

COLES COUNTY BOARD

Regular Meeting

April 14, 2015

The regular meeting of the Coles County Board was called to order at 7:00 p.m. with the following members present Brandon Bell, Paul Daily, Mark Degler, Jan Eads, Dan Lawrence, Brian Marvin, Ron Osborne, Nancy Purdy, Marc Weber, and Mike ZuHone with Chairman Stan Metzger presiding. Absent was member Cory Sanders.

Following the Pledge to the Flag, the Invocation was given by Brandon Bell.

Motion was made by Weber, seconded by Osborne to approve the March 10, 2015 County Board minutes.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

APPOINTMENT TO THE LINCOLN FIRE PROTECTION DISTRICT

Appointment was made by Metzger to appoint Scott Todd and Kent Martin to serve on the Lincoln Fire Protection District with the consent of the Coles County Board.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

CONTRACT WITH GOOD ENERGY

(For a copy of the resolution see pages 2807)

Upon motion by Purdy, seconded by Zuhone

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

CONTRACT: COLES COUNTY AND BRUCE HARRIS & ASSOCIATES, INC

(For a copy of the resolution see pages 2808-2830)

Upon motion by Bell, seconded by Daily

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

CONTRACT: DEVNET WITH COMPUTER ASSISTED MASS APPRAISAL (CAMA)

(For a copy of the contract see pages 2831 - 2839)

Upon motion by Bell, seconded by Lawrence

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

RES: AMEND 2015 BUDGET -CONTINGENCY FUND

(For a copy of the resolution see page 2840)

Upon motion by Weber, seconded by Lawrence

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

RESOLUTION TO AMEND LIQUOR CONTROL ORDINANCE

(For a copy of the resolution see page 2841)

Upon motion by Daily, seconded by Weber

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

INTERGOVERNMENTAL AGREEMENT WITH LAKELAND - (TABLED)

Motion was made to **table** the agreement by Daily, seconded by Marvin
(For a copy of the agreement see page 2842 - 2843)

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

RESOLUTION TO AWARD HUMBOLDT TOWNSHIP

(For a copy of the resolution see page 2844)

Upon motion by Zuhone, seconded by Weber

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

RES: SENIOR CITIZENS TAX LEVY ALLOCATIONS

(For a copy of the resolution see page 2845)

Upon motion by Eads, seconded by Lawrence

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

REMOVE FROM TABLE- TOWING ORDINANCE

Motion was made by Osborne to bring the Towing Ordinance from the table, seconded by Marvin.

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

**ORDINANCE AUTHORIZING ADMINISTRATIVE TOWING BY THE COLES
COUNTY SHERIFF'S OFFICE**

(For a copy of the resolution see page 2846 - 2847)

Upon motion by Osborne, seconded by Marvin

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)
NAYS: None (0)
ABSENT: Sanders (1)

APPOINTMENTS

1. One appointment to the Lincoln Fire Protection District.
2. Three appointments to the Seven Hickory/Morgan Fire District.

ADJOURNMENT

Upon motion by Daily, seconded by Osborne the Coles County Board was adjourned at 7:40 p.m..

AYES: Bell, Daily, Degler, Eads, Lawrence, Marvin,
Metzger, Osborne, Purdy, Weber, ZuHone (11)

NAYS: None (0)

ABSENT: Sanders (1)

ATTEST:

_____ County Clerk

GoodEnergy

'A Smarter Way to Buy Energy'

To Whom It May Concern:

Please be advised that _____ ("Customer") hereby appoints Good Energy, L.P. as its exclusive agent with authority to act on Customer's behalf in regards to the following functions including, but not limited to:

- Secure information for commodity pricing, tariff and/or tariff rate contracts, rate comparisons, notices of tariff changes, billing/cost information, load data, interval load data, and credit information.
- Deal with Retail Gas Providers, Utilities and others in issues relating to Agreements, Assignments and other related issues.

Information is to be provided as requested by Good Energy, L.P. via written or electronic format to the following address:

Jerod McMorris
jerod@goodenergy.com
416 Main Street, Suite 533
Peoria, IL 61602
Phone: 309-369-6352
Fax: 309-417-4937

This authorization agreement does NOT extend the right for Good Energy, L.P. to sign or execute any commodity contract for Customer without the express written consent of Customer.
Customer would like Good Energy, L.P. to obtain bids exclusively on Customer's behalf from all certified Retail Gas Providers and all Retail Natural Gas Providers supplying electricity and natural gas in all deregulated states.
Customer hereby authorizes Good Energy to act as Customer's agent for the sole purpose of granting like authorization to third party electric and natural gas suppliers to receive Data directly from the local distribution utility company.
This authorization agreement shall be effective from the date written below and shall remain in full force and effect until terminated by Customer or Good Energy, L.P. upon thirty (30) days prior written notice. Notice information for said parties is set forth below:

Business Name on Account: _____
Legal Business Name (if different): _____
Billing Address: _____
Current Retail Electric Provider: _____
Customer Contact Person: _____

Email: _____ Federal Tax ID: _____
Phone: _____ Fax: _____

The above information should be provided to Good Energy, L.P. for the following accounts:

ESID: _____ ESID: _____
ESID: _____ ESID: _____
ESID: _____ ESID: _____

This authorization is effective as of the date of the signature below and remains an open authorization until rescinded.

Name: _____ Title: _____

Signature: _____

Date: _____

2807



CONTRACT
For

PAPERLESS REAPPRAISAL SYSTEM SERVICES

Between:

COLES COUNTY, ILLINOIS

And:

BRUCE HARRIS & ASSOCIATES, INC.

21 N. River Street

Batavia, IL 60510

Bruce Harris



CONFIDENTIAL BUSINESS INFORMATION

CONTRACT

THIS AGREEMENT entered into this _____ day of _____ 2015, between Bruce Harris & Associates, Inc., hereinafter called "Contractor", party of the first part, and Coles County, Illinois, hereinafter called "Coles County", party of the second part, WITNESSETH:

THAT WHEREAS, the Contractor is in the business of providing Geographic Information Systems and related services for various governmental agencies in the United States, and

WHEREAS, Coles County is desirous of having the Contractor provide Paperless Reappraisal System services to the County of Coles.

NOW, THEREFORE, in consideration of the covenants and conditions of the Contract, IT IS AGREED between the parties as follows:

INTRODUCTION

The Coles County, Illinois Supervisor of Assessments' Office has set a goal to modernize their reappraisal process. This contract represents the scope of work required to achieve this goal. The workflow and processes described are based on proven methodologies.

PAPERLESS REAPPRAISAL SYSTEM DEFINITION



The Paperless Reappraisal System (PRS) is a GIS driven workflow management, data collection, data review, quality control, and business analysis solution for Property Appraisers. The goal of the system is to eliminate the need for paper by creating a completely digital product, and leverage GIS functionalities to improve appraisal efficiency. Highlights include: quality control of CAMA data, controlled field visits by organizing parcels into efficient routes; eliminate unnecessary visits by inspecting properties via digital means; track revision history and changes for quality control purposes; and provide real-time thematic maps and reports. The PRS is an ArcGIS Online solution that utilizes identity access and communicates exclusively with AGOL content such as web maps and web feature layers. This provides flexible and scalable deployment options as the data can be served from an ArcGIS for Server or AGOL hosted feature services. Making use of the entire ArcGIS Platform supports the goal of providing the highest level of accuracy in the appraisal process, while using technology to streamline the processes whenever possible.

The Paperless Reappraisal System is a suite of six integrated ArcGIS for Land Records Commercial Off The Shelf (COTS) applications:

Packet Builder – is used to organize parcels into ordered lists, called packets, for the purpose of field visits. The application provides a variety of tools for selecting candidate parcels based on parcel attributes and spatial location. The application allows packets to be assigned to specific appraisers which are then queued for the Building Sketch Validation, Photo Reviewer, and Mobile Property Card applications.



Sketch Reviewer – provides the ability to dynamically georeference building sketches from CAMA systems as an overlay to parcel maps and orthophotography, to validate the existence and size of structures, additions and improvements on a parcel, and to then flag and comment on parcels that fail validation.

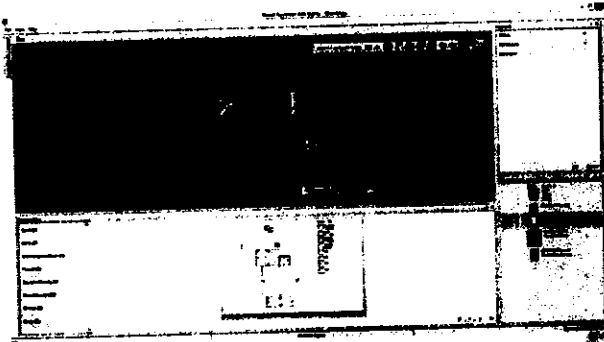
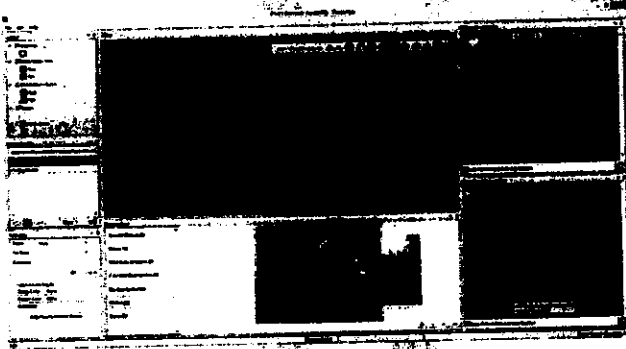


Photo Reviewer – provides for a virtual visit to the property. The application allows the user to query a packet with synchronized access to:

- ArcGIS parcel web maps with orthophotography
- Oblique imagery
- Ground level imagery
- Property record card data

The user can also flag the parcel as passing or failing validation.

