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: December 4, 2018

SUBJECT: EXPLANATION OF TOWNSHIP RESOLUTION NO. 2018-1202

A. **Introduction:** The purpose of this Township Resolution is to approve an agreement with DEVNET Inc. for scanning and sketching of Champaign Township Property Record Cards at a cost of $64,125.00. DEVNET Inc. will scan and sketch the City of Champaign Township Assessor's Property Record Cards for Residential, Commercial/Industrial and Agricultural properties within the City of Champaign Township.

B. **Action Requested:** The Administration recommends approval of Resolution 2018-1202.

C. **Prior Board Action:**

1. The Assessor's office made a presentation proposing the digitizing of all of the Township's Property Record Cards (PRCs) to the City of Champaign Township Board during the May 1, 2018 Regular City of Champaign Township Meeting.
2. On July 17, 2018 the City of Champaign Township Board approved the 2018/2019 City of Champaign Township budget (Ordinance Number 18-0701) which included a request by the Assessor's office for "one-time funding" to sketch and scan the City of Champaign Township PRCs.

D. **Background:**

1. **Township Assessor's Office Property Record Card Management.** The City of Champaign Township Assessor's office manages data on all properties and their improvements located within the Township. The current process requires manually entering new as well as updated information on the Property Record Card (PRC). The City of Champaign Township Assessor's office maintains approximately 22,641 Property Record Cards. Currently, Property Record Cards are created and maintained through a process of data collection, assignment of Fair Market Value, then determination of Assessed Value. Current property record cards have handwritten data, a sketch of the property that provides square footage and property details, as well as a photo taken of the property. Digitizing will be helpful in that it will increase transparency, make it easier for the public to access the cards and eliminate the concern of cards being lost, damaged or destroyed. Sketching information on to a Property Record Card is a process that is accomplished by recording the structure information on to a Property Record Cards a drawing of a scaled footprint of the structure(s) is hand drawn on the property. The sketching process provides vital structure information that includes the footprint and the number of stories. The information is then used to calculate the total structure square footage and eventual Fair Market Value of a property. Property "type" is categorized as Residential, Commercial/Industrial or Agriculture.

The following delineates the information tracked on a Property Record Card (PRC):

    a. **Residential properties -** the information includes the property address, permanent index number or property index number (PIN), legal description, total square footage of the structure and lot size, number of plumbing fixtures, date built, sales history, assessment history, number of stories (including basement, crawl space or slab details), garage details, porches, decks, patios, stoops, fireplace, and central air-conditioning.

    b. **Commercial / Industrial properties -** the information includes the property address, permanent index number or property index number (PIN), legal description, total square footage of the structure and lot size, date built, sales history, assessment history, number of stories (including basement, crawl space or slab details), central air-conditioning, building use, construction type, parking / paving square footage, building canopies and facades and number of units.

    c. **Agriculture properties -** the information includes the property address, permanent index number or property index number (PIN), legal description, total lot square footage, sales history and assessment history.

2. **Request for Proposals Process.** During the May 1, 2018 Regular City of Champaign Township Meeting, Township Assessor Faraci made a presentation to the Board proposing digitizing (scanning and sketching) of all City of Champaign Township Property Record Cards. During the July 17, 2018 City of Champaign Township meeting the Board approved the 2018/2019 City of Champaign Township budget (Ordinance Number 18-0701) which included a request by the Assessor's office for "one-time funding" to sketch and scan the City of Champaign Township Property Record Cards (PRC's). During the October 2, 2018 Regular City of Champaign Township meeting, Township Assessor Faraci provided an updated timeline of the proposed digitizing. On November 5, 2018 the City of Champaign Township Assessor's office issued a Request for Proposals (RFP) in search of a vendor to scan and sketch the City of Champaign Township Property Record Cards. At the close of the Request for Proposals (RFP) at noon on November 20, 2018, the Assessor's office received one response for the service of scanning and sketching the City of Champaign Township Property Record Cards from DEVNET Inc. The criteria used to compare the proposals included the cost to scan and sketch the City of Champaign Township Residential, Commercial/Industrial and Agricultural Property Record Cards and the vendor's qualifications, experience, and references. The vendors were required to include pickup and return of the City of Champaign Township Property Record Cards in the proposed cost.

3. **Selection of Vendor.** The proposal received from DEVNET Inc. will provide sketching and scanning services to the City of Champaign Township Assessor's office at a cost of $64,125.00. Based on information provided by vendors in early 2018 it was determined that the average cost for sketching and scanning a Property Record Card can range from $2.85 per card to $3.90 per card therefore, the quote provided by DEVNET Inc. for a cost of $2.85 per card for sketching and scanning is on the low end of the range based on the Assessor's research (pickup and return was included in the quote). Staff is confident that DEVNET Inc. will provide quality services based on DEVNET Inc.'s qualifications, experience, and past work history.

4. **Next Steps:** Scanning and Sketching will begin on January 10, 2019 and will be completed by April 1, 2019. DEVNET Inc.'s proposal included retrieving the Property Record Cards from the City of Champaign Township Assessor's office in three trips and processed off site. One third of the files, approximately 7,500 cards, will be picked up from the office each time. DEVNET Inc. will pick up one third of the Property Record Cards on January 10, 2019, scan and sketch them and return them on February 10, 2019. The second third of the cards will be picked up on February 10, 2019 and returned on March 10, 2019. The final third of the cards will be picked up on March 10, 2019 and returned to the Township office by April 1, 2019.

E.   Alternatives:

1. Approve the Resolution authorizing the Township Assessor to enter into an agreement with DEVNET Inc. at an amount of $64,25.00, for scanning and sketching of Property Records Cards for the Township Assessor's Office.

2. Do not approve the Resolution and provide additional direction to staff.

F.   Discussion of Alternatives:

Alternative 1: Approve the Resolution authorizing the Township Assessor to enter into an agreement with DEVNET Inc. for a total amount of $64,125.00

a. **Advantages**
The advantage is that the Township Assessor's office would be in a position to store the City of Township Property Record Cards electronically, safe from accidental damage, while allowing the public to have increased access to the Property Record Cards electronically, saving the Township Assessor's office time and money. A considerable amount of staff time is spent responding to requests from the public to provide them with copies of Township Property Record Cards. Township Assessor staff currently locates and retrieves the desired card from the file cabinet, and either copies the card for someone who has come into the Township office or scans the card and then emails it to the person requesting the card. The new system will allow the public to access the Property Record Cards online without assistance from Township staff.

b. **Disadvantages**
The costs encumbered to provide the scanning and sketching of property record cards.

Alternative 2: Do not approve the Resolution as submitted and provide further direction to staff.

a. **Advantages**
The Township will not incur the costs associated with scanning and sketching the property record cards.

b. **Disadvantages**
The Township Assessor's office would continue to store the one and only copy of each Property Record Card in a file cabinet. The current process of storing property record cards is not only

inconvenient to the public but also provides for a greater potential of a card being damaged, lost or destroyed.

G.   **Community Input:** Community input was accepted during the budget proposal as well as the October 2017 Town Board update. The public will have the opportunity to provide further input at the December 4, 2018 Board meeting.

H.   **Budget Impact and Staffing Impact:** A one-time allocation was made in the FY 18/19 budget for the purposes of scanning and sketching of all property record cards in the City of Champaign Township. At this point, the process has taken 10 hours of staff time and it is expected to take an additional 10 hours of staff time to facilitate the RFP as well as the proposed scanning and sketching process.

Prepared by: Reviewed by:
Paul N. Faraci   Andrew J. Quarnstrom
City of Champaign Township Assessor   Township Supervisor