

MINUTES

POLICY BOARD MEETING

March 15, 1995, 10:00 a.m.
City/County Building, Room 549

MEMBERS PRESENT: Mr. Larry Fleming, KUB General Manager; Mayor Victor Ashe, City of Knoxville; Mr. Thomas Schumpert, Knox County Executive

STAFF PRESENT: Ms. Kathy Ayres, Metropolitan Planning Commission; Mr. John Lutz, Geographic Information System; Mr. Dick Moran, Automated Systems Division; Mr. Sam Parnell, City Engineering; Mr. David Reece, KUB Information Services; Mr. Richard Roller, City Information Systems

OTHERS PRESENT: Mr. Steve DeMik, County Finance; Ms. Kathy Hamilton, County Finance; Mr. Drew Lancaster, KUB Information Services; Mr. Mike Smith, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES

Policy Board Meeting called to order by Chairman Ashe. Motion to accept minutes from meeting of November 28, 1994, as written made by Mr. Schumpert, second by Mr. Fleming. Approved

MIGRATION

Mr. Lutz presented a summary of the migration status to date. Members were reminded that the RFP issued in December was modeled after the suggestions of the PlanGraphics report. Presently staff is evaluating the responses received and noting questionable areas.

A meeting was held with the Technical Committee and financial representatives of the three governing bodies to incorporate projected costs into budgets. The numbers provided by Intergraph were not usable so costs were based on the numbers provided by PlanGraphics in the original report. The recommendation of the financial representatives and the Technical Committee to the Policy Board is to base next year's operating expense on the current years cost distribution formula. This would need to be in the form of a motion. It is also recommended that negotiations with Intergraph continue. Final recommendations resulting from the negotiations with Intergraph will then be presented to the Policy Board Members for approval.

Motion made by Mr. Fleming to adopt the recommendations of the Technical Committee. Second by Mr. Schumpert.

PRELIMINARY FY 95-96 BUDGET

Mr. Lutz presented a preliminary budget for 95-96 and a comparison to last year's budget. A substantial reduction in the bottom line is due to the elimination of the principal and interest on the bond issue which will be paid off this year. The actual operating costs are estimated to increase slightly due to increase in salary and benefits and maintenance costs. This is because some of the new equipment will be in use at the same time as the old causing an increase in the maintenance costs for a short period of time.

Mr. Fleming asked about the aerial photography cycle. Mr. Lutz stated we were trying to keep a four year update cycle, but not every sheet in the County is updated. Only those areas of most activity are updated. Mr. Fleming was concerned whether a four year cycle was adequate. Mr. Lutz replied that from a user standpoint it has been adequate.

Mr. Fleming stated he would like to see what we're going to expend, not what we're going to budget. Ms. Hamilton stated this is the format the GIS has used in the past. The operating subtotal is what is costed back out on a cost allocation basis and the maintenance is charged back as per piece of equipment. The equipment upgrade reserve and aerial photography is revenue to the GIS. What has been done in the past is a budget is presented that lists what will be spent out of the equipment upgrade and reserve fund. A schedule has been included in the report provided today that helps explain this further.

Ms. Hamilton stated a change may be made to include the depreciation figure in the cost allocation but list it as not charged to the other departments.

Mayor Ashe asked if the salaries reflected the status quo. Mr. Lutz stated they did.

AMENDMENTS TO TRI-PARTY AGREEMENT

Mr. Lutz presented a request from Mr. Fleming that was a resolution, but not an amendment. This will be addressed as new business.

The auditor's noted in the year end adjustments to operating reimbursements that the tri-party agreement called for "deficits or surpluses to be paid by July 31st following the close of each fiscal year." Since the year is not usually closed by the end of July, an amendment has been recommended to change the text of the tri-party agreement to read:

"Deficits or surpluses from the close of the fiscal year shall be paid by the second quarter of the following fiscal year."

Motion made by Mr. Schumpert to amend the tri-party agreement to read as above. Second by Mr. Fleming. Unanimous

AERIAL PHOTO UPDATE STATUS

Mr. Lutz stated that Analytical Surveys, Inc. was contracted last year to perform aerial photography and updates to selected map sheets for the next four years. ASI has had problems in delivering acceptable updates to KGIS. Numerous problems, most related to unique aspects of our existing data have caused this new vendor problems in adapting their production process to accommodate our data. Because of these delays ASI has agreed to have the same area re-flown this spring in addition to the area which we would have flown this year and do all map updating from the 1995 photography. The re-flight of the area flown in 1994 will be at no charge to KGIS. The result of the re-processing of our data by ASI will be an increase in the utility of the data for performing applications beyond those which we are performing today. One reason this vendor was selected was because they also do digital orthophotos, which is where we hope to go when the present computer system is upgraded.

NEW BUSINESS

Mr. Fleming presented a copy of a resolution prepared by the KUB Lawyers which would allow him to send a proxy to Policy Board meetings as the Mayor and County Executive do. A motion was made by Mr. Schumpert the resolution be accepted. Second by Mayor Ashe.

Mayor Ashe reminded the Policy Board it was time to change the chairmanship. Mr. Fleming nominated Mr. Schumpert for the chairmanship. Second by Mayor Ashe.

ADJOURNMENT

Motion to adjourn made by Mr. Schumpert. Second by Mr. Fleming. Meeting adjourned

NEXT MEETING

Monday, May 15, 1995, 8:30 a.m., City/County Building, room 549

MINUTES

POLICY BOARD MEETING

May 15, 1995, 8:30 a.m.
City/County Building, Room 549

MEMBERS PRESENT: Mr. Larry Fleming, KUB General Manager; Mr. Bill Kervin, Highway Department, representing Mr. Thomas Schumpert; Mr. Sam Parnell, City Engineering, representing Mayor Victor Ashe

STAFF PRESENT: Mr. John Lutz, Geographic Information System; Mr. David Reece, KUB Information Services

OTHERS PRESENT: Ms. Gretchen Beal, Metropolitan Planning Commission; Mr. Steve De Mik, County Finance; Ms. Kathy Hamilton, County Finance; Mr. Mike Smith, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES

Policy Board Meeting called to order by Mr. Kervin. Motion to accept minutes from meeting of March 15, 1995, as written made by Mr. Fleming, second by Mr. Parnell. Approved

MIGRATION

Mr. Lutz presented a summary of the migration status to date. Copies were provided in the agenda packet of a letter sent in March 1995, to Al Cate of Intergraph outlining the three issues needing clarification in the proposal received from Intergraph. These issues were: landbase support for VAX FRAMME users during and after landbase migration but prior to utility migration; FRAMME NT and MGDM/FRAMME NT and MGE real time interoperability; and inexpensive application seats to be used for performing landbase and utility geodatabase type locates, data queries, spatial queries, map plots and reports. A response was received from the Executive Vice President of Intergraph, Mr. Lawrence Ayers, satisfactorily resolving two of these issues and additional technical details regarding the third issue should resolve it. A representative from Intergraph will be coming on site to meet with KUB engineers to get a detailed design of the interface that will be attached to the contract that will be signed with the vendor.

Mr. Fleming asked what dollar amount in general Intergraph would be receiving for everything. Mr. Lutz stated it would be approximately \$750,000.00 to \$800,000.00 for the four year completion of the GIS portion, which excludes KUB, the City and the County.

Intergraph has submitted a revised Scope of Work for a workflow analysis and MGE database design and the details are currently being negotiated. Three areas that will require consulting are: show how what we do today will fit the new software; redesign the database; convert all data - graphical and non-graphical, which will probably be done by a vendor other than Intergraph. Analytical Surveys out of Colorado has indicated they could translate to MGE for

nothing if we upgrade our data as they are proposing. The basic work will be done at this time and they could go ahead and write the code at that time.

A contract between KGIS and Intergraph with specifications is being drawn up with a target date to present a rough draft to the Policy Board members by the end of May. All letters and promises from the vendor will be included as a part of the contract for clarification and reference.

COURTHOUSE RETRIEVAL SERVICES PROPOSAL

Mr. Lutz stated he and David Reece had been contacted by Courthouse Retrieval Services to use the GIS digital files to produce property map books for duplication and sale to the general public. CRS would produce their own maps from the digital files and duplicate them to place in the map books. There is also the possibility of having this information on CD-ROM in the future. CSR proposes paying a royalty of \$50.00 per map book sold and would provide a number of books for our use. Mr. Parkey Strader was contacted about any objections he might have and he stated that whatever the County Executive decided was fine with him. The Technical Committee felt that a lump sum as an annual fee would be easier to administer. The Policy Board needs to decide if this type of contract needs to be negotiated. Mr. Fleming felt it should be pursued but the Technical Committee needed to do a cost comparison. After discussion of costs and length of contract, the members agreed to pursue this and have a written proposal ready for the Policy Board members on or before the July 12 Policy Board Meeting.

BUDGET FORMAT

Mr. Lutz provided copies of the revised format for the KGIS budget for informational purposes and comments. Adoption of the KGIS budget will be deferred until the July 12 meeting to allow the three Policy Board agencies to finalize and approve their budgets for the coming fiscal year.

Ms. Hamilton presented a short explanation of the quarterly report provided at the meeting. A preliminary draft of the final budget will be provided for the July 12 meeting but will still have some areas where all payables are not yet recorded.

ADJOURNMENT

Motion to adjourn made by Mr. Fleming. Second by Mr. Kervin. Meeting adjourned

NEXT MEETING

Wednesday, July 12, 1995, 8:30 a.m., City/County Building, room 549

MINUTES

POLICY BOARD MEETING

July 12, 1995, 8:30 a.m.
City/County Building, Room 549

MEMBERS PRESENT: Mr. Larry Fleming, KUB General Manager; Mr. Thomas Schumpert, County Executive; Mayor Victor Ashe, City of Knoxville

STAFF PRESENT: Mr. John Lutz, Geographic Information System; Mr. David Reece, KUB Information Services; Mr. Richard Moran, Automated Systems Division; Mr. Sam Parnell, City Engineering

OTHERS PRESENT: Ms. Gretchen Beal, Metropolitan Planning Commission; Mr. Kevin Wilson, County Finance; Ms. Patricia Crass, City Law Department; Mr. Mike Smith, City Information Systems; Mr. Drew Lancaster, KUB Information Services

CALL TO ORDER/APPROVAL OF MINUTES

Policy Board Meeting called to order by Mr. Schumpert. Motion to accept minutes from meeting of May 15, 1995, as written made by Mr. Fleming, second by Mr. Schumpert. Approved

COURTHOUSE RETRIEVAL SERVICES PROPOSAL

As discussed at the last Policy Board Meeting, the Courthouse Retrieval Services has contacted the GIS regarding digital copies of the Knox County property maps. They would like to produce map books for the Property Assessor's office to be sold at a set cost. The contract has been approved by the Knox County Law Department as to form, however the Technical Committee is concerned that providing these maps might set a precedent that property maps be sold for \$500. These same files were recently sold to the West Knox group at a considerably higher cost. The Law Department is researching the law and no action will be taken at this time.

