MINUTES
KGIS POLICY BOARD MEETING

Monday, January 10, 2000
City/County Building, Room 549, 10:00 a.m.

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

OTHERS PRESENT: Mr. Steve deMik, County Finance; Mr. Jon Gustin, Data Processing; Mr. Jerry Julian, KGIS; Mr. Paul Randolph, KUB; Ms. Janet Wright, City Information Systems; Mr. Dick Moran, Data Processing; Mr. Bruce Wuethrich, Engineering and Public Works

CALL TO ORDER/CHANGE OF CHAIRMANSHIP/APPROVAL OF MINUTES
Mr. Schumpert reminded the members that Mayor Ashe would be the chairman for the year 2000. Meeting called to order by Mr. Parnell representing Mayor Ashe. Mr. Schumpert made a motion to accept minutes from previous meeting. Second by Mr. Elmore. Approved

Y2K
Mr. Julian reported that the KGIS department had completed their Y2K upgrades within the budget allowed. All systems were tested and are working.

KGIS WEBSITE
As requested at the last Policy Board Meeting, KGIS has set up a web page at www.kgis.org. Presently there is a main page with links to the tri-party agencies. Mr. Julian and the KGIS staff are looking to extend the site and at alternatives to offering services over the web.

KGIS STAFF CHANGES
Mr. Julian updated the Policy Board on the status of the KGIS staff. Mr. Lutz left in November 1999, followed by Mr. Matt Casey in December of 1999, to take positions with Courthouse Retrieval Systems. The committee of Mr. Moran, Ms. Wright and Mr. Randolph appointed Mr. Julian as acting director, assisted by Mr. Keith Stump also of the KGIS department. Ms. Wright stated that the committee hoped to begin accepting applications for a new director in the next thirty days. They are meeting every two weeks to oversee the KGIS. Mr. Casey's position has been advertised and should be filled in the next two weeks. The largest responsibility for the position is the base map and aerial update project. Mr. Stump is once again overseeing that project, with the rest of Mr. Casey's tasks of training, user assistance and ids being distributed among the remaining staff. There are a few areas that have had to be put on hold, such as application development and research on the database.

IDS UPDATE
A summary of ids sales was presented by Mr. Julian. External sales are currently small – only three have been sold to date. Cause is being evaluated and may be marketing related. KGIS sent out 52 notices to previous purchasers of digital and map sales, and have had several responses. There are demonstrations scheduled for this week regarding those responses. Mr. Schumpert asked if a goal had been set for sales and if those notified were going to be contacted a second time to find out why they had not responded. Mr. Julian replied that to break even thirty copies of ids would need to be sold to outside purchasers. A follow-up call will be made by the KGIS staff to see if lack of interest is due to cost or product.

AUDIT REPORT (Steve deMik)

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KGIS POLICY BOARD MEETING

Mr. deMik reported the only notable point in the final audit report is on page five – the user service fees have decreased dramatically due to the disposal of the VAX. On page fifteen is a summary of the Migration Project monies. There is a remainder of $69,799 which is $63,211 interest and the $6,588 remaining fund balance that needs to be assigned to an account to close out the migration project. The original funds came from the equipment reserve monies. The Policy Board needs to let the Finance Department know what to do with these funds.

NEXT MEETING: Mr. Schumpert asked if it was necessary to have the Policy Board meet quarterly, or could they meet on an as needed basis. The Coordinating Committee will meet to take action on this suggestion and make a recommendation to the Policy Board members.

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

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MINUTES
KGIS POLICY BOARD MEETING

Thursday, April 27, 2000
KGIS Conference Room, 8:30 a.m.

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

OTHERS PRESENT: Mr. Steve deMik, County Finance; Mr. Jon Gustin, Data Processing; Mr. Keith Stump, KGIS; Mr. Paul Randolph, KUB; Ms. Janet Wright, City Information Systems; Mr. Dick Moran, Data Processing; Mr. Sam Parnell, City Engineering; Mr. Bruce Wuethrich, Engineering and Public Works; Mr. Tim Kuhn, MPC

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

INTRODUCTION/APPOINTMENT OF NEW DIRECTOR (Janet Wright)
Ms. Wright gave a summary of the search for a new director. Mr. Stump was chosen from the pool of approximately fifty applicants and accepted the offer of the search committee. Motion by Mr. Fleming to appoint Mr. Stump director. Second by Mr. Schumpert. (Mayor Ashe arrived.) Approved

POLICY BOARD MEETING SCHEDULE
Mr. Stump reported that at the last meeting it was recommended that Policy Board Meetings be scheduled with the option to cancel one month prior to the date at the discretion of the Coordinating Committee. The only time the Policy Board would need to meet would be if a vote needed to be taken. The Chairman would be responsible for canceling the meeting at the recommendation of the Coordinating Committee. Mr. Fleming offered to have the next meeting at the new location of the KUB offices.

DISPOSAL OF REMAINING MIGRATION PROJECT FUNDS
The Coordinating Committee made a recommendation that the remaining migration project funds be placed back into the equipment reserve fund and rebated in the July quarterly billing. Motion by Mr. Schumpert. Second by Mr. Fleming. Approved

QUARTERLY BUDGET REVIEW (Steve deMik)
Mr. deMik reported that the user service fees are fifty percent collected. The budget is on target with normal spending for the time of year. Page eight of the report gives the status of reserve funds as $987,000.00.

KGIS 2001 BUDGET
Mr. Stump presented the budget for 2000-2001. City costs will increase approximately two percent based on an increase in the number of sheets due to annexations and utilization of KGIS personnel for map projects. The County costs will be going up approximately 2.3 percent due to increased usage of KGIS personnel for map projects. KUB costs will decrease due to decreased use of KGIS personnel. The salary increase is a projection. COLA will be determined by the average of the City (2.5%) and the County (as yet undetermined). Adjustments will be made once these numbers are available. There were three merit raises given this year and a position adjustment that was

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KGIS POLICY BOARD MEETING

budgeted did not occur. Contracted services increased due to County finance charges for auditing, payroll, etc. Total budget increase is 2.5 percent.

Also included in this year's budget is a plan to become web-enabled. The GIS web page is very basic right now, and the plan is to add geographic data to the site. Research is being done to determine the best way to do this, with the possibility of having some type of subscription service in the future. Mr. Schumpert suggested an item on the July agenda of the pros and cons of web access to the geographic data.

Mr. Schumpert made a motion to approve the proposed budget. Second by Mr. Fleming. Approved

NEXT MEETING: Wednesday, July 12, 2000, KUB Boardroom, 6th Floor, Miller's Building

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

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MINUTES
KGIS POLICY BOARD MEETING

Wednesday, July 12, 2000
KUB Executive Conference Room, 8:30 a.m.

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

OTHERS PRESENT: Mr. Jon Gustin, Data Processing; Mr. Keith Stump, KGIS; Mr. Paul Randolph, KUB; Ms. Janet Wright, City Information Systems; Mr. Tim Kuhn, MPC

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

STATUS OF KGIS JOB VACANCIES
It was reported that the DBA position has been filled by Conn McAnally, from DH & Associates out of Chattanooga. Mr. McAnally resides in South Knoxville. The Senior Programming position is still open and applicants are being screened. The position should be filled in the next month.

IDS PRODUCT PRICING
Mr. Stump reported that at the last Coordinating Committee meeting a recommendation was made to lower the cost of the ids cd. The Coordinating Committee felt the high cost was prohibitive for those agencies who wished to purchase multiple copies. By reducing the cost, the remainder of the cds should be able to be sold to recover the initial cost of production. Mr. Schumpert made a motion that the lower cost of $600 per cd, $200 ortho cost, and $300 second copy cost be approved. Second by Mr. Fleming. Approved

INTERNET/WEB INITIATIVES
At the last Policy Board meeting it was recommended that KGIS get their internet site up and running and report the progress to the Policy Board. Mr. Stump reported that a Web Standards committee has been formed at the recommendation of the Coordinating Committee to define standards and come up with the guidelines needed for display of the KGIS data on the web site. The committee will be meeting every three weeks to lay the groundwork. The committee members are: Jon Gustin, County; Janet Wright, Jane Shadwell, City; Pam Jordan, Drew Lancaster, Shaun Fowler, KUB; Tim Kuhn, Gretchen Beal, MPC. The committee will break up into subcommittees to meet with other organizations once the guidelines have been established. Mr. Schumpert recommended that the Web Standards committee continue to meet and that periodic reports be made to the Policy Board as recommendations are made. Mr. Stump proposed a fall date for internal web standards.