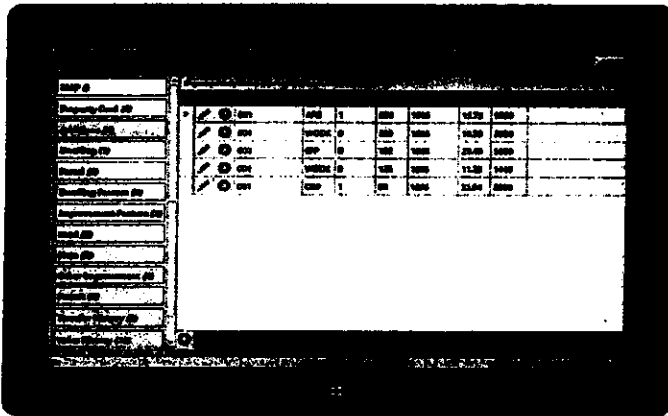


Mobile Property Card – is a mobile touch screen tablet based application that allows a user to select a packet and check out all of the property data. Building sketches and property photos are included in the check out. Once a packet is downloaded a user may continue data editing, even without an Internet connection.

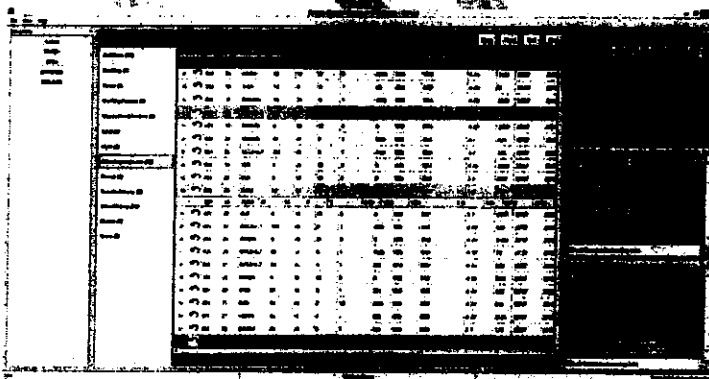
All data that can be found on a typical paper property record card is categorized in an intuitive touch screen layout. Categories include general parcel information, values, land, dwelling, additions, improvements, cost ladders, transfer history, and permits. Additionally, the building sketch, property photos, an interactive map, and reviewer comments from the Sketch Validation and Photo Reviewer applications are provided. The user may edit existing records as well as add

and remove records. The application supports marking up attachments and taking photos with the tablet's camera.

Once a user has completed the site visits for a route they can choose to check in the route parcels. All parcels that have a saved or approved status are updated in the production database. Any changes will update the revision history tables. All approved records are queued for the quality control application.

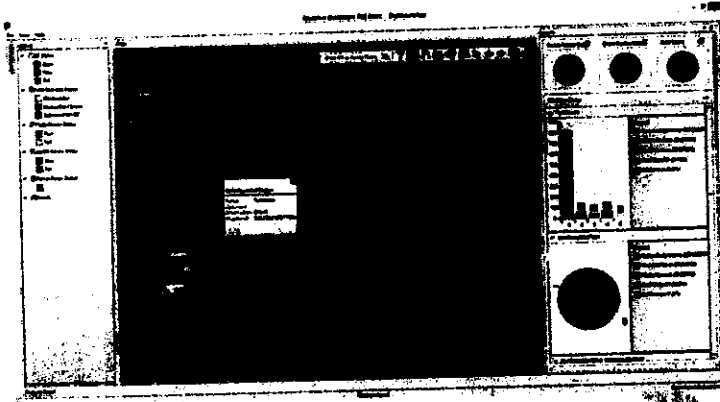


Quality Control Reviewer - The Quality Control Reviewer application provides a final review of all data before it is entered back into CAMA. All parcels that have been checked in from the Mobile Property Card application are listed in a queue. The user selects a parcel record which opens the property card display. If any edits were made to any records in a category then the tab is highlighted. The underlying production database tracks full revision history. The application supports a historical view whereby all changed records are color coded. Modified records also provide a clear comparison view of the current and original values. The purpose of the Quality Control application is to accept or reject submitted information before the actual CAMA system is updated.

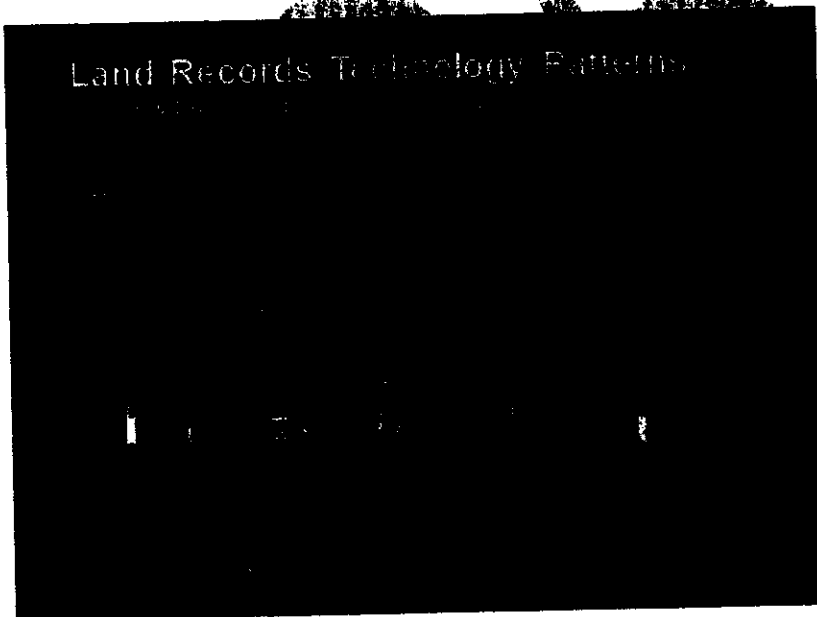


Executive Dashboard - This application provides a real-time overview of project progress based on using thematic maps and reports. The default thematic map displays each of the workflow tasks described above with a unique color. Any parcels that have been flagged as having failed an inspection or rejected by the QC Reviewer are given an additional hatch pattern

symbology. Simply viewing the map gives the user the immediate sense of overall project progress. The application also supports further filtering. The user can search and identify individual parcels and view all system information about the parcel including the names and timestamps of each user in each workflow task. Any reviewer comments are also listed. This allows project managers and project sponsors to instantly investigate the history and current status of any parcel.



Bruce Harris & Associates (BHA) has aligned the architecture of the Paperless Reappraisal System with the common Esri implementation patterns. By the nature of the business value the Paperless Reappraisal System provides and the means by which it is deployed, BHA envisions this alignment as follows:



Data Management - Under the context for the need to store, manage, and maintain accurate data records, County governments are continuing to make large investments in their data content. To this end, BHA has built the Paperless Reappraisal System to leverage these investments in cadastral features, aerial imagery, constituent information and tax related content. The QC

Reviewer component is a key tool which has been built to ensure this data integrity remains intact but also augmented and enhanced to tighten the decisions that need to be made from the content.

Planning & Analysis - By the very nature of the capabilities of the Sketch Reviewer, it is a planning tool and an analysis tool. The Sketch Reviewer is utilized to transform data into actionable intelligence, the key theme for the Planning and Analysis implementation pattern. The Sketch Reviewer provides the ability to consume the existing data content, sketch graphically missing elements without any need for keen knowledge of mapping tools, and to bring this information together to perform the beginning aspects of the reappraisal process. Furthermore, the Packet Builder provides a platform for planning field visits by way of grouping candidate properties by optimal street paths or communities. Finally, the Photo Reviewer application provides all photographic, GIS, and CAMA data necessary to perform analysis right from the desktop, before wasting resources on unnecessary field visits.

Field Mobility - The Paperless Reappraisal System is clearly predicated on the need to get information in and out of the field. To that end, the Packet Builder, Property Record Card, and Quality Control Applications work together to provide a streamlined method of packaging data for field visits, providing the tools necessary to collect data in the field, and the quality control necessary to feel confident in the data collection.

Operational Awareness - The Executive Dashboard application provides dissemination of knowledge where and when it is needed. Every step in the appraisal workflow is clearly and thematically symbolized. All project statistics are translated into simple, yet detailed reports, and which tell a story as well as provide accountability.

Citizen Engagement - The PRS system has the ability to provide a great deal of transparency to the citizenry as it offers updates through user and time stamps, as well as photography, georeferenced building sketches, comments, and revision history as to exactly how an appraisal transpired.

