/1 et seq.).

5.1 Paid Leave Policy for the Paid Leave for All Workers Act (PLAWA)

The established Paid Leave Policy for PLAWA along with the related Statement of Operational needs is attached as Appendix A.

Appendices

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Appendix A – Paid Leave for All Workers & Operational Statement

Paid Leave Policy for the Paid Leave for All Workers Act

1. Purpose & Application

- a. This policy describes the implementation of the Paid Leave for All Workers Act (“PLAWA”, “the Act”, 820 ILCS 192/1 et seq.) by the Champaign County GIS Consortium (CCGISC) **for all CCGISC employees including Full-time, Part-time, and Temporary (paid or unpaid).**
- b. This policy does not affect the validity or change the terms of any collective bargaining agreement (“CBA”) applicable to any of the CCGISC employees. See 820 ILCS 192/15(n). All aspects of leave for employees covered by a CBA shall continue to be governed by their CBA, not this policy.
- c. This policy does not provide any benefit to any person who does not meet the definition of “employee” under the Act and applicable law.
- d. This policy addresses only vacation leave and personal leave, applying the Act, and does not make any changes whatsoever to any other forms of leave.
- e. This policy is not exhaustive of all scenarios and does not restate the Act, nor related regulations, in their entirety. This policy shall be construed to give harmonious effect to the Act and all other applicable laws and policies, with the intent to allow employees to use their (already provided) paid leave in a reasonable manner which does not significantly impact the employer’s operational needs and ensures the provision of needs and services critical to the health, safety, or welfare of the people of Illinois.

2. Provision of Leave

- a. As of the effective date of the Act (January 1, 2024), this employer was already providing paid leave (in the forms of vacation leave and personal leave) to its eligible employees in an amount more generous than required by the Act. This policy permits and shall be construed and implemented in a manner that credits vacation leave and personal leave as leave provided under the Act. Nothing in this policy shall be construed to increase the accrual or amount of paid leave already provided.

3. Use of Paid Leave (Time Off Requests)

- a. Vacation leave and personal leave may be taken for any reason of the employee’s choosing, and the employer will not require the employee to provide the employer a reason for those forms of leave, nor require documentation or certification as proof or in support of those forms of leave. Nothing in this policy shall be construed to limit the employer’s ability to lawfully inquire regarding other forms of leave (e.g., sick, FMLA), nor limit the employer’s ability to make other inquiry as necessary to administer this policy, other policies, and all other lawful obligations of the employer.
- b. An employee shall be allowed to use vacation and/or personal leave before using any other leave benefits provided by this employer or State law and shall be allowed to use any other leave benefits provided by this employer before using vacation and/or personal leave, provided such use is consistent with applicable law.

- c. Employees requesting to use vacation, or personal leave must provide notice to the employer as follows:
 - i. If use of paid vacation or personal leave is foreseeable, the employee must provide at least 7 calendar days' notice to the employer before the date the leave is to begin.
 - ii. If use of paid vacation or personal leave is not foreseeable, the employee shall provide notice as soon as is practicable after the employee is aware of the necessity of the leave.
 - iii. The default procedure for employees to provide notice is for the employee to communicate their request to their supervisor, seeking approval, with follow-up communication to the staff member who handles payroll for CCGISC and notation of approved leave on all relevant office calendars or schedules.
 - iv. Employees subject to this policy shall be notified of any change to this policy's notification requirements within 5 calendar days of the change.
- d. This policy adopts the CCGISC Statement of Operational Needs, attached hereto and incorporated by reference herein, which may be amended from time to time.
- e. The Act prohibits an employer from requiring, as a condition of providing paid leave under the Act, that the employee search for or find a replacement worker to cover the hours during which the employee takes leave; however, operational needs may be considered as a factor when determining whether granting the request for leave during a particular time period would significantly impact the Champaign County GIS Consortium operations due to this Office's size and/or impact this Office's provision of needs and services critical to the health, safety, or welfare of the people of Illinois. See 56 Ill. Admin. Code 200.310.
- f. Vacation and personal leave requests (still) require supervisor approval and may be denied by the employer in a manner consistent with the Act, the administrative rules applicable to the Act, and applicable law. Denials shall be memorialized in writing.