MIGRATION

In November 1994, an RFP was sent to Intergraph based on the PlanGraphics recommendation. A response was received in January 1995, which did not adequately address the needs as expressed in the request for the proposal. Intergraph personnel met with the KGIS Technical Committee members on February 1, 1995, and were asked to resubmit a proposal addressing the needs expressed in the proposal. The response was received on February 15, 1995. Some clarification to the "Workflow Analysis" and "Database Design" phases of the services contained in the proposal was asked for resulting in a cost increase of \$20,000, bringing the total cost for Phase I services to \$119,000. The revised cost was high. On May 9, 1995, KGIS staff met with the Intergraph Systems Engineering Division in Huntsville for further clarification of the proposal for consulting services. The draft of the

revised scope resulting from this meeting was received June 19, 1995, and the cost had increased to \$140,000, plus \$79,000 for the Pilot Phase.

After working with the Systems Engineering Division and failing to get a reasonable, detailed response, and seeing the costs increase from \$99,000 to \$219,000, the Technical Committee cannot recommend the approval of the proposed services for Phase I.

The KGIS staff has discussed alternatives to contracting with Intergraph. They (vendors other than Intergraph) can accomplish the services requested from Intergraph, but it would take a little longer because of the procurement process. It is proposed that KGIS staff purchase the hardware, software and training associated with Phase I and perform the services requested of Intergraph with KGIS staff. A contract with Intergraph is currently being drafted which will include: a commitment to purchase Phase I hardware, software and training; lock in a discount for the purchase of hardware and software for the duration of the migration; KGIS will have the option to purchase services from Intergraph to develop an interface between MGE/MGDM and FRAMME for \$59,914. The contract should be ready by the end of August, 1995. Outside consulting services may be used for some of the later aspects of the migration, obtainable through competitive procurement with several vendors. The project schedule will be moved back approximately eight months due to the loss of time spent in negotiations with Intergraph. The Phase I Pilot can be done in-house at a cost of approximately \$165,000, for purchase of hardware, software and training. When the contract is finalized there will be a specific dollar amount. KGIS will re-examine the project schedule and present a revised schedule to the Policy Board at the September meeting.

Mr. Lutz requested to pass the contract out to the Policy Board members without calling a meeting to get final approval.

Mr. Fleming asked how much manpower the Pilot would require. Mr. Lutz stated that he had a staff of six. Two of the KGIS staff would need to spend 80% of their time to do the project if they cut out some of the extra projects they have been doing, such as maps. Mr. Fleming stated his concern that projects performed in-house tended to go over-budget and over-time.

Mr. Fleming made a motion that the Pilot Project be performed in-house. Second by Mr. Schumpert. Mr. Fleming and Mr. Schumpert voted for the motion, Mayor Ashe voted against. Motion carried.

BUDGET

Mr. Lutz handed out a corrected copy of the budget breakdown containing salaries and fringe benefits with the COLA amounts. Contracted services was reduced a small amount for the difference in the salaries. The total budget of \$785,259 was the same as proposed at the May meeting.

FY95-FY96 Projection sheet has calculation error that will be corrected and a revised copy sent to the Policy Board members and finance departments.

Mr. Fleming made a motion to approve the operating budget of \$750,268 (less depreciation) and capital outlay of \$230,000, subject to the corrections as listed above. Second by Mr. Schumpert. Approved

Mr. Lutz reminded the members that the revenues that will be taken in this year are not included in the budget. The only corrections to be done will be done to the allocations not to the budget.

NEXT MEETING

Wednesday, September 13, 1995, 8:30 a.m., City/County Building, room 549

ADJOURNMENT

Motion to adjourn made by Mayor Ashe. Second by Mr. Schumpert. Meeting adjourned

MINUTES

KGIS POLICY BOARD MEETING

Tuesday, September 19, 1995

City/County Building Room 549 8:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Larry Fleming, KUB General Manager; Ms. Kathy Hamilton, Knox County Finance Director representing Mr. Schumpert

OTHERS PRESENT: Mr. John Lutz, GIS Director; Mr. Sam Parnell, City Engineering; Mr. David Reece, KUB Information Services; Mr. Mike Smith, City Information Services; Mr. Jim York, City Finance

CALL TO ORDER/APPROVAL OF MINUTES

Meeting called to order by Ms. Hamilton as acting chairman in the absence of Mr. Schumpert. Motion to approve minutes made by Mr. Fleming and second by Mayor Ashe. Approved

MIGRATION PLAN

Mr. Lutz presented the revised plan for the migration approved by the Technical Committee at the meeting held September 6, 1995. The revised plan pushes back the completion time one year due to the delays from Intergraph. The Technical Committee felt PlanGraphics was over optimistic in their schedule presented in the original plan. The new timeline will allow KUB to be more in sync with the landbase migration and should be simpler and cheaper in the long run. Mr. Lutz requested approval of the Policy Board to go ahead with the revised plan. Ms. Hamilton stated that the new plan also coincides better with what the City and County had in their budget through phase 2 for this year. Mr. Fleming made a motion the plan be accepted as revised. Second by Mayor Ashe. Approved

CONTRACT WITH INTERGRAPH

Copies of the pending contract with Intergraph was provided by Mr. Lutz for the Policy Board Members prior to the meeting. Mr. Lutz stated the contract locks in a discount for the next three years for hardware and software purchases for all KGIS participants, provides for the initial purchases of pilot hardware and software which will carry over into phase 2, and includes two Scopes of Service for optional services to be provided only if needed within one year of signing the contract. Mr. Fleming asked if by signing the contract would Mr. Lutz have the authority to execute this option. Mr. Lutz said the Policy Board would make that decision, but it was hoped that these options would never be needed. Approval of the contract allows Mr. Lutz to go ahead with hardware and software purchases as listed in the contract for phase

1. Mr. Fleming made a motion to approve the contract as presented. Second by Mayor Ashe. Approved

RFP FOR MIGRATION SERVICES

Mr. Lutz stated the need for a migration services vendor since we would not be using Intergraph. An RFP for Migration Services was put together and approved by the Technical Committee. It was sent on Thursday, September 7, 1995, to six vendors who have Intergraph experience and a reputation for being able to provide the services we are asking for. There is a pre-proposal meeting on Wednesday, September 20, 1995 in room 351. We do not have an exact cost since the RFP is still out but we estimate it will cost approximately \$250,000. Included in the RFP are the services we are asking Intergraph to provide in the contract. PlanGraphics indicated \$130,000 for phase 1 and 2 consulting and Intergraph scopes of services are about \$120,000. We hope to get some better pricing from the RFP's. Mr. Lutz stated negotiations will be in October and actual work should begin November 1. The contract will be presented for approval prior to the November Policy Board Meeting. Mr. Fleming stated this does not require any action from the Policy Board.

MIGRATION EXPENDITURE ALLOCATION

Mr. Lutz combined all the migration related expenditures in a single package for phase 1 and 2, so they can all be viewed together. This is proposed as the capital budget for this fiscal year for the migration and covers more than half of the migration. Total cost will be approximately \$754,000 for the items listed on the handout provided prior to the meeting. This is the best estimate at this time for what it will cost to migrate. This money is from the reserve fund and will leave a balance of approximately \$313,000, plus interest accrued for this past year. Mr. Fleming requested a running total of expenditures to show project progress as funds are spent. Ms. Hamilton stated the need for a motion to allow the KGIS to spend an amount not to exceed \$754,000. Mr. Fleming made the motion, seconded by Mayor Ashe. Approved

NEXT MEETING

Mayor Ashe requested the next meeting be changed to Tuesday, November 7, 1995, 8:30 a.m. due to a scheduling conflict.

ADJOURNMENT

Meeting adjourned by Ms. Hamilton.

**MINUTES
KGIS POLICY BOARD MEETING**

Tuesday, November 7, 1995
City/County Building Room 584 8:30 a.m.

MEMBERS PRESENT: Mr. Larry Fleming, KUB General Manager; Mr. Thomas Schumpert, County Executive; Mr. Sam Parnell, representing Mayor Ashe for the City of Knoxville

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Steve deMik, County Finance; Mr. Jon Gustin, DP GIS; Mr. John Lutz, KGIS; Mr. Mike Smith, CIS; Mr. Kevin Wilson, County Finance

CALL TO ORDER/APPROVAL OF MINUTES

Meeting called to order by Mr. Schumpert. Motion to approve minutes made by Mr. Fleming, second by Mr. Parnell. Approved

MIGRATION SERVICES CONTRACT

Mr. Lutz presented a summary of the migration services RFP responses. Three firms responded out of six who received proposals. Of the three responding firms, one was selected by the Technical Committee to perform the migration services listed in the RFP. Michael Baker, Jr., Inc. out of Beaver, Pennsylvania, was selected as having the best proposal technically and was the most cost effective of the three at \$199,290. Baker included travel costs in their proposal and stated they could complete two optional tasks previously requested of Intergraph as part of their total contract price. Baker also offered some alternatives that were more cost effective and efficient than the RFP suggested. All changes to the contract suggested by the city and county law departments have been made and accepted by Baker and a final copy of the contract is ready to be signed by the Policy Board Chairman. Mr. Fleming made a motion to approve the selection of Michael Baker, Jr., Inc. and allow the Chairman to sign the contract. Second by Mr. Parnell. Approved

EXPENDITURE REPORT

Mr. Lutz provided a copy of an unofficial expense summary for the migration project through October 20, 1995. The report from the finance department only includes expenses through September 30, 1995. Mr. Lutz and Mr. DeMik expressed a desire for comments on the format of the financial reports and summary sheets as related to their usefulness. Mr. DeMik also stated the audit report would be finalized and distributed next month prior to mailing to the state.

NEXT MEETING

Mr. Schumpert reminded the members the next meeting would be January 8, 1996, and that Mr. Fleming would resume the chairmanship at that time.

ADJOURNMENT

Meeting adjourned by Mr. Schumpert.

OTHERS PRESENT: Mr. Gordon, Mr. MRC, Mr. Steve, Mr. County Finance, Mr. Jon, Mr. DE, Mr. John, Mr. EOB, Mr. Mike, Mr. Scott, Mr. Lisa, Wilson, County Finance

CALL TO ORDER/APPROVAL OF MINUTES

Meeting called to order by Mr. Schumpert. Motion to approve minutes made by Mr. Fleming second by Mr. Farrell. Approved.

MIGRATION SERVICES CONTRACT

Mr. Lutz presented a summary of the migration services RFP responses. There were responded out of six who received proposals. Of the three responding firms one was selected by the Technical Committee to perform the migration services listed in the RFP. Michael Baker, Inc. out of Denver, Pennsylvania, was selected as having the best proposal technically and was the most cost effective at the time of \$1,992,100. Baker included travel costs in their proposal and stated they could complete two optional tasks previously requested in paragraph 4 of their cost estimate book. Baker also offered some suggestions that were more effective and efficient than the RFP suggested. All changes to the contract regarding by the city and county law departments have been made and accepted by Baker and a final copy of the contract is ready to be signed by the Policy Board Chairman. Mr. Fleming made a motion to approve the selection of Michael Baker, Inc. and allow the Chairman to sign the contract. Second by Mr. Farrell. Approved.