PAPERLESS REAPPRAISAL SYSTEM SUBSCRIPTION

The PRS is an ArcGIS Platform COTS solution which is only accessible through the ArcGIS Marketplace. Access to the application must be obtained using the ArcGIS Marketplace's provisioning model. An ArcGIS Online organization administrator must request access using the "Buy" option on the PRS listing page. BHA must then explicitly grant access to the PRS application and set a renewal date. The renewal date will be set to twelve months after the configuration sign off.

ArcGIS Marketplace Search for apps and data Help Sign In 



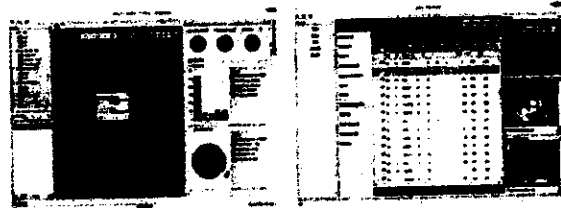
Paperless Reappraisal System ★★★★★ (1)

by Bruce Harris & Associates, Inc



Overview Reviews (0) Provider

The Paperless Reappraisal System (PRS) is a GIS driven workflow management, data collection, data review, quality control, and business analysis solution for Property Appraisers. The goal of the system is to eliminate the need for paper by creating a completely digital product, and leverage GIS functionality to improve appraisal efficiency. Highlights include: quality control of CAMA data; controlled field visits by organizing parcels into efficient routes; eliminate unnecessary visits by inspecting properties via digital means; track revision history and changes for quality control purposes; and provide real-time thematic maps and reports. The PRS is an ArcGIS Online solution that utilizes Identity access and communicates exclusively with AGOL content such as web maps and web feature layers. This provides flexible and scalable deployment options as the data can be served from ArcGIS for Server or AGOL hosted feature services. Making use of the entire ArcGIS Platform supports the goal of providing the highest level of accuracy in the appraisal process, while using technology to streamline the processes whenever possible.



Listed Date:
March 2014

Contact Information:
630-791-0951 | Email | Web

What the subscription offers:

- Provisioned login access to the applications
- Help menus, tutorials, and access to demo data
- Email tech support: PRSSupport@bruceharris.clarizenmail.com
- Application updates
- New releases (May require update to configuration)

PAPERLESS REAPPRAISAL SYSTEM CONFIGURATION

The Coles County PRS will be configured using a **Self-Hosting** deployment model. This means that Coles County will provide their own server hardware and enterprise software licenses. The server will be hosted on Coles County premises. Coles County will be responsible for security, network, up time, and backups.

Self-Hosting Requirements

The self-hosting deployment model requires the following cloud subscriptions, hardware, software, and data components:

Cloud Subscription Requirements

- **ArcGIS Online (AGOL) Organization**
All web maps and configuration will be stored in Coles County's AGOL Organization. Once installed, users may only access the PRS application by logging in with their ArcGIS Identity (AGOL login).
 - **Administrator**
A Coles County AGOL user with administrator privileges must request access to the application by clicking the "Buy" button on the marketplace. This will send a request to BHA for access rights. BHA will then provision access to the client organization.
 - **Temporary Administrator Access for BHA**
BHA will need temporary administrative access to the Coles County AGOL account to configure a Group and the required AGOL content items necessary to operate the application.
Coles County will work with their Esri representative to activate an ArcGIS Online Organization Account.
- **Pictometry Connect**
Pictometry aerial photography is displayed using a JavaScript API called Analytic IPA. BHA has developed a simple website which only contains the Analytic IPA map and toolbar. All that is required from Coles County is the Analytic IPA API key and secret key. These keys are available only to Pictometry Connect subscribers.
BHA has performed the necessary discovery and determined that Coles County has properly activated and configured their Pictometry Connect account.
- **Paperless Reappraisal System**
Coles County must purchase a subscription of the PRS, as described in the Paperless Reappraisal System Subscription section of this document.

Hardware Requirements

The self-hosting deployment model requires that Coles County provide their own server hardware. Users of the PRS will require Desktop PCs or Tablets depending on their role.

- **Servers - The below server specifications are based on BHA's own hosting environment and should only be considered a recommendation.**
Coles County will be required to host a minimum of three servers to operate the PRS (database, application, web) - Physical or VMs each with the below specs:

- 4-core Xeon processor, of the most recent generation of Xeon processors. The fastest clock speed possible is recommended, of at least 3 GHz. Processors with more than 4 cores could substantially increase software licensing requirements and costs.
- Minimum of 16 GB of RDIMM memory - 4 x 4GB. DDR3 PC3-10600 (ECC)
- Operating system partition of a minimum 100GB (or slightly larger), RAID 1, with Enterprise SAS drives.
- Disk drives should be RAID 1 or RAID 10 array, with Enterprise SAS drives. All hard drives should be 15K RPM drives which give the best performance, but 10K RPM would also be acceptable.
- Database server should have an additional 500GB+ for database files and source imagery.
- Application server should have an additional 500GB+ for tile cache map images.
- (3) Microsoft Windows Server 2008 R2+
- Microsoft SQL Server 2008 R2+ Standard 4 core license
- Esri ArcGIS for Desktop 10.2.2+ Standard
- Esri ArcGIS for Server 10.2.2+ Standard Enterprise - 4 core

BHA has performed the necessary discovery and determined that Coles County's current servers meet the minimum requirements. All PRS configuration will be performed on the existing servers.

- **Desktops**

The PRS is comprised entirely of Windows Presentation Foundation (WPF) desktop applications. Each desktop must have uninterrupted internet access so the applications communicate continuously with ArcGIS Online. The following specs are required:

- Microsoft Windows 7 or higher
- .Net 4.5
- Minimum Intel Core i3 (4th Gen) 4020Y / 1.5 GHz
- Minimum 4 GB RAM
- Minimum 64 GB storage

Coles County IT will ensure that all PRS users have the required PC hardware and software in time for testing.

- **Tablets**

The Mobile Property Card application is a Windows desktop application that has been optimized for touch screen. The following specs are based on benchmarks set with the Microsoft Surface Pro 3:

- Microsoft Windows 8.1
- Minimum Intel Core i3 (4th Gen) 4020Y / 1.5 GHz
- Minimum 4 GB RAM
- Minimum 64 GB internal storage

Coles County IT will ensure that all PRS users have the required tablet hardware and software in time for testing.

Software Requirements

The self-hosting deployment model requires that Coles County provide their own enterprise software licenses.

- ArcGIS Server**
 The PRS requires ArcGIS Server 10.2.2 or higher to publish and host map and feature services.
Coles County's GIS server is currently operating with ArcGIS Server 10.1. BHA will upgrade the server to ArcGIS Server 10.3.
- ArcGIS Desktop**
 The PRS requires a single installation of ArcGIS Desktop 10.2.2 or higher for authoring and publishing map services. The PRS configuration requires a single installation of ArcGIS Desktop 10.2.2 or higher for executing Gizinta geoprocessing scripts. It is recommended that ArcGIS Desktop be installed on both the database server and the application server.
Coles County's web server is currently operating with ArcGIS Desktop 10.1. BHA will upgrade the server to ArcGIS Desktop 10.3.
- SQL Server**
 Although the PRS is a geodatabase solution and therefore supports many different database platforms, BHA strongly recommends Microsoft's SQL Server 2008R2 or higher.
BHA has performed the necessary discovery and determined that Coles County's current servers meet the minimum requirements. All PRS configuration will be performed on the existing SQL Server 2012 installation and license.
- Data Interoperability Extension**
 The PRS supports the ability to georeference and persist building sketch polygons over orthophotography. In order to accomplish this, CAMA vector sketch files and tabular dimension data must be used to create geodatabase polygons as part of an ETL process. Esri's Data Interoperability extension utilizes Safe Software's FME technology to provide a visual workflow experience for vector to vector data conversions. Furthermore, complex workflows including database queries and python scripts may be used to accomplish non-standard conversions.
Coles County will purchase a single extension license of the Data Interoperability extension so that the sketch conversion process may be executed as part of the Gizinta ETL steps.

Data Requirements

- Parcels**
 The only GIS production data that is required for the PRS are parcel shapes. All other GIS data can be imported for display only.
BHA has performed the necessary discovery and determined that Coles County's GIS meets the minimum requirements.
- Vector Sketches**
 A highlight feature of the PRS is the ability to georeference and persist building sketch polygons over orthophotography for both quality control and future GIS project purposes. The PRS geodatabase requires that vector sketches are converted and preloaded into a polygon feature class called Sketch Inputs. This feature class has an undefined coordinate system and can be extended to support property data such as type, year built, value, and condition.

BHA has performed the necessary discovery and determined that Coles County's GIS meets the minimum requirements. The ProVal database stores Sketch information as tabular vector descriptions. BHA will use the ArcGIS Data Interoperability Extension to create a transformation model which will be executed via the Quick Import geoprocessing tool.

- **Raster Sketches - PNG files**

The PRS makes use of Geodatabase attachments for storing raster data such as scans or sketch images. Since these images are added to the geodatabase as blob data and will only be displayed on PC or tablet screens, each image must be copied and downsampled to 96 DPI with a maximum width of 700 pixels. Each new image must also be associated to a parcel id. Alternatively, the PRS can reference sketch images via URL if the images are web accessible.

BHA has performed the necessary discovery and determined that Coles County has all of the appropriate files web accessible from the root URL: http://sof2.governmax.com/OmniSketch/sof_omnisketch.asp.