Champaign County GIS Consortium

Statement of Operational Needs

The Champaign County GIS Consortium (CCGISC) includes in its core operations providing critical services necessary to the health, safety, and welfare of the people of Illinois through the orderly and efficient administration, maintenance, analysis, and distribution of spatial and tabular data that provide a base for a variety of services offered by both governmental and non-governmental agencies. Core operations include, but are not limited to, maintenance and administration of County-wide GIS data (*parcels, addresses, tax districts, annexations, streets, etc.*); distribution of GIS layers, tabular data, and services to a variety of departments in various organizations such as Champaign County, Piatt County, METCAD, CCGISC Member Agencies, Principal Data Clients, non-governmental organizations, etc.; administration of local and server-side software necessary to carry out the CCGISC operations; financial (*invoicing & payments*) and audit responsibilities.

Timely accomplishment of core operations requires a minimum number of employees and may separately require employees with certain expertise, or a subset of employees, depending on the nature, quality, and quantity of the tasks to be completed.

The exact number and composition of employees necessary in a future period is not readily predictable, as the needs will rise and fall based on the time of the year and factors outside the control of the Champaign County GIS Consortium, including, but not limited to, hardware, software, or other issues which may disrupt services as well as other unanticipated mission critical issues or tasks.

While this statement is intended to be comprehensive, it cannot reasonably predict every possible situation and/or emergency. In addition to the circumstances stated above, the limited circumstances in which paid leave may be denied in order to meet core operational needs shall also include emergencies, unique or unusual circumstances, and special events. An employee's request to use paid leave may be denied in order to meet core operational needs even if those circumstances are not specifically stated above; however, denial of a request to use paid leave (esp. for leave subject to the Paid Leave for All Workers Act) must comply with state, federal, and local laws.



Champaign County
City of Champaign
City of Urbana
University of Illinois
Village of Rantoul
Village of Mahomet
Village of Savoy
Village of St. Joseph

2025 Work Plan Status Report – Quarter 1

Task		Status
2025 Initiatives		
Create Metadata		
1	Manual population of layer specific information in CCGISV, CCGISR, ccgisHistoric; document metadata workflows related to template script and on-going maintenance	anticipated Q4 of 2025
CCGIS Website		
2	Overhaul CCGISC website; implement responsive design	anticipated completion end of 2026
Addressing Website		
3	Correct issues (identify tool, handle UIUC building code duplicate addresses) & cosmetic updates (render correctly in different browsers)	anticipated completion end of 2025
Address Schema Changes		
4	Remove Address Number Suffix from Main Address Table i.e. 102A Main Street. Main Address to be 102 Main Street	in progress
Devnet Quality Control Script		
5	Create Devnet Quality Control Script that checks for data entry inconsistencies; this impacts the Consortium as entry errors may create problems for views. It is also to limit the distribution of bad data. Examples: Document numbers, dates, etc.	anticipated completion Q4 of 2025; Q1 of 2026
Parcel Genealogy Review/Updates		
6	Update/Correct Genealogy Entry Issues	error corrections complete; export to Devnet Q3 or Q4 of 2025
ROW Document Search		
7	Locate ROW documents (1980 & prior) and add to TaxParcel ROW layer	located 1928-1975 (towns, City of Champaign); currently working on County; mapping located docs as time allows; total project timeline 2-3 years
ArcGIS Enterprise Upgrade		
8	Upgrade ArcGIS Enterprise	mid to late 2025
Ongoing Tasks		
Drainage District Project		
1	Map drainage districts - county-wide	all available drainage district rolls mapped; 45 could not be located or did not contain necessary legal descriptions
2	Reconcile Drainage Districts and Subdistricts with appropriate county offices	Tools and app developed for soon to be hired County Drainage Coordinator.
2025 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
F.	Douglas County	on going - general GIS tasks
E.	City of Urbana	on going - general GIS tasks
G.	Vermilion County 911	on going - general GIS tasks

Status updates found in **bold**