The KGIS website is now functioning. Meeting agendas, user organizations, pricing and data availability are all included at the site. Some areas are still under construction and updates are continually being made based on the committee recommendations.

NEXT MEETING: Monday, October 9, 2000, KUB Executive Conference Room, 6th Floor, Miller's Building

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

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MINUTES
KGIS POLICY BOARD MEETING

Tuesday, January 9, 2001
Room 549, City/County Building, 9:00 a.m.

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

OTHERS PRESENT: Ms. Gretchen Beal, MPC; Ms. Patricia Galvan, Knox County Finance; Mr. Jon Gustin, Data Processing; Ms. Kathy Hamilton, Knox County Finance; Mr. Sam Parnell, City Engineering; Mr. Keith Stump, KGIS; Ms. Janet Wright, City Information Systems; Mr. Bruce Wuethrich, Engineering and Public Works

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

CHANGE OF CHAIRMANSHIP
Mr. Elmore nominated Mr. Schumpert as the new chairman for 2001. Second by Mayor Ashe. Approved. Mayor Ashe to continue as moderator for today's meeting.

KGIS JOB STATUS REPORT
Mr. Stump reported that all open positions have now been filled.

CONTRACTED PERSONNEL SERVICES
A request was made by Mr. Stump to hire a temporary employee on an hourly basis for short-term project support. This employee has worked for MPC in the past and is familiar with the day to day operating of the GIS system. Kathy Ayres has agreed to report on an hourly basis for a period of approximately six months. Funds are available in the existing monies budgeted for salaries to cover this employee, so no additional funding is needed from the Policy Board. Mr. Schumpert made a motion to hire Kathy Ayres on a temporary basis. Second by Mr. Elmore. Approved

KGIS WEB INITIATIVES
The web committee is making progress and a summary is attached for the Policy Board's information.

NETWORK SECURITY ANALYSIS
Mr. Stump requested approval of $17,500.00 for a contract with Sword and Shield to provide security analysis using budgeted monies. Mr. Schumpert asked that in the future, the Coordinating Committee be allowed to make these recommendations and grant approval. Motion from Mr. Schumpert to contract with Sword and Shield for security analysis. Second by Mr. Elmore. Approved

ADDRESS/DATA LICENSE PRICING POLICY CHANGES
The Coordinating Committee is recommending the attached pricing for data and licensing sales. Mr. Elmore made a motion to accept the pricing structure as presented. Second by Mr. Schumpert. Approved

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KGIS POLICY BOARD MEETING

ELEVENCO CONTRACT
A licensing contract similar to the one with Courthouse Retrieval System has been requested by ElevenCo. The law departments have signed off and a signature is needed from Mr. Schumpert to proceed. Motion made by Mr. Schumpert to approve the contract with ElevenCo. Second by Mr. Elmore. Approved

FUTURE LICENSING AGREEMENT AUTHORITY
A request was made by Mr. Stump to allow the GIS department to approve future contracts like the one with ElevenCo. The Policy Board Chairman would still need to sign them, but KGIS and the Coordinating Committee would finalize the contracts. Mr. Schumpert made a motion to allow this approval. Mayor Ashe modified the motion to include notification of the Policy Board prior to signing by the chairman. Second by Mr. Elmore. Approved

QUARTERLY AND FINAL AUDIT REPORT
Ms. Hamilton presented the final auditor's report for the Policy Board. The GIS department had increases in cash flow and operating income for the last fiscal year. A copy of the report is attached. The quarterly report was provided which also showed a positive cash flow.

NEXT MEETING: Monday, April 9, 2001, Room 549, City/County Building, 8:30 a.m.

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

MINUTES
KGIS POLICY BOARD MEETING

Monday, April 9, 2001
Room 549 City/County Building, 8:30 a.m.

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

OTHERS PRESENT: Mr. Keith Stump, KGIS; Ms. Kathy Hamilton, Knox County Finance; Mr. John Troyer, Knox County Finance; Mr. Bruce Wuethrich, Engineering and Public Works; Ms. Janet Wright, City Information Systems; Mr. Jon Gustin, County Information Systems, Mr. Tim Kuhn, MPC; Mr. Sam Parnell, City Engineering, Mr. Gabriel Bolus, KUB; Mr. Paul Randolph, KUB

I. CALL TO ORDER/APPROVAL OF MINUTES:

Mr. Schumpert called the meeting to order. Mr. Fleming made a motion to approve the minutes from the previous meeting. Second by Mayor Ashe. Minutes were approved.

II. COORDINATING COMMITTEE APPROVAL AUTHORITY CHANGES:

Mr. Stump stated that during the January Policy Board meeting, it was suggested that the KGIS Coordinating Committee assume more oversight authority regarding non-budgeted expenditures not resulting in billable cost increases to the City, County, or KUB. For example, the Coordinating Committee would be given the authority to approve professional service contracts which were not specifically budgeted, but for which funds are already available. The Coordinating Committee would be granted this authority, contingent upon unanimous approval of its voting members and upon the recommendation of the KGIS Director. The KGIS Policy Board will continue to be notified of any changes approved by the Coordinating Committee. Mayor Ashe made a motion to give the Coordinating Committee approval authority with the modification that the Coordinating Committee can approve recommendations involving the budget up to, but not exceeding, a cap of $25,000. Motion was second by Mr. Fleming. Approved.

III. QUARTERLY BUDGET REVIEW:

Ms. Hamilton presented the quarterly budget review to the Policy Board stating that KGIS is on target for the current budget year. Ms. Hamilton stated that the future reports would include year-to-date comparisons with previous year totals.

IV. FISCAL 2001-2002 BUDGET:

Mr. Stump reviewed the proposed budget for the fiscal year of 2001-2002, stating that there is a request for a 5.36% increase to make the total increase $47,732.00, but with the increase projected revenues the net result will be a $37,000 increase.

The overall proposed budget for the 2001-2002 fiscal year is $1,172,540. This budget includes the following increases: City 6.96% ($17,217), County 1.55% ($4,984), KUB 5.53% ($15,928), and "Other" 31.25% ($10,000) for the fiscal year of 2001-2002. The percentage differences are projected upon the utilization of KGIS staff for this next year.

The major reason for the increase in the budget is a request for a Web Programmer position. Mr. Stump stated that he felt that we would need to advertise nationally for a qualified candidate to fill this position. An increase in the Travel/Tuition account was asked for. Mr. Stump stated that he would need to travel to visit Aerial photography companies to find a new company to sign a contract with for our aerial photos. Mr. Stump also stated that he would like to let various KGIS staff attend technical educational enhancement opportunities when available.

The contracted services account will actually decrease this next year as well as the software maintenance services.

Mr. Schumpert asked that KGIS prepare a 5-year capital plan to know where we will stand or what to expect over the next five years. Mr. Fleming made a motion to accept the Fiscal 2001-2002 budget. Second by Mayor Ashe. Budget was approved.

V. **DIRECTOR'S REPORT:**

Mr. Stump stated that all positions were filled at KGIS at the current time. All other information can be found in the agenda packet that was passed out.

VI. **NEXT MEETING:**

The next meeting was tentatively scheduled for July 9; Mayor Ashe requested that the meeting be changed due to the July 4th holiday. The next meeting is tentatively scheduled for July 12, 2001, Room 549, City/County Building, 8:30 a.m.