- **Property Photos - JPGs**

The PRS makes use of Geodatabase attachments for storing raster data such as field property photos. Since these photos are added to the geodatabase as blob data and will only be displayed on PC or tablet screens, each photo must be copied and downsampled to 96 DPI with a maximum width of 700 pixels. Each new photo must also be associated to a parcel id. Alternatively, the PRS can reference property photos via URL if the images are web accessible.

BHA has performed the necessary discovery and determined that Coles County has all of the appropriate files hosted on their network, however these photos are full resolution so BHA will generate down-sampled copies.

- **Orthophotography**

Each PRS application displays web maps which require a basemap. Since the applications are not for public use the County's most recent orthophotography should be used as the basemap.

Coles County plans to purchase an oblique and ortho flight in 2015 from Pictometry. The orthophotography will used as each webmap's basemap.

- **Property Record Card Data**

The PRS geodatabase must be extended with County specific property record card data which must be supplied to BHA as an extract. It is preferred that this extract come in the form of database tables with the appropriate column types for numbers and dates. BHA will also accept flat files, but requests that they be pipe or tilde delimited. In this case a flat file definition document describing field widths and data types will be required. The property data tables must be relational in structure. There must be a main table that contains general parcel information such as Owner and Address. This table must have a unique PIN per record as it will be mapped to the Parcel feature class. All relational data (one-to-many) must reside in separate tables but use the PIN as a key field. This means that the PIN must be in the same format for all tables. Examples of related tables are Land, Transfer History, and Tax information.

Coles County's CAMA data resides in a ProVal SQL Server database. Coles County will identify the relevant property record data. Coles County will request a data extract of

only the property card data from Thompson Reuters. BHA prefers that this extract come in the form of SQL Server tables, views, or an Access (.mdb) database.

TECHNICAL STEPS AND MILESTONES

Milestone - Project Kickoff

1. Kick off meeting

BHA will schedule a kick off meeting with Coles County staff to make introductions, verify project requirements, and solidify project timelines. This meeting will be conducted via conference call with a BHA Project Manager. A BHA Customer Solution Engineer may also be onsite. A kick off meeting time and date will be coordinated upon execution of the contract.

Milestone - PRS Provisioning

1. Create an ArcGIS Online group

The Coles County ArcGIS Online administrator will create a group for the purpose of storing all PRS ArcGIS Online content which will eventually be shared to users of the PRS.

2. Request provisioning of the PRS application

The Coles County ArcGIS Online administrator will browse to the Paperless Reappraisal System listing page on the ArcGIS Marketplace and click the 'Buy' button. This will require the administrator to log in with their ArcGIS Identity, enter contact information, and choose the group in which the PRS application will be shared.

3. Download and install PRS applications

BHA will grant access to the PRS application and set a temporary renewal date of twelve months. The PRS application will appear in the PRS group in the Coles ArcGIS Online organization. The administrator will invite any or all organization users to join the group. Once a user accepts this invitation they will have access to the PRS application. Upon opening the PRS application the user will be directed to the PRS download page. Each user will click the Join Group button in the Demo Data Access section of the page. This will provide sample data and tutorials for testing and learning the PRS applications. Finally, each user will click the download button to install the application or applications that they will utilize.

Milestone - Create Property Record Card (PRC) Geodatabase

1. PRC Import Database

BHA will create a SQL Server database for the exclusive purpose of importing the ProVal extract data in order to ensure its database integrity.

• Extract import - SSIS

BHA will use SQL Server Integration Services to create DTSX packages which will perform data truncates and bulk load operations to populate the import tables with extract data.

2. PRC Staging Database

BHA will create a SQL Server database for the exclusive purpose of importing and transforming the property record data from the PRC import database and the production SDE geodatabase, in order to prepare the data for uploading into the PRS geodatabase.

- **Parcel Shapes**
BHA will import parcel shape and PINs from the `gisdata.dbo.ownershipparcels_vw` SDE view of the production geodatabase. This will ensure that only parcel updates that have been posted to `dbo.Default` will be loaded into the PRS Geodatabase.
 - **Downsample Images**
Coles County will provide a one-time dump of all property photos. BHA will execute a downsampling program which will reduce the resolution to 96 dpi and maximum width of 700px. This will ensure that all photos are less than one MB. The new image locations and property key values will be written to a table in the PRC staging database.
 - **Domain Definitions**
The PRS provides editor dropdowns if the property record table column has an associated geodatabase domain. Using the `ProVal codes_table`, BHA will create a table that will group all values that are to be loaded as domains. This table will contain three columns, name, code, and description.
 - **Views**
BHA will create SQL Server views for each table that will be added to the PRS Geodatabase. These views will ensure that all column names and values comply with geodatabase schema limitations.
3. **Vector Sketches - FME**
BHA will use the Esri Data Interoperability extension's FME Workbench application to design an FME workflow that converts sketch data to geodatabase polygons. The FME workflow will also query the PRC staging database for the improvement's dimensions in order to render improvements and outbuildings as rectangles.
4. **PRC Geodatabase**
BHA will run an internally developed utility called Catapult to generate a relational property record file geodatabase based on the tables and views defined in the PRC staging database.
- **Parcels**
A parcel feature class will be created and all parcel shapes from the PRC staging database will be loaded. A standard parcel key will be added and used as the primary key field for all relationships.
 - **Domains**
A PRC staging table, generated from the `ProVal codes_table`, will be used to create individual coded value domains.
 - **Table names**
BHA will choose specific tables and views to be copied as geodatabase tables. Catapult supports assigning new table names, assigning field aliases, and associating domains with specific fields.
 - **Relationships**
Catapult will create relationship classes, linking the parcel polygon feature to each of the CAMA extract tables.
 - **GDB Attachments**
Catapult will create attachment tables and relationships based on staging tables or views that have been designed to associate a parcel id with the location of an image. Each image will be uploaded to the file geodatabase as a geodatabase attachment.

5. Review / Revise PRC Geodatabase

Coles County will review and request revisions to the table names, field aliases, and domain assignments. Should revisions be required, BHA will make the appropriate changes to the import and staging schema, views, and scripts then rebuild the PRC geodatabase.

Milestone - Create and Configure PRS ArcGIS Server Services

1. PRS Geodatabase

BHA will run an internally developed utility called PRS Fusion which will upgrade the PRC file geodatabase to a PRS file geodatabase by adding all of the necessary business tables, keys, domains, and relationship classes.

2. Load Sketch Input features

BHA will run the FME workflow process to convert all sketches to geodatabase features. These features will be loaded into the PRS geodatabase's Sketch Inputs feature class.

3. Deploy to SDE

BHA will create an SDE Geodatabase on the GIS server called PRS. Using SQL Server Management Studio, BHA will create a SQL Server user account with edit privileges called PRS_Editor. Using ArcCatalog, BHA will copy and paste all feature datasets, feature classes, tables, relationship classes, and domains from the PRS file geodatabase.

4. Connect PRS Application Maps

BHA will copy six template MXD files, one for each PRS application, to an ArcGIS Server maps directory. Using ArcMap, BHA will connect each layer, using the PRS_Editor account, to the appropriate table or feature class in the PRS SDE Geodatabase.

5. Create PRS PRC Mxd

BHA will author a new MXD for querying all relational property record data. Using the PRS_Editor user, BHA will connect to the PRS SDE geodatabase and add the parcel feature class and each related property record table. Using an internally developed utility called Table Manager, BHA will adjust the order of the tables in the MXD to fit the display order desired for the PRS user interface. Next, BHA will add display names to each table using the layer description property. Finally BHA will modify each table's visible fields, field order, and field aliases to match Coles County's preferences.

6. Configure AGS Security

BHA will create a new ArcGIS Server user, called PRS_Editor, exclusively for token ownership of the PRS map and feature services.

7. Publish Map and Feature Services

BHA will open each PRS MXD and publish a map and feature service. BHA will then use ArcGIS Server Manager to apply token security to each service, establishing the PRS_Editor user as the owner.

Milestone - Deploy and Configure ArcGIS Online Content

1. Register Web Layers

Coles County will provide BHA with administrator access to their ArcGIS Online organization. BHA will create new content items for each PRS map and feature service. BHA will store the PRS_Editor ArcGIS Server credentials into each new web layer, thus creating proxy URL access to the map and feature services.

2. Create Web Maps

BHA will create web maps for each PRS application. The web maps will consist of a tiled orthophotography map service as a basemap as well as the appropriate PRS web layers. Coles County may request additional map or feature service layers be added to the web maps as well.

- **Configure Popups**

BHA will configure web map popups for each of the PRS applications.

3. Deploy Pictometry Proxy Site

Coles County will request an Analytic IPA key and secret key from Pictometry. BHA will deploy the Pictometry proxy website to the Coles County web server and apply the API and secret keys.

4. Deploy Google Street View Proxy Site

BHA will deploy the Google Street View proxy website to the Coles County web server.

5. Create PRS Config Items

BHA will use an internally developed utility called the PRS Configuration Manager to create and update AGOL Application Configuration content items. The content items store all application specific variables as JSON in a persisted state that cannot be edited using the standard ArcGIS Online web interface. In addition to required variables such as web map ID and the Pictometry proxy URL, the PRS applications support the configuration of many user interfaces and behavior variables such as search fields, advanced search fields, selection result fields, legend display layers, and edit settings. BHA and Coles County will work jointly in the configuration of these variables.

