



Meeting Announcement

GIS POLICY COMMITTEE MEETING
Friday, July 26, 2024 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. *April 19, 2024*
- VI. **Financial Statements**
 - A. *FY2024 - 1/1/2024 through 06/30/2024*
- VII. **Business Items**
 - A. *Approval CCGISC Digital Data Policy Updates and Additions*
 - B. *Presentation of the FY2025 Budget for Approval*
 - FY2025 Capital and Technology Plan
 - FY2025 Work Plan and Report
 - C. *GIS Director's Report*



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

2 **DATE:** Friday, April 19, 2024
 3 **TIME:** 11:00 am
 4 **PLACE:** Brookens Administrative Center
 5 1776 E. Washington St.
 6 Urbana, Illinois

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

7 **Others:** Steve Summers, County Executive
 8 **CCGIS Staff:** Leanne Brehob-Riley (Director), Mary Ward (Recording Secretary)

9 **MINUTES**

10 ***I. Call to Order***

11 Ms. Heckman called the meeting to order at 11:02 a.m.

12 ***II. Roll Call***

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

14 ***III. Approval of Agenda***

15 **MOTION** by Mr. McCoy to approve the agenda; seconded by Mr. Neal. Upon voice vote, the
 16 **MOTION CARRIED** unanimously.

17 ***IV. Public Participation***

18 There was no public participation.

19 ***V. Approval of Minutes***

20 A. January 19, 2024 Meeting

21 **MOTION** by Mr. Kupferschmid to approve the January 19, 2024, minutes as distributed;
 22 seconded by Mr. McCoy. Upon voice vote, the **MOTION CARRIED** unanimously.

23 **VI. Financial Statements**

24 A. FY2023 – 1/1/2022 through 12/31/2023- final

25 Ms. Brehob-Riley stated the 2023 financials are now final. She noted member revenues
26 ended up slightly higher than expenditures. The U of I payments were received after the close
27 of FY2023 so their contributions are reflected in the FY2024 financials.

28 STEVE SUMMERS JOINED THE MEETING.

29 B. FY2024 – 1/1/2024 through 03/31/2024

30 CHRISTOPHER WALTON JOINED THE MEETING.

31 This is the time of year when expenditures exceed revenues as membership contributions are
32 not collected until July. Map and data sales are closer to \$3,000. Revenue collected via PayPal
33 has yet to be posted.

34 **MOTION** by Mr. Walton to receive and place on file the FY2023 final financial statement and
35 the FY2024 1/1 through 3/31 financial statement; seconded by Mr. Kupferschmid. Upon voice
36 vote, the **MOTION CARRIED** unanimously.

37 **VII. Business Items**

38 A. Approval of Updates to CCGISC Rules and Procedures

39 The County requested CCGISC establish and adopt a Paid Leave Policy for the Paid Leave for
40 All Workers Act (PLAWA) and an associated Statement of Operational Needs. These have
41 been added to the CCGISC Rules and Procedure document and reviewed by County legal.

42 **MOTION** by Mr. Cowan to approve the updates to the CCGISC Rules and Procedures;
43 seconded by Mr. Neal. Upon roll call vote, the **MOTION CARRIED** unanimously.

44 B. Approval of GPS Base Station Agreements

45 1. *CCGISC / University Cost Share Memorandum of Understanding*

46 This is an agreement between the University and Consortium. It essentially extends the
47 previous five-year agreement through October of 2029. The University reduced the
48 requested cost share to \$2,408 annually.

49 2. *Base Station Intergovernmental Agreement*

50 This is an agreement between each of the participating agencies and the Consortium. It
51 allows CCGISC to collect the funds needed to pay the University. Approval allows the Director
52 to forward the IGA on to the individual agencies. Once all the agencies return and sign the
53 IGA, the Cost Share Agreement with the University will be executed. The IGA has already
54 been reviewed by each agency - Ms. Brehob-Riley does not anticipate any issues with the
55 approval process.

56 Mr. Toalson questioned the fee as it had gone down. It is a reduction of approximately \$2,200
57 from the previous five-year agreement. Ms. Brehob-Riley explained the reduction is due to
58 several factors. The University is now picking up one-sixth of the cost and only charging for
59 the cost of the equipment that needs to be replaced. In addition, the agencies agreed when
60 the radio receiver hits end of life it will not be replaced; access will be limited to a cellular

61 connection. The question was asked if the IGA needs full board approval. That is a decision
62 for each agency, but the understanding was it would require board approval.

63 **MOTION** by Mr. Toalson to approve both the CCGISC/University Cost Share Memorandum of
64 Understanding and the Base Station Intergovernmental Agreement; seconded by Mr. Cowan.
65 Upon roll call vote, the **MOTION CARRIED** unanimously.

66 C. Semi-annual Review of the Closed Meeting Session Minutes

67 Ms. Brehob-Riley stated that to date, there had only been one closed session meeting and
68 that was to discuss staff salaries. Per County guidelines, these minutes are to remain closed
69 for 10 years or until such time the staff are no longer employed. Because staff members are
70 still employed, the Director requests the Committee accept the State's Attorney's
71 recommendation and keep the closed session minutes closed.

72 **MOTION** by Mr. McCoy to accept the recommendation to keep the closed session minutes
73 closed; seconded by Mr. Walton. Upon voice vote, the **MOTION CARRIED** unanimously.

74 D. Discussion of County-wide 3-inch Ortho-imagery

75 As requested, a cost estimate associated to obtaining county-wide 3-inch ortho-imagery was
76 included in the packet. Based on the 2023 acquisition responses the cost would be
77 approximately \$205,000. Estimates were also provided for costs associated to moving
78 forward with a 3-inch project in both 2026 and 2029.

79 Brief discussion followed with agencies stating they would not be interested in moving
80 forward with 3-inch acquisition.

81 E. Discussion of Third-Party Access & Rules of Engagement

82 Ms. Brehob-Riley said that agencies are utilizing third party consultants in a more
83 comprehensive manner rather than a project-by-project basis. The Consortium currently
84 does not have policies in place to support this model or allow third party access to CCGISC
85 data or infrastructure. There are risks associated to such access. Primary concerns include
86 consumption of publicly shared services, database overloads, data policy violations, and
87 County network security.

88 Ms. Brehob-Riley proposed that Consortium staff work with County IT and legal counsel to
89 draft a "Rules of Engagement" document in an effort to protect the interests of the
90 Consortium and County while allowing a reasonable level of access. She then proposed the
91 possibility of holding a special meeting prior to the July CCGISC Policy Committee meeting to
92 review the draft rules and obtain additional direction in attempt to have the document ready
93 for approval in July.

94 Discussion followed. Mr. Toalson asked if there would be restrictions on what third party
95 consultants could do with the data. Ms. Brehob-Riley stated they would, at a minimum, be
96 subject to the same restrictions as the member agencies. There would need to be additional
97 rules if they are given access to CCGISC infrastructure which is hosted on the County network.
98 Concerns were also expressed about possible bandwidth issues. Mr. Cowan supports doing
99 this in a structured way to provide the necessary security.

100 Mr. Walton stated that he doesn't like the idea of letting third parties into the GIS
101 data/infrastructure. He has concerns about third-party Denial of Service attacks and
102 adversarial actions in cyberspace. He does understand that there are projects where a third-

103 party will need access to the data. He also floated the idea that instead of hiring consultants
104 for some projects that those funds could be diverted to the CCGISC to hire a part-time or
105 temporary person to do that work and that person could work on multiple projects. At a
106 minimum, rules of engagement and third-party standards are necessary.

107 Mr. Cowan agreed the Consortium needs rules of engagement and third-party standards. Mr.
108 McCoy stated Rantoul is struggling to fill their GIS position and they are using a consultant
109 along with the assistance of CCGISC staff. Mr. Walton asked the committee member if they
110 want to invest in consultants or the Consortium. Mr. Neal echoed Mr. Walton's view but
111 acknowledged there is also a need for consultants with limited access and permissions. He
112 continued stating there may be times where there is a short-term or limited need to hire
113 temporary or "visiting" staff to help the Consortium complete projects for the member
114 agencies.

115 The consensus is to explore both options and move forward with working on rules of
116 engagement.

117 F. GIS Director's Report

118 1. *Work Plan Status Report*

119 The work plan and report document are provided for reference. Any changes are noted in
120 **bold** font.

121 2. *CCGISC Technical Representative Projects*

122 CCGISC is currently working on two projects initiated at the last Technical Representatives
123 meeting – the Property Code/Land Use project and Road Jurisdiction project. The Road
124 Jurisdiction project is focused on developing jurisdiction layers for ownership and street
125 maintenance. The Property Code project should be wrapped up in the next month or so. A
126 review app for the Roadway Jurisdiction project was provided to the Technical
127 Representatives for review.

128 3. *Recorders Fee*

129 County findings related to the internal cost-study analysis to evaluate the existing \$15 GIS
130 Recorders fee will be presented to the County Finance Committee in May.

131 Mr. Toalson asked if there is a recommendation. Ms. Brehob-Riley believes they are asking
132 for a \$6 increase from \$15 to \$21. \$20 would go to the GIS Fund and \$1 to the Recorder.

133 4. *Other Items*

134 Ms. Brehob-Riley asked if the members were still interested in a presentation by Pictometry
135 to discuss the benefits of oblique imagery and their other product offerings. Mr. Toalson
136 stated the City of Champaign usually acquires imagery from Pictometry on the years when
137 the Consortium does not acquire county-wide ortho-imagery. He continued stating that this
138 year the cost quoted by Pictometry for the City of Champaign was approximately \$30,000.
139 Next year, they are offering 1-inch imagery. It was determined Ms. Brehob-Riley will schedule
140 a presentation with Pictometry.