VII. **ADJOURMENT:**

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

KGIS Policy Board Meeting
Thursday, June 28, 2001
Knox County Finance Conference Room
City/County Building

MEMBERS PRESENT: Mr. Thomas Schumpert, Knox County Executive, Mayor Victor Ashe, City of Knoxville, Mr. Bill Elmore, Knoxville Utilities Board (A letter from Mr. Fleming of KUB was presented stating that Mr. Elmore would be attending any Policy Board meeting that he could not attend and that he has full authority to vote on his behalf on any matter that comes before the Board.)

OTHERS PRESENT: Mr. Keith Stump, Ms. Kathy Hamilton, Mr. Tim Kuhn, Ms. Janet Wright, Mr. Jon Gustin, Mr. Paul Randolph, Mr. Sam Parnell

I. CALL TO ORDER/APPROVAL OF MINUTES:

Mr. Schumpert called the meeting to order. Mayor Ashe made a motion to approve the minutes from the previous meeting. Mr. Elmore seconded the motion. The minutes approved.

II. WEB SERVER CONTRACT:

KGIS requests that the Policy Board approve the contract for KGIS Web Server design and installation services with Michael Baker, Jr. Inc. The City and County Law Departments as well as the KGIS Coordinating Committee approved the contract. Mayor Ashe made a motion to approve the Web Server Contract. Mr. Elmore seconded the motion. Contract approved.

III. WEB SERVER LINE ITEM TRANSER:

To encumber the necessary funds for the Michael Baker, Jr. contract as approved, KGIS requests for two separate line item transfers between internal Capital Expenditures expense codes be approved:

$18,382 transferred from 51711-709 (Hardware) to 51711-312 (Services)
$36,685 transferred from 51711-480 (Software) to 51711-312 (Services)

Mr. Elmore made a motion to approve the above stated line item transfer. Mayor Ashe seconded the motion. Line item transfer approved.

IV. LINE ITEM TRANSFER AUTHORITY:

KGIS requests that the authority be given to approve line item transfers between budgeted funds within the same account unit.

Mr. Schumpert made a motion that if the authority is approved, KGIS report back to the Policy Board any such transfers that were made.

Mayor Ashe made a motion to approve the line item transfer authority with Mr. Schumpert's motion in place. Mr. Elmore seconded the motion that Mr. Schumpert made to the original request and seconded Mayor Ashe's motion to approve the line item transfer. Line item transfer approved.

V. NETWORK FUNDS "CARRY-OVER":

Due to a delay in the procurement of the Internet related network security firewalls, KGIS requests that the remaining $30,369 in the current Fiscal Year 2000-2001 Capital Expenditure Budget be carried over to the next Fiscal Year 2001-2002 Capital Expenditure Budget.

Mr. Elmore made a motion to carry over the funds in the Capital Expenditure Budget. Mayor Ashe seconded the carry over. Network Funds Carry Over approved.

VI. IDS REVENUE TRANSFER:

KGIS request that $55,500 of the IDS license revenues be re-invested into the Capital Reserve Funds. This represents the development costs associated with the product over the past 2-½ years.

Mr. Elmore made a motion to approve the revenue transfer. Mayor Ashe seconded the revenue transfer of the IDS CD funds. IDS revenue transfer approved.

VII. QUARTERLY BUDGET REVIEW:

Kathy Hamilton stated that the quarterly budget would be reviewed in the regular Policy Board meeting scheduled for July 12.

VIII. KGIS FY 2001-2002 BUDGET:

The KGIS Fiscal 2001-2002 Budget was approved at the last Policy Board meeting contingent upon the final adjustments. The final COLA raises will be 3.2%, which is the average of the City and County COLA increases. The annual office rental increase will be 3.3%, which is based upon the annual Consumer Price Index (CPI). These adjustments resulted in a $77 increase for each of the three KGIS participants.

Mr. Elmore made a motion to approve the revised FY 2001-2002 Budget. Mayor Ashe seconded the approval of the budget. KGIS FY 2001-2002 Budget approved.

IX. NEXT POLICY BOARD MEETING:
The next Policy Board meeting is scheduled for July 12, at 8:30 a.m. in room 549 at the City/County Building.

X. MEETING ADJOURNED:
Mayor Ashe made a motion to adjourn the meeting, seconded by Mr. Elmore. Meeting adjourned by Mr. Schumpert.

KGIS Policy Board Meeting
Thursday, July 12, 2001
Room 549 City/County Building

Members Present: Mr. Thomas Schumpert, Knox County Executive; Mayor Victor Ashe, City of Knoxville; Mr. Larry Fleming, KUB President

Others Present: Mr. Keith Stump, Mr. Sam Parnell, Mr. Jon Gustin, Mr. Bruce Wuethrich, Mr. Paul Randolph, and Ms. Janet Wright

I.   CALL TO ORDER / APPROVAL OF MINUTES

Mr. Schumpert called the meeting to order. Mayor Ashe made a motion to approve minutes from previous Policy Board Meeting of June 28. Mr. Fleming seconded the motion. All approved the minutes.

II.   PRODUCT LICENSING CONTRACT CHANGES

KGIS and the Coordinating Committee recommends changing the current licensing data contract to be a one year renewable contract at a cost of $8,130 per year, instead of the previous four year contract that allows for an initial $8,130 with a $610 charge for each additional year and a 10% royalty clause of revenue over $81,300.

Currently companies with licensing contracts with KGIS are required to furnish KGIS with an annual list of just how many products they have sold and what they have made on those products. KGIS has authority to go look at their records and books if they so chose to do that. The issue has come up that companies buy and sell the CDs but there is getting to be more of a request for the availability of Internet based products.

Mr. Fleming stated that his "concern with an Internet based product is that companies using our products on the Internet for $8,000 could have access to all of KGIS's information." Mr. Fleming stated that since the Internet is the way most companies are going, he doesn't believe that "we should just generally categorize Internet services with the CD Rom process, and it does require some further study and recommendation."

Mr. Fleming stated that he was "not satisfied with the Coordinating Committees preparation of as we approach Internet issues." Mr. Fleming stated that he is "fine with the CD based product."

Mr. Fleming made a motion to approve the staff's recommendation of the new licensing data contracts with the exception of the elimination of the Internet. He asked the staff to research that issue again. Mayor Ashe seconded the motion. Mr. Stump stated that the City and County Law Departments made some changes to the proposed agreement. Mr. Fleming made a motion to incorporate those changes in the licensing data agreement, Mayor Ashe seconded. All approved the new licensing agreement with the change to be only a CD based contract, and the elimination of any Internet based data at this time.

III. QUARTERLY BUDGET REVIEW

Mr. Schumpert noted that the Finance Department does not have the quarterly budget available at this time. Kathy Hamilton will address this at the next Policy Board Meeting.

IV. NEXT MEETING

The next Policy Board Meeting is tentatively scheduled for October 8th, 8:30 a.m.

V. MEETING ADJOURNED

Mayor Ashe made a motion to adjourn the meeting. Mr. Fleming seconded the motion; Mr. Schumpert dismissed the Policy Board Meeting.

KGIS Policy Board Meeting
Minutes

Monday, February 11, 2002
Room 549 City/County Building

MEMBERS PRESENT: Mr. Tommy Schumpert, Knox County Executive, Mayor Victor Ashe, City of Knoxville, Mr. Larry Fleming, KUB President

OTHERS PRESENT: Mr. Jon Gustin, County Information Services; Mr. Bruce Wuethrich, Engineering & Public Works; Mr. Dick Moran, County Automated Systems; Mr. Sam Parnell, City Engineering; Ms. Janet Wright, City Information Systems, Mr. John Troyer, Knox County Finance; Ms. Gretchen Beal, MPC; Mr. Tim Kuhn, MPC; Mr. Brent Johnson, City Engineering; Mr. Paul Randolph, KUB; Mr. Jim York, Knoxville City Finance; Ms. Sheryl Davis, Knoxville City Finance; Mr. Keith Stump, KGIS

I.   CALL TO ORDER/APPROVAL OF MINUTES:

Mr. Schumpert called the meeting to order and asked for a motion to approve the July 12, 2001 Policy Board minutes. Mayor Ashe made a motion to approve the minutes; Mr. Fleming seconded it.