EXPENDITURE REPORT

Mr. Lutz provided a copy of an audited expense summary for the migration project through October 31, 1995. The report from the finance department only includes expenses through September 30, 1995. Mr. Lutz as Mr. DeWitt requested a chair for comments on the balance of the financial report and necessary items as related to their statement. Mr. DeWitt also stated the audit report would be finished and forwarded next month prior to mailing to the city.

MINUTES

KGIS POLICY BOARD MEETING

Monday, January 8, 1996

City/County Building Rm 549 8:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Larry A. Fleming, General Manager, KUB; Mr. Thomas Schumpert, County Executive, Knox County

OTHERS PRESENT: Mr. Steve deMik, Knox County Finance; Mr. John Lutz, KGIS; Mr. Dick Moran, Data Processing; Mr. Sam Parnell, City Engineering; Mr. David Reece, KUB Information Services

CALL TO ORDER/APPROVAL OF MINUTES

Mr. Schumpert made a motion to approve the minutes from the last meeting and elect Mr. Fleming as the new chairman. Approved

MIGRATION

Mr. Lutz reported that Michael Baker, Jr., Inc., is on line and working. Progress to date has been good. Initial hardware and software has been purchased from Intergraph and is functioning properly. Training is on course. Some of the software does not function as was expected and modifications have been made. No problems are seen at this point.

Mr. Fleming asked for an estimated completion date. Mr. Lutz stated we are on schedule for completion at the end of July 1996.

PRODUCT LICENSING TARIFF REVISIONS

Mr. Lutz noted that a provision has been added which allows us to license the use of our digital data for the production of value-added products. The law departments have been working on this since last spring to come up with provisions that protect us but allow us to license this data so others can produce products useful to the citizens of Knox County.

KGIS has been approached by Courthouse Retrieval Systems. The provisions are listed on the tariff sheet. A fee schedule has been set up based on the number of files purchased, themes, and so on. Minimum charge is due up front. In addition, buyer would pay ten percent gross revenues for sale of product credited to the royalty payments. License period is for up to ten years. Updates on a periodic basis for the

cost of processing, based upon a formula for the update fee. Ten percent royalty fee remains in effect throughout the length of the contract.

Mayor Ashe: Change the words "value-added" to lay terms. Have agencies similar to ours been questioned regarding this type of transaction? Some concern over someone taking our product and putting on a surcharge was expressed.

Mr. Reece: The buyer is adding several things together and recycling that data to produce a product that could not be purchased off the street.

Mr. Lutz: CRS is making paper copies of the property maps in a package that is not presently available to consumers.

Mayor Ashe: What do other GIS agencies in other counties do in regard to this?

Mr. Reece: We have not found any GIS agencies that actually license their product to be produced in another form for a royalty fee.

Mayor Ashe: Has an effort been made to find any?

Mr. Lutz: I have contacted URISA, Davidson County, and several other counties who are interested in changing their policies to be like ours. A state statute specifically allows Davidson and Knox Counties to do this. One of the two companies interested in obtaining our data has approached the state legislature about getting the statute changed.

Mayor Ashe: I am not aware of that statute. Is the law department aware of it?

Mr. Lutz will provide the Mayor with a copy after the meeting. The law departments from the three agencies are aware of the statute.

Mayor Ashe: Is KGIS on the cutting edge or does someone else have this set up?

Mr. Lutz: No one in this country has it. KGIS has been in GIS longer than most places. Louisville, Jefferson County, KY has GIS and they sell products. They produce a property map book for \$1,000.00 and have not sold very many copies. It is not profitable for us to do it.

Mayor Ashe: What method of enforcement would there be if there was a dispute as to what the revenues were. What about tax returns?

Mr. Lutz: The contract requires their books be open for our auditors. The contract says "records". The Technical Committee has met to discuss this issue. Jim York, Beth Bowman and Kathy Hamilton all agreed it was not unusual to do it this way.

Mayor Ashe: Does this include income tax records. What tools would a lawyer need if there was a dispute? Does the contract give our folks specific latitude to get to the bottom of a dispute?

Mr. Lutz referred to provision 3.2 in the contract which states:

"...The User's books, records and accounts will be open for inspection during normal business hours by KGIS or its agents to verify total sales."

Mayor Ashe: Is that legal in that language?

Mr. Lutz: The law departments have reviewed the contract.

Mayor Ashe: What is the maximum interest rate allowed by law?

Mr. Lutz: I do not think we have one.

Mayor Ashe: I support what you are wanting to do but ten years seems to be too long.

Mr. Lutz: The thought behind ten years was that it was a business decision and if someone was going to invest in designing a product, this indicates that we are willing to do this type of licensing as long as they care to do business like that. The use of the data is specified in the contract. Any other use requires a new license. There is a market for this product.

Mr. Fleming: Is their payment to us for royalty based on the honor system? Do we have to do an audit to get paid?

Mr. Lutz: Once the initial payment is made further payments would be on the honor system. Payments are scheduled four times a year in tariff conditions. If we suspect they are not complying we can inspect their records. We would have to hire someone to do that.

Mayor Ashe: Who would pay for it? Would we end up paying more for the audit than we collected?

Mr. Lutz: GIS would pay for it. If you suspected they were selling more than they were reporting to you it would be worth the cost of the audit.

Mr. Fleming: What is the significance of a ten year contract? Do they quit paying at the end of ten years? How do we terminate this contract?

Mr. Lutz: The way the fees are set up, once you pay the initial fee, as long as you continue to make royalty payments and keep your license up, \$610.00 is the fee. If you let your license lapse, then you have to start a new license to get updates.

Mr. Fleming: How was it decided to go with three or ten years?

Mr. Reece: Someone starting a business would need time to advertise the product. A short term would not allow a new business time to get up and running to make any money.

Mayor Ashe: Since this company is already in business five years would be better.

Mr. Fleming: I like three years better.

Mayor Ashe: I would be more comfortable with three years with the same fee.

Mr. Fleming: Would they back out if it were changed to three years? It makes sense to have different terms for different products.

Mayor Ashe: What are the penalties if they lie to us?

Mr. Fleming: If we find they underestimated revenue, we can put in a clause that they have to pay for the audit and costs associated with it.

Mayor Ashe: I still do not see how we would be able to tell if they did not report revenues to us.

Mr. Lutz: The initial fee is more than we would get if we did nothing. My intent is to present a summary of the policy which is part of the contract. CRS is anxious to finalize the contract. If there are more businesses interested in our product this would be the blanket so they do not all have to be treated individually. In the beginning all contracts will be brought to the Policy Board but if it becomes routine, they will not.

Mr. Fleming: Recognizing the issues unanswered we need to defer or have a conditional motion.

Mayor Ashe: We need to meet in two weeks to get some answers so we do not put CRS off until March.

Mr. Schumpert: This is in regard to who pays the costs for the audit and going in to inspect the books. Make the language specific as to who bears the cost if the books are inaccurate.

Mr. Parnell: How do we terminate the contract?

Mr. Lutz: The contract has a breach of contract remedy.

Mayor Ashe: I am not prepared to vote today but will be in a few weeks.

Mr. Schumpert: I move we defer the CRS contract and have a meeting in one to two weeks.

Second by Mr. Fleming. Approved

FINANCIAL REPORT

Mr. Lutz reported one item in the audit findings for GIS was brought to our attention. The system does not have general liability insurance for the Policy Board members. The auditors said they need a written response on this matter. This will be brought to the three agencies for their recommendations.

Mr. Fleming asked Mr. deMik if the net income of \$45,000.00 was typical. Mr. deMik said this is from license agreements which have not been done in the past. This is also due to the very low depreciation costs.

ADJOURNMENT

Mr. Schumpert made a motion the meeting be adjourned. Seconded by Mayor Ashe. Meeting adjourned by Mr. Fleming.

NEXT MEETING: One to two weeks TBA.

**MINUTES
KGIS POLICY BOARD MEETING**

**Monday, March 18, 1996
City/County Building Room 549 8:30 a.m.**

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Thomas Schumpert, Knox County Executive; Mr. Bill Elmore, KUB Bureau of Water, representing Mr. Larry Fleming

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Steve deMik, Knox County Finance; Ms. Patricia Krass, City Law Department; Mr. Drew Lancaster, KUB Information Services; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, KUB; Mr. Mike Smith, City Information Systems; Mr. Kevin Wilson, Knox County Finance

CALL TO ORDER/APPROVAL OF MINUTES

Mr. Schumpert acted as chairman in the absence of Mr. Fleming and called the meeting to order. Minutes from January 8, 1996, and January 17, 1996 were brought before the members for approval. Motion by Mayor Ashe to accept the minutes. Second by Mr. Elmore. Approved

PRELIMINARY BUDGET FOR FY 96-97

Mr. Lutz provided a summary of the proposed GIS budget for 96-97, which is used by the three agencies in preparing their budgets each year. Final approval will be made after the three governing agencies have finalized their budgets. An increase of 4.6% was pointed out due primarily to a 22.2% increase in maintenance costs resulting from an overlap in equipment maintenance during migration.

TRI-PARTY AGREEMENT MODIFICATION

The three finance representatives met with Mr. Lutz to discuss setting a standard contribution amount to the equipment reserve fund. A recommendation of \$164,200 per agency per year was decided upon based upon a five year average of contributed amounts. The contributions would be suspended while a cap of \$1.37 million was maintained.

Mr. Schumpert recommended a motion be made to amend the Tri-Pary Agreement to read as follows:

Change 9.E. Operating Costs from:

“E. Sinking Fund for Basic Equipment Replacement
(12% per year of the initial cost of basic hardware in service)”

To: “E. Sinking Fund for Basic Equipment Replacement
(\$164,200 per year if the Equipment Reserve fund balance is less
than \$1.37 million)”

**MINUTES
KGIS POLICY BOARD MEETING**

Mayor Ashe made a motion to amend the Agreement as stated. Second by Mr. Elmore. Approved

MIGRATION PROGRESS REPORT

Copies of a summary of progress to date were provided to the members prior to the Policy Board Meeting. Baker has produced a working product and is developing some software to correct some problems encountered with the Intergraph software. There may be a slight delay in some areas but the completion date should be on schedule.

EXPENDITURE REPORT

Mr. Lutz reported GIS budgeted to operate at a loss for FY 95-96 by spending \$754,000 for the migration project out of reserve funds. This only means GIS will have less reserve funds at the end of the year than they did at the beginning.

NEW BUSINESS

Mr. Schumpert asked if the Policy Board would be approving the contract from Bentley Systems for the MicroStation maintenance. Mayor Ashe expressed a desire to go over it before signing. Mr. Schumpert suggested a short called meeting once the contract was finalized.