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

143 Seeing there was no other business, Ms. Heckman adjourned the meeting at 11:41 a.m.

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

REVENUE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 06/30/2024	Actual % of Budget	Unrealized Balance
Budgeted Local Government					
Champaign County	\$338,525.00	\$338,525.00	\$0.00	0%	\$338,525.00
City of Champaign	\$83,081.00	\$83,081.00	\$0.00	0%	\$83,081.00
City of Urbana	\$41,431.00	\$41,431.00	\$0.00	0%	\$41,431.00
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	\$1,157.00	\$1,157.00	\$0.00	0%	\$1,157.00
University of Illinois	\$39,990.00	\$39,990.00	\$38,910.00	97%	\$1,080.00
Village of Mahomet	\$19,871.00	\$19,871.00	\$2,604.26	13%	\$17,266.74
Village of Rantoul	\$31,939.00	\$31,939.00	\$8,445.94	26%	\$23,493.06
Village of Savoy	\$19,813.00	\$19,813.00	\$2,087.07	11%	\$17,725.93
Village of St Joseph	\$10,022.00	\$10,022.00	\$0.00	0%	\$10,022.00
Local Government Total	\$585,829.00	\$585,829.00	\$52,047.27	9%	\$533,781.73
Local Government Reimbursement	\$18,003.00	\$18,003.00	\$0.00	0%	\$18,003.00
Charges for Services	\$62,500.00	\$62,500.00	\$382.44	1%	\$62,117.56
Investment Interest	\$11,000.00	\$11,000.00	\$9,109.39	83%	\$1,890.61
Maps & Data Sales	\$12,500.00	\$12,500.00	\$7,594.70	61%	\$4,905.30
Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	0%	\$0.00
Interfund Transfers	\$60,500.00	\$60,500.00	\$0.00	0%	\$60,500.00
REVENUE TOTAL	\$750,332.00	\$750,332.00	\$69,133.80	9%	\$681,198.20
EXPENDITURE	Budgeted (Original)	Budgeted (Amended)	Actual YTD 06/30/2024	Actual % of Budget	Unencumbered Balance
Personnel					
Salaries & Wages	\$419,154.00	\$419,154.00	\$186,198.89	44%	\$232,955.11
Fringe Benefits	\$129,475.00	\$129,475.00	\$45,489.17	35%	\$83,985.83
Personnel Total	\$548,629.00	\$548,629.00	\$231,688.06	42%	\$316,940.94
Commodities	\$11,200.00	\$11,200.00	\$451.16	4%	\$10,748.84
Services					
Audit	\$13,300.00	\$13,300.00	\$1,654.00	12%	\$11,646.00
Professional Services	\$2,500.00	\$2,500.00	\$0.00	0%	\$2,500.00
Job Required Travel	\$500.00	\$500.00	\$86.43	17%	\$413.57
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	\$1,000.00	\$800.00	\$400.19	50%	\$399.81
Equipment Maintenance	\$70,375.00	\$70,475.00	\$55,532.68	79%	\$14,942.32
Conferences & Training	\$3,000.00	\$2,900.00	\$0.00	0%	\$2,900.00
All Other Services	\$8,500.00	\$8,700.00	\$809.62	9%	\$7,890.38
Services Total	\$110,175.00	\$110,175.00	\$58,482.92	53%	\$51,692.08
Capital	\$27,000.00	\$27,000.00	\$0.00	0%	\$27,000.00
Transfer to County Fund	\$3,000.00	\$3,000.00	\$0.00	0%	\$3,000.00
Interdepartment Transfers	\$60,500.00	\$60,500.00	\$0.00	0%	\$60,500.00
EXPENDITURE TOTAL	\$760,504.00	\$760,504.00	\$290,622.14	38%	\$469,881.86



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: July 26, 2024
Re: CCGISC Digital Data Policy & Rules of Engagement

The [CCGISC Digital Data Policy](#) defines and outlines the general terms, conditions, and procedures related to the distribution and use of CCGISC digital data as approved by the CCGISC Policy Committee. The Policy is updated as needed. An explanation and summary of the proposed updates are provided below. All revisions and additions were reviewed by legal counsel; suggested changes were incorporated into the documents.

CCGISC DIGITAL DATA POLICY & RULES OF ENGAGEMENT

The proposed changes to the CCGISC Digital Data Policy accommodate the distribution and use of CCGISC data and infrastructure to a member agency consultant once established as a “Member Agent”.

Additionally, rules, known as “Rules of Engagement,” were added to the CCGISC Digital Data Policy at Appendix L. These rules detail specific requirements related to the access, distribution, and use of CCGISC data and infrastructure. They establish guidelines and protocols to Member Agencies and Member Agents that protect the interests of the Consortium and limit the risk to Champaign County and its computer network.

The following documents are provided on the subsequent pages for review.

1. A marked-up version of the proposed CCGISC Digital Data Policy: *The proposed changes to the body of the CCGISC Digital Data Policy to accommodate the proposed Rules of Engagement – red mark-ups by CCGISC; blue by legal counsel.*
2. The proposed Rules of Engagement with explanation: *The proposed rules followed by a brief explanation of each rule in green font.*
3. A “clean” version of the proposed changes CCGISC Digital Data Policy and Rules of Engagement.



Champaign County GIS Consortium (CCGISC)

DIGITAL DATA POLICY

All digital data policies shall be governed by and consistent with the Intergovernmental Agreement Providing for the Creation of the Champaign County Geographic Information System Consortium (IGA), as amended.

The Champaign County GIS Consortium (CCGISC) groups digital data into four (4) general categories – Custodial, Repository, Production, and Hosted. All digital data, regardless of category, is stored on CCGISC servers. The data is regularly backed-up and pushed off site by the County Information Technology (IT) department.

1. CUSTODIAL DATA

- a. Custodial Data shall be defined as data CCGISC creates, maintains, and distributes using accepted CCGISC standards and practices.
- b. Custodial Data includes all data listed on the Digital Data Category List (*Appendix A*) under the column heading “Custodial Data”.
- c. The list of Custodial Data shall be maintained by the CCGISC staff. Changes to the list shall be periodically reviewed and approved by the CCGISC Policy Committee.

2. REPOSITORY DATA

- a. Repository Data shall be defined as data created and maintained from external sources that CCGISC distributes to member agencies using accepted CCGISC standards and practices.
- b. Repository Data includes all data listed on the Digital Data Category List (*Appendix A*) under the heading “Repository Data”.
- c. The list of Repository Data shall be maintained by the CCGISC staff. Changes to the list shall be periodically reviewed and approved by the CCGISC Policy Committee.
- d. Repository Data shall only be distributed to non-members upon a written request from the originating agency to the CCGISC Director.

3. PRODUCTION DATA

- a. Production Data shall be defined as data CCGISC creates and maintains using accepted CCGISC standards and practices but does **not** directly distribute. Production Data is the source data used to create Custodial Data.

- b. Production Data includes all data listed on the Digital Data Category List (Appendix A) under the heading “Production Data”.

4. HOSTED DATA

- a. Hosted Data shall be defined as data CCGISC hosts on its servers for member or non-member agencies per a contractual agreement.
- b. Ownership of Hosted Data resides with the contracted agency; distribution to others is limited to contractual stipulations.
- c. Hosted Data includes all data listed on the Digital Data Category List (Appendix A) under the heading “Hosted Data”.

5. MEMBER AGENT

- a. A member agency consultant shall be considered a “Member Agent” when the criteria as listed below are met.
 - i. An active legally binding contractual agreement exists between the CCGISC member agency and the third-party consultant.
 - ii. An active Intergovernmental Agreement for Services exists between CCGISC and the CCGISC member agency.
 - iii. An active Memorandum of Understanding exists between CCGISC and the third-party consultant.

5.6. DATA VERIFICATION RESPONSIBILITY

- a. Questions pertaining to the accuracy of custodial or repository data shall be directed to the entity that is identified by name in the “Verification Responsibility” column heading of Appendix A. For repository data, verification responsibility shall be the entity that responsible for the creation of the data. For custodial data, verification responsibility shall be the entity that is initially directed all questions related to data accuracy and creation.

6.7. DATA DISTRIBUTION OR DISCLOSURE TO CONSORTIUM MEMBERS

- a. Custodial and repository data shall be made available at no cost to the CCGISC members.
- a.b. Custodial data shall be made available to University of Illinois at Urbana-Champaign faculty, staff, and students through the University of Illinois’s Webstore upon the acceptance of the University of Illinois Click-through Data Release Agreement found at Appendix B.
- b.c. Data access and availability shall meet accepted CCGISC standards and practices.
- c.d. Upon termination from the CCGISC and pursuant to the terms and conditions of the IGA a complete copy of custodial data will be provided to the terminating member. All rights of ownership for the provided data shall remain with the CCGISC and membership rights, including the right to redistribute the data, are forfeited upon termination.

8. DATA DISTRIBUTION OR DISCLOSURE TO MEMBER AGENTS

- a. Custodial data shall be made available at no cost to the Member Agent per the CCGISC Rules of Engagement at Appendix L.

- b. Data access and availability shall meet accepted CCGISC standards and practices.
- c. Access to CCGISC data shall be terminated by the Member Agency and/or CCGISC once a third-party consultant no longer serves as a Member Agent.
- d. The Consortium Director may temporarily modify, restrict, or suspend a Member Agent's data access at any time, at the sole discretion of the Consortium Director, as necessary to preserve the security and integrity of CCGISC data and infrastructure. In the event of any such action, the Consortium Director shall advise the Member Agent and the member agency as soon as feasible as to the basis for said action and any steps necessary to resolve the issue. The Consortium Director shall then inform the Policy Committee, no later than the next regularly scheduled Policy Committee meeting, of the basis for said action and any steps taken or still necessary to resolve the issue.

7.9. DATA DISTRIBUTION OR DISCLOSURE TO NON-MEMBERS, INCLUDING POLICIES TO PROTECT THE PRIVACY OF INDIVIDUALS

- a. CCGISC custodial data shall be made available at no cost to non-members only 1) under specific agreement approved by the GIS Policy Committee or 2) pursuant to the execution of the Digital Data Release Agreement for **Consultants** found at Appendix C. A Digital Data Release Agreement must be initiated and approved by a CCGISC member and shall be prepared and processed by the CCGISC staff only. Additional data may be requested and provided under a previously executed Digital Data Release Agreement if the data being requested is for use with a project as described on an existing Digital Data Release Agreement.
- b. Custodial data may be made available at cost to non-members in accordance with Section 8 only upon execution of an appropriate Digital Data License Agreement - the **standard** digital data license agreement found at Appendix D or the digital data license agreement for **derived products** found at Appendix E. All Digital Data License Agreements shall be prepared and processed by the CCGISC staff only. All requests by non-members to purchase CCGISC data shall be forwarded to a CCGISC staff member.
- c. Records of data disclosure to non-members shall be maintained by the CCGISC staff. These records are available for internal review only by the CCGISC and may be released to local law enforcement officials upon their written request, or as otherwise required by law.
- d. All data disclosures to non-members shall protect the privacy of individuals consistent with the Intergovernmental Agreement Providing for the Creation of the Champaign County Geographic Information System Consortium.