II.   CHANGE OF CHAIRPERSON:

Under the bi-laws adopted by the Policy Board, the Chairperson of the Board rotates on an annual basis. Following the rotation cycle of KUB-City-County, the calendar year 2002 Chairmanship rotates to Mr. Fleming.

Mayor Ashe made a motion for Mr. Fleming to be elected to Chairperson of the KGIS Policy Board for the 2002 year. Mr. Schumpert seconded the motion.

III.   LANDBASE MAPPING PROJECT STATUS:

KGIS has worked closely with various City, County, and KUB departments to identify necessary and vital components of the Landbase Mapping project. During the next year, KGIS and the Coordinating Committee will work together to formulate a formal plan to be presented to the Policy Board regarding the long-term re-mapping of the Landbase data. There will not be a spring re-fly this year. All contributions made to this fund this fiscal year will be put into the Aerial Reserve Fund for future use on this project.

IV. OPERATING FUND TRANSFER APPROVAL:

Under the tri-party agreement, *(Section 7B - any deficit in adjusted operating expense or surplus in revenue shall be paid by or to the three parties, as the case may be, according to their respective system usages. Deficits or surpluses from the close of the fiscal year shall be paid by the second quarter of the following fiscal year.[1])* these funds are to be redistributed to each of the three parties.

Mr. Stump stated "due to the importance of the Landbase project in the future and the cost anticipated with it, KGIS is asking for approval to retain the funds and transfer them into the Aerial Reserve Fund in anticipation of the future Landbase project."

Mr. Stump had initially proposed using these funds for this project but since it is being delayed, KGIS would like to set this aside in progression of that project.

Mr. Fleming asked if it was know what amount would be moved over. John Troyer of Knox County Finance presented a breakdown of the funds. The retained earnings is about $2 million dollars, but that is not spendable money is $440,119.

It was noted by Mr. Fleming that KGIS has almost $900,000 in the Equipment Reserve Fund on the balance sheet. He noted that having "a full reserve for all the equipment might be overly funded".

Mr. Stump stated that "the Long Range Subcommittee made of different representatives of the City, County, and KUB would be convening to see just what capital improvements does need to be made." Mr. Stump indicated that "we are in need of several network upgrades, the web server is getting ready to come on line so we would need some future machine hardware."

Mr. Fleming stated, "Really what you are trying to accomplish is not to disburse the funds back to the parties." Mr. Stump agreed with Mr. Fleming.

Mr. Schumpert said, "Let me be sure, we are not really sure on how we are going to go on the aerial. I mean you are going to come back to us, but you are wanting us to kind of amend the tri-party agreement, at least for a period of time here, for all of the amount

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[1] Amended March 15, 1995.

that should have been disbursed back to the parties, which is about $440,000 and put into aerial photography."

Mr. Stump said, "That is right".

Mr. Schumpert said, "Now, you may come back and say that we want to continue to do that in the future or we don't."

Mr. Stump said, "If we choose to come back and say "no", we are not going to do this re-map option, or that it is not going to cost as much as anticipated, at that time we would take that money and redistribute it back to the three parties."

Mr. Schumpert said, "What you are really asking for is a temporary deferral of the disbursement to the parties pending what you just described." Mr. Stump agreed.

Mr. Schumpert made a motion for a "temporary deferral of the disbursements back to the parties for this project". Mayor Ashe seconded the motion. The Policy Board voted for this deferral.

Mr. Fleming clarified the approved motion in stating that "this is not a permanent transfer or deferral of the agreement."

Mayor Ashe asked, "How did the motion read?"

Mr. Fleming stated, "The minutes should reflect what was just said". What the Policy Board is authorizing is not this motion, but a temporary abeyance of disbursements to the parties pending a review of discussion with the Policy Board".

Mayor Ashe stated, "We really should put a date of certainty. "Temporary" is like beauty; it's in the eyes of the beholder. Why not say pending review of April 8?".

Mr. Stump stated, "Actually the long range plan may take longer than that to come back with a recommendation."

Mayor Ashe stated, "We can extend it on April 8, we are going to meet then."

Mayor Ashe moved to that the Policy Board "reconsider their actions in the adoption of the prior motion". Mr. Schumpert seconded the reconsideration of the prior motion. The Policy Board voted to reconsider their previously adopted motion.

Mayor Ashe moved that "the authorizing payments to the parties be suspended until April 8, 2002. I recognize that at that meeting it may be back before us again, but to be proper we ought to have a date certain. Who knows what in some people's eyes "temporary" means; it could be a year." Mr. Schumpert seconded the suspension of reimbursement to the three parties until the April 8 meeting. The Policy Board voted to suspend reimbursement to the parties until April 8, 2002.

V.   KGIS WEB SITE STATUS:

KGIS is in the final stages of preparing the website for general public utilization within two months. To access the preliminary version of the website, visit: http://www.kgis.org/knoxnetwhere.

VI.   QUARTERLY BUDGET REVIEW:

John Troyer of Knox County Finance presented the quarterly budget status along with the 2000/2001 final audited statement.

VII.   KGIS DIRECTORS REPORT:

A)   New KGIS Staff Member: Mr. Keith Bugg joined the KGIS staff on January 7, 2002 as a senior programmer.

B)   Policy and Sheriff Utilize GIS: Knox County Sheriff and Knoxville Police Department are now utilizing KGIS related data in their squad cars.

C)   Long Range Plan Subcommittee: a subcommittee consisting of Keith Stump (KGIS), Jon Gustin (County IS), Janet Wright (City IS), and Paul Randolph (KUB) will meet and discuss long term capital improvement needs for the KGIS office.

D)   Line Item Transfer Notice: KGIS approved an inter-fund transfer within the Equipment Reserve Fund to better conform with new budgetary categories of Knox County Purchasing and Finance Departments.

VIII.   NEXT MEETING:

The next scheduled Policy Board meeting is Monday, April 8, 2002 at 8:30 in Room 549 of the City/County Building. (*This was subsequently changed after the meeting to April 10, 2002 at 9:00 a.m.)*

Mr. Fleming asked if there was a motion to adjourn the meeting. Mayor Ashe made a motion to adjourn the meeting; Mr. Schumpert seconded it.

KGIS Policy Board Meeting
Minutes
Monday, April 10, 2002
Room 549 City/County Building

MEMBERS PRESENT: Mr. Tommy Schumpert, Knox County Executive, Mayor Victor Ashe, City of Knoxville, Mr. Larry Fleming, KUB President

OTHERS PRESENT: Mr. Jon Gustin, County Information Services; Mr. Bruce Wuethrich, Engineering & Public Works; Mr. Sam Parnell, City Engineering; Ms. Janet Wright, City Information Systems, Ms. Gretchen Beal, MPC; Mr. Paul Randolph, KUB; Mr. Keith Stump, KGIS

I. CALL TO ORDER/APPROVAL OF MINUTES:

Mr. Fleming called the meeting to order and asked for a motion to approve the February 11, 2002 Policy Board minutes. Mayor Ashe made a motion to approve the minutes; Mr. Schumpert seconded. The minutes were approved.

II. LANDBASE "PROOF OF CONCEPT" APPROVAL:

KGIS seeks to enter into a contract agreement with Merrick & Co to conduct a "proof of concept" for aerial photography and mapping services. The cost of the "proof of concept" will be $50,394 and is to be paid out of the current Aerial Reserve Fund balance ($201,582 as of December 31, 2001). KGIS moves that, pending the Law Departments final approval that the contract is awarded to Merrick & Co.

Mr. Fleming stated he "agreed to proceed with the "proof of concept", and that Keith has assured him that KGIS has researched the order of procurement and this concept applies fully with all the procurement standards".

Mr. Schumpert made a motion to approve the "proof of concept", Mayor Ashe seconded. The landbase "proof of concept" proposal was approved.

III. OPERATING FUNDS DISBURSEMENT SCHEDULE EXTENSION:

A temporary abeyance was granted to KGIS from the regular distribution of undesignated operating funds back to the Tri-Party members at the last Policy Board meeting. KGIS seeks approval to

extend the temporary abeyance period until the fall Policy Board meeting.

