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

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

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

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

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

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

1.   **Employment of CCGISC:**

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

2.   **Cooperation of Douglas County:**

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

3.   **Personnel:**

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

4. Scope of Services:

CCGISC has the capacity to provide services as described below. Any services requested by Douglas County are subject to the fees as outlined in Section 7 – *Compensation*. Item H - *GIS Data Hosting, Backups, and Archiving* is required to perform any services.

A. *CADASTRAL MAINTENANCE:*

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

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

B. *GIS LAYER MAINTENANCE AND CREATION:*

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

C. *CUSTOM MAP PRODUCTION:*

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

D. *GIS DATA DISTRIBUTION:*

The CCGISC shall distribute the Douglas County GIS data to Douglas County departments. The Douglas County GIS Contact will be supplied credentials to create a direct database connection to the Douglas County Enterprise Geodatabase. Edit access to Douglas County staff will be provided as necessary. In addition, CCGISC will provide a copy of the Douglas County GIS data in a file geodatabase once per quarter – March, June, September, and December. This information shall be delivered to the Douglas County GIS Contact via a download link supplied in an email generated by CCGISC.

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

Douglas County will be responsible for obtaining a high-speed internet connection and installing a compatible web browser.

E.   PUBLIC WEB MAP

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

F.   WEB HOSTING AND MAINTENANCE:

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

G.   GIS DATA HOSTING, BACKUPS, AND ARCHIVING:

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

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

H.   QUALITY CONTROL:

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

5. <u>GIS Support:</u>

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

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

Level 1:

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

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

Level 2:

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

Level 3:

- GIS Administration
  - Policy Development
  - Project Management

6. _Data Ownership:_

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

7. Compensation:

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

Cadastral Mapping / Maintenance: **$17.00 / parcel**

Printing Fees:

    CCGISC Inhouse Printing Fees

Large Format Color or Black/White Prints	**$1.50/ square foot**
8.5 X 11, 11 X17 or smaller Color or Black/White Prints	**$1.00/ page**
External Costs Printing Fees	_Fee as determined by outside vendor_

GIS Support:

Level 1 Support

GIS Technician	**$42.66/ hour**
GIS Specialist	**$49.02/ hour**

Level 2 Support

GIS Analyst	**$63.74 / hour**
GIS Programmer	**$71.19/ hour**

Level 3 Support

GIS Director	**$85.45/ hour**

GIS Cadastral Data Hosting:

Costs associated with data hosting are derived from software maintenance and hardware costs. The percent is based on resource usage estimates.

Estimated Server Costs $300.00/ year
10% of $12,000.00 is $1,200; $1,200/4 = $300.00
Servers are purchased on a 4 year rotation.

Software Costs $1,315.5/ year
10% of $13,155.55 = $1,315.50

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Data Hosting Fee : $1,615.50

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Web Hosting and Maintenance:

Costs associated with web maps hosting are derived from software maintenance and hardware costs. Maintenance costs are based upon 30 hours of Level 2 GIS Programmer support.

Estimated Server Costs $300.00/ year
10% of $12,000 is $1,200; $1,200.00/4 = $300.00

Maintenance Support $2,135.70/ year
30 hours annually at Level 2 (Programmer) Support = $2,135.70

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Web Hosting and Maintenance Fee: $2,435.70

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8. <u>Term:</u>

The term of this agreement shall begin July 1, 2023, and end June 30, 2024.

9. <u>Termination of Contract for Cause:</u>

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

10. <u>Data Access:</u>

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

11. **Termination of Contract for Convenience:**

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

12. **Changes:**

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

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

Douglas County

BY: _Tom Hettinger_
Title: _County Board Chairperson_
Signature: _Tom Hettinger_
Date: _06-02-2023_

CCGISC

BY: Steve Summers
Title: _County Executive_
Signature: _Steve Summers_
Date: _06/28/2023_