NEXT MEETING

Monday, May 13, 1996, 8:30 a.m., City County Building, room 549

ADJOURNMENT

Mayor Ashe made a motion to adjourn. Meeting adjourned by Mr. Schumpert.

MINUTES
KGIS POLICY BOARD MEETING

Thursday, April 11, 1996
City/County Building Room 584 1:30 p.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Thomas Schumpert, Knox County Executive; Mr. Bill Elmore representing Mr. Fleming, KUB Bureau of Water

OTHERS PRESENT: Mr. Chris Granjou, Engineering and Public Works; Ms. Patricia Krass, City Law Department; Mr. Drew Lancaster, KUB Information Systems; Mr. John Lutz, KGIS; Mr. Dick Moran, Data Processing; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, KUB Gas; Ms. Nancy Tompkins, City Information Systems

CALL TO ORDER: Mr. Schumpert called the meeting to order as the acting chairman.

CONSIDERATION OF MICROSTATION CONTRACT WITH BENTLEY: Mr. Schumpert stated the law departments have completed all reviews of the Bentley contract and improvements have been implemented. Copies were provided to Policy Board members prior to the meeting. Mr. Schumpert called for questions before final approval.

Mayor Ashe asked Ms. Krass if there were any items in the contract the board should be alerted to. Ms. Krass stated this was a standard contract in the industry. There were a few questionable areas that have been worked out with Bentley, such as the time period allowed after termination to remove the product. Bentley was willing to change the contract to allow legal issues to be handled by Tennessee laws rather than Pennsylvania laws. Ms. Krass recommended approval of the contract, noting one area of concern - Section 5.04 Exclusion of damages - the language in this section is standard industry language for this type of contract and there is nothing that can be done about it. Mr. Lutz reminded the members that this software has been used by the KGIS users for several years, and that this is for maintenance and upgrades to the existing software. Ms. Krass stated there is a ninety day warranty period after software delivery that provided a safety net in this area.

Mayor Ashe made a motion to approve the contract, but put in writing to Bentley that we are uncomfortable with the wording in Section 5.04. Motion seconded by Mr. Elmore. Motion carried unanimously.

NEXT MEETING: Monday, May 13, 1996, 8:30 a.m., room 549

ADJOURNMENT: Meeting adjourned by Mr. Schumpert.

MINUTES
KGIS POLICY BOARD MEETING

Monday, May 13, 1996
City/County Building Room 404 8:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Thomas Schumpert, Knox County Executive; Mr. Jim Carmon representing Mr. Fleming, KUB Bureau of Gas

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Matt Casey, KGIS; Mr. Jon Gustin, Data Processing; Ms. Patricia Krass, City Law Department; Mr. Drew Lancaster, KUB Information Systems; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, KUB Gas; Mr. Mike Smith, City Information Systems; Mr. Kevin Wilson, Knox County Finance

CALL TO ORDER: Mr. Schumpert called the meeting to order as the acting chairman in the absence of Mr. Fleming. Mayor Ashe made a motion the minutes be accepted. Approved

MIGRATION PROJECT STATUS REPORT

Mr. Lutz reported the migration from VAX to NT is on schedule. By the end of Phase 2 all landbase data will be on NT. The only users on the VAX will be KUB. Our original goal was the end of August but the vendor projected the end of July for completion. Planimetric and topographic data have already been moved. Property was sent last week. We are currently working with KUB Wastewater on a pilot to move them to NT and with KUB Power and Water to bring their applications to the new environment.

The new network has been installed and the server has been ordered. Phase 3 and 4 are to integrate a desktop query to non-users. A proposal will be presented in August for the timing of those phases.

Mr. Schumpert asked if the amount budgeted for migration would cover the remaining costs. Mr. Lutz stated we should come in significantly under budget.

KGIS LANDVIEWER DEMO

Matt Casey presented a demonstration of the KGIS LandViewer created by Jerry Julian. The cost of the LandViewer is modest and can be used at any desk in the City, County or KUB.

MINUTES
KGIS POLICY BOARD MEETING

FINANCIAL REPORT

Mr. Lutz provided copies of the interim financial report to members. There is approximately \$1.3 million cash on hand that is invested with the trustee in LGIP, which has the best rates at the present time.

NEXT MEETING: Thursday, June 20, 1996, 8:30 a.m., room 549

ADJOURNMENT: Meeting adjourned by Mr. Schumpert.

MINUTES
KGIS POLICY BOARD MEETING

Thursday, June 20, 1996
City/County Building Room 549 8:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Larry Fleming, Knoxville Utilities Board; Mr. Bill Kervin, representing Mr. Thomas Schumpert, Knox County

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Jon Gustin, Data Processing; Ms. Patricia Krass, City Law Department; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, KUB; Mr. Mike Smith, City Information Systems; Mr. Jim York, City Finance Department

CALL TO ORDER/APPROVAL OF MINUTES

Meeting called to order by Mr. Fleming. Motion to accept minutes as presented by Mr. Fleming. Second by Mayor Ashe.

FY 1996 - 1997 BUDGET

The preliminary budget was presented at the March meeting. The budget presented today shows a further decrease in maintenance costs associated with hardware and software savings from Intergraph and incentives from the database software vendor. This enabled a reduction of \$30,833.00 from the budget for maintenance.

Cost allocations are derived from a formula produced by Beth Bowman, Jim York and Kathy Hamilton. It takes into account computer usage, disk space usage, area of coverage, and combines all these into an allocation of the expenses. The allocations included in the budget are estimates. When departments request maps from GIS, those salary charges are deducted and revenues from outside agencies are also deducted. The percentage stays constant but the numbers shown for budget purposes are actually higher than will be billed once actual amounts are known.

Mr. Kervin made a motion to approve the budget as presented. Second by Mayor Ashe.

CRS LICENSE MODIFICATION

Courthouse Retrieval Systems has approached us with a request to modify their existing contract to include CD-ROM production of the property maps and a waiver of the license fee. They would pay royalties once total sales reached \$81,300.00. The Technical Committee has met and agreed to go ahead with the modification. Ms. Krass has reviewed the modifications and wording of the license amendment.

**MINUTES
KGIS POLICY BOARD MEETING**

Mayor Ashe made a motion to modify the CRS contract as stated. Second by Mr. Fleming.

MIGRATION PROJECT STATUS REPORT

Migration is still on schedule for phase 1 and 2 completion by the end of July 1996. Conversion of the property, planimetric, and topographic maps is completed. Training has begun and the next phase will be ready to begin in August 1996.

Mr. Kervin asked if we were at a point in time where we can begin to ask developers to submit plans in digital format. After discussion of the benefits to City Engineering, Engineering and Public Works and KUB, Mr. Kervin made a motion that a letter be drafted to Mr. Norman Whittaker of MPC outlining the desire of the Policy Board to implement submission of data in digital format from developers. Mayor Ashe seconded the motion, requesting the letter be on KGIS letterhead, signed by Mr. Fleming, with copies provided for the Policy Board, within the next thirty days.

NEW BUSINESS

Mr. Fleming expressed concern for structure of GIS as we move forward on the new platform. The VAX based system required one type of structure, but the new system will require a new type of structure. These issues need to be addressed at the next Policy Board meeting.

Mr. Lutz stated that the COLA for GIS employees in the past has been an average of the three tri-party agencies. When the budgets for City, County and KUB are finalized a letter will be sent to the Policy Board with this year's COLA.

NEXT MEETING: Wednesday, September 4, 1996, 8:30 a.m., room 549

ADJOURNMENT: Motion to adjourn made by Mr. Kervin. Second by Mayor Ashe. Meeting adjourned.

KGIS POLICY BOARD MEETING
Monday, September 30, 1996
City/County Building Room 549 9:00 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Bill Elmore, representing Mr. Larry Fleming, KUB; Mr. Thomas Schumpert, Knox County

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Jon Gustin, DP; Ms. Patricia Krass, City Law Department; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, KUB; Mr. Mike Smith, City Information Systems; Mr. Norman Whitaker, MPC; Mr. Kevin Wilson, County Finance

CALL TO ORDER/APPROVAL OF MINUTES

Meeting called to order by Mr. Elmore. Motion to approve minutes made by Mr. Schumpert. Second by Mayor Ashe.

MIGRATION STATUS REPORT

Mr. Lutz reported that phases 1 and 2 of the migration project, which moved all maintenance applications from the VAX to NT, are now complete. Property and addresses are now on the new system. The translation from VAX to NT for KUB has been implemented and the new MGE to NT FRAMME is being developed.

Revisions have been made to phase 3 which will be discussed in items three and four of the agenda.

The budget at completion of phases 1 and 2 shows a balance of approximately \$201,000.00.

PHASE 3 MIGRATION PLAN

Phase 3 of the migration has a four-fold purpose: move all remaining non-KUB applications to the new platform; enhance the applications moved in phase 2; implement a user-friendly desktop query application; and work with KUB to finalize their migration plans. A task has also been added to phase 3 which will perform an operating review of the KGIS operational requirements and organizational structure. This will involve the use of a consultant procured through the RFP process.

PHASE 3 BUDGET

The proposed budget for phase 3 is \$199,600.00, which will be funded with what remains from phases 1 and 2. This includes the cost of a consultant for the operating review. Mr. Schumpert made a motion to approve the budget of \$199,600 for phase 3. Mayor Ashe seconded the motion. All approved.

MICHAEL BAKER, JR. INC. CHANGE ORDER

A recommendation has been made by the Technical Committee to approve the addition of three enhancements to the existing Baker contract. The enhancements are: location address maintenance enhancements; address edit MDL enhancements; and automatic address to parcel linkage application. These are necessary to provide MPC with the tools to maintain the parcel address and the property location address jointly. The cost for this change is \$17,300.00, and is included in the amount budgeted for phase 3. The contract has been approved by the City Law Department. This will involve database redesign, writing new programs and training. Mr. Schumpert made a motion to add the change order to the contract. Second by Mr. Elmore. Mayor Ashe abstained.

NEW BUSINESS

On August 5, 1996, Mr. Whitaker met with Mr. Fleming and Mr. John Seagraves of KUB and Mr. Lutz of the KGIS office to discuss the possibility of requiring developers to submit their plans in digital format. Mr. Whitaker felt paper plots could not be eliminated and if concept plans were requested in digital format it would hurt the small developer. Mr. Whitaker suggested starting with the design plan, implement it slowly, then require final plats. The concept plan would be the last part of the phasing of digital plats. There would need to be meetings with developers and engineers to come up with a time frame for the implementation.

Mr. Elmore stated there was already a move toward the submission of plans in digital format by some developers and KUB. He suggested the impact would not be as great as if nothing was being done at all and asked how long a committee would need to meet to develop a plan.

Mr. Whitaker felt three months would be enough time.

Mr. Schumpert suggested Mr. Whitaker write a letter requesting a committee be set up that would report back with a timeline to proceed with the plan.