Mr. Fleming asked for a motion to be made for the distribution of undesignated operating funds be deferred until the fall Policy Board meeting. Mr. Schumpert made a motion to defer distribution, Mayor Ashe seconded the motion. The board approved the deferral of operating funds disbursement until the fall Policy Board meeting.

KGIS also requests that the current undesignated operating balance be moved into the Aerial Reserve Fund until such time that the Policy Board reviews the long-term landbase mapping plans.

Mr. Stump stated that the above request is made based upon an accounting issue in order for the remaining undesignated funds to continue to earn interest.

Mr. Fleming stated that since this is an accounting issue and the money will not be spent that he does not see a reason to transfer the funds at this time. Mr. Schumpert will check with Knox County Finance department to ensure that this money is earning interest in the account that is it currently residing in.

The Policy Board took no action on the transfer of undesignated operating balance funds into the Aerial Reserve Fund.

IV.   FISCAL 2002-2003 BUDGET APPROVAL:

The proposed 2002-2003 budget represents a 2.4% increase in the total budget from the current year; however, the billable operating expenditures to the Tri-Party members will decrease by 0.37% (contingent upon final COLA and Consumer Price Index adjustments).

Mayor Ashe moved to accept the proposed Fiscal Year 2002-2003 Budget request, Mr. Schumpert seconded. The Policy Board approved the proposed 2002-2003 budget request contingent upon the COLA and Consumer Price Index adjustments. A budget amendment will be presented to the Policy Board in July pending any changes in the estimated COLA and Consumer Price Index figures.

V.   LINE ITEM TRANSFER FOR SYSTEM SUPPORT SERVICES:

KGIS seeks approval to transfer $6,000 from the FY 2003 Budget Equipment Reserve Fund into Operating for acquisition of

Network/System support services. In order to keep the operating expenses down, KGIS wishes to fund this the first year out of the Capital Reserve (Equipment Reserve) Fund. There is a possibility that this will be a recurring expense as it will be a contractual expense.

The Policy Board supports the acquisition of Network/System support services, but took no action in the request to transfer funds. Mayor Ashe made a motion to support going forward with the Network/System support services, Mr. Schumpert seconded. The Policy Board approved the support but not the transferring of funds.

VI.   EQUIPMENT RESERVE FUND REALLOCATION NOTICE:

Knox County Commission adopted a resolution (R-02-2-801) that raised the monetary threshold for classifying materials and equipment as capital items from $1,000 to $5,000. This was done as part of CASB34 conformance.

VII.   NEXT MEETING:

The next scheduled meeting is for Monday, July 8, 2002 at 8:30 a.m. in Room 549 of the City County Building. Mayor Ashe asked to change the date from July 8 to July 15. All members agreed to set that date aside for the next meeting. (*This was subsequently changed after the meeting to July 18, 2002 at 3:30 p.m.*)

ADDITIONAL ITEM ADDED:

Mr. Schumpert wanted to address the Policy Board on an item that was overlooked last fiscal year. The Policy Board did not issue a review on the Director of KGIS at the end of last fiscal year. The way KGIS is setup, there is a COLA raise and a 2.5% merit raise based on performance. Mr. Schumpert made a motion approved retroactive a merit raise of 2.5% for the Director of KGIS. Mayor Ashe seconded the motion and the Policy Board approved retroactive a merit raise of 2.5%.

KGIS Policy Board Meeting
Minutes
Thursday, July 18, 2002
Room 549 City/County Building

Members Present: Mr. Tom Schumpert, Knox County Executive; Mr. Larry Fleming, KUB President; Mayor Victor Ashe, City of Knoxville

Others Present: Mr. Jon Gustin, County Information System; Ms. Elizabeth Carroll, Intern for County Information System; Mr. Paul Randolph, KUB; Ms. Janet Wright, City Information Services; Mr. Tim Kuhn, MPC; Mr. Sam Parnell, City Engineering; Mr. Keith Stump, KGIS

I.   **Call to Order / Approval of Minutes** – Mr. Fleming called the meeting to order and asked for a motion to approve the April 10, 2002 Policy Board Minutes. Mr. Schumpert made a motion to approve the minutes, Mr. Fleming seconded the motion. The minutes were approved.

II. **Quarterly Budget Review** – The preliminary budget report was reviewed as a handout received by Knox County Finance. All budgetary numbers appear to be in order. The final numbers have not been received at this time.

III. **Fiscal Year 2002-2003 Budget Amendment** – KGIS proposed to amend the operating budget to reflect the Consumer Price Index of 1.6%. The Cost of Living remains unchanged from the adopted budget of 2.375%. The amendments resulted in a collective $15 reduction in cost to the Tri-Party members. Mr. Schumpert made a motion to approve the amended budget and Mr. Fleming seconded. The Fiscal Year 2002-2003 budget was approved with amendments.

IV. **IDS Revenue Transfer** – KGIS requests the revenues received from the sale of the IDS CD be transferred back into the Capital Reserve Fund as in past practices. Mayor Ashe made a motion to transfer IDS revenue funds back into the Capital Reserve Fund, Mr. Schumpert seconded the motion. The transfer of the IDS revenue funds was approved.

V.   **Director's Report** – An extension of recognition and gratitude was extended to Mr. Schumpert for his eight years of service on the KGIS Policy Board. Mayor Ashe made a motion that "recognition be given to Tommy Schumpert for his eight years on this board, his diligent attendance, and participation". The motion was seconded by Mr. Fleming and was approved by the Policy Board.

VI. **Next Meeting** – The next scheduled meeting is tentatively set for Monday, October 14, 2002 in room 549 of the City/County Building.

KGIS Policy Board Meeting
Friday, November 08, 2002

Present: Mr. Larry Fleming, KUB President; Mr. Mike Ragsdale, County Executive; Mayor Victor Ashe, City of Knoxville

Others Present: Mr. Keith Stump, KGIS; Mr. Paul Randolph, KUB; Mr. Bruce Wuethrich, County Engineering & Public Works; Mr. Jon Gustin, County GIS; Mr. John Troyer, County Finance; Ms. Janet Wright, City Information Systems; Mr. Sam Parnell, City Engineering; Mr. Tim Kuhn, MPC; Mr. Dick Moran, County Information Services

I.   **Call to Order/Welcome** – Mr. Fleming called the meeting to order and introductions were made to the new Knox County Executive, Mike Ragsdale.

II. **Approval of Minutes** – Mr. Fleming asked for a motion to approve the Policy Board minutes from the July 18 meeting. Mr. Ragsdale made the motion to approve the minutes which was seconded by Mayor Ashe.

III. **Quarterly Budget and Final 2002 Audit Review** – Mr. John Troyer of Knox County Finance stated that the final 2002 audit review is not completed to date; however, everything looks fine at present. We are currently 33% through this fiscal year and within 30% of the current fiscal year's budget. When the final 2002 audit numbers are, in the audit statement will be sent to each member of the Policy Board member.

IV. **Presentation of Long Range Committee Recommendations** – a list of the Long Range Committee findings and recommendations were included in the agenda for review by each member at their discretion. KGIS will present more formal recommendations made by the Long Range Committee in the spring 2003.

V.   **Landbase Mapping Project Approval** – KGIS seeks to enter into a contract with Merrick & Company for the remapping of the entire county. The cost of the project is $1,179,912. The funding for this project will come from money in hand as well as $200,000 contribution for FY 2004. Mr. Ragsdale made the motion to forgo the distribution of undesignated Operating Funds (approximately $400,000) back to the Tri-Party members, and Mayor Ashe seconded the motion. Mayor Ashe made a motion to transfer $280,031 from the undesignated Operating Funds into the Aerial Reserve Fund, Mr. Ragsdale seconded this transfer. Mayor Ashe made a motion that in FY 2006 and FY2007 $300,000 to be transferred back into the Capital Reserve account from the Aerial Reserve funds. KGIS seeks to receive written confirmation in lieu of a stated Policy Board meeting when the Merrick & Company contract has been finalized and approved by Knox County Law Department. However,

Mayor Ashe stated that the board will meet again for the final approval and signature of the final remapping contract. Mr. Fleming called recognition to the KGIS Director for all the hard work that was put into the information provided for the remapping project.