8.10. DATA SALES

- a. Data may be available for purchase only upon approval of the CCGISC Policy Committee. Only data for which a cost has been determined and approved by the CCGISC Policy Committee shall be available to purchase.
- b. A data order form and price list (*Appendix F*) shall be maintained by the CCGISC staff. The list shall be reviewed and approved by the CCGISC Policy Committee. A copy of the list shall be available at no charge to any member agency or member of the public.
- c. Records of all data purchases shall be maintained by the CCGISC staff. These records are available for internal review only by the CCGISC and may be released to local law enforcement officials upon their written request, or as otherwise required by law.

- d. Prior to the release of data, all data purchases shall require 1) a completed Digital Data License Agreement that is approved by CCGISC staff and 2) full payment to CCGISC staff. CCGISC staff may determine, at its discretion, to release data with a corresponding invoice prior to the receipt of payment only to local customers that have previously demonstrated a consistent record of providing full payment in a timely manner.

9.11. DATA LICENSING

- a. All data sold through the CCGISC shall be accompanied by a Digital Data License Agreement.
- b. All Digital Data License Agreements shall contain provisions which are designed to protect the CCGISC and its members through clear limitation of liability, as well as provisions which state that there is warranty of the provided data for any purpose, protect of property rights, and include remedies for violations of the Digital Data License Agreements.
- c. It shall be standard practice for Digital Data License Agreements to contain provisions that restrict the reproduction or redistribution of products derived from CCGISC data purchases outside of the Licensee's organization without permission of the CCGISC. Permission which allows for the reproduction and redistribution of CCGISC data through a derived product may be provided to the Licensee, at the discretion of the CCGISC Director, only upon execution of the Digital Data License Agreement for derived products (Appendix E).
- d. A Digital Data License Agreement shall be required for each unique data purchase unless the purchasing entity has current Agency Digital Data License Agreement (Appendix G) on file.
- e. An Agency Digital Data License Agreement may be entered into by CCGISC and local agencies who request multiple data purchases during a calendar year. Agency licenses shall be valid for one calendar year. For Agencies holding a valid agency license, the requirement to provide a completed license agreement with each unique purchase shall be waived.

10.12. FREEDOM OF INFORMATION REQUESTS

- a. All Freedom of Information Requests for GIS data shall be addressed in accordance with the opinion of the Champaign County State's Attorney (Appendix H), as may be supplemented by further legal advice specific to each request.
- b. Freedom of Information Requests for repository data will be referred to the agency from which the requested data originated. Freedom of Information Requests for hosted data will be referred to the agency that retains data ownership.

11.13. DATA SECURITY

- a. The CCGISC Director in conjunction with any CCGISC member may determine that the distribution of custodial data to a non-member poses a security risk. This determination shall be made utilizing the FGDC guidelines found at Appendix I and shall be identified with the name of the member agency/agencies responsible for classifying the data as a security risk in the "Security Risk" column heading of Appendix A. Should the CCGISC member(s) and the CCGISC Director be unable to agree, the determination to classify data as a security risk will be made by a majority vote of the CCGISC Policy

Committee. Security risk data will not be available for purchase from the CCGISC. CCGISC may provide security risk data to a non-member through a Digital Data Release Agreement only upon written agreement from the agency or agencies responsible for classifying the data as a security risk.

- b. Any data classified as a security risk by the University of Illinois will not be supplied to University of Illinois students, faculty or staff unless approved by the Office of Campus Emergency Planning (OCEP) following the procedures outlined in Appendix J.
- c. All access to data through the Internet or an Intranet shall be through a secure connection or service following accepted CCGISC standards.

12.14. DATA ARCHIVES & BACKUPS

- a. Archive copies shall be maintained for all custodial, production, and hosted data. All digital data, including archived data, shall be backed up daily to an offsite facility.

13.15. ~~COMPUTER~~ DIGITAL DATA ACCESS AND DISTRIBUTION

- a. CCGISC members and/or Member Agents, on behalf of a member agency, may make place CCGISC custodial data available for on their website for the purpose of public viewing and printing only. ~~The CCGISC custodial data but shall may not do so in any manner be downloadable or published in a manner that would allow the service to be downloaded or consumed for use outside of the member agency organization or otherwise defeat, frustrate, or circumvent any aspect of CCGISC policy or the CCGISC Intergovernmental Agreement.~~ Any data housed on the CCGISC servers - custodial, repository, production, hosted or otherwise - may not be CCGISC-published from the CCGISC servers in a manner which would allow the service to be directly consumed outside of the member agency organization or otherwise defeat, frustrate, or circumvent any aspect of CCGISC policy or the CCGISC Intergovernmental Agreement.

- b. CCGISC members and/or Member Agents are required to follow specific guidelines and requirements for digital data access and distribution found in the CCGISC Rules of Engagement at Appendix L.

~~a. members may not place any CCGISC custodial data on their website in a way which would allow the raw data to be downloaded. CCGISC members may not publish CCGISC custodial or repository from the CCGISC servers in a manner which would allow the service to be directly consumed outside of the member organization.~~

16. DISCLAIMERS

- a. ~~If it is the intent and/or requirement of a member agency or Member Agent, on behalf of the member agency,~~ to include a disclaimer on a document that contains CCGISC custodial data, ~~the document disclaimer found in Appendix K member organization shall be used use the document disclaimer found in Appendix K.~~ It is suggested viewers of a web-based map or application that contains custodial data service-published by a member agency or Member Agent on behalf of a member agency that contains custodial data, first view and acknowledge the map application disclaimer found in Appendix K.

~~b.~~



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

CCGIS Digital Data Policy – Rules of Engagement

The [CCGIS Digital Data Policy](#) defines and outlines the general terms, conditions, and procedures related to the distribution and use of CCGISC digital data as approved by the CCGISC Policy Committee. The Rules of Engagement detail the specific requirements related to the access, distribution, and use of CCGISC data and infrastructure. These rules are instituted to provide reasonable access to member agencies and member agents (collectively “users”) while offering the necessary security and protection to the Champaign County and CCGISC.

DEFINITIONS

- CCGIS Infrastructure:** Includes, but is not limited to, all CCGISC and/or Member Agency computer hardware and software hosted on the Champaign County network.
- CCGIS Data:** Custodial, Repository, or Production data as defined in the CCGISC Digital Data Policy.
- Member Agent:** A third-party consultant hired by a CCGISC Member Agency that acts on behalf of the Member Agency. See the CCGISC Digital Data Policy for additional details.

RULES OF ENGAGEMENT

The Rules of Engagement apply to all users of CCGISC Data and/or CCGISC Infrastructure (*software, hardware, etc.*). These rules are subject to change based on technology and security configuration changes.

- Administrative level access is prohibited.
This is a security issue and has the potential to create issues for other users and agencies. Agencies with software hosted on CCGISC servers shall be give a level of access that is appropriate to complete their work with minimal CCGISC interaction, however built-in administrative access is prohibited.
- Enterprise Geodatabases hosted on CCGISC Infrastructure are limited to one data owner.
Multiple data owners/schema within an Enterprise Geodatabase unnecessarily complicates database administration.
- Member Agent access to Member Agency data hosted on the CCGISC Infrastructure will be supplied with a database connection file - passwords will not be provided. ***A database connection password is a SQL Server password. Providing passwords would allow Member Agents to directly access SQL Server. Access for Member Agents limited via ESRI software.***
- A Member Agent may be granted access to Member Agency data hosted on the CCGISC Infrastructure upon request of Member Agency. Access by a Member Agents is only allowed from the internal network of the Member Agency. ***For security reasons, external access to the CCGISC Enterprise Geodatabases/SQL Server is limited to specific external IP addresses from the County firewall. It is an unnecessary security risk to allow direct third- party access.***

5. Database connection files to **any** Enterprise Geodatabase housed on CCGISC Infrastructure shall not be published. This applies, but is not limited to, Portal accounts. **Published connection files by-pass the firewall restrictions mentioned rule 4.**

6. Member Agents shall not be provided **direct** access to CCGISC Repository or Production data. Appropriate access to CCGISC Custodial data shall be provided to Member Agents. The data will typically be supplied to Member Agents as outlined below:

- **MEMBER AGENCIES THAT UTILIZE THE CCGISC INFRASTRUCTURE, SPECIFICALLY ARCGIS PORTAL OR ARCGIS ONLINE:** CCGISC shall be responsible for publishing CCGISC Custodial Data and shall grant appropriate access to the published services.
- **ALL OTHERS:** CCGISC Custodial Data shall be copied to the Member Agency Enterprise Geodatabase and clipped to an area not greater than the ETJ. This may be automated and scheduled. Member Agents may publish the supplied CCGISC Custodial data following the rules contained herein.

For security reasons, Member Agents shall not be provided an Enterprise Geodatabase connection/SQL login to CCGISC Custodial data (CCGISV Enterprise Geodatabase). Appropriate access will be provided via a nightly copy or published services.

7. Users shall not be allowed to collect, store, or process large amounts of data that will strain or overburden the CCGISC Infrastructure. As such, a variety of Enterprise features and functions are expressly prohibited without expressed written permission from the CCGISC Director. These include, but are not limited to, the following:

- File Attachments
- Raster Datasets
- Published Geoprocessing Tools
- Location Tracking
- Data Syncing Tasks

Large amounts of data and intensive processing tasks could easily overburden the CCGISC infrastructure impacting all users. It is understood users may need to implement such features and functions, but this will require coordination and planning with CCGISC staff. Such items are prohibited until permission can be granted.

8. No published service containing CCGISC Data or data hosted on the CCGISC Infrastructure shall be shared publicly. Views of the services may be shared publicly when URL restrictions are applied. The restrictions must limit the usage of the published data in a manner that prohibits consumption outside of the member organization. Exceptions to this rule may be granted with written permission from the CCGISC Director.

This rule protects the CCGISC Infrastructure and data. The consumption of services from external users would place an undue burden on the CCGISC infrastructure. CCGISC data is proprietary. Specific exceptions, especially for hosted data shall be allowed with explicit permission.