6. Share Content Items

BHA will share all PRS web maps, web layers, and application configuration files to the PRS group.

7. Create ArcGIS Identities for all users

Coles County will create and assign ArcGIS Identities to all users of the PRS.

8. Invite to group

Coles County will invite each PRS ArcGIS Identity to join the PRS group. Upon acceptance of the invitation each user will have access to the PRS download page, be able to open a PRS application, and view PRS data.

Milestone - Training / Testing

1. Initial office and field staff training

- **System Administrator**

BHA recommends that Coles County designate a single staff member to be trained as system administrator. Administration entails managing user logins, assigning users to groups, uploading and registering applications, and sharing maps and applications to groups. System administration training will take place during the deployment phase.

- **GIS Administrators**

BHA recommends that Coles County designate staff members to be trained as GIS administrators. Since the Paperless Reappraisal System is designed to be highly configurable based on service architecture and ArcGIS Online configuration, simple changes to the Geodatabase, ETL scripts, and Map Services will automatically reflect in the application user interfaces. The configurable framework, including ETL

scripts, Geodatabase schema, Map Service configurations, automation jobs, and web maps will be documented and training will take place during the deployment phase.

- **System Users**
BHA will provide onsite training to all users of the system. Each application may require a different audience so designated classes will be organized with Coles County during the deployment phase.

2. Review / Test

Coles County will perform a final series of PRC schema and edit tests as well as Tablet field tests. Should revisions be required, BHA will make the appropriate changes to the import and staging schema, views, and scripts then rebuild the PRC geodatabase, rebuild the PRS geodatabase, and republish the map and feature services.

Milestone - ETL Automation

1. Create 'difference' views

BHA will take advantage of the fact that the PRS SDE Geodatabase is non-versioned and powered by SQL Server. We will create views in both the PRC staging database and the PRS geodatabase that when queried return differences.

- **PRC Staging**
BHA will create PRC staging database views that when queried return all PRC records that are to be added and are to be deleted from the PRS geodatabase.
- **PRS Geodatabase**
BHA will create SQL Server views in the PRS geodatabase that when queried return only PRC records that have been added, modified, or deleted by a PRS application.

2. Gizinta

BHA will make use of the industry standard Gizinta and Data Interoperability ETL toolkits for scripting the data imports and exports of the PRS geodatabase.

- **Update Parcels**
Using the PRC staging difference view, BHA will create a Gizinta routine that will delete any retired parcels from the PRS and add any new parcels. As parcels are deleted, all related property record data will also be deleted. Additionally, the routine will create the necessary key values and related system table records including the root property card record.
- **Update PRC**
Using the PRC staging difference views BHA will create a Gizinta routine that will copy all new PRC data to the PRS's PRC tables. The routine will also join and calculate the necessary key fields.

- **Update Sketches**
Using the FME workflow that was created to convert sketches to geodatabase a Gizinta script will be written to use the Data Interoperability extension to update the Sketch Input features. The script will search an SVG directory for updated files.
 - **Export PRS Changes**
BHA will write a script to export PRS PRC changes back to the Thomson Reuters ProVal extract schema. Each PRC table will export to three distinct tables: additions, modifications, deletions. Modifications and deletions will contain any system key values that were provided in the original extract.
- 3. Python scripts**
- **Execute Gizinta scripts**
Gizinta functions will be executed in python scripts that will properly trap errors, log success or failure to a local text file, and log success or failure to a notification web service.
 - **Notification web service**
Each python script and SQL Agent Job itself will end their runs with a call to a BHA notification web service which will log the success or failure status and any associated error messages. The notification web service tracks all communications to a database on a BHA server. The notification service will also forward an email to registered email addresses.
- 4. SQL Agent Automation**
BHA will create a SQL Agent Job to run a scheduled series of ETL steps that will import new CAMA data to the PRS and export changes back to CAMA. The SQL Agent Job will consist of the following steps:
- Import of flat file data to PRC import database.
 - Transforming and loading PRC import data to staging database.
 - Loading of SDE production geodatabase data to PRC staging database.
 - Transforming of PRC staging shape data for SQL views.
 - Running of scripts for updating PRS PRC data.
 - Running of scripts for updating PRS sketch data.
 - Running of scripts for updating PRS attachment data.
 - Running of scripts for exporting PRS edits to CAMA interchange format and schema.
 - Notifications of success or failure.

Milestone - Project Closeout

- 1. Configuration Sign Off**
Upon acceptance of all UAT and training Coles County will sign off that the configuration is complete.
- 2. Adjust PRS Subscription Renewal Date**
BHA will change the renewal date of the PRS marketplace subscription to twelve months from the configuration sign off.

SCOPE OF WORK ASSUMPTIONS

Organizational

BHA work will primarily be completed off site from the BHA Batavia, IL office. BHA personnel will be onsite at Coles County for some of the revision work for the property record card geodatabase and for training. Coles County will assign GIS and IT support staff who will work directly with BHA for the purposes of assisting BHA with access to system resources and review and acceptance of map services.

Technical

- Coles County will provide BHA with all of the source GIS data to complete this project.
- Coles County will provide BHA with a clean EAMA assessment extract as a single table using a PIN as the key field. The property record schema data types will either be preserved in the extract files or described in a flat file descriptor.
- BHA will not create any GIS data during this project.
- Coles County will be responsible for maintaining all ArcGIS Online subscriptions.
- Desktop and smartphone browsers are not required or supported for this project.
- The only tablet or mobile devices supported are those which are explained in the body of this contract.

General

Communication

- All phone, in person, electronic or written communications to and from BHA will be documented by BHA.
- All status reports will be delivered to the Coles County Project Sponsor/Lead according to the agreed upon schedule.
- All requests from BHA to any Coles County staff member or contractor will be copied to the Project Sponsor/Lead.
- All written or electronic communications to any BHA staff member must be copied to the BHA Project Manager.

Data Integrity/Accuracy

- It is the responsibility of Coles County to ensure that data used in the project is clean and error free.
- BHA will review the data and notify Coles County of any issues. BHA will provide Coles County time and cost estimates to fix the data. The County can opt to fix the data themselves or have BHA fix it.
- Costs for BHA to fix data issues will be billed in addition to the previously negotiated project costs.
- If Coles County opts to fix data issues, a data schema will be provided by BHA, with an agreed upon timeline of expectations.
- Data issues may result in delays with deliverables and project schedules.

Response Times to Requests

- If BHA or Coles County can't provide a response within 48 hours, unless during a holiday or weekend, either party must inform the other when a response will be provided by within the 48 hours.

Integrations and Release/Version Levels

- Coles County will be responsible for providing BHA with a list of computer hardware and software associated with the project including, model and release level and patches for evaluation.
- Coles County must inform BHA of any planned upgrades prior to the start of the project.
- BHA will review the information and inform Coles County of any potential issues.
- BHA may request upgrades to hardware or software to meet the solution requirements.

Customizations to Standard Programs or Custom Software

- Any customizations by Coles County to any standard program or any custom program must be identified prior to the start of the project.
- BHA does not guarantee that integrations to any custom, self-developed or customized software will be successful and will not be part of BHA's deliverables.

Off Hours and/or Weekend/Holiday Rates and Expenses for Fixing Client Based Issues

- Requests for weekend, holiday or off hour work or to fix client based issues may result in additional fees.
- This will be agreed upon on a case by case basis between the Coles County Project Sponsor/Lead and BHA's Project Manager.

Adequate On-site Training Infrastructure

- Adequate space, equipment, software and Internet requirements to conduct on-site training are required.
- BHA will provide Coles County with necessary requirements for on-site training.

Natural Disasters

- Natural disasters affecting BHA clients may result in a temporary priority shift of resources in order to assist in critical public engagement or system support.
- Although natural disasters can't be predicted, BHA will provide Coles County with an expected time frame for project interruptions or delays caused by disasters.

PROGRESS REPORTING

A project progress report will be provided and made available as a Google Doc to the BHA and Coles County team. All tasks and subtasks will be listed. Coles County will be notified that progress on a task has been completed and is ready for review. The County will indicate they have reviewed the progress and ask for clarification if needed. The progress reporting is not meant to replace regular project status meetings, but is meant to ensure incremental progress is

made, all requests and revisions are well documented, and the project stays on track and within the projected time line.

MILESTONE SIGNOFF

Coles County will sign off on each major task and/or milestone when completed. BHA will supply Coles County with a signoff sheet which will describe the project task, deliverables, the task start and completion date and details of the task completed. The Coles County Project Sponsor and Project Manager will execute the sign off, which thereafter the BHA IT Manager and Project Manager will do the same. The BHA Customer Relationship Manager will facilitate this process. Final softcopies will be provided for the project portfolio. The project once finalized will also go through a similar final sign off and close out procedure.