VI. **KGIS Director's Report** – KGIS has a new Landbase Manager, Chad Scheidecker, whom will be managing the county-wide remapping project. KGIS has implemented the internal website which is available to existing networked City, County, and KUB departments at http://www.kgis.net.

VII. **Next Meeting** – The next scheduled Policy Board meeting is tentatively scheduled for January 14, 2003 at 8:30 in room 549 of the City/County Building. Mayor Ashe made a motion to approve the tentatively scheduled meeting and Mr. Ragsdale seconded this motion.

Mr. Fleming made a motion to adjourn the meeting which was seconded by Mr. Ragsdale.

KGIS Policy Board Meeting
Tuesday, December 10, 2002
Room 549 City/County Building

Members Present: Mr. Larry Fleming, KUB; Mr. Mike Ragsdale, County Executive,
                   Mr. Sam Parnell, City Engineering, proxy for Mayor Ashe

Other Present: Mr. Keith Stump, KGIS Director; Mr. Dick Moran, County
                   Automated Systems; Mr. Jon Gustin, GIS; Ms. Janet Wright, CIS;
                   Ms. Gretchen Beal, MPC; Mr. Paul Randolph, KUB

   I. **Call to Order** - Mr. Fleming called the meeting to order.

  II. **Landbase Mapping Contract Approval –** KGIS seeks to enter into a contract
       with Merrick & Company for a complete remap of Knox County. The contract
       has been reviewed and approved by both the City and County Law Departments.
       The contract amount is $1,179,912 which is the same as presented at the
       November 10 Policy Board meeting. Mr. Mike Ragsdale made a motion to
       approve the presented contract and Mr. Sam Parnell seconded the motion. All
       Policy Board members were in agreement and signed the presented contract.

 III. **Adjourned –** The meeting was adjourned by Mr. Fleming.

KGIS Policy Board Meeting

Wednesday, April 23, 2003
Room 549 City/County Building

Members Present: Mr. Larry Fleming, KUB President, Mayor Victor Ashe, City of Knoxville, Mr. Mike Ragsdale, Knox County Executive

Others Present: Mr. Keith Stump, KGIS Director; Mr. David Ball, County Information Services (for Jon Gustin); Mr. Paul Randolph, KUB; Mrs. Janet Wright, City Information Systems; Mr. Sam Parnell, City Engineering

1. **Call to Order / Change of Chairperson** – Mr. Fleming called the meeting to order and made a motion to elect Mayor Ashe as the new chairman. Mayor Ashe seconded the motion since Mr. Ragsdale had not arrived at that time. It was approved for Mayor Ashe to be the residing chairman for the year 2003.

2. **Approval of Minutes** – Mayor Ashe asked for a motion to approve the minutes from November 8 and December 10, 2002 meetings. Mr. Fleming made a motion that the minutes be approved as written, Mayor Ashe seconded and all members approved the minutes.

3. **Quarterly Budget (and Final 2002 Audit) Review** – Mr. Stump stated that Mr. John Troyer from Knox County Finance could not attend the meeting but that the statements appeared to provide all necessary information correctly.

4. **FY 2003-2004 Budget Approval** – The proposed budget for fiscal year 2003/04 was presented contingent upon the City of Knoxville and Knox County COLA raises. A 3% COLA was put into the budget based upon Jim York, City Finance, and John Troyer, County Finance, suggestion. This will be adjusted in July when the City and County present their COLA raises and be presented for final approval at that time. Mr. Fleming made a motion to approve the FY 2003/04 budget and was seconded by Mayor Ashe. The budget was approved contingent upon the final COLA raises.

   (Mr. Ragsdale arrived at the meeting.)

5. **Request to Withhold Sales Revenues** – Noting that there were several items removed from the budget, KGIS is asking that the Tri-Party members forego revenues related to map sales that go over and beyond the budgeted amount of $56,000 to be used to restore some of the "high-priority" items. Mr. Fleming made a motion to forgo the distribution of sales and licensing revenues that exceed $56,000 in order to restore necessary items. The motion was seconded by Mr. Ragsdale and all members approved.

6. **Office Space/Lease Contract Extension –** The lease agreement with Main Avenue Partnership (Ritchie Family Partnership) is up for renewal. Mr. Ragsdale made a motion to renew the lease agreement and Mr. Fleming seconded this motion. All members agreed to approve the lease renewal.

7. **Next Meeting –** The next scheduled Policy Board meeting is July 8, at 8:30 a.m. in room 549 of the City/County Building.

Mr. Fleming made a motion to adjourn the meeting which was seconded by Mr. Ragsdale.

KGIS Policy Board Meeting
Thursday, July 17, 2003
8:30 a.m.
Room 549 City County Building

Policy Board Members Present: Mayor Ashe, City of Knoxville; Mayor Ragsdale, County of Knox; Mr. Fleming, President KUB

Others Present: Paul Randolph, KUB; Sam Parnell, City Engineering; Janet Wright, City Information System; Jon Gustin, County Technology Information; Tim Kuhn, MPC; John Troyer, County Finance

I. **Call to Order / Approval of Minutes** – Mayor Ashe called the meeting to order with the first item on the agenda being approval of the minutes from the Policy Board meeting on April 23. Mayor Ragsdale made a motion to approve the minutes as written and Mr. Fleming seconded the motion. The minutes were approved.

II. **Quarterly Budget Review** – Mr. Troyer of Knox County Finance gave a brief summary of the financial statement. He noted that KGIS stayed within the budgeted amount and there were no capital expenditures made so the money will be moved forward to this fiscal year. A handout was given to all those present for their review.

III. **FY 2003/2004 Budget Amendment** – KGIS proposed to amend the FY 2003-2004 operating budget to reflect the final 2.4375% Cost of Living Adjustment. This number is derived from the average between the City of Knoxville and Knox County COLA percentages. Other adjustments included restoration of a 1% Merit raise potential and a $440 increase in the worker's compensation line item. The above changes reflect a $45 reduction to the Tri-Party members. Mayor Ashe asked if there was a motion to accept the amended FY 2003/2004 Budget. Mr. Fleming made a motion to approve the amended budget and Mayor Ragsdale seconded. The amended budget was approved.

IV. **IDS Revenue Transfer** – KGIS requested to transfer the revenues made on the ids product be transferred back into the Equipment Reserve Fund as has been done in the past. Mayor Ashe asked if there was a motion to transfer the funds. Mayor Ragsdale made a motion to transfer the ids revenues back into the Equipment Reserve Fund and Mr. Fleming seconded the motion. The request for transfer of ids funds was approved.

V. **KGIS Director's Report** – KGIS provided the policy board with an update on KGIS activities. Mayor Ragsdale stated that they were proud of Mr. Stump for being elected to serve on the Board of Directors for TNGIC. A full report of KGIS activities was provided in the agenda packet for everyone to review at their leisure.

      VI.   **Next Meeting –** The next Policy Board meeting is tentatively scheduled for Tuesday, October 14, 2003 at 8:30 a.m. in room 549 of the City/County Building.

Mayor Ashe asked for a motion to adjourn the Policy Board meeting, which was made by Mr. Fleming and seconded by Mayor Ragsdale. The meeting adjourned at 8:40 a.m.

KGIS Policy Board
Tuesday, October 14, 2003
Room 549 City/County Building

Members Present: Mike Ragsdale, Knox County Mayor; Victor Ashe, City of Knoxville Mayor; Larry Fleming, President KUB

Others Present: Keith Stump, KGIS; Paul Randolph, KUB; Tim Kuhn, MPC; John Troyer, Knox County Finance; Dave Hill, MPC; Janet Wright, CIS

Media Present: East Tennessee Business News

I. **Call to Order / Approval of Minutes** – Mayor Ashe called the meeting to order. Mr. Fleming made a motion to approve the minutes from July 17 meeting and Mayor Ragsdale seconded. The minutes were approved by the board as written.