Mr. Lutz stated that at the initial meeting in August he understood the development of a plan to request the digital data was going to proceed from there with implementation to begin in January.

Mr. Whitaker said he has been waiting to receive a letter from the Policy Board to begin.

Mayor Ashe stated Mr. Whitaker should have taken the initiative to find out if and when he was to proceed and has caused a delay in not doing so. Mayor Ashe requested in the form of a motion that Mr. Whitaker have a letter ready by mid-week stating what plans they will be implementing. Mr. Schumpert seconded the motion. All approved.

NEW BUSINESS-FINANCIAL REPORT

Mr. Wilson provided copies of the quarterly financial report for the period ending September 30, 1996. The final auditors report will be ready by the end of the week.

NEXT MEETING

Tuesday, November 12, 1996, 8:30 a.m., room 584

ADJOURNMENT

Mayor Ashe made a motion to adjourn. Second by Mr. Schumpert. Meeting adjourned.

MINUTES
KGIS POLICY BOARD MEETING

Thursday, November 14, 1996
City/County Building Room 549 2:00 p.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Bill Elmore, KUB, representing Mr. Larry Fleming; Mr. Thomas Schumpert, Knox County Executive

OTHERS PRESENT: Ms. Gretchen Beal, Metropolitan Planning Commission; Mr. Jon Gustin, Data Processing; Ms. Kathy Hamilton, Knox County Finance; Ms. Patricia Krass, City Law Department; Mr. Drew Lancaster, Knoxville Utilities Board; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, Knoxville Utilities Board; Mr. Mike Smith, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mr. Elmore. Motion to accept minutes from previous meeting made by Mayor Ashe. Second by Mr. Schumpert. Approved

Mr. Lutz reported item five of the agenda would not be discussed at this time.

AUDIT REPORT: Copies of the audit were distributed prior to the meeting. One aspect of the findings reported that concern all parties is the liability and insurance mentioned on page eighteen. This was also a finding on last year's audit. The finding has been discussed with the County Law Department, City Risk Management and KUB attorney. Their recommendation is that the liability be split three ways based on the Tri-party Agreement. The accounting firm would like a written amendment to the Tri-party Agreement effectively stating accountability for liability. Once this is done the liability for the GIS department would have to be budgeted. Copies will be provided to the three governing agencies of the amendment when available.

Mr. Schumpert made a motion to accept the audit. Second by Mayor Ashe. Approved

VIEWER PRICING: Mr. Lutz gave a short summary of the viewer. In the beginning it was estimated that only forty licenses at \$2000.00 would be needed. The viewer has been developed in-house at a tremendous savings and is ready to be deployed on a limited basis. At the recommendation of the Technical Committee and GIS staff, cost will be based on what it cost to produce the viewer. It cost \$60.00 per seat to purchase the core software to produce the viewer and an Oracle license is \$800.00. Every viewer does not need a license but enough Oracle licenses have to be available

**MINUTES
KGIS POLICY BOARD MEETING**

to cover active viewers. Based on these production costs a per seat cost was established based on intended usage of the viewer. All interested parties are aware of the charges that will be associated with the viewer seat they request. Usage can be determined by monitoring if necessary.

Mayor Ashe made a motion to adopt the fee schedule for the viewer as recommended by the Technical Committee. Second by Mr. Schumpert. Approved

copy made Nov 5, 1996
changes to 11-12
STATUS REPORT ON DIGITAL SUBDIVISION SUBMITTAL: Ms. Beal reported on the October 16 meeting held to determine the need for subdivision data in digital format. There were approximately fifty in attendance at the two and one-half hour meeting. Eighteen attendees filled out a questionnaire to determine at which stage of the process digital data should be submitted. Of those responding, twelve selected the final stage, three the design stage, and one the concept stage. The general technical standards committee will be meeting on November 15 to come up with the technical standards for submission. The next meeting of the full group will be December 4, 1996. The timeframe for completion is the first of the year.

NEXT MEETING: Wednesday, January 15, 1997, room 549, 8:30 a.m.

ADJOURNMENT: Meeting adjourned by Mr. Elmore.

**MINUTES
KGIS POLICY BOARD MEETING**

**Tuesday, February 11, 1997
City/County Building Room 549 2:30 p.m.**

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Bill Elmore, KUB, representing Mr. Larry Fleming; Mr. Thomas Schumpert, Knox County Executive

OTHERS PRESENT: Ms. Gretchen Beal, Metropolitan Planning Commission; Mr. Jon Gustin, Data Processing; Mr. Bill Kervin, Engineering and Public Works; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, Knoxville Utilities Board; Mr. Mike Smith, City Information Systems; Mr. Kevin Wilson, Knox County Finance

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mayor Ashe. Motion to accept minutes from previous meeting made by Mr. Schumpert. Second by Mr. Elmore. Approved

CONTRACT FOR CONSULTING SERVICES

Mr. Lutz reported the Technical Committee had selected PlanGraphics, Inc. from Frankfort, KY, as the vendor for the consulting services to perform a review of KGIS' Operational and Organizational Requirements and Opportunities. The amount of the contract is within the amount appropriated by the Board for this effort. Mr. Schumpert made a motion to proceed with the review by PlanGraphics. Second by Mr. Elmore. Approved

STATUS REPORT ON DIGITAL SUBDIVISION SUBMITTAL

Mr. Lutz presented a summary of the process MPC began which involved the City, County, KUB, KGIS personnel, and members of the engineering and development communities to look at ways to require digital subdivision plat submission. It is felt this can be done without making any amendments to the Subdivision Regulations. The Department of Engineering and Public Works is investigating the purchase of GPS equipment to provide State Plane Coordinate ties to all subdivisions in unincorporated parts of the county. If the data were provided in digital format it would allow the data to be loaded early enough for KUB and E-911 use before the final plat. Mr. Parnell stated the subdivision regulations require subdivisions be tied to monumentation if they are within 500 feet of the monument. Ties are made to the State Plane Coordinate System but the data is not necessarily digitized at that point. Ms. Beal reported most of the developers have the capability to provide digital files and those who do not seem willing to do so. Mr. Elmore stated the transition to digital submittal KUB made several years ago was done easily and they have not had any problems. The Technical Committee would like MPC to require digital data for the final plat. The Department of Engineering and Public Works would like it digitally also, but would accept it either way. Mr. Kervin said there had not been any negative feedback on this issue. Those who had indifferent concern said they could probably do it.

NEW BUSINESS

Mr. Lutz provided copies of the latest financial report for the Policy Board Members.

NEXT MEETING: Wednesday, March 12, 1997, room 549, 8:30 a.m.

ADJOURNMENT: Meeting adjourned by Mayor Ashe.

MINUTES
KGIS POLICY BOARD MEETING

Wednesday, March 12, 1997
City/County Building Room 549 8:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Larry Fleming, Knoxville Utilities Board; Mr. Bill Kervin, representing the Knox County Executive

OTHERS PRESENT: Mr. Jon Gustin, Data Processing; Ms. Kathy Hamilton, Knox County Finance; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, Knoxville Utilities Board; Mr. Mike Smith, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mayor Ashe. Motion to accept minutes from previous meeting made by Mr. Fleming. Second by Mr. Kervin. Approved

PRELIMINARY BUDGET: Mr. Lutz gave a summary of the budget worksheets provided in the agenda packet. Total operating expenses are projected at \$80.00 more than last year. This budget contains no capital expenditures but does include all funding required from the City, County and KUB agencies. The equipment reserve fund will remain with the same allocation formula for one more year. The budget comparison sheet shows virtually the same amounts for 97-98 as 96-97. Revenue projections were made using the cost allocation formula and are estimates for budget purposes. Projections do not include specific charges or revenue reimbursement. At the next Policy Board meeting a final budget will be presented.

SENATE BILL 1710: Copies of Senate Bill 1710 were provided to the members in the agenda packet. Mayor Ashe stated the need to know who is handling the Bill in the House; the House Bill number; the House Bill sponsor. The information is available from the Knox County Legislative office. Unless the Bill has a House companion it is meaningless. Mr. Lutz said the Senate sponsor is from Memphis but they do not have a GIS. The request originated in Davidson County. Mayor Ashe feels something is not right with this request. The way the Bill is worded it only affects Knox and Davidson Counties. Mayor Ashe wants to know who in Davidson County wants this and why they asked Shelby County to introduce this Bill.

Motion from Mr. Fleming that the GIS Policy Board go on record opposing Senate Bill 1710 and urge the Knox County delegation to oppose it, or if unable to defeat it in its entirety, to insure that it does not apply to Knox County. Mr. Lutz is also instructed to send letters to all ten legislative delegates explaining the consequences of this legislation and the financial impact on the GIS; which in turn has a financial impact on the rate payers to KUB, and City and County taxpayers alike. Especially the City taxpayers as they also pay County taxes. Second by Mayor Ashe. Approved

Mayor Ashe would like a copy of the letter sent to the Policy Board members. Mayor Ashe suggested Mr. Lutz find out when the legislative delegation is having their public hearings and attend the next one. Mr. Lutz should prepare a three minute presentation with handouts on how this has an adverse impact on the GIS. The presentation should be geared toward the fact that if the money is lost, it is the taxpayers who have to make it up and it becomes another state-funded mandate.

NEXT MEETING: Monday, May 12, 1997, room 549, 8:30 a.m.

ADJOURNMENT: Motion to adjourn by Mr. Fleming. Second by Mr. Kervin. Meeting adjourned by Mayor Ashe.

MINUTES
KGIS POLICY BOARD MEETING

Tuesday, June 3, 1997
City/County Building Room 549 8:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Larry Fleming, Knoxville Utilities Board; Mr. Bill Kervin, representing the Knox County Executive

OTHERS PRESENT: Ms. Gretchen Beal, Metropolitan Planning Commission; Mr. Jon Gustin, Data Processing; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, Knoxville Utilities Board; Mr. Mike Smith, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mayor Ashe. Motion to accept minutes from previous meeting made by Mr. Fleming. Second by Mr. Kervin. Approved

BUDGET: Mr. Lutz presented the finalized budget for the KGIS Department. The only change is the addition of capital expenditures on page three. One additional change is the web server will be removed at this time and discussed at a later date. This will reduce the capital expenditure request by \$92,000.00. All other figures remain the same and do not require any additional monies from the City, County and KUB. Mr. Kervin made a motion to accept the budget as presented with the changes as presented. Second by Mr. Fleming. Approved, no opposition.

UPDATE ON HOUSE BILL 1535 and SENATE BILL 1710: Mr. Lutz reported that legislation on the bills has been postponed until next year's session. The Senator from Davidson County will be conducting hearings during the summer, which Mr. Lutz plans to attend. Mr. Lutz will keep the Policy Board informed as to the outcome of the subcommittee hearings. A Senate Joint Resolution that was sponsored by Senator Rochelle urging the state to develop a parcel level geographic information system for state and local governments was passed during this session and will be distributed to the Policy Board members.