9. CCGISC Data, in any form, may not be downloadable. **This is part of the CCGISC Digital Data Policy. See section 15 of the CCGISC Digital Data Policy for additional details.**

10. Users that publish services from CCGISC Infrastructure must provide CCGISC staff access to source maps, data, and connection files used to publish the services. The source maps and connection files must be organized in an agreed upon structure. ***CCGIS has experienced issues with services published by other users on the CCGISC infrastructure. To correct these issues CCGISC needed to republish services. This can only be done when the source maps, data, and connection files are accessible to CCGISC staff in an organized manner.***
11. Users that publish 1) CCGISC Data in any form, 2) data stored on the CCGISC Infrastructure or 3) data to the CCGISC Infrastructure must complete training supplied by CCGISC staff. ***Training will vary depending on end-user level of experience. Items related to previous rules 5, 8, 9, and 10 will be addressed during training.***



Champaign County GIS Consortium (CCGISC)

DIGITAL DATA POLICY

All digital data policies shall be governed by and consistent with the Intergovernmental Agreement Providing for the Creation of the Champaign County Geographic Information System Consortium (IGA), as amended.

The Champaign County GIS Consortium (CCGISC) groups digital data into four (4) general categories – Custodial, Repository, Production, and Hosted. All digital data, regardless of category, is stored on CCGISC servers. The data is regularly backed-up and pushed off site by the County Information Technology (IT) department.

1. CUSTODIAL DATA

- a. Custodial Data shall be defined as data CCGISC creates, maintains, and distributes using accepted CCGISC standards and practices.
- b. Custodial Data includes all data listed on the Digital Data Category List (*Appendix A*) under the column heading “Custodial Data”.
- c. The list of Custodial Data shall be maintained by the CCGISC staff. Changes to the list shall be periodically reviewed and approved by the CCGISC Policy Committee.

2. REPOSITORY DATA

- a. Repository Data shall be defined as data created and maintained from external sources that CCGISC distributes to member agencies using accepted CCGISC standards and practices.
- b. Repository Data includes all data listed on the Digital Data Category List (*Appendix A*) under the heading “Repository Data”.
- c. The list of Repository Data shall be maintained by the CCGISC staff. Changes to the list shall be periodically reviewed and approved by the CCGISC Policy Committee.
- d. Repository Data shall only be distributed to non-members upon a written request from the originating agency to the CCGISC Director.

3. PRODUCTION DATA

- a. Production Data shall be defined as data CCGISC creates and maintains using accepted CCGISC standards and practices but does **not** directly distribute. Production Data is the source data used to create Custodial Data.
- b. Production Data includes all data listed on the Digital Data Category List (*Appendix A*) under the heading “Production Data”.

4. HOSTED DATA

- a. Hosted Data shall be defined as data CCGISC hosts on its servers for member or non-member agencies per a contractual agreement.
- b. Ownership of Hosted Data resides with the contracted agency; distribution to others is limited to contractual stipulations.
- c. Hosted Data includes all data listed on the Digital Data Category List (Appendix A) under the heading "Hosted Data".

5. MEMBER AGENT

- a. A member agency consultant shall be considered a "Member Agent" when the criteria as listed below are met.
 - i. An active legally binding contractual agreement exists between the CCGISC member agency and the third-party consultant.
 - ii. An active Intergovernmental Agreement for Services exists between CCGISC and the CCGISC member agency.
 - iii. An active Memorandum of Understanding exists between CCGISC and the third-party consultant.

6. DATA VERIFICATION RESPONSIBILITY

- a. Questions pertaining to the accuracy of custodial or repository data shall be directed to the entity that is identified by name in the "Verification Responsibility" column heading of Appendix A. For repository data, verification responsibility shall be the entity that responsible for the creation of the data. For custodial data, verification responsibility shall be the entity that is initially directed all questions related to data accuracy and creation.

7. DATA DISTRIBUTION OR DISCLOSURE TO CONSORTIUM MEMBERS

- a. Custodial and repository data shall be made available at no cost to the CCGISC members.
- b. Custodial data shall be made available to University of Illinois at Urbana-Champaign faculty, staff, and students through the University of Illinois's Webstore upon the acceptance of the University of Illinois Click-through Data Release Agreement found at Appendix B.
- c. Data access and availability shall meet accepted CCGISC standards and practices.
- d. Upon termination from the CCGISC and pursuant to the terms and conditions of the IGA a complete copy of custodial data will be provided to the terminating member. All rights of ownership for the provided data shall remain with the CCGISC and membership rights, including the right to redistribute the data, are forfeited upon termination.

8. DATA DISTRIBUTION OR DISCLOSURE TO MEMBER AGENTS

- a. Custodial data shall be made available at no cost to the Member Agent per the CCGISC Rules of Engagement at Appendix L.
- b. Data access and availability shall meet accepted CCGISC standards and practices.
- c. Access to CCGISC data shall be terminated by the Member Agency and/or CCGISC once a third-party consultant no longer serves as a Member Agent.

- d. The Consortium Director may temporarily modify, restrict, or suspend a Member Agent's data access at any time, at the sole discretion of the Consortium Director, as necessary to preserve the security and integrity of CCGISC data and infrastructure. In the event of any such action, the Consortium Director shall advise the Member Agent and the member agency as soon as feasible as to the basis for said action and any steps necessary to resolve the issue. The Consortium Director shall then inform the Policy Committee, no later than the next regularly scheduled Policy Committee meeting, of the basis for said action and any steps taken or still necessary to resolve the issue.

9. DATA DISTRIBUTION OR DISCLOSURE TO NON-MEMBERS, INCLUDING POLICIES TO PROTECT THE PRIVACY OF INDIVIDUALS

- a. CCGISC custodial data shall be made available at no cost to non-members only 1) under specific agreement approved by the GIS Policy Committee or 2) pursuant to the execution of the Digital Data Release Agreement for *Consultants* found at Appendix C. A Digital Data Release Agreement must be initiated and approved by a CCGISC member and shall be prepared and processed by the CCGISC staff only. Additional data may be requested and provided under a previously executed Digital Data Release Agreement if the data being requested is for use with a project as described on an existing Digital Data Release Agreement.
- b. Custodial data may be made available at cost to non-members in accordance with Section 8 only upon execution of an appropriate Digital Data License Agreement - the *standard* digital data license agreement found at Appendix D or the digital data license agreement for *derived products* found at Appendix E. All Digital Data License Agreements shall be prepared and processed by the CCGISC staff only. All requests by non-members to purchase CCGISC data shall be forwarded to a CCGISC staff member.
- c. Records of data disclosure to non-members shall be maintained by the CCGISC staff. These records are available for internal review only by the CCGISC and may be released to local law enforcement officials upon their written request, or as otherwise required by law.
- d. All data disclosures to non-members shall protect the privacy of individuals consistent with the Intergovernmental Agreement Providing for the Creation of the Champaign County Geographic Information System Consortium.

10. DATA SALES

- a. Data may be available for purchase only upon approval of the CCGISC Policy Committee. Only data for which a cost has been determined and approved by the CCGISC Policy Committee shall be available to purchase.
- b. A data order form and price list (*Appendix F*) shall be maintained by the CCGISC staff. The list shall be reviewed and approved by the CCGISC Policy Committee. A copy of the list shall be available at no charge to any member agency or member of the public.
- c. Records of all data purchases shall be maintained by the CCGISC staff. These records are available for internal review only by the CCGISC and may be released to local law enforcement officials upon their written request, or as otherwise required by law.
- d. Prior to the release of data, all data purchases shall require 1) a completed Digital Data License Agreement that is approved by CCGISC staff and 2) full payment to CCGISC staff. CCGISC staff may determine, at its discretion, to release data with a corresponding invoice prior to the receipt of payment only to local customers that have

previously demonstrated a consistent record of providing full payment in a timely manner.

11. DATA LICENSING

- a. All data sold through the CCGISC shall be accompanied by a Digital Data License Agreement.
- b. All Digital Data License Agreements shall contain provisions which are designed to protect the CCGISC and its members through clear limitation of liability, as well as provisions which state that there is warranty of the provided data for any purpose, protect of property rights, and include remedies for violations of the Digital Data License Agreements.
- c. It shall be standard practice for Digital Data License Agreements to contain provisions that restrict the reproduction or redistribution of products derived from CCGISC data purchases outside of the Licensee's organization without permission of the CCGISC. Permission which allows for the reproduction and redistribution of CCGISC data through a derived product may be provided to the Licensee, at the discretion of the CCGISC Director, only upon execution of the Digital Data License Agreement for derived products (Appendix E).
- d. A Digital Data License Agreement shall be required for each unique data purchase unless the purchasing entity has current Agency Digital Data License Agreement (Appendix G) on file.
- e. An Agency Digital Data License Agreement may be entered into by CCGISC and local agencies who request multiple data purchases during a calendar year. Agency licenses shall be valid for one calendar year. For Agencies holding a valid agency license, the requirement to provide a completed license agreement with each unique purchase shall be waived.

12. FREEDOM OF INFORMATION REQUESTS

- a. All Freedom of Information Requests for GIS data shall be addressed in accordance with the opinion of the Champaign County State's Attorney (Appendix H), as may be supplemented by further legal advice specific to each request.
- b. Freedom of Information Requests for repository data will be referred to the agency from which the requested data originated. Freedom of Information Requests for hosted data will be referred to the agency that retains data ownership.

13. DATA SECURITY

- a. The CCGISC Director in conjunction with any CCGISC member may determine that the distribution of custodial data to a non-member poses a security risk. This determination shall be made utilizing the FGDC guidelines found at Appendix I and shall be identified with the name of the member agency/agencies responsible for classifying the data as a security risk in the "Security Risk" column heading of Appendix A. Should the CCGISC member(s) and the CCGISC Director be unable to agree, the determination to classify data as a security risk will be made by a majority vote of the CCGISC Policy Committee. Security risk data will not be available for purchase from the CCGISC. CCGISC may provide security risk data to a non-member through a Digital Data Release Agreement only upon written agreement from the agency or agencies responsible for classifying the data as a security risk.

- b. Any data classified as a security risk by the University of Illinois will not be supplied to University of Illinois students, faculty or staff unless approved by the Office of Campus Emergency Planning (OCEP) following the procedures outlined in Appendix J.
- c. All access to data through the Internet or an Intranet shall be through a secure connection or service following accepted CCGISC standards.

14. DATA ARCHIVES & BACKUPS

- a. Archive copies shall be maintained for all custodial, production, and hosted data. All digital data, including archived data, shall be backed up daily to an offsite facility.