II. **Quarterly Budget Review** – John Troyer of Knox County Finance gave a brief update on the budget stating that KGIS has operated within set budget at the current time for the first quarter. The final audit has not been completed from last fiscal year but so far it looks as if KGIS remained within the set budget. A final report will be given to the Policy Board when it is available.

III. **FY 2003-2004 Budget Adjustment Request** – At the April 23rd Policy Board meeting it was agreed that KGIS would withhold excess revenues over and above the budgeted $56,000. KGIS has currently received revenues of $9,719 over the budgeted amount of $56,000 and requests that this amount be added to the current fiscal year budget to reinstate some items that were removed and to allow for some contingency purchases. Mr. Fleming made a motion to amend FY 2003-2004 budget by the amount of $9,719 in excess revenues received and Mayor Ragsdale seconded the motion. The budget amendment was approved by the policy board.

IV. **KGIS Street Name Standards** – It was agreed at the Coordinating Committee meeting that the cost was too much to re-engineer all City, County and KUB databases to match with the revised standards. KGIS has agreed to truncate any street name which exceeds in length the established standards. The street name in question was "Womens Basketball Hall of Fame Dr" which will now be truncated as "Womens Basketball Hall of Dr". It was also proposed by the Coordinating Committee that MPC adjust its existing addressing standards to require conformance with KGIS database restrictions including maximum name length.

V. **Notice of Recognition** – KGIS wishes to extend a notice of recognition to Mayor Victor Ashe for his 16 years of service on the KGIS Policy Board.

During his years of service, KGIS has grown from 3 initial employees to a staff of 8. KGIS users have grown significantly throughout the entire Knoxville/Knox County community over the past 16 years. A gift was presented to the Mayor on behalf of KGIS.

VI.   **Next Meeting** – The next tentatively scheduled meeting is January 13, 2004 at 8:30 a.m. in room 549 of the City/County Building.

Mayor Ashe asked for a motion to adjourn the meeting which was given by Mayor Ragsdale and seconded by Mr. Fleming.

KGIS Policy Board
Thursday, February 12, 2004
Room 549 City/County Building

Members Present: Mike Ragsdale, Knox County Mayor; Bill Haslam, City of
Knoxville Mayor; Mintha Roach, President/CEO KUB

Others Present: Keith Stump, KGIS Director; Jon Gustin, Information Technology;
John Troyer, Knox County Finance; Janet Wright, City
Information Systems; Paul Randolph, KUB; Gretchen Beal, MPC;
Sam Parnell, City Engineering.

I. **Call to Order / Change of Chairperson** – KGIS welcomes its newest members,
Knoxville City Mayor Bill Haslam, and KUB President & CEO Mintha Roach.
The rotation of the Policy Board Chairperson will rotate to Mayor Mike Ragsdale.
A motion was made by Mayor Haslam to approve this rotation and seconded by
Mintha Roach. The motion was approved by the Policy Board for Mayor Mike
Ragsdale to be the appointed Chairperson for the 2004 year.

II. **Approval of Minutes** – Mayor Ragsdale made a recommendation for approval of
the minutes from the October 14, 2003 meeting and Mintha Roach seconded the
approval. The Policy Board approved the minutes as written

III. **Quarterly Budget and Final Audit 2003 Review -** John Troyer with Knox
County Finance presented a summary of the quarterly financial statement and the
end of year final audit report for 2003. Mr. Troyer stated that KGIS came out
under budget for spending and around target for revenues with no
recommendations for improvement. Mr. Troyer also presented a report for year to
date for this fiscal year and we are right on track for 58% of the year we have
collected 60% of our revenue and we are under that for our spending. Mayor
Ragsdale noted that Mr. Stump does a really good job of managing things along
with Mr. Troyer.

IV. **Level II License Payment Plan** – Recent changes in the amount of budgeted
funds for Landbase update purposes necessitate that KGIS increase the annual fee
for Level II Licenses. KGIS recognizes that due to the huge increase in budgeted
funds each Level II licensee will see an increase on the next invoice. KGIS
wanted to come up with a one to three year payment plan option if they choose to
elect that. The Coordinating Committee gave unanimous approval to allow this
option with interest of 8%

A positive for KGIS is that this is money that we really didn't anticipate coming
in. If all parties choose to stay on board and do pay us for this we may look at
trying to move this money into the Landbase remap funding.

Mayor Haslam made a motion to approve the payment plan option for the Level II licensees, Mintha Roach seconded the motion. The Policy Board approved the Level II License Payment Plan.

V.   User Inventory Questionnaire – KGIS plans to conduct an exhaustive inventory of its users and potential users as is prepares for future growth and software upgrade tasks. Mr. Stump stated that "KGIS is at a transition period where we are sitting on technology that is approaching 10 years in age and it is time to reassess how departments throughout the City, County and KUB are using GIS or need to use GIS. In order to get this completed correctly and in an orderly fashion KGIS needs top level support from the Policy Board. The advantage to this department-wide questionnaire is that we will not choose a long-term strategy that is too narrow or focused, but will choose one that will support everybody's needs. We need the Policy Board's support for this project knowing that it is an intensive task and we all know that this project's results will probably mean future increases to the Tri-Party members to help pay for the following software upgrade. This project is essentially a commitment that we are all making; knowing that we can expect long-term costs as a result of this questionnaire and the associated future software upgrades."

Mayor Ragsdale asked Mr. Gustin to "explain what the Knox County is doing on their end that others might want to do with the inventory going around visiting different departments to let them know that this is something that we are serious about."

Mr. Gustin stated that he is "going to visit each department personally rather than sending them a questionnaire to fill, this will be an opportunity also for them to learn about what capabilities GIS has. This is going to be as much of an education process as it is going to be finding out how their workflows can be improved." Mr. Gustin stated that he has" visited with a couple of areas already in Knox County and one of them that he is working with Keith right now on, it will take seven steps out of their workflow to accomplish the task that they are doing. This is in the Trustee's Office with respect to their surplus sales and their sales on land on non-paid taxes. This will put them in a position to be able to put the properties out there much quicker to generate some revenue."

Mr. Stump indicated that this was "one example and that there may be several workflows that we are not even aware of that can be improved with quicker and better access to map information." Mr. Gustin stated that "very little of this project with the Trustee's Office has anything to do with maps. It is all data and it all a matter of them typing in an address and getting a validated through KGIS and having it automatically placed into their documents and automatically populating their databases. Later down the road any kind of title search that needs to be done can cross reference into page, book, and title information through the Register of Deeds Office."

Mr. Stump stated that "Rick Emmett will be the lead person for the City. He will provide a similar role as John, but Rick may not have the same type of responsibility when it comes to the City Engineering Department. The Engineering Department has already taken this questionnaire and is running with it, already trying to address different issues. Kevin Cunningham is one of the lead persons for KUB to start trying to work with KUB departments.

Mayor Ragsdale asked for a motion that says we are going to proceed with the inventory project as outlined. Mintha Roach made the motion to proceed with the inventory project, Mayor Haslam seconded. The Policy Board approved the inventory project and signed the cover letter of the questionnaire.

VI.   **Next Meeting** – The next meeting is tentatively scheduled for April 15, however, there are already conflicts so this meeting will be rescheduled to accommodate all Tri-Party members. [The meeting has since been rescheduled for April 26, 8:30 a.m. in Room 549 of the City-County Bldg.]

Mayor Ragsdale asked for a motion to adjourn meeting which was given by Mayor Haslam and seconded by Mintha Roach.

KGIS Policy Board Meeting
Monday, April 26, 2004
City/County Building Room 549

Members Present: Mayor Mike Ragsdale, Knox County; Mintha Roach,
                     President/CEO KUB; Mayor Bill Haslam, City of Knoxville

Others Present: Keith Stump, KGIS; Mark Rauhuff, KUB; Bruce Wuethrich,
                     Engineering & Public Works; Sam Parnell, City Engineering; Dick
                     Moran, Information Technology; Jon Gustin, Information
                     Technology

I.   **Call to Order / Approval of Minutes** – Mayor Ragsdale called the meeting
      to order. The minutes were reviewed. A motion was made by Mayor Haslam
      to approve the minutes from February 12, 2004. The motion was seconded by
      Mintha Roach. The minutes were approved as written.