APPLICATION USER ACCEPTANCE TESTING (UAT)

Coles County will go through a single user acceptance testing (UAT) cycle for application review once the final application has been installed. Coles County can submit any suggested data to be used for UAT testing besides what BHA usually performs for this aspect of the project. BHA will define the standard test data for the project. BHA will provide Coles County with a template which contains all of the functional requirements developed for the application. Coles County will have two weeks to complete their review and provide feedback. Once Coles County performs their user acceptance testing and tests the application they may enter their feedback into the document in the form of a bug/fix or completed as expected. A bug/fix is defined as:

- Bug/Fix – A bug/fix occurs when the application functionality is not behaving as expected or as per the requirements identified and an error message is displayed.

BHA will honor all bug/fixes related to application functionality. Poor data quality or errors in data content/values and quality does not constitute a bug/fix.

Fixes will be completed in 1 week. Coles County will be notified when revisions are posted. After the first revision the task will enter a final review period of one week.

After 30 days of successful operation from the go-live date, the project will be considered delivered and final payment will be due.

ADDITIONAL PROVISIONS

1. It is agreed between Bruce Harris & Associates, hereinafter called "Contractor", and Coles County, hereinafter called "Coles County", that all work and services as described in this contract will be completed within four to six months following receipt of all required data from Coles County.
2. It is agreed that the Contractor will be paid by Coles County as follows:
 - a. \$40,564.00 (Forty Thousand Five Hundred Sixty Four... Dollars) as compensation for the work and services outlined within this contract.
 - b. \$7,500 (Seventy Five Hundred Dollars) for 5 PRS Subscriptions through the ArcGIS Marketplace.
3. It is understood that the PRS marketplace subscriptions are effective for a period of 12 months from the date of configuration signoff by Coles County. It is further understood that the subscriptions will automatically renew on the anniversary date of configuration signoff at an annual renewal rate of \$1,500 per subscription. Coles County has the option to increase or decrease the number of PRS marketplace subscriptions at any time.
4. It is also agreed that if the Contractor fails to fulfill the contract requirements, Coles County reserves the right to cancel this contract with cause, at any time during the period of the contract. In the event Coles County cancels this contract with cause, it is agreed the Contractor will have 30 days to gather and return any data that is the property of Coles County to Coles County and will be paid the fair value for the services rendered prior to notice of cancellation from Coles County. Fair value will be based on the hours documented on employee time sheets from the date of the last progress billing to the date of notification to cancel. The hourly rate will be calculated at the rate of \$150.00 (One Hundred Fifty Dollars) per hour.
5. Neither party may assign this contract without the prior written consent of the other.
6. This contract shall be interpreted, and the rights and liabilities of the parties hereto determined, in accordance with the laws of the State of Illinois.

TERM OF CONTRACT

This contract shall be in force from the date of execution of this contract and may be revised periodically subject to renegotiation concerning the services provided and the amount of the services, should the services differ from those outlined in the contract. Any and all revisions to the contract must be in writing and signed by both parties.

This Contract, as heretofore described, made and entered on this _____ day of _____, 2015.

BRUCE HARRIS & ASSOCIATES, INC.
Contractor

COUNTY OF COLES
Charleston, Illinois

By: _____
Bruce C. Harris, President

By: _____
Chairman, Coles County Board

Attested:

By: _____

Bruce Harris personally appeared before me as an officer and agent of said corporation this _____ day of _____, 2015.

Notary Public

Coles County, Illinois

Cost Proposal

For

Computer Assisted Mass Appraisal (CAMA)

Proposal Contact:

Steve Connell

(815) 751-3557

connell@devnetinc.com



3

DEVNET

April 6, 2015

Karen Childress
Coles County Assessor
651 Jackson Ave Room 133
Charleston, IL 61920

Dear Karen & Coles County Decision Makers:

Thank you for your interest in the DEVNET CAMA solution. The following proposal outlines the DEVNET Edge® features and services that may be implemented in Coles County. DEVNET solutions coupled with County data offers endless possibilities for:

Integrated solutions for Local Government

DEVNET Edge® is built and designed to support all aspects of the tax administration cycle, including: Assessment, Billing, Collection and E-Government activities. DEVNET also provides solutions for Permitting and Zoning and Document Recording.

Workflow Management

The DEVNET team of professionals and industry experts work directly with you and your staff on the implementation and deployment of the solutions. By implementing DEVNET Edge® CAMA, one can take advantage of enhanced and streamlined workflows, saving time, effort and resources.

All-Inclusive Pricing

DEVNET is unique in our approach to implementation, support and upgrade pricing. All-inclusive pricing means that you pay one price for everything during and after the implementation. Additional costs may be incurred if you wish to take advantage of the many other services we offer like Assessment and Exemption Notice printing and mailing and if you have a need to upgrade your hardware.

Please review the enclosed proposal for the DEVNET Edge® proposed solutions. If you have additional questions, please contact me at (815) 751-3557 or by email at connell@devnetinc.com. Thank you for your interest in the additional solutions and services we offer.

Sincerely,

Steve Connell
Sales & Field Specialist

1709 Afton Road, Sycamore, IL 60178

P: (815) 899-6650 T: (815) 899-6650 F: (815) 899-0020

www.devnetinc.com



**Coles County, Illinois
Computer Assisted Mass Appraisal (CAMA) Quote
April 6, 2015**

DEVNET Solutions/Service Provided	Year 1	Year 2	Year 3	Year 4	Year 5
CAMA Software License, Support & Maintenance	\$11,500.00	\$11,500.00	\$11,500.00	\$11,500.00	\$11,500.00
Support & Training	Included	Included	Included	Included	Included
Data Conversion †	\$3,000.00				
Third Party Licensing					
APEX Sketch Licensing (2)	\$1,190.00	\$470.00	\$470.00	\$470.00	\$470.00
Lead Tool – View Image Licensing (4)	\$300.00				
Marshall & Swift (Res, Comm/Ind, Ag)	\$7,360.00	\$7,820.00	\$8,280.00	\$8,740.00	\$9,200.00
Total Costs	\$23,350.00	\$19,790.00	\$20,250.00	\$20,710.00	\$21,170.00
Total Four Year Cost					
Optional Solutions	\$105,270.00				

Proposal Deliverables:

Computer Assisted Mass Appraisal Deliverables

- Replacement Cost Module
 - Residential
 - Agricultural
 - Commercial
 - Industrial Structures
- Illinois Manual 2010
- Cost Table Maintenance
- Sales Maintenance
- Sales Ratio / Study Module
- Land Appraisal Module
- Multiple Regression Analysis
- Comparable Property Analysis
- Integrated with Property Tax Administration



DEVNET

Support and Training are included as part of the contract and is available for an unlimited number of hours. All training is done on-site and as needed. Telephone support is available through our toll free number from 8:00 a.m. to 5:00 p.m. Central Time Monday through Friday. On-site support is scheduled as needed. After-hours and weekend support is available with at least 48 hours advance notice.

†Tax Data Conversion DEVNET will convert current year CAMA data as part of this pricing. We will need to know the number of years of CAMA data the county is interested in having converted to determine if an additional conversion cost applies.

File Conversion Specifications Upon contract signing, the County should request all available data from their current vendor or provide data files to DEVNET, including history. Data should be provided to DEVNET in flat text files (delimited or fixed length fields), an Access database or Excel spreadsheets. File layouts are required if data is not provided with headings. Data files may be delivered to DEVNET by the County or by an existing tax vendor in an electronic file sent to our online FTP site. Due to security on the FTP site, have your IT department or existing vendor contact us for details if providing an electronic file.

CAMA data will be reviewed on a case-by-case basis to determine if a file conversion is feasible. Data files for test conversions should be provided to DEVNET as soon as possible to determine conversion costs, if any. For those jurisdictions where DEVNET is able to convert attribute data to and from the same cost manual, such conversions will be provided at no additional cost. We understand the county is interested in ICAS 2010, which DEVNET supports. In cases where sketch conversions are possible, those costs will be determined and charged to the County. Existing jpegs that can be accessed/attached through the DEVNET software without conversion will be added at no additional charge.

If DEVNET determines a CAMA attribute data conversion is not possible and manual data entry will be required, we will notify the County as soon as possible to determine the appropriate course of action.

Current year data conversion usually takes six to eight weeks to complete from the date we receive data files from the County or existing vendor.

History file conversions are done and deliverable as DEVNET time permits.

1709 Afton Road, Sycamore, IL 60178

P: (815) 899-6850 TF: 866) 4-DEVNET F: (815) 899-0020
www.devnet-inc.com



DEVNET

Third Party Licensing

Third party licensing for APEX Sketch and LeadTools is required with the use of the DEVNET CAMA solution. We have provided pricing per license.

APEX Sketch

Integrated Sketching, APEX v5 Pro for desktop and Nexus for tablet - \$595.00 per user with an annual maintenance of \$235.00 per user.

LeadTools Imaging

Document Imaging 14.5 plus PDF/Read/Write capability - \$75.00 per license per user.

Marshall & Swift

DEVNET has included pricing for Marshall & Swift Residential, Commercial/Industrial and Agricultural valuation.

DEVNET Specific Functionality

DEVNET software systems offer Counties a wide variety of features not found in other software applications. Among those features are the following:

- All system upgrades are included in our standard Software Maintenance. DEVNET clients never again have to license a "new version" of our software.
- Use of SQL database allows for flexible custom reporting through a variety of third-party software applications, including Crystal Reports.