UPDATE ON PLANGRAPHICS STUDY: A copy of the final draft of the PlanGraphics report from Pete Croswell is expected by the end of the week. Mr. Croswell will meet with the Technical Committee in the next few weeks and a final draft will be presented at the Policy Board meeting on July 14.

OTHER BUSINESS: Mr. Lutz reported a new server will be added in the next few weeks to speed up the network and response time.

NEXT MEETING: Monday, July 14, 1997, room 549, 8:30 a.m.

ADJOURNMENT: Motion to adjourn by Mr. Kervin. Second by Mr. Fleming. Meeting adjourned by Mayor Ashe.

MINUTES
KGIS POLICY BOARD MEETING

Thursday, August 14, 1997
City/County Building Room 549 9:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Larry Fleming, Knoxville Utilities Board; Mr. Tom Schumpert, Knox County Executive

OTHERS PRESENT: Mr. John Antenucci, PlanGraphics, Inc.; Ms. Gretchen Beal, Metropolitan Planning Commission; Mr. Pete Croswell, PlanGraphics, Inc.; Mr. Jon Gustin, Data Processing; Ms. Kathy Hamilton, Knox County Finance; Mr. John Lutz, KGIS; Mr. Paul Randolph, Knoxville Utilities Board; Mr. John Seegraves, Knoxville Utilities Board; Mr. Mike Smith, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mayor Ashe. Motion to accept minutes from previous meeting made by Mr. Fleming. Second by Mr. Schumpert. Approved

Mr. Lutz stated item three of the agenda would be postponed to a later date. There were no objections.

PRESENTATION OF REPORT FROM PLANGRAPHICS, INC.: Mr. Croswell gave a brief project history of the organizational and operational study being conducted by PlanGraphics, Inc. Summaries of the final report were presented for discussion and clarification. Handouts were provided by Mr. Croswell of the slides he presented. Mr. Croswell stated there is a strong need for KGIS to take a prominent role in GIS mapping facilities. With regards to the KGIS Mission and Organizational Structure, it was recommended KGIS maintain their current organizational structure but make modifications and revise the Tri-Party Agreement. The Technical Committee should be renamed the KGIS Coordinating Committee and the membership and function of the members should be clarified. The cost allocation formula needs to be revised and KGIS mission and goals need to be formally defined. The Policy Board is in a position to address high level need, but not operational details. To put that in place requires a restructuring of the Technical Committee to form a managing committee to deal in an oversight capacity and deal with the KGIS office on a day-to-day basis. There is a need to define a mission and set of goals and put in place an objectives based annual planning process. This creates a better management structure for moving ahead.

Mr. Antenucci stated that in terms of a business model, the Policy Board should serve as a board of directors – set policy, handle financial aspects, and measure staff performance. Mr. Lutz would be the CEO and would need a management support team, specifically the Technical Committee, to deal with technical issues and conflicts. The user community would be the client base. He pointed out that when he talks about the “system” he is talking about the users, data, hardware, software, etc. – the total package.

Mr. Croswell stated this would not be a restructuring but a realignment. The Technical Committee would take on a management role. The GIS would become a standalone entity still embedded in the governmental Tri-Party Agreement. At some point the GIS could even become public sector. There are any number of ways to expand the scope of the GIS. There are still more who could be using the system. One of the limitations to all this is the small staff in the GIS office. An increase in staff would increase income and production.

Mayor Ashe wanted to know if Mr. Croswell was suggesting more people on the Technical Committee. Mr. Croswell said he was suggesting name and membership changes. The Technical Committee needs to include management personnel from the Information Services and interested parties. Mr. Antenucci pointed out the GIS has always been departmental. There is a lot of interfacing between the GIS and the Information Services groups. It is a need and benefit to use IS practices. Mr. Croswell stated the new structure would be laid out.

Mr. Croswell discussed the reworking of the cost allocation formula. He pointed out that additional monies taken in by GIS are credited to each of the Tri-Party Agreement agencies. In the beginning this was a good

MINUTES KGIS POLICY BOARD MEETING

formula, but it has now inhibited growth and sets up potential inequities in how staff resources are allocated. Mr. Croswell has come up with a KGIS cost division percentage allocation for shared and designated costs, accounted for as separate monies. Monies from designated costs should be used to enhance services, add staff, etc., and should not be funneled back to the Tri-Party Agreement agencies. This makes GIS a more entrepreneurial business system. Restrictions are mainly financial due to funds being rolled back to the Tri-Party Agreement agencies. Time spent on outside sales takes away from the user needs. The details of the cost allocation formula or accounting issues that come into play have not been worked out.

Mr. Fleming wanted to know if the changes to the Tri-Party Agreement would be made at the Policy Board or Coordinating Committee level. Mr. Croswell stated it could be done quickly at the Coordinating Committee level.

Mr. Croswell said the consensus from the meetings he had with the different agencies and users was that the GIS office should play a more active role as a service bureau. There is also a need for more serious user communication. Former communication has dropped because staff time is not available for this function. GIS staff needs to be increased. The current staff has been strained to fulfill the day-to-day functions. There is a need to increase the level of technical support to users. There has been a decrease in quality control of incoming data due to staff limitation. The need is for at least one technical person in this fiscal year.

Mayor Ashe asked about the salary range for this staff person. Mr. Croswell stated approximately \$40,000.00 in the next couple of months. Mr. Lutz said this amount could be worked out within the existing budgets and would not require any extra funds from the City, County or KUB. If outside revenues were kept in the GIS department, it would be adequate to fund this staff person. Mr. Antenucci pointed out a partnership with the university could also be formed to bring in and recruit GIS personnel.

Mr. Croswell reported on the external market responses. He spoke with several parties using the GIS outside the organization. Outside revenues have averaged \$35,000.00 per year without marketing and this is a service valued by the users. Mr. Croswell feels that number could be increased to the \$50-60,000.00 range without a lot of marketing. GIS should not promote this but should be prepared to service the demand as it evolves. One way to do this is through a value-added reseller. The VAR sells services outside the GIS with royalties coming back to GIS, as is already being done with Courthouse Retrieval Systems.

Mr. Schumpert left the meeting.

Opportunities that exist outside Knox County were discussed. It is recommended that resources not be put in that area, but GIS should be able to provide support for a fee when the opportunity comes up.

In summary, it is recommended that: the Policy Board give the go ahead on key recommendations; the GIS director should provide details on the staff increase proposal; GIS director and Coordinating Committee need to reach a consensus on a mission and goals; revise the Tri-Party Agreement and ratify; and define and approve details of new financial accounting and cost allocation procedures.

Mr. Fleming would like to receive a copy of the report when it is available.

NEXT MEETING: TBA

ADJOURNMENT: Motion to adjourn by Mr. Fleming. Second by Mayor Ashe. Meeting adjourned by Mayor Ashe.

MINUTES
KGIS POLICY BOARD MEETING

Wednesday, October 8, 1997
City/County Building Room 549 9:00 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Larry Fleming, Knoxville Utilities Board; Mr. Tom Schumpert, Knox County Executive

OTHERS PRESENT: Ms. Gretchen Beal, Metropolitan Planning Commission; Mr. Jon Gustin, Data Processing; Mr. Steve deMik, Knox County Finance; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, Knoxville Utilities Board; Mr. Mike Smith, City Information Systems; Mr. Kevin Wilson, Knox County Finance

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mayor Ashe. Motion to accept minutes from previous meeting made by Mr. Schumpert. Second by Mayor Ashe. Approved

LCUB UPDATE REQUEST: Mr. Lutz reported Lenoir City Utilities Board has requested they be included on the update plan as presented in the original agreement made as part of the West Knox Consortium. LCUB agrees to pay back arrears over a four year period and remain a current user after that time. The Coordinating Committee is in agreement on allowing them this opportunity. Motion was made by Mr. Schumpert to allow LCUB to accept the update option of their contract, conditional upon LCUB signing that portion of the agreement. Second by Mayor Ashe. Approved

AMENDMENT TO PLANGRAPHICS CONTRACT FOR ADDITIONAL CONSULTING SERVICES: Mr. Lutz reported the Coordinating Committee recommends PlanGraphics assist in the development of the KGIS Mission and Goals as described in Part B of the proposal distributed prior to the meeting. Cost will be approximately \$3700.00.

Mr. Randolph arrived.

Mr. Schumpert made a motion to amend the PlanGraphics contract to include development of the KGIS Mission and Goals for the amount stated. Second by Mayor Ashe. Approved

ADDITIONAL STAFF: The Coordinating Committee recommends to the Policy Board an increase of one staff position for networking and operating systems and hardware maintenance. This position is to be funded from the use of funds from outside map sales, as recommended by PlanGraphics at the last Policy Board meeting.

Mr. Fleming arrived.

Mr. Fleming made a motion to approve an additional staff member. Second by Mr. Schumpert. Approved.

FINANCIAL REPORT: Mr. deMik summarized the unaudited financial report distributed to the Policy Board members. The audit should be completed shortly and there are no anticipated changes. KGIS has almost \$1 million in reserves.

MINUTES
KGIS POLICY BOARD MEETING

Mr. Fleming asked if a new cost allocation formula has been developed yet and why the current formula will not work.

Mr. Lutz stated the current formula is based on a VAX formula and the VAX will be taken offline in June. It is harder to measure usage on the new platform. A new formula will be developed and presented to the Policy Board at the December meeting. A designee from each of the Tri-Party agencies will serve on the committee to develop the formula.

NEXT MEETING: Thursday, December 11, 1997, room 549

ADJOURNMENT: Motion to adjourn by Mr. Schumpert. Second by Mr. Fleming. Meeting adjourned by Mayor Ashe.

MINUTES
KGIS POLICY BOARD MEETING

Tuesday, January 13, 1998
City/County Building Room 549 8:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Bill Elmore representing Mr. Larry Fleming, Knoxville Utilities Board; Mr. Tom Schumpert, Knox County Executive

OTHERS PRESENT: Mr. Jon Gustin, Data Processing; Ms. Kathy Hamilton, Knox County Finance; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, Knoxville Utilities Board; Ms. Janet Wright, City Information Systems; Ms. Sherry Johnson, Knoxville Utilities Board Finance Department

CALL TO ORDER/CHANGE OF CHAIRMAN/APPROVAL OF MINUTES: Meeting called to order by Mayor Ashe. Mr. Elmore made a motion that Mr. Schumpert be named chairman for 1998. Seconded by Mayor Ashe. Approved. Motion to accept minutes from previous meeting made by Mr. Elmore. Second by Mayor Ashe. Approved

KGIS MISSION STATEMENT: The PlanGraphics study recommended setting a mission and goals for the GIS for use in budget and planning. In November the Coordinating Committee and others met with Pete Croswell of PlanGraphics to develop the mission and goals statements. Seven goals were adopted as well as a mission statement. The Coordinating Committee recommends that the Policy Board adopt these as the Mission and Goals for the KGIS. Motion to adopt the mission and goals made by Mayor Ashe. Second by Mr. Elmore. Approved

KGIS Mission Statement: *The Knoxville/Knox County GIS (KGIS) will provide coordinated geographic information management for the City of Knoxville, Knox County, and the Knoxville Utilities Board to support the public need.*

KGIS Goals:

1. Maintain up-to-date shared geographic data covering Knox County and the KUB service area accessible to all KGIS users.
2. Maintain and provide efficient access to geographic information through reliable, flexible, and easy-to-use applications.
3. Deliver GIS training, technical support, and application development services to ensure the most effective use of geographic information.
4. Respond promptly to requests for map products and digital data.
5. Promote broad sharing and integration of geographic information through standards and joint participation in systems development.
6. Promote an understanding of GIS capabilities and awareness of KGIS resources.
7. Encourage mutually beneficial partnerships with external parties.