15. DIGITAL DATA ACCESS AND DISTRIBUTION

- a. CCGISC members and/or Member Agents, on behalf of a member agency, may make CCGISC custodial data available for public viewing and printing only, but shall not do so in any manner that would allow the service to be downloaded or consumed for use outside of the member agency organization or otherwise defeat, frustrate, or circumvent any aspect of CCGISC policy or the CCGISC Intergovernmental Agreement. Any data housed on the CCGISC servers - custodial, repository, production, hosted or otherwise - may not be published from the CCGISC servers in a manner which would allow the service to be directly consumed outside of the member agency organization or otherwise defeat, frustrate, or circumvent any aspect of CCGISC policy or the CCGISC Intergovernmental Agreement.
- b. CCGISC members and/or Member Agents are required to follow specific guidelines and requirements for digital data access and distribution found in the CCGISC Rules of Engagement at Appendix L.

16. DISCLAIMERS

- a. If it is the intent and/or requirement of a member agency or Member Agent, on behalf of the member agency, to include a disclaimer on a document that contains CCGISC custodial data, the document disclaimer found in Appendix K shall be used. It is suggested viewers of a web-based map or application that contains custodial data published by a member agency or Member Agent on behalf of a member agency, first view and acknowledge the map application disclaimer found in Appendix K.



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

CCGIS Digital Data Policy – Rules of Engagement

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RULES OF ENGAGEMENT

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2. Enterprise Geodatabases hosted on CCGISC Infrastructure are limited to one data owner.
3. A Member Agent may be granted access to Member Agency data hosted on the CCGISC Infrastructure upon request of Member Agency. Access by a Member Agents is only allowed from the internal network of the Member Agency.
4. Member Agent access to Member Agency data hosted on the CCGISC Infrastructure will be supplied with a database connection file - passwords will not be provided.
5. Database connection files to **any** Enterprise Geodatabase housed on CCGISC Infrastructure shall not be published. This applies, but is not limited to, Portal accounts.
6. Member Agents shall not be provided **direct** access to CCGISC Data. Appropriate access to CCGISC Custodial data shall be provided to Member Agents. The data will typically be supplied to Member Agents as outlined below:
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7. Users shall not be allowed to collect, store, or process large amounts of data that will strain or overburden the CCGISC Infrastructure. As such, a variety of Enterprise features and functions are expressly prohibited without expressed written permission from the CCGISC Director. These include, but are not limited to, the following:
 - File Attachments
 - Raster Datasets
 - Published Geoprocessing Tools
 - Location Tracking
 - Data Syncing Tasks
8. No published service containing CCGISC Data or data hosted on the CCGISC Infrastructure shall be shared publicly. Views of the services may be shared publicly when URL restrictions are applied. The restrictions must limit the usage of any published data in a manner that prohibits consumption outside of the member organization. Exceptions to this rule may be granted with written permission from the CCGISC Director.
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Champaign County
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Village of Rantoul
Village of Mahomet
Village of Savoy
Village of St Joseph

To: CCGISC Policy Committee
From: Leanne Brehob-Riley, GIS Director
Date: July 26, 2024
Re: *Proposed FY2025 Capital and Technology Plan*

FY2025 CAPITAL IMPROVEMENT AND TECHNOLOGY PLAN

OVERVIEW

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

FY2025 CAPITAL AND TECHNOLOGY PLAN SUMMARY

A Capital and Technology department (8850-112) was created within the CCGISC fund 8850. Appropriations are transferred to this department from the CCGISC Operations department (8850-111) based on the CIP. When possible, reserves are set aside for future expenditures. The Capital and Technology department contains a restricted fund balance line item that formally reserves the fund balance for future CIP expenditures.

The CIP itemizes anticipated annual hardware replacement and technology/maintenance fees for the next five years. In FY2025, it is projected that a total of \$75,909 be available to the Capital and Technology department (8850-112). To help cover these and future costs it is proposed that a total of \$78,500 be made available to the Capital and Technology department (8850-112) in FY2025; \$58,500 transferred from the CCGISC operating budget (8850-111) and \$20,000 transferred from the unreserved fund balance. The five-year projections anticipate the annual interdepartmental appropriation of \$63,500 from FY2026 through FY2029. These funds will originate from the annual operating budget. Utilizing the transferred funds and the anticipated FY2024 Capital and Technology reserve balance of \$65,140, the CIP payback period calculation is 4.90 years. The anticipated fund balance for the Capital and Technology budget is anticipated to be \$6,365 at the end of FY2029.

Champaign County GIS Consortium

CAPITAL and TECHNOLOGY IMPROVEMENT PLAN



Champaign County GIS Consortium

Adopted: July 15, 2016

REVISED/APPROVED ANNUALLY

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 - 2.2 Capital And Technology Fund Schedule 5

1.0 Capital and Technology Improvement Policies

1.1 PURPOSE

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

1.2 GENERAL

The general guidelines used for capital and technology improvements include:

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

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

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

1.3 CAPITAL AND TECHNOLOGY BUDGETARY DEPARTMENT

The primary revenue sources of CCGISC include member contributions, technical service contracts, and map and data sales. Each budget year, revenue will be appropriated to the Capital and Technology budgetary department (Fund 8850, Department 112) in accordance with the Capital and Technology Plan. Appropriations to this department will be based on technology costs, life expectancy, and appropriate amortizations over the life expectancy of the technology. When possible, the Capital and Technology Plan will set aside reserves for future technology expenditures. The department will contain a restricted fund balance line-item, formally reserving its fund balance for future expenditures outlined in the Capital and Technology Plan.

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

1.4 PRIORITIZATION

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

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

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

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

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

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

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

2.0 Capital and Technology Improvement Plan

2.1 CAPITAL AND TECHNOLOGY PURCHASES : 5-YEAR PROJECTIONS

Capital and Technology Asset Purchases 5-Year Projections									
Replacement Year	Future Replacement Year	Purchase Year fiscal year	Service Life years	Years Purchase Deferred	Item Description	Anticipated Cost per unit	Number of Units	Total Acquisition Cost	SubTotal
2025	2030	2019	5	1	Workstation	\$ 1,750.00	3	\$ 5,250.00	
2025	2030	2020	5		Laptops	\$ 1,500.00	2	\$ 3,000.00	
2025	2030	2018	6	1	Monitors	\$ 250.00	9	\$ 2,250.00	
2025	2026	2024	1		Annual Technology Fees	\$65,409.00	1	\$ 65,409.00	\$ 75,909.00
2026	2030	2022	4		Tablet	\$ 750.00	2	\$ 1,500.00	
2026	2031	2020	5		Plotter/Scanner	\$10,000.00	1	\$ 10,000.00	
2026	2030	2022	4		Server	\$16,000.00	1	\$ 16,000.00	
2026	2027	2025	1		Annual Technology Fees	\$65,409.00	1	\$ 65,409.00	\$ 92,909.00
2027	2033	2022	5		Workstations	\$ 1,750.00	2	\$ 3,500.00	
2027	2033	2021	6		Monitors	\$ 250.00	3	\$ 750.00	
2027	2028	2026	1		Annual Technology Fees	\$65,409.00	1	\$ 65,409.00	\$ 69,659.00
2028	2032	2024	4		Server	\$16,000.00	1	\$ 16,000.00	
2028	2032	2024	4		Windows Surface/Laptop	\$ 1,500.00	1	\$ 1,500.00	
2028	2029	2027	1		Annual Technology Fees	\$65,909.00	1	\$ 65,909.00	\$ 83,409.00
2029	2034	2024	5		Workstation	\$ 1,750.00	2	\$ 3,500.00	
2029	2030	2028	1		Annual Technology Fees	\$65,909.00	1	\$ 65,909.00	\$ 69,409.00
								Total: \$ 391,295.00	

NOTES:

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

2.2 CAPITAL AND TECHNOLOGY FUND SCHEDULE

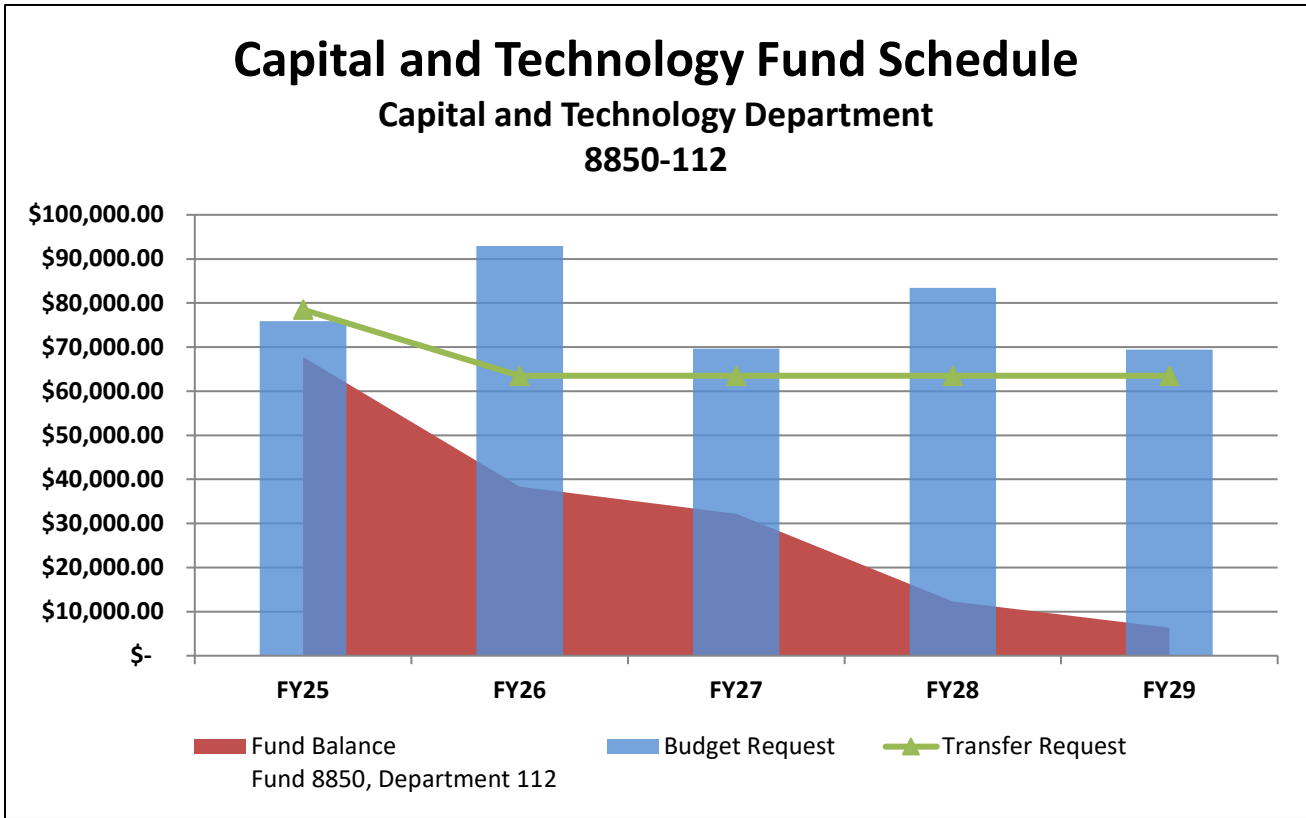


Chart Data - Capital and Technology Fund Schedule			
FY2025 - FY2029			
Fiscal Year	Budget Request	Transfer Request	Fund Balance Fund 8850, Department 112
FY24	-	-	\$ 65,160.48
FY25	\$ 75,909.00	\$ 78,500.00	\$ 67,751.48
FY26	\$ 92,909.00	\$ 63,500.00	\$ 38,342.48
FY27	\$ 69,659.00	\$ 63,500.00	\$ 32,183.48
FY28	\$ 83,409.00	\$ 63,500.00	\$ 12,274.48
FY29	\$ 69,409.00	\$ 63,500.00	\$ 6,365.48
Total:	\$ 391,295.00		

* In FY2025, the Transfer Request includes a proposed \$20,000 transfer from the 8850 fund balance to the Capital and Technology restricted fund balance.

