



**REPORT TO THE
BOARD OF THE TOWN TRUSTEES OF THE TOWN OF THE CITY OF CHAMPAIGN**

FROM: Paul N. Faraci, City of Champaign Township Assessor

DATE: October 2, 2018

SUBJECT: Update Regarding Digitalizing the City of Champaign Township Property Record Cards

A. Introduction: The purpose of this Township Report is to provide an update regarding a future Request for Proposal with the intention of digitalizing the City of Champaign Township property record cards.

B. Prior Board Action:

- The Township Assessor included a report to the Township Board at the June 5, 2018 City of Champaign Township Regular Meeting, during the FY 18/19 Budget presentation.

C. Update:

1. **Township Assessor's Office intention of digitalizing the City of Champaign Township property record cards.** The Township Assessor's office intends to upgrade the current hand drawn system of maintaining the Township's property record cards with an electronic digitalizing system. This would allow the public to access property record cards via the internet.

2. **Upcoming Request for Proposals Process -**

a. **November 5, 2018** - The Township Assessor's Office will send out Request for Proposal.

b. **November 20, 2018** – Deadline for proposals to be submitted.

c. **December 4, 2018 Township Board meeting** - The Township Assessor's office will submit proposal for approval.

d. **Late December** - The Township Assessor's office will sign a contract with selected vendor.

e. **Early January 2019** - The selected vendor will begin the process of scanning the City of Champaign Township property record cards.

f. **April 1, 2019** - Require the vendor to complete the digitalization process.

Prepared by:
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Reviewed by:
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