Mayor Ashe introduced Ms. Wright to the Policy Board. She is the new director of City Information Systems taking Mike Smith's place.

MAP UPDATE CONTRACT: For the last eight years Michael Baker, Jr. Inc. and Analytical Surveys, Inc. have performed the basemap updates. There was also a year a third vendor tried and failed to perform updates. County purchasing was contacted to see if map updates could be handled as a professional service, and they have concluded it can. We have received bids from Baker and ASI for 1998 services and a selection has been made. It is recommended that ASI continue with the

**MINUTES
KGIS POLICY BOARD MEETING**

updates for another four years. The contract is being reworked by the Law Department and will be presented for signatures when ready. Mr. Elmore made a motion to have ASI continue as update contractor. Second by Mayor Ashe. Approved

COST ALLOCATION: With transition in June to a total PC environment the cost allocation formula will need to be changed. PlanGraphics looked at the way costs are done and made recommendations for change. Two considerations followed throughout the study: to allocate as truly as possible and to keep the formula as simple as possible. Mayor Ashe made a motion to adopt the proposed formula as presented in the Policy Board packet. Second by Mr. Elmore. Approved

FINANCIAL REPORT: (Kathy Hamilton) The final audit report is standard as compares to previous audits. There are healthy retained earnings – \$1.7 million – some designated as equipment reserve. One difference is on page 13. Items at the bottom of the page are not considered when doing budget, so they are listed at the bottom. Page 18 is the insurance finding reported last year also. The City and County are self-insured. The auditors point this out because GIS does not have the asset base of the City and County. A large claim would fall back on the City and County. The County Law Department pointed out that since everything is divided by thirds in the Tri-Party Agreement that a court would look at it as Knoxville/Knox County/Knoxville Utilities Board. Mr. Schumpert requested a copy of the decision be forwarded to each of the Policy Board agencies so it can be addressed at a later date.

The six month financial statement was distributed. Questions should be addressed to Mr. Lutz.

NEXT MEETING: Tuesday, April 14, 1998, room 549

ADJOURNMENT: Motion to adjourn by Mayor Ashe. Second by Mr. Elmore. Meeting adjourned by Mr. Schumpert.

- KGIS Goals
1. Maintain up-to-date shared geographic data covering Knox County and the KGIS
 2. Maintain and provide efficient access to geographic information through reliable
 3. Develop GIS training, technical support and application development services in
 4. Develop GIS training, technical support and application development services in
 5. Develop GIS training, technical support and application development services in
 6. Develop GIS training, technical support and application development services in
 7. Develop GIS training, technical support and application development services in

Map Update Contract For the last eight years Atlanta-based J. Paul and Associates

Map Update Contract For the last eight years Atlanta-based J. Paul and Associates

**MINUTES
KGIS POLICY BOARD MEETING**

**Tuesday, April 14, 1998
City/County Building Room 549 8:30 a.m.**

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Tom Schumpert, Knox County Executive

OTHERS PRESENT: Ms. Gretchen Beal, Metropolitan Planning Commission; Mr. Jon Gustin, Data Processing; Ms. Kathy Hamilton, Knox County Finance; Mr. John Lutz, KGIS; Mr. Sam Parnell, City Engineering; Mr. Paul Randolph, Knoxville Utilities Board; Mr. Bruce Wuethrich, Engineering and Public Works; Ms. Janet Wright, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mr. Schumpert. Mayor Ashe made a motion to accept minutes from previous meeting. Second by Mr. Schumpert. Approved

BUDGET FOR 98-99

Handouts were distributed with the preliminary budget for 98-99 by Mr. Lutz. Included were a summary sheet, comparison with last fiscal year, and a listing of the proposed capital expenditures for this year. In comparison, the 98-99 budget is considerably less than 97-98. Allocation costs for 98-99 will follow the newly adopted cost allocation formula. Line items which have increased are salaries, fringe benefits, and office space. Increases in the first two reflect the as yet unfilled position and an estimated 3% cost of living increase. The increase in office space is due to the cost of the additional office space and one-time moving costs. Decreases have occurred in operating expense, maintenance, and equipment reserve. Operating and maintenance decreases are due to the elimination of the VAX and Versatec plotter. The decrease in equipment reserve is a result of the change in the method used for calculating the amount of contribution, which will be equal to depreciation for the 98-99 budget year.

OFFICE SPACE

Mr. Lutz reported on the quest for new office space for the KGIS office. Currently KGIS has six employees who occupy 1140 sq. ft. of space in the City/County building. Two sites were presented to the Coordinating Committee and a site was selected based on location, access to users, security, and access to the Brooks fiber network. The location known as the old Ham and Goody's was selected. The owner is willing to renovate to create the offices needed by the KGIS office. The lease calls for an increase of 4% per year until year 5, or the Consumer Price Index, whichever the Policy Board requests. The term of the lease is for 5 years, and is being reviewed by the law departments. Approval of the signing is needed pending legal review by the law departments, so the owner can begin renovation to allow the KGIS office to take occupancy by the 1st of July. Mayor Ashe made a motion to approve the lease pending legal review. Second by Mr. Schumpert. Approved pending review of the law department. Copies will be provided to the Policy Board members when finalized.

FINANCIAL REPORT: (Kathy Hamilton)

Ms. Hamilton summarized the financial report for the period ending March 31, 1998. Page 4 shows operating income is up \$32,000.00 which includes depreciation. Non-operating income is up \$54,000.00. Page 5 has details of the cash flows. Sale of maps continues to increase each year.

NEXT MEETING: Tuesday, June 30, 1998, room 584

ADJOURNMENT: Motion to adjourn by Mayor Ashe. Second by Mr. Schumpert. Meeting adjourned by Mr. Schumpert.

MINUTES
KGIS POLICY BOARD MEETING

Tuesday, June 30, 1998
City/County Building Room 584 8:30 a.m.

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Tom Schumpert, Knox County Executive; Mr. Bill Elmore, representing the Knoxville Utilities Board

OTHERS PRESENT: Mr. Jon Gustin, Data Processing; Mr. John Lutz, KGIS; Mr. Bruce Wuethrich, Engineering and Public Works; Ms. Janet Wright, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mr. Schumpert. Mayor Ashe made a motion to accept minutes from previous meeting. Second by Mr. Elmore. Approved

BUDGET FOR 98-99

Copies of the final budget for 98-99 were distributed in the agenda packet. Since there were no changes to the budget discussed in the last Policy Board meeting Mayor Ashe made a motion to approve the budget. Second by Mr. Elmore. Approved

OFFICE SPACE

Mr. Lutz reported the lease has been signed for the new KGIS office space. The contractor has given a July 15 completion date. The old space in the City/County Building is county space and will be maintained by a county department. KGIS will probably be in their new offices by August 1.

NEXT MEETING: Tuesday, October 13, 1998, 8:30 a.m.

ADJOURNMENT: Motion to adjourn by Mr. Elmore. Second by Mayor Ashe. Meeting adjourned by Mr. Schumpert.

**MINUTES
KGIS POLICY BOARD MEETING**

**Tuesday, October 20, 1998
KGIS Conference Room 112, 9:30 a.m.**

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Tom Schumpert, Knox County Executive; Mr. Bill Elmore, representing the Knoxville Utilities Board

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Steve deMik, County Finance; Mr. Jon Gustin, Data Processing; Mr. John Lutz, KGIS; Mr. Paul Randolph, KUB; Mr. Kevin Wilson, County Finance; Mr. Bruce Wuethrich, Engineering and Public Works; Ms. Janet Wright, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mr. Schumpert. Mayor Ashe made a motion to accept minutes from previous meeting. Second by Mr. Elmore. Approved

BUDGET FOR 98-99

Mr. deMik gave a summary of the un-audited financial report for the year ending June 1998. He reported the audit is underway and should be completed shortly. Both income and retained earnings increased for the 1997-1998 fiscal year. KGIS had a good year in outside product sales and it looks like the 1998-1999 sales will exceed 1997-1998.

OFFICE SPACE

Mr. Lutz reported on the overrun in construction costs for the renovated KGIS offices. A motion was made by Mayor Ashe to appropriate \$25,548.00, portions to come from equipment reserve and monies designated for this years rent, to pay Guinn-Ramsbottom, Inc. for the costs incurred due to changes made by KGIS. Second by Mr. Elmore. Approved.

IDS CONTRACT

Mr. Lutz summarized the IDS CD-ROM that would be produced for Knox County through the IDS contract. IDS is a subsidiary of Analytical Surveys, Inc., who performs the annual update. IDS proposes to produce 100 CD-ROMs of GIS data for an estimated cost of \$40,000.00, which would then be made available for sale to the user population and the general public. Costs for GIS users would be minimal with sales being used to replenish the reserve monies used for purchase. Mr. Lutz requests a \$5,000.00 contingency in addition to the \$40,000.00 be appropriated. Once the pilot is approved, the product should be available by the end of January 1999. Demonstrations have been made throughout the GIS users and outside parties to determine interest in this product. Mr. Elmore made a motion, pending final approval of the contract from the County Law Department, to approve the contract and appropriation of \$45,000.00 for the project. Second by Mayor Ashe. Approved.

INSURANCE COVERAGE

Each year the KGIS auditors report a finding for worker's compensation and general liability insurance. Mr. Lutz has been looking at the costs involved in purchasing a policy for the KGIS department to satisfy this finding. One quotation for worker's compensation and general liability (to the governmental tort liability limit) has been received and another is expected. The cost will be in the neighborhood of \$1412.00 per year for the KGIS department. Mr. Elmore made a motion to approve purchase of worker's compensation and general liability coverage as recommended by the risk managers. Second by Mayor Ashe. Approved.

**MINUTES
KGIS POLICY BOARD MEETING**

VAX DISPOSAL

John Edwards of the KGIS department has been searching for a means to remove the VAX at no cost to KGIS. The only response has been from Intergraph Corporation, who is willing to take the mainframe and a few smaller parts and pay a few thousand dollars for them. If there are no objections from the Policy Board, KGIS would like to go ahead and have it removed. Mr. deMik stated it could be sole-sourced since none of the dealers contacted wanted it. There was no objection from the Policy Board.

NEXT MEETING: Tuesday, January 12, 1999, 8:30 a.m.