Fund Balance Payback Period: 4.90 years



Champaign County
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 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: July 26, 2025
 Re: Proposed FY2025 Budget and Work Plan

WORK PLAN AND REPORT INITIATIVES

The Work Plan and Report contains a list of initiatives CCGISC staff plan to complete in 2025 and 2026. Most of the initiatives were carried over from previous years due to the necessary reallocation of staff time.

BUDGET SUMMARY

A Membership increase of 3.5% is requested for fiscal year 2025. This is 0.5% higher than the 3.0% increase anticipated in the FY2024 2-year fiscal projections. This increase helps to cover a 52% increase in external audit fees, rising health insurance costs, and a 4.0% overall salary increase as recommended by County Administration. This also enables \$58,500 to be transferred from the Operating budget (8850-111) to the Capital and Technology budget (8850-112).

The CCGISC office will relocate to the third floor of the County Plaza building in 2025. A \$7,500 capital line expenditure was added to the operating budget to cover additional furniture and equipment expenses related to the move. Budgeted revenues were greater than expenditures prior to the inclusion of this capital line expenditure. Unused funds will revert to the fund balance.

At the end of FY2025, it is anticipated the **available** reserves for department 8850-111 (operations) will be \$412,584 while the restricted reserves for department 8850-112 (capital and technology) will be \$67,751. The operational reserves are above the fund balance goal of 25% of the annual budget. At the end of FY2025, the deferred revenue for department 8850-672 (ortho-imagery) is anticipated to be \$107,389.

CCGISC FISCAL YEAR 2025 MEMBERSHIP ASSESSMENTS

CCGISC Member Agency	850-111 Membership Assessment 3.5% Increase	Base Station per Agreement (pass-through)	Software Maintenance (pass-through)	Buy-In Fee	TOTAL Operating Budget (8850-111)	TOTAL Ortho-imagery Assessment (8850-672)	TOTAL Assessment (8850-111 + 8850-672)	Membership Assessment Cost Difference (FY2024 to FY2025)
Champaign County	\$ 333,943.00	\$ -	\$ -	\$ -	\$ 333,943.00	\$ 15,875.00	\$ 349,818.00	\$ 11,293.00
City of Champaign	\$ 78,651.00	\$ 481.74	\$ -	\$ -	\$ 79,133.00	\$ 5,933.00	\$ 85,066.00	\$ 2,660.00
City of Urbana	\$ 38,664.00	\$ 481.74	\$ -	\$ -	\$ 39,146.00	\$ 2,917.00	\$ 42,063.00	\$ 1,307.00
Village of Rantoul	\$ 17,885.00	\$ 481.74	\$ 12,910.00	\$ -	\$ 31,277.00	\$ 1,349.00	\$ 32,626.00	\$ 605.00
Village of Mahomet	\$ 15,535.00	\$ -	\$ 3,689.00	\$ -	\$ 19,224.00	\$ 1,172.00	\$ 20,396.00	\$ 525.00
Village of Savoy	\$ 15,073.00	\$ 481.74	\$ 2,956.00	\$ -	\$ 18,511.00	\$ 1,137.00	\$ 19,648.00	\$ 510.00
University of Illinois	\$ 38,392.00	\$ -	\$ -	\$ -	\$ 38,392.00	\$ 2,896.00	\$ 41,288.00	\$ 1,298.00
UCSD	\$ -	\$ 481.74	\$ -	\$ -	\$ 482.00	\$ -	\$ 481.74	\$ -
Village of St Joseph	\$ 6,247.00	\$ -	\$ -	\$ 3,515.00	\$ 9,762.00	\$ 471.00	\$ 10,233.00	\$ 211.00
Totals	\$ 544,390.00	\$ 2,408.70	\$ 19,555.00	\$ 3,515.00	\$ 569,870.00	\$ 31,750.00	\$ 590,905.00	\$ 18,409.00

NOTES:

- Proposed Fiscal Year 2025 Assessments are for the member agency 2025/2026 budget year.
- Historic membership assessments are found on page 12 of FY2025 Work Plan and Report.

FY2025 FUNDING FORMULA

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

Funding Formula for the FY2025 Membership Assessment					
CCGISC Members	Base Rate FY2025	2020 Census Population	Per Capita Rate FY2025	Per Capita Total <i>Population * Per Capita Rate</i>	Total Membership Assessment <i>Base + Per Capita Total</i>
Champaign County	\$ 333,943				\$ 333,943
City of Champaign	\$ 7,985	88,302	\$0.80	\$ 70,665.00	\$ 78,651
City of Urbana	\$ 7,985	38,336	\$0.80	\$ 30,679.00	\$ 38,664
Village of Rantoul	\$ 7,985	12,371	\$0.80	\$ 9,900.00	\$ 17,885
Village of Mahomet	\$ 7,985	9,434	\$0.80	\$ 7,550.00	\$ 15,535
Village of Savoy	\$ 7,985	8,857	\$0.80	\$ 7,087.89	\$ 15,073
Village of St Joseph	\$ 3,198	3,810	\$0.80	\$ 3,048.99	\$ 6,247
University of Illinois	\$ 38,392				\$ 38,392

NOTES:

\$ 544,390

- Champaign County and the University of Illinois pay a flat base rate.
- The municipal members pay a base plus a capita total (population * per capita rate).
- Municipal populations determined from the most recent Decennial or Special Census.
- Member agencies with populations less than 5000, have a lower base rate per the CCGISC Intergovernmental Agreement.
- Any changes to the formula are reviewed and approved as part of the annual budget cycle.

Champaign County GIS Consortium

WORK PLAN & REPORT

Membership Year 2025



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Introduction

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

Section 1. CCGISC Tasks

The Champaign County GIS Consortium (CCGISC) tasks are categorized into three groups: 1) core services and support functions, 2) initiatives and 3) technical service contracts. Core service and support functions are fundamental to the operation of the CCGISC. Initiatives are tasks identified by the CCGISC staff and member agencies that improve efficiency, decision-making, communication, and education as well as support on-going operations. Technical service contracts provide GIS related support to agencies on a contractual basis. Together, these tasks assist in accomplishing the goals set forth in the Intergovernmental Agreement.

Section 1A. Core Services and Support Functions

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

Champaign County GIS Consortium <i>Core Services and Support Function Comparison</i>	Previous Year Weeks	FY2025 Weeks	Explanation
CCGISC Core Services and Support Functions			
GIS Data Layers			
Annual Maintenance and Quality Control	92.00	92.00	Allocated time remains consistent with previous fiscal year
Data Review	12.00	12.00	Allocated time remains consistent with previous fiscal year
Total:	104.00	104.00	
Consortium Support			
	21.00	21.00	Allocated time remains consistent with previous fiscal year
Data Distribution			
	30.00	30.00	Allocated time remains consistent with previous fiscal year
Management			
	44.00	44.00	Allocated time remains consistent with previous fiscal year
Education and Training			
	6.00	6.00	Allocated time remains consistent with previous fiscal year
CCGISC Core Services & Support Functions Total:	205.00	205.00	

Section 1A-1. GIS Data Layers

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

ANNUAL MAINTENANCE AND QUALITY CONTROL

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

DATA REVIEW

The top priority of the CCGISC staff is to maintain and refine the core GIS layers, services, and support functions. Data Review includes on-going tasks that require periodic review or refinement including, but not limited to, the items listed below:

- ♦ *Review and Update SDE layers, Tables and Feature Datasets*
- ♦ *Develop/Maintain/Update Workflow and Quality Control Procedures*
- ♦ *Develop and Maintain Web Apps*

Section 1A-2. Consortium Support

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

Section 1A-3. Data Distribution

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

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

Section 1A-4. Management

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

Section 1A-5. Education and Training

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

Section 1B. Initiatives

A GIS continuously evolves and grows because it provides a wide variety of benefits. Initiatives are tasks identified by the CCGISC staff and member agencies that improve efficiency, decision-making, communication, and education as well as support on-going operations. As initiatives are completed, resulting products are added to the core services.

The FY2025/2026 initiatives are listed in the table below.

2025/2026 Initiatives	Description
Metadata Creation	- manual population of layer specific information in CCGISR & CCGISCHistoric
Website*	- Overhaul CCGISC Website; New logo, etc.
Address Website*	- Correct issues with identify tool - Cosmetic updates; currently does not render correctly in all browsers
Address Schema Changes*	- Remove Address Number Suffix from Main Address Table i.e. 102A Main Street. Main Address to be 102 Main Street
Devnet QC Script*	- Write a 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.
Genealogy*	- Complete Genealogy review/corrections
ROW Document Search (1980 and prior) & Mapping	- Locate ROW documents (1980 and prior) & add to TaxParcelROW layer
ArcGIS Enterprise Upgrade	- Upgrade ArcGIS Enterprise to 11.x

* Initiatives carried over to 2025/2026 from previous years

It is estimated that 19 weeks of staff-time are available to complete initiatives in FY2025 and FY2026 – see the Work Task Section in Table 2A for additional details.