Software Support

Software support covers a variety of issues regarding the System. Included with the software support contract is:

- **User re-training:** Any training that takes place outside of the initial training period qualifies as software support. Most often, these training sessions are refresher courses for users on existing and possibly modified procedures.
- **Documentation:** Documentation will be included with the system and can be accessed through the online Knowledge Base provided in the Online Support system that can be accessed from DEVNET's homepage on the web.
- **Technical assistance:** DEVNET has highly-qualified and trained technical personnel to assist the County in the use of the system. The DEVNET staff is comprised of either former county officials, or people who have been involved

1709 Arden Road, Sycamore, IL 60178

P: (815) 899-6850 T: (866) 4-DEVNET F: (815) 899-0020

www.devnet.nc.com



DEVNET

with the development or use of the tax administration software for a number of years. The staff is available for on-site assistance, or also via phone for technical assistance on a number of issues, including but not limited to general questions, and also for guidance during critical stages of the tax cycle. Such assistance is covered under the software support agreement.

Software Maintenance

Software maintenance is defined as any changes made to the software due to any of the following conditions:

- **State mandated legislative changes:** Any changes to the system as required by a state mandated legislative change qualify as software maintenance. State mandated legislative changes that are County option do not qualify as software maintenance, but rather are considered custom programming.
- **Software errors (or "bugs"):** No matter how carefully a piece of software is checked, programming errors are bound to occur. Such errors are frequently referred to as "bugs." Repair of any such bugs, whether discovered by County users or DEVNET, Inc. developers are completely covered under the software maintenance agreement.
- **Software updates:** Any functional enhancements to program modules made by DEVNET to the system for the duration of the maintenance contract will be delivered to the County free of charge, as a provision of the maintenance contract. This does not include upgrades of third party software.



1709 Afton Road, Sycamore, IL 60178

P: (815) 899-6850 TF: (866) 4-DEVNET F: (815) 899-0020

www.devnetinc.com

Hardware Requirements

Hardware may be purchased from any third-party vendor of the County's choice. Please note that the county or third party vendor is responsible for setting up the file server and all required third-party software including the Active Directory/domain and SQL Server.

Server Specifications

Minimum

- 3.00 GHz single core Processor
- 4-8 GB Ram
- *200+ GB available hard drive space in a RAID-1(mirroring) or RAID-5 array (10K 3G SAS drives preferred)
- DVD-ROM
- Video adapter capable of 1280 x 1024 resolution
- 19" LCD monitor capable of 1280 x 1024 resolution
- Tape backup drive with ARCserve or Symantec Backup Exec backup software
- High Speed Internet Access
- 1 Gb Ethernet Adapter
- Mouse
- Uninterruptible Power Supply
- Windows Server 2003, 2008 or 2012 Standard Edition
- Microsoft SQL Server 2005 or 2008 Standard Edition
- VPN Remote Access

Recommended

- 2.00+ GHz Dual or Quad-Core Processor
- 8-16 GB RAM
- 72+ GB hard drive space in a RAID-1(mirroring) or RAID-5 array for Windows OS, SQL Server Application, and Virtual Memory file
- *300+ GB available hard drive space in a RAID-1(mirroring) or RAID-5 array (10K 3G SAS drives, 15K preferred) for SQL Data, Image & Sketch files
- DVD-RW Drive
- Video adapter capable of 1280 x 1024 resolution
- 19" LCD monitor capable of 1280 x 1024 resolution
- Tape backup drive with ARCserve or Symantec Backup Exec backup software
- High Speed Internet Access
- 1 Gb Ethernet Adapter
- Mouse
- Uninterruptible Power Supply
- Windows Server 2008 R2 or 2012 Standard Edition
- Microsoft SQL Server 2008 R2 Standard Edition
- VPN Remote Access

1709 Afton Road, Sycamore, IL 60178

P: (815) 899-6850 | T/F: (815) 4-DEVNET | F: (815) 899-0020
www.devnet.nc.com



* The storage space required may vary depending on the number of parcels, images, sketches, and documents. Additionally the amount of historical information added will impact the storage requirements.

Workstation Specifications

Minimum

- 2.0+ GHz single core Processor
- 1GB RAM (2GB for CAMA)
- 20GB+ hard drive
- CD-ROM or DVD Drive
- Video adapter capable of 1280 x 1024 resolution
- 19" standard width monitor capable of 1280 x 1024 resolution
- Windows XP Professional/Vista Business/Windows 7 Professional
- 10/100/1000 Mb Ethernet Adapter
- Mouse

Preferred

- 2.0+ GHz dual core Processor (or better)
- 2 GB RAM
- 40GB+ hard drive
- CD-RW Drive or DVD-RW
- Video adapter capable of 1280 x 1024 resolution
- 21" standard width monitor capable of 1280 x 1024 resolution
- Windows XP Professional/Vista Business/Windows 7 Professional
- 100/1000 Mb Ethernet Adapter
- Mouse

Field Data Collection Tablet PCs

- Tablet PC running Windows XP Tablet PC Edition, Vista Business, or Windows 7 Professional
- SQL server 2008 R2 Express or Workgroup Edition depending on database size
- 3.00+ GHz Processor (or better)
- Minimum 2 GB RAM (4GB recommended)
- Minimum 100GB+ hard drive depending on the database size, and size of the images and sketches
- 12.1" or larger screen capable of 1280 width preferably 1280 x 1024
- 100/1000 Mb Wired Ethernet Adapter

Recommended hardware: The County can choose to utilize a laptop or a tablet PC in the field. There are a variety of options available, please be aware that the resolution on



these tablets may not meet the above requirement of 1280x1024. Most table PC's have a lower resolution, all this will mean is that there may be a little more scrolling that will be required on the tablet. DEVNET recommends checking out Motion Computing® Touch Screen Tablet J3500 or the HP EliteBook 2760p Tablet PC. We will be happy to review the specifications of a unit that you may be interested in purchasing to ensure that it will work well with the DEVNET solution.

CD/DVD Writer

A CD or DVD burner is required to allow the County to send DEVNET monthly updates of the database. The burner can be located on the server or a workstation.

Printers

DEVNET applications are compatible with most laser printers.

Receipt/Slip Printer

DEVNET applications are compatible with Epson TM-U675 Receipt/Slip/Validation Printer

Bar Code Reader

Barcode reader must read Code 39, and have the ability to add a prefix and suffix character (depending on your barcode configuration).

DEVNET recommends the following bar code reader:

- Honeywell/Metrologic VoyagerMS9540

Document Scanning

The DEVNET application can interface with scanners that provide a fully TWAIN compliant driver.

DEVNET recommends Fujitsu scanners for use with its imaging applications. When imaging is used within DEVNET applications, one or more licenses of LeadTools imaging toolkit are required. The LeadTools software can be provided with the installation of DEVNET software applications.



State of Illinois)
)ss.
County of Coles)

RESOLUTION RE: AMEND BUDGET

WHEREAS, the **Planning & Development Committee** and the **County Offices/Rules Committee** recommend entering into a **Contract with Bruce Harris for paperless reappraisal system services** and forwarded a request to the **Finance Committee to amend the Assessment Office's budget** for this expenditure; and

WHEREAS, the **Finance Committee** moved to forward a resolution to the **County Board** to transfer \$35,000 from contingency to **the Assessment Office's budget**.

NOW, THEREFORE BE IT **RESOLVED** by the **County Board of Coles County** to amend the **FY 2015 budget** as follows:

Increase line item 001-7055-015	Appraisals	\$ 35,000
Decrease line item 001-7500-005	Contingency	\$ 35,000

DATED this ____ day of _____, 2015.

ATTEST:

Clerk

State of Illinois)
)ss.
County of Coles)

RESOLUTION TO AMEND LIQUOR CONTROL ORDINANCE

BE IT RESOLVED BY THE COUNTY BOARD OF COLES COUNTY, ILLINOIS that the Liquor Control Ordinance be amended as follows:

Section 4.2 HOURS OF OPERATION.

(A) It shall be unlawful to sell or offer for sale any alcoholic beverage/ liquor of any kind in the unincorporated areas of Coles County between the hours of midnight and ~~10:00am~~ 6:00am of any weekday, between the hours of midnight Saturday and 12:00 noon Sunday, and between the hours of 9:00pm Sunday night and ~~10:00am~~ 6:00am Monday morning, local time.

DATED this ___ day of _____, 2015.