ADJOURNMENT: Motion to adjourn by Mayor Ashe. Second by Mr. Elmore. Meeting adjourned by Mr. Schumpert.

BUDGET FOR 99-00
Mr. deMik gave a summary of the un-audited financial report for the year ending June 1998. He reported the audit is underway and should be completed shortly. Both income and total expenses increased for the 1997-1998 fiscal year. KGIS had a good year in outside product sales and it looks like the 1998-1999 sales will exceed 1997-1998.

OFFICE SPACE
Mr. Lutz reported on the written in construction costs for the renovated KGIS office. A location was made by Mayor Ashe to approximately \$25,480.00. Positions to cover from equipment transfer and money designated for this year cost to pay Quinn-Henderson, Inc. for the cost on steel due to changes made by KGIS. Second by Mr. Elmore. Approved.

IDS CONTRACT
Mr. Lutz summarized the IDS CD-ROM that would be produced for KGIS County through the IDS contract. IDS is a subsidiary of Analytical Services, Inc., who performs the annual update. IDS proposes to produce 100 CD-ROMs of GIS data for an estimated cost of \$40,000.00, which would then be made available for sale to the user population and the general public. Cost for GIS users would be minimal with sales being used to replenish the server machines used for purchase. Mr. Lutz reported a \$5,000.00 contingency in addition to the \$40,000.00 be appropriated. Once the bid is approved, the product should be available by the end of January 1999. Demonstrations have been made throughout the GIS users and outside parties to determine interest in this product. The license needs a major pending final approval of the contract from the County Law Department. To approve the contract and expenditure of \$45,000.00 for the project. Second by Mayor Ashe. Approved.

INSURANCE COVERAGE
Each year the KGIS auditors report a finding for worker's compensation and general liability insurance. Mr. Lutz has been looking at the costs involved in purchasing a policy for the KGIS department to satisfy the finding. One question for worker's compensation and general liability (in the governmental tort liability bond) has been received and another is required. The cost will be in the neighborhood of \$142,000 per year for the KGIS department. Mr. Elmore made a motion to approve purchase of worker's compensation and general liability coverage as recommended by the auditors. Second by Mayor Ashe. Approved.

**MINUTES
KGIS POLICY BOARD MEETING**

**Monday, April 12, 1999
C/C Building, Room 549, 8:30 a.m.**

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Tom Schumpert, Knox County Executive; Mr. Bill Elmore, representing the Knoxville Utilities Board

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Steve deMik, County Finance; Mr. Jon Gustin, Data Processing; Mr. John Lutz, KGIS; Mr. John Gresham, KUB; Mr. Sam Parnell, City Engineering; Mr. Bruce Wuethrich, Engineering and Public Works; Ms. Janet Wright, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES

Meeting called to order by Mr. Schumpert. Mr. Schumpert made a motion that Mr. Larry Fleming be chairman. Second by Mayor Ashe. Approved. Motion by Mr. Schumpert to accept minutes from previous meeting. Second by Mayor Ashe. Approved

BUDGET

Mr. Lutz provided those in attendance with copies of the proposed budget for 99-00. The operating expense portion of the budget does not include capital expenses. They are still being formulated due to Y2K issues. The capital expenses will be presented with the final budget package for adoption at the June meeting. Reserve funds shown in the proposed budget are projections based on year-to-date amounts. Projected expenses for capital projects have not been included. The 5.3% increase in operating is due to salaries, fringe benefits and maintenance. Final figures will be available once the City and County announce their COLAs for 99-00, since KGIS bases their COLA on the average of the two.

IDS

The Coordinating Committee is working on the final pricing for the IDS CD-ROM, which would allow costs to be covered by sales. Mr. Lutz recommended the Coordinating Committee come up with a final recommendation to be presented to the Policy Board members for approval in the next few weeks. Mr. Schumpert made a motion the Coordinating Committee come up with costs with Mr. Lutz to present those to the Policy Board members when available. Second by Mayor Ashe. Approved.

AUDIT

Copies of the final audit were handed out by Mr. Lutz with the agenda packet. Mr. deMik gave a summary of the findings. Y2K issues are defined in the notes and will also be a finding in this year's financial statement. Mr. Schumpert asked if steps had been taken to clear up the finding regarding worker's compensation and liability insurance. Mr. Lutz reported the KGIS Management Office has purchased policies to cover worker's compensation and general liability.

Mr. Lutz stated there have been some Y2K problems with networking due to the vendor's inability to verify compliance. KGIS will be purchasing routers to replace the non-compliant ones and the costs will be reflected in the capital plan for next year. The approximately \$40,000.00 will come from reserve funds to cover this purchase.

MINUTES
KGIS POLICY BOARD MEETING

Mr. deMik provided copies of the interim financial report for the nine months ending March 31, 1999. Mr. Lutz pointed out the migration budget will be closed at the end of this fiscal year and expenses are complete.

CENSUS

The KGIS Management Office, City Engineering and MPC have been participating in an update of the Census addresses. Keith Stump of the KGISMO worked with the city and MPC to add ~55,000 new addresses to the database provided by the Census Bureau. The Census Bureau gets their list from the Post Office. The corrected maps were sent to the Census Bureau in February. Mayor Ashe suggested a paper trail be created with the dates and names of contact with the Census Bureau documenting our efforts to update and correct the address situation. He also requested a follow-up letter or phone call to verify their response to the data provided by the KGISMO. Mayor Ashe would like to know if they plan to use our data and what procedure is in place for new construction up until the time of the census. Ms. Beal stated there would be a review in September or October, which would allow us to update their information at that time. She also felt new addresses could be provided to the census takers up until the time of the census. Mr. Schumpert pointed out the need for communication at the local level to accomplish this. MPC is now working on phase 2 of the census data, where they are updating tract lines. Those maps will be sent back to the census office this week but are currently available for anyone who would like to see them. Mayor Ashe stressed the need for a web site to publicize the census. MPC could add a link to their page as well as the GIS site on the County page at kor.net.

NEXT MEETING: Monday, June 21, 1999, 8:30 a.m.

ADJOURNMENT: Motion to adjourn by Mayor Ashe. Second by Mr. Schumpert. Meeting adjourned by Mr. Elmore.

The Coordinating Committee is working on the final pricing for the IDS CD-ROM, which would allow costs to be covered by sales. Mr. Lutz recommended the Coordinating Committee come up with a final recommendation to be presented to the Policy Board members for approval in the next few weeks. Mr. Schumpert made a motion on the Coordinating Committee come up with costs with Mr. Lutz to present those to the Policy Board members when available. Second by Mayor Ashe. Approved.

Copies of the final audit were handed out by Mr. Lutz with the agenda packet. Mr. deMik gave a summary of the findings. Y2K issues are defined in the notes and will also be a finding in this year's financial statement. Mr. Schumpert asked if steps had been taken to clean up the finding regarding worker's compensation and liability insurance. Mr. Lutz reported the KGIS Management Office has purchased policies to cover worker's compensation and general liability.

Mr. Lutz stated there have been some Y2K problems with networking due to the vendor's inability to verify compliance. KGIS will be purchasing routers to replace the non-compliant ones and the costs will be reflected in the capital plan for next year. The approximately \$40,000.00 will come from reserve funds to cover this purchase.

**MINUTES
KGIS POLICY BOARD MEETING**

**Wednesday, June 30, 1999
City/County Building, Room 584, 11:00 a.m.**

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Tom Schumpert, Knox County Executive; Mr. Larry Fleming, Knoxville Utilities Board

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Steve deMik, County Finance; Mr. Jon Gustin, Data Processing; Mr. John Lutz, KGIS; Mr. Paul Randolph, KUB; Mr. Brent Johnson, City Engineering; Mr. Bruce Wuethrich, Engineering and Public Works; Ms. Janet Wright, City Information Systems

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mr. Fleming. Mr. Schumpert made a motion to accept minutes from previous meeting. Second by Mayor Ashe. Approved

BUDGET FOR 99-00

Final budget for FY 99-00 presented by Mr. Lutz for approval. This budget contains the capital expenditure amount of \$107,000, to be funded out of the upgrade reserve account. No increase or change in the City, County or KUB charges will occur. There is also a breakdown of the capital expenses for the network upgrade and Y2K compliance, which includes a new server, a RAID cabinet, and replacement of two workstations. Cost of living increases are based on the average of the City and County, which is four percent. Mr. Schumpert made a motion to accept the budget as presented, seconded by Mayor Ashe. Approved

IDS CONTRACT

Mr. Lutz stated the Coordinating Committee had finalized pricing for the ids CD. Cost for City, County and KUB will be \$250, while the cost to the general public will be \$950. Revenues will be redistributed on the operating billing as credits, as the map sales currently are. The Policy Board was asked to approve sales at these costs. Motion made by Mr. Schumpert, seconded by Mayor Ashe to accept the pricing of the ids CD. Approved

NEXT MEETING: Monday, October 11, 1999, 8:30 a.m.

ADJOURNMENT: Motion to adjourn by Mr. Schumpert. Second by Mayor Ashe. Meeting adjourned by Mr. Fleming.

**MINUTES
KGIS POLICY BOARD MEETING**

**Monday, October 11, 1999
City/County Building, Room 549, 8:30 a.m.**

MEMBERS PRESENT: Mayor Victor Ashe, City of Knoxville; Mr. Tom Schumpert, Knox County Executive; Mr. Larry Fleming, Knoxville Utilities Board

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Mr. Steve deMik, County Finance; Mr. Jon Gustin, Data Processing; Mr. John Lutz, KGIS; Mr. Paul Randolph, KUB; Mr. Matt Casey, KGIS

CALL TO ORDER/APPROVAL OF MINUTES: Meeting called to order by Mr. Fleming. Mr. Schumpert made a motion to accept minutes from previous meeting. Second by Mr. Fleming. Approved

Y2K

Mr. Lutz gave a report on the status of the KGIS on compliance issues reported in the audit last year. Since GIS had already migrated from the VAX to Windows NT the only compliance problem was with the switches. They have been replaced and testing will be made over the next two months. KGIS will also be putting a server at the KUB site as a local backup. There are no other issues. Equipment for compliance cost \$38,000 for the network switches and there should be no further expenses.

IDS DEMONSTRATION (Matt Casey)

Mr. Casey gave a short demonstration of the ids capabilities to the Policy Board Members. Delivery of the final product is expected in the next two weeks. Sales of the CD should cover the cost of production. The only issue may be the amount of support that is expected from the purchaser. Mr. Lutz will provide the Policy Board Members with a copy when they arrive.

Mayor Ashe requested the GIS get their own web page and publicize the ids CD and other products on it. He would like it to include a hit counter. The Mayor would also like the web and email address added to the letterhead. The website can also be used to post meetings as needed.

NEXT MEETING: Monday, January 10, 2000, 8:30 a.m.

ADJOURNMENT: Motion to adjourn by Mayor Ashe. Second by Mr. Schumpert. Meeting adjourned by Mr. Fleming.