Section 1C. Technical Service Contracts

Technical service contracts provide GIS related support to agencies on a contractual basis. In fiscal year 2025, it is anticipated service contracts will account for approximately 10% (\$65,500) of the total Operating Budget revenue. Contractual agreements in FY2025 include the following:

- ♦ *Piatt County*
- ♦ *Douglas County*
- ♦ *City of Champaign*
- ♦ *Urbana-Champaign Sanitary District*
- ♦ *Village of Mahomet*
- ♦ *METCAD*
- ♦ *City of Urbana*
- ♦ *Village of Savoy*
- ♦ *Vermilion County 9-1-1*

Section 1D. Accomplished Highlights

The table below highlights several the CCGISC staff accomplishments 2024.

Accomplished Highlights	
1.	CCGIS Policy Updates - CCGISC Digital Data Policy (Rules of Engagement)* and Rules & Procedures (PLAWA)
2.	Updated Sanitary Sewer Scripts for Trace Network
3.	Completed Property Land Use Code Project; reference guide in progress*
4.	Street Jurisdiction layers - Ownership & Maintenance (under agency review)
5.	Updated CCGISC Historic Tables; reference guide in progress*
6.	Updated Metadata to include layer specific information for CCGISV; in progress*
7.	Assisted County with Drainage District Initiative; on-going
8.	Historic ROW Document Search; Small Towns (grantor) & County 1928-1975 (grantor & grantee); drawing in progress*
9.	Reorganized Portal in preparation for Third-Party Access; in progress*
10.	Section Corner Monument Updates (2018 to present monument records); in progress*
11.	Contract Work: Piatt Database Clean-up; Rantoul Server Upgrade, Data re-organization & Trace Network Conversion; Urbana bid apps, CIP app & assistance with Cartograph implementation; NG-911 for METCAD and Vermilion County

* Anticipated completion prior to end of 2024

Section 2. Two-year Projections

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

Section 2A. Labor Allocation Projections

Champaign County GIS Consortium <i>2-Year Labor/Service Allocation Projection</i>	FY2025 Number of Weeks	FY2026 Number of Weeks
CCGIS Core Services and Support Functions		
GIS Data Layers		
<i>Annual Maintenance and Quality Control</i>		
<i>Cadastral/Land Based*</i>		
1. Tax Parcels		
2. Parcel Points		
3. Annotation (<i>100-scale and 400-scale</i>)		
4. Subdivisions/Subdivision Table		
5. Parcel Platted Subdivisions		
6. Easements (<i>new and historic</i>)		
7. Road Right-of-Ways (<i>new and historic</i>)		
8. County & PLSS Townships, Sections & Quarter Sections		
9. Corner, Corner Coordinate, Monument		
10. Tax Map Index		
11. Lots		
12. Farm Land Use		
<i>Administrative Boundaries</i>		
13. Municipal Boudaries and Extra-Territorial Jurisdictions (ETJ)		
14. Annexations		
15. Political Townships		
16. Taxing Districts - 16 Districts (<i>current and previous revenue years</i>)		
17. Voting Precincts		
18. Drainage Districts		
19. County Board Districts		
<i>Transportation & Location</i>		
20. Street Centerlines		
21. Railroads		
22. Address Points (Addressing)		
<i>Natural Features</i>		
23. Stream & Lakes		
<i>Orthophotography & LiDAR</i>		
24. Orthophotography		
25. Elevation Data - LiDAR & Terrain		
26. Ortho Index		
<i>Emergency Service Layers</i>		
27. CivilMunicipal Boundary		
28. Cemetery and Trailer Parks		
<i>Cartographic Features</i>		
29. Points of Interest (Health, Municipal, Educational, Federal Facilities)		
Annual Maintenance and Quality Control	92.0	92.0
Data Review	12.0	12.0
GIS Data Layers Total:	104.0	104.0
Consortium Support	21.0	21.0
Data Distribution	30.0	30.0
Management	44.0	44.0
Education and Training	6.0	6.0
CCGIS Core Services & Support Functions Total:	205.0	205.0

Champaign County GIS Consortium <i>2-Year Labor/Service Allocation Projection</i>	FY2025 Number of Weeks	FY2026 Number of Weeks
Initiatives	19.0	19.0
Technical Service Contracts		
1. Piatt County	8.0	8.0
2. Urbana-Champaign Sanitary District	4.0	4.0
3. City of Champaign	10.0	10.0
4. Village of Mahomet	2.0	2.0
5. METCAD	7.0	7.0
6. Douglas County	6.0	6.0
7. City of Urbana	5.0	5.0
8. Vermilion NG-911	4.0	4.0
9. Village of Savoy	2.0	2.0
9. Other	4.0	4.0
Technical Service Contract Total:	52.0	52.0
Total Allocation:	276.00	276.00
Total Available Weeks:	276.00	276.00
Percent Allocated:	100%	100%

For projection purposes, the number of working weeks for full-time GIS staff is estimated at 46 weeks for FY2025 and FY2026: $6 \text{ staff} * 46 \text{ weeks} = 276 \text{ working weeks}$.

Section 2B. Financial Projections

Champaign County GIS Consortium 3-Year Operation Fiscal Projection	FY2024 Budget	FY2025 3.5% Increase	FY2026 4.0% Increase	FY2027 3.5% Increase
Projected Revenue				
Member Contributions <i>(includes St Joseph buy-in fees)</i>	\$ 529,496	\$ 547,906	\$ 569,684	\$ 589,627
Local Government Reimbursements	\$ 18,003	\$ 18,003	\$ 19,173	\$ 19,173
Base Station & Maintenance Consolidation <i>(pass through funds)</i>	\$ 24,583	\$ 21,964	\$ 21,964	\$ 21,964
Technical Services Contracts	\$ 62,500	\$ 65,500	\$ 65,500	\$ 65,500
Map & Data Sales	\$ 12,500	\$ 12,500	\$ 12,500	\$ 12,500
Other Revenue	\$ 11,000	\$ 16,250	\$ 16,000	\$ 16,000
Total Revenue:	\$ 658,082	\$ 682,123	\$ 704,821	\$ 724,764
Projected Expenses				
<i>Personnel</i>				
Salaries	\$ 419,155	\$ 435,376	\$ 446,261	\$ 457,417
Benefits	\$ 129,475	\$ 137,218	\$ 141,335	\$ 145,575
Total Personnel	\$ 548,630	\$ 572,594	\$ 587,595	\$ 602,992
Commodities	\$ 5,450	\$ 4,900	\$ 4,900	\$ 4,900
<i>Services</i>				
Equipment Maintenance	\$ 500	\$ 500	\$ 500	\$ 500
Office Space	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Audit Fees	\$ 13,300	\$ 18,500	\$ 19,500	\$ 20,500
Computer Services	\$ 8,750	\$ 8,750	\$ 9,000	\$ 9,000
Other	\$ 11,750	\$ 11,250	\$ 11,500	\$ 11,500
Total Services	\$ 40,300	\$ 45,000	\$ 46,500	\$ 47,500
Interfund Expenditure	\$ 3,000	\$ 1,000	\$ 1,000	\$ 1,000
Capital	\$ 15,000	\$ 7,500	\$ -	\$ -
Interdepartment Expenditure	\$ 60,500	\$ 58,500	\$ 63,500	\$ 63,500
Total Expenses:	\$ 672,880	\$ 689,494	\$ 703,495	\$ 719,892
Revenue to Expenditure	\$ (14,798)	\$ (7,371)	\$ 1,326	\$ 4,872

General Notes:

- A 3.5% membership increase is included in FY2025 budget; projections include a 4.0% membership increase in FY2026 and a 3.5% in FY2027;
- Membership Contributions include Village of St Joseph buy-in costs
- Assumes stable Technical Service Contracts for FY2025 through FY2027
- Local Government Reimbursement includes a 6.5% increase in FY2026 per direction provided by CCGISC Policy Committee to increase the Principal Data Clients (PDC) agreements at the same percentage rate of the membership assessments every two years

Personnel Notes:

- Per County Administration, personnel includes an overall 4.0% salary increase in FY2025
- Assumes 2.5% salary increase in FY2026 and FY2027
- Assumes a 3.0% increase in benefits for FY2026 and FY2027

Commodity Notes:

- Assumes Commodities will remain stable in FY2025 through FY2027

Service Notes:

- The increase in Services is due to a 52% increase in external audit fees for FY2025; there will be additional increases FY2026 & FY2027

Interfund, Capital and Interdepartment Expenditure Notes:

- Shifted majority of Interfund Expenditures to the Capital/Technology Purchases department (8850-112) in FY2025 through FY2027
- FY2025 capital expenses of \$7,500 related to the relocation of the CCGISC offices to the County Plaza as such in the operations budget expenditures exceed revenue in FY2025; this non-recurring expense to come from fund balance
- Interdepartment Expenditure line includes funds transferred to Capital/Technology Purchases department (8850-112) per Capital and Technology Plan; Transferred funds remain stable in FY2026 & FY2027