ATTEST:

_____ Clerk

Facility Use Agreement

This Agreement made and entered into this _____ day of _____, by and between Coles County, hereinafter called "Owner," and Lake Land Community College, hereinafter called "Tenant," WITNESSETH:

1. That the said Owner does hereby allow said Tenant to occupy the middle common area and the East side of the building known as the "maintenance bay" on a yearly basis at the Dial A Ride Bus Garage located at 11021E County Road 800N Charleston, IL 61920. Said Owner will provide such space, and access to the common areas of said property and utilities for the common area and 4 buses, upon receipt of \$500 per year maintenance fee from the Tenant, which amount shall be paid monthly without the necessity of billing by Owner and said payments shall be directed to the Coles County Council on Aging on a yearly basis Beginning August 1, 2015.
2. Tenant, for itself, its successors and assigned, hereby covenant with the Owner, for itself, its successors and assigns:
 - a. That it will pay \$500.00 building maintenance fee per year on the portion of the premises occupied;
 - b. That it will not cause the title to said premises to be encumbered by lien or otherwise, but will promptly pay all expenses and indebtedness which it may incur on said premises;
 - c. That it will surrender the premises at the end of the term in the same condition that they are now; losses by fire, windstorm or other casualty and ordinary wear and tear accepted. And it agrees to promptly make proper repairs for any damage it may cause to said premises or which may be caused through its use of said premises;
 - d. That it will keep the premises in a clean and neat condition;
 - e. That is will use the space for the purpose of the "Diesel Mechanic Program" and no other purpose;
 - f. That a supervisor or instructor will be on-hand at all times while the building is occupied by any or all students;
3. Tenant, at its expense, shall carry Liability Insurance for work completed on said premises. Insurance covering loss contents in the building on said premises shall be Tenant's expense and obligation and Owner shall not be liable in any way for loss to contents of said building by fire, windstorm, or any other casualty. Further, Tenant agrees to carry liability insurance to cover all injuries to persons and/or property by reason of all activity conducted on said premises and by reason of the condition of the premises in such amounts as mutually agreed by the parties. Owner shall be named as an additional insured on said Liability Insurance policy. Tenant agrees to defend and save harmless owner from any and all claims or liability of any sort by reason of any activity conducted on premises. LLC will proved Coles County with a Certificate of insurance.

4. Tenant shall not erect any signs or make any alterations and improvements without prior consent of Owner. It is agreed that Tenant may remove any signs, structures or equipment on said premises that Tenant erects and installs at any time prior to the time they may vacate said premises, provided same are not permanently attached to the building located on said premises, and provided Tenant causes no damage by such removal.
5. Owner shall maintain the heating and air conditioning units and the exterior of the building. All other expenses that were caused by the Tenant (ex. Stopped up plumbing) shall be Tenant's expense.
6. Owner shall have the right to enter and inspect said premises during the time of the agreement.
7. The agreement may be terminated by either party upon 30 days written notice.

Chief Operations Officer

Date

County Board Chairman

Date

RESOLUTION TO AWARD

Section 01-04122-00-BR

WHEREAS, a letting was held at the Coles County Courthouse on March 24, 2015 at the hour of 10:30 A.M. for a structure replacement in Humboldt Township, TR-120, and

WHEREAS, said section was advertised in the Charleston Times Courier and the Mattoon Journal Gazette on March 10 & March 17, 2015; and the State's "Notice to Contractors Bulletin" on March 12 & March 19, 2015, and

WHEREAS, bids were received from 3 qualified contractors, and

WHEREAS, Perry County Construction Company, PO Box 396, Herrin IL 62948, submitted the low bid in the amount of \$ 286,640.00, and

WHEREAS, the engineer's estimate for said section was \$276,071.00,

NOW, THEREFORE BE IT RESOLVED, that the County Board of Coles County award a contract for said section to Perry County Construction Company, PO Box 396, Herrin IL 62948.

STATE OF ILLINOIS
COUNTY OF COLES

I, being properly authorized, do hereby certify that the foregoing is a true and correct copy of a Resolution adopted by the County Board of Coles County on this 14th day of April 2015.

Sue Rennels, County Clerk (SEAL)

RESOLUTION RE: SENIOR CITIZENS PROPERTY TAX LEVY APPLICATIONS

FY 14-15

WHEREAS, the Senior Citizens Property Tax Levy Committee of Coles County has reviewed the Applications from area senior citizens organizations for funds available in FY 14-15 from the Senior Citizens Property Tax Levy, and

WHEREAS, the Senior Citizens Property Tax Levy Committee recommends that the tax levy money be allocated as follows:

<u>AGENCY</u>	<u>FY 14-15</u>	<u>FY 13-14</u>	<u>FY 12-13</u>
1) Council on Aging	131,572	129,550	133,125
2) Cumberland Assoc.	10,061	10,000	0
3) Peace Meal	13,000	13,000	16,875
TOTALS:	\$154,633	152,550	150,000

(Any additional tax dollars received above the original allocation estimate will be disbursed to the Coles County Council on Aging; any deficit will automatically be deducted from each funded agency on a pro-rata basis.)

NOW THEREFORE BE IT RESOLVED that the County Board of Coles County approves the above recommendations of the Senior Citizens Property Tax Levy Committee as proposed above.

DATED this _____ day of _____, 2015

Chairman, Coles County Board

Coles County Clerk

**ORDINANCE AUTHORIZING ADMINISTRATIVE TOWING BY THE COLES COUNTY
SHERIFF'S OFFICE**

Whereas, Coles County Sheriff's Department from time to time is required to tow certain vehicles associated with the investigation, arrest, and detention of an offender or the removal, impoundment storage, and/or release of a vehicle;

Whereas, Chapter 625 ILCS Section 5/11-208.7 authorizes a County to charge an administrative fee for said towing and storage activities;

Whereas it is in the best interest of the Coles County Sheriff's Office and the citizens of Coles County to provide for said administrative fee.

Now be it Ordained by the County Board for the County of Coles, State of Illinois as follows:

1. There is hereby established an administrative fee in the amount of \$50.00 said amount to be imposed upon the registered owner of any vehicles caused to be towed pursuant to the following occurrences:
 - (a) Operation or use of a motor vehicle in the commission of, or in the attempt to commit, an offense for which a motor vehicle may be seized and forfeited pursuant to Section 36-1 of the Criminal Code of 2012; or
 - (b) Driving under the influence of alcohol, another drug or drugs, an intoxicating compound or compounds, or any combination thereof, in violation of Section 11-501 of this Code; or
 - (c) Operation or use of a motor vehicle in the commission of, or in the attempt to commit, a felony or in violation of the Cannabis Control Act; or
 - (d) Operation or use of a motor vehicle in the commission of; or in the attempt to commit, an offense in violation of the Illinois Controlled Substances Act; or
 - (e) Operation or use of a motor vehicle in the commission of; or in the attempt to commit, an offense in violation of Section 24-1, 24-1.5, or 24-3.1 of the Criminal Code of 1961 or the Criminal Code of 2012; or
 - (f) Driving while a driver's license, permit, or privilege to operate a motor vehicle is suspended or revoked pursuant to Section 6-303 of this Code; except that vehicles shall not be subjected to seizure or impoundment if the suspension is for an unpaid citation (parking or moving) or due to failure to comply with emission testing; or
 - (g) Operation or use of a motor vehicle while soliciting, possessing, or attempting to solicit or possess cannabis or a controlled substance, as defined by the Cannabis Control Act or the Illinois Controlled Substances Act; or
 - (h) Operation or use of a motor vehicle with an expired driver's license, in violation of Section 6-101 of this code, if the period of expiration is greater than one year; or
 - (i) Operation or use of a motor vehicle without ever having been issued a driver's license or permit, in violation of Section 6-101 of this Code, or operating a motor vehicle without ever having been issued a driver's license or permit due to a person's age; or
 - (j) Operation or use of a motor vehicle by a person against whom a warrant has been issued by a circuit clerk in Illinois for failing to answer charges that the driver violated Section 6-101, 6-303, or 11-501 of this Code; or
 - (k) Operation of a motor vehicle in the commission of; or in the attempt to commit, any other misdemeanor or felony offense in violation of the Criminal Code of 1961 or the Criminal Code of 2012, when so provided by local ordinance; or

- (l) Operation or use of a motor vehicle in the commission of, or in the attempt to commit, any other misdemeanor or felony offense in violation of the Criminal Code of 1961 or the Criminal Code of 2012, when so provided by local ordinance; or
 - (m) Operation or use of a motor vehicle in violation of Section 11-503 of this Code.
2. Said \$50.00 administrative fee shall be imposed upon the registered owner of the motor vehicle or the agents of that owner and shall further be in addition to (i) any other penalties that may be assessed by a Court of law for the underlined violations; and (ii) any towing or storage fee, or both, charged by the towing company.
 3. The towing fee shall be collected and paid to County of Coles and deposited to the general fund of the County of Coles and shall be paid prior to the authorization of the release of said motor vehicle from the towing agency.
 4. That any administrative fees charged pursuant to this ordinance and impounded pursuant to this ordinance shall be subject to the following notice requirements:
 - (1) Whenever a police officer has cause to believe that a motor vehicle is subject to impoundment, the officer shall provide for the towing of the vehicle to a facility authorized by the County.
 - (2) At the time the vehicle is towed, the County shall notify or make a reasonable attempt to notify the owner, lessee, or person identifying himself or herself as the owner or lessee of the vehicle, or any person who is found to be in control of the vehicle at the time of the alleged offense, of the fact of the seizure, and of the vehicle owner's or lessee's right to an **Administrative Hearing**.
 - (3) The County shall also provide notice that the motor vehicle will remain impounded pending the completion of an **Administrative Hearing**, unless the owner or lessee of the vehicle or a lienholder posts with the **County** a bond equal to the **administrative fee** as provided by ordinance and pays for all **towing** and storage charges.
 5. That the vehicle owner or lessee shall be entitled an **Administrative Hearing** provision and shall be consistent with the provision.
 6. That nothing contained in this ordinance shall restrict the ability of the Coles County Sheriff's Office from creating towing procedures and policies that are not inconsistent with this ordinance or State statute.

Dated this _____ day of _____, 2015

Ayes _____

Nays _____

Chairman of the Coles County Board