Section 3. Budget Index

Exhibit I – Line-Item Consortium Budget

Champaign County GIS Consortium Operating Budget January 1, 2025 - December 31, 2025	
Fund 8850, Department 111	FY2025 Budget Proposed 3.5% Increase
CHAMPAIGN CITY	\$ 79,133
URBANA CITY	\$ 39,146
VILLAGE OF RANTOUL	\$ 31,277
UNIVERSITY OF ILLINOIS	\$ 38,392
CHAMPAIGN COUNTY	\$ 333,943
VILLAGE OF SAVOY	\$ 18,511
VILLAGE OF MAHOMET	\$ 19,224
VILLAGE OF ST JOSEPH	\$ 9,762
URBANA-CHAMPAIGN SANITARY DISTRICT	\$ 482
LOCAL GOVT REIMBURSEMENT	\$ 18,003
FEDERAL, STATE & LOCAL SHARED REVENUE	\$ 587,873
TECHNICAL SERVICE CONT.	\$ 65,500
FEES AND FINES	\$ 65,500
INVESTMENT INTEREST	\$ 16,250
SALE OF MAPS, DATA	\$ 12,500
MISCELLANEOUS	\$ 28,750
REVENUE TOTALS	\$ 682,123
REG. FULL-TIME EMPLOYEES	\$ 435,376
TEMP. SALARIES & WAGES	\$ -
SOCIAL SECURITY-EMPLOYER	\$ 33,306
IMRF - EMPLOYER COST	\$ 11,799
WORKERS' COMPENSATION INS	\$ 1,829
UNEMPLOYMENT INSURANCE	\$ 1,902
EMPLOYEE HEALTH / EAP	\$ 88,194
LIFE INSURANCE	\$ 188
PERSONNEL	\$ 572,594
PRINTING SUPPLIES, STATIONARY	\$ 1,500
OFFICE SUPPLIES	\$ 2,000
BOOKS, PERIODICALS & MAN.	\$ 200
POSTAGE, UPS, FED EXPRESS	\$ 200
UNIFORMS/CLOTHING	\$ 300
EQUIPMENT LESS THAN \$5000	\$ 500
OPERATIONAL SUPPLIES	\$ 200
COMMODITIES	\$ 4,900
AUDIT & ACCOUNTING SERVCS	\$ 18,500
PROFESSIONAL SERVICES	\$ 2,000
COMPUTER/INF TCH SERVICES	\$ 8,750
JANITORIAL SERVICES	\$ 1,300
JOB-REQUIRED TRAVEL EXP	\$ 500
CONFERENCES & TRAINING	\$ 3,000
UTILITIES	\$ 2,250
EQUIPMENT MAINTENANCE	\$ 500
SPACE RENTAL	\$ 6,000
LEGAL NOTICES, ADVERTISING	\$ 200
DUES AND LICENSES	\$ 1,000
FINANCE CHARGES / BANK FEES	\$ 200
TELEPHONE SERVICE	\$ 800
SERVICES	\$ 45,000
FURNISHINGS, OFFICE EQUIP	\$ 7,500
CAPITAL	\$ 7,500
TO CAPITAL REPLACE/ GENERAL CORP	\$ 1,000
INTERFUND EXPENDITURE	\$ 1,000
TO GIS DEPTS 111/112	\$ 58,500
INTERDEPARTMENT EXPENDITURE	\$ 58,500
EXPENDITURE TOTALS	\$ 689,494
Projected FY2024 Operating Reserves	\$508,167
FY2025 Revenue to Expenditure	\$ (7,371)
Proposed Fund Balance Transfer to Capital Reserve	\$ (20,000)
Restricted Reserve - 10% FY2024 Revenue	\$ (68,212)
Projected AVAILABLE FY2025 Operating Reserves	\$ 412,584

Line-Item Budget Notes:

- ♦ 3.5% Membership Increase
- ♦ Member Revenue Line Items includes membership assessment base station and software pass-through money
- ♦ Overall Salary Increase – 4.0%

Exhibit II -Orthophotography Budget

Champaign County GIS Consortium Orthophotography Assessment Fund 8850, Department 672 January 1, 2025 - December 31, 2025	
CHAMPAIGN COUNTY	\$ 15,875.00
CITY OF CHAMPAIGN	\$ 5,933.00
CITY OF URBANA	\$ 2,917.00
VILLAGE OF RANTOUL	\$ 1,349.00
VILLAGE OF MAHOMET	\$ 1,172.00
VILLAGE OF SAVOY	\$ 1,137.00
UNIVERSITY OF ILLINOIS	\$ 2,896.00
VILLAGE OF ST JOSEPH	\$ 471.00
PIATT COUNTY	\$ -
DOUGLAS COUNTY	\$ -
FY2025 ASSESSMENT TOTAL	\$ 31,750
FY2024 Reserves (deferred revenue)	\$ 75,639
FY2025 Deferred Revenue	\$ 31,750
End of FY2025 Projected Reserves	\$ 107,389

Orthophotography Budget Notes:

- ♦ No overall assessment increase requested.

Exhibit III–Capital/Technology Budget

Champaign County GIS Consortium Capital/Technology Purchases Fund 8850, Department 112 January 1, 2025 - December 31, 2025	
FROM GIS DEPTS 111	\$ 58,500
REVENUE TOTAL	\$ 58,500
EQUIPMENT LESS THAN \$5000	\$ 10,500
COMMODITIES TOTAL	\$ 10,500
EQUIPMENT LEASES	\$ 2,409
SOFTWARE LICENSES & SAS	\$ 63,000
SERVICES TOTAL	\$ 65,409
OFFICE EQUIPMENT	\$ -
CAPITAL OUTLAY TOTAL	\$ -
EXPENDITURE TOTAL	\$ 75,909
FY2024 Technology Reserves	\$ 65,160
Anticipated Revenue less Expenditure per FY2025 Capital/Technology Plan	\$ (17,409)
Proposed Fund Balance Transfer to Capital Reserve	\$ 20,000
Projected FY2025 Technology Reserves	\$ 67,751

Capital/Technology Budget Notes:

Proposed \$20,000 fund balance transfer to Capital Reserve

Exhibit IV – Member Contribution History: 2015-2025

GIS CONSORTIUM MEMBER ASSESSMENT HISTORY

Contribution History 2015 - 2025

GIS CONSORTIUM MEMBERS	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025 Proposed 3.5% Increase
Champaign County	\$255,790	\$255,790	\$255,790	\$260,906	\$266,124	\$272,777	\$279,596	\$286,586	\$293,751	\$298,157	\$305,611	\$313,252	\$322,650	\$ 333,943
City of Champaign	\$ 57,043	\$ 57,043	\$ 57,043	\$ 58,184	\$ 59,348	\$ 60,831	\$ 62,352	\$ 63,911	\$ 65,509	\$ 66,492	\$ 68,155	\$ 73,778	\$ 75,991	\$ 78,651
City of Urbana	\$ 32,034	\$ 32,034	\$ 32,034	\$ 32,675	\$ 33,329	\$ 34,162	\$ 35,016	\$ 35,891	\$ 36,788	\$ 37,340	\$ 38,274	\$ 36,269	\$ 37,357	\$ 38,664
Village of Rantoul	\$ 14,247	\$ 14,247	\$ 14,247	\$ 14,532	\$ 14,823	\$ 15,193	\$ 15,573	\$ 15,962	\$ 16,361	\$ 16,606	\$ 17,022	\$ 16,777	\$ 17,280	\$ 17,885
Village of Mahomet	\$ 10,676	\$ 10,676	\$ 10,676	\$ 10,890	\$ 11,108	\$ 11,385	\$ 11,670	\$ 12,766	\$ 13,085	\$ 13,281	\$ 13,614	\$ 14,573	\$ 15,010	\$ 15,535
Village of Savoy	\$ 10,690	\$ 10,690	\$ 10,690	\$ 10,904	\$ 11,122	\$ 11,400	\$ 11,685	\$ 12,911	\$ 13,234	\$ 13,433	\$ 13,769	\$ 14,139	\$ 14,563	\$ 15,073
Village of St Joseph*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,858	\$ 6,036	\$ 6,247
University of Illinois	\$ 29,406	\$ 29,406	\$ 29,406	\$ 29,995	\$ 30,595	\$ 31,359	\$ 32,143	\$ 32,947	\$ 33,771	\$ 34,278	\$ 35,135	\$ 36,014	\$ 37,094	\$ 38,392
Total:	\$409,886	\$409,886	\$409,886	\$418,086	\$426,449	\$437,107	\$448,035	\$460,974	\$472,499	\$479,587	\$491,580	\$510,660	\$525,981	\$544,390

Notes:

- The membership contributions experienced a 2% increase in FY2015 and FY2016, a 2.5% increase in FY2017 through FY2020, a 1.5% increase in FY2021, a 2.5% increase in 2022 and 2023, a 3.0 % increase in 2024, and a proposed 3.5% increase in 2025
- FY2019 Membership contribution for the Villages of Mahomet and Savoy is greater than 2.5% due to Special Census population increase
- Membership increases appear variable in FY2023 due to Decennial Census
- * Village of St Joseph member allocation for FY2023, FY2024, & FY2025 does not include buy-in fee of \$3,514; buy-in fee to be paid each of the first 5 years of membership

Exhibit V – Orthophotography Contribution History: 2015-2025

GIS CONSORTIUM ORTHOPHOTOGRAPHY ASSESSMENT HISTORY

Contribution History 2015 - 2025

GIS CONSORTIUM MEMBERS	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Champaign County	\$ 15,875.00	\$15,875.00	\$15,875.00	\$15,875.00	\$15,875.00	\$15,875.00	\$15,875.00	\$15,875.00	\$ 15,875.00	\$ 15,875.00	\$ 15,875.00
City of Champaign	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,873.75	\$ 5,933.00	\$ 5,933.00	\$ 5,933.00
City of Urbana	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 3,333.75	\$ 2,917.00	\$ 2,917.00	\$ 2,917.00
Village of Rantoul	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,428.75	\$ 1,349.00	\$ 1,349.00	\$ 1,349.00
Village of Mahomet	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,172.00	\$ 1,172.00	\$ 1,172.00
Village of Savoy	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,111.25	\$ 1,137.00	\$ 1,137.00	\$ 1,137.00
Village of St Joseph	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 471.00	\$ 471.00	\$ 471.00
University of Illinois	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 3,016.25	\$ 2,896.00	\$ 2,896.00	\$ 2,896.00
Total:	\$ 31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$31,750.00	\$ 31,750.00	\$ 31,750.00	\$ 31,750.00

Notes:

- No change to total ortho-imagery assessment
- Member agency assessments adjusted in FY2023 to account for the decennial population redistribution
- Member agency assessments adjusted in FY2024 to account for the Village of St Joseph membership



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

2024 Work Plan Status Report – Quarter 2

Task		Status
2024 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 completion 2024
CCGIS Website		
2	Overhaul CCGISC website; implement responsive design	anticipated completion 2025
Addressing Website		
3	Correct issues (identify tool, handle UIUC building code duplicate addresses) & cosmetic updates (render correctly in different browsers)	anticipated completion quarter 1 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	anticipated completion quarter 4 of 2024
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. <i>Examples:</i> Document numbers, dates, etc.	anticipated completion quarter 3 2024
Street Centerline Split Ranges & Road Jurisdiction		
6	Discussion and possible implementation of split range streets and various roadway jurisdiction layers	jurisdiction layers under agency review
Property Land Use Code		
7	Develop Property Land Use Code Classification system & update workflow <i>(added subsequent to 2024 Work Plan & Report)</i>	completed; reference guide pending
Parcel Genealogy Review/Updates		
8	Update/Correct Genealogy Entry Issues	found additional date errors; updating prior to export to DevNet
ROW Document Search		
9	Locate ROW documents (1980 & prior) and add to TaxParcel ROW layer	complete a time allows; 2-3 years
ArcGIS Enterprise Upgrade		
8	Upgrade ArcGIS Enterprise	end of 2024 or early 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	dependent upon staff time of the County Clerk's office
2024 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**