II.   **Quarterly Budget Review** – A representative from Knox County Finance
      was unable to attend the meeting. Mr. Stump indicated that from previous
      conversations with Mr. Troyer (Knox County Finance) the current budget was
      on track.

III. **Current and Long Range Plans Update** – KGIS provided a list of current
      projects and planned projects for FY 2005.

      a.   **Landbase Remap Completion:** the delivery of the complete county-
           wide Landbase data is scheduled for September 2004 with final
           acceptance by years' end.
      b.   **User Inventory and Questionnaire/Software Upgrade** – completion
           of the departments wide questionnaire is expected by the end of April
           2004. GIS consulting services is planned for Spring/Summer 2005 to
           complete this project
      c.   **LandViewer Upgrade** – a significant upgrade to the KGIS
           LandViewer product is nearing completion. A final version is
           expected by the end of April 2004.
      d.   **Datawork Flow Improvement** – as part of it's continue efforts at
           improving existing processes KGIS plan to work on data and
           workflow throughout the City, County and KUB. However, these
           items are secondary to the above listed items.

IV.   **Fiscal 2004-2005 Budget Approval** – The operating budget request for fiscal
      year 2004-2005 represents an 11% increase over last year's operating budget.
      Mayor Ragsdale asked for a motion to approve the requested FY 2004-2005

budget. Mintha Roach made a motion to approve the budget as requested and this was seconded by Mayor Haslam. The Policy Board approved the requested 2004-2005 budget.

V.   **Next Meeting –** The next Policy Board meeting is tentatively scheduled for July 15, 2004 at 8:30 a.m. in room 549 of the City/County Building.

Miscellaneous – Mayor Ragsdale made mention of the good job that Mr. Stump was doing and how much he appreciated the time given to each of the Policy Board members by Mr. Stump to brief them of the upcoming meeting. The briefings help to expedite the actual Policy Board meeting.

KGIS Policy Board Meeting
Thursday, July 15, 2004
549 City/County Building

Members Present: Mayor Mike Ragsdale, Knox County; Mayor Bill Haslam, City of
                     Knoxville; Ms. Mintha Roach, CEO/President KUB

Others Present: Janet Wright, City Information Systems; Paul Randolph, KUB;
                     Dick Moran, Information Technology; Jon Gustin, Information
                     Technology

I.   **Call to Order / Approval of Minutes -** Mayor Ragsdale called the meeting
      to order. Mayor Haslam made a motion to approve the minutes as written,
      Ms. Roach seconded the motion. The minutes from the April 26 meeting
      were approved as written.

II.   **Quarterly Budget Review –** Mr. Troyer from Knox County Finance was
      unable to attend the meeting; however, he did provide a preliminary summary
      report. The report stated that KGIS has remained within the budget provided.
      Final numbers will be provided to the Policy Board upon completion. Mr.
      Stump informed the Policy Board that this year was one of the highest for map
      sales in the history of KGIS. Mayor Haslam asked who was the typical
      organizations that purchased maps and if it would always be cheaper for them
      to use KGIS. Mr. Stump indicated that developers were our biggest clients
      and that it would be cheaper for them to get their information from KGIS as to
      anywhere else. (See Additional Information at the end.)

III. **FY 2004-2005 Budget Amendment** – The 2004-2005 FY budget was
      approved in April with COLA adjustments still to be reflected. KGIS requests
      to make the following adjustments to the approved budget:

          Salaries: reduce by $1,588.68 resulting from lower COLA (2.75%) and
          merit increases.
          Office Space: reduce by $229.46 based upon final CPI figures.
          Fringe Benefits: increase by $1,818.15 for expected increased to family
          health insurance.

      The overall budgeted numbers did not change from the previously approved
      2004- 2005 FY Budget. Mayor Haslam made a motion to approve the changes,
      Ms. Roach seconded the motion. The FY 2004-2005 budget was approved as
      amended.

      Ms. Roach asked if the Coordinating Committee could review and develop a
      recommendation to follow when changes such as these occur so that they do not

have to be brought before the Policy Board for approval. The Coordinating Committee will meet to make recommendations and present them to the Policy Board.

IV.   **Ids Revenue Transfer** – KGIS requests that the revenues brought in by the sale of the ids CDRom ($19,820) be transferred back into the Equipment Reserve Fund from which the development of the cost was obtained. Ms. Roach made a motion to transfer the revenue of $19,820 back into the Equipment Reserve Fund, Mayor Haslam seconded the motion. The transfer of the ids revenues was approved.

V.   **Next Meeting** – The next meeting is tentatively scheduled for October 14 at 8:30 a.m. in Room 549 of the City/County Building.

Additional Information – Mr. Stump stated that KGIS gives away a lot of free data subsidized through the City, County, or KUB to subcontractors. Mayor Haslam asked how someone would go about getting the free data and Mr. Stump explained the data is given to various organizations/companies only after approval from a Policy Board member of a representative of the Policy Board.

Mayor Ragsdale asked Keith to give an overview of how KGIS is helping TDOT. TDOT wanted data related to the orange beltway project. Knox County Engineering & Public Works subsidized this data at no cost (essentially $40,000 work of data was given to TDOT for this project).

Mayor Ragsdale asked for a motion that the meeting be adjourned. Mayor Haslam made a motion to adjourn the meeting which was seconded by Ms. Roach.

KGIS Policy Board Meeting
Monday, November 8, 2004
Room 549 City/County Building

Members Attending: Mike Ragsdale, Knox County Mayor; Mintha Roach, CEO/President KUB; David Hill, City of Knoxville (representing Mayor Bill Haslam)

Others Attending: Keith Stump, KGIS Director; Janet Wright, City Information Services; Paul Randolph, KUB: John Troyer, Knox County Finance; Bruce Wuethrich, Engineering & Public Works; Jon Gustin, Information Technology; Steve King, City Engineering

I. **Call to Order / Approval of Minutes** – Mayor Ragsdale called the meeting to order and asked for an approval of the minutes from July 15 Policy Board meeting. Ms. Mintha Roach made a motion to approve the minutes as written and this was seconded by Mayor Ragsdale. The minutes were approved.

II. **Quarterly Budget Review** – John Troyer, Knox County Finance, presented a summary of the first quarter financial report stating that KGIS is on tract at this time. Mr. Troyer also stated that the final audit report from 2004 has not been completed but at this time but all figures show that KGIS worked within the budget allotted.

III. **TeleAtlas Data Sharing Agreement** – KGIS is seeking to sign an agreement with TeleAtlas that will be renewable in one-year increments. This agreement would allow TeleAtlas to receive monthly updates of road, address, sign inventory, and traffic count data from KGIS. In return, KGIS will receive regular updates from TeleAtlas of their routable road database for the entire 16 East Tennessee Development Districts. Mr. Dave Hill made a motion to approve the license agreement with TeleAtlas and this was seconded by Ms. Mintha Roach. The Policy Board approved the license agreement.

IV. **US Census Data License Agreement** – KGIS is seeking to sign an agreement contingent upon the TeleAtlas agreement being signed. The agreement with the US Census would provide the Census Bureau with an up-to-date Road Centerline, Street Name, and Address database for free. In return the US Census will update their Public-Domain road database to match with KGIS Data. Ms. Mintha Roach made a motion to approve the license agreement with US Census and this was seconded by Mr. Dave Hill. The Policy Board approved the license agreement.

V. **Future GIS Solution RPF Status Update** – On December 10, KGIS is planning on releasing the RFP for the system wide upgrade. An upgrade has not been done for 10 years so this is a major upgrade to undergo. The Policy

Board was presented with the expected increases to the budget in February 2004 due to this upgrade. Depending on the cost of this project the funds may have to be financed. When the proposals have been received, three representatives each from the Tri-Party will meet with the KGIS staff to review the proposals and chose the best one to present to the Policy Board. Ms. Mintha Roach stated that she wanted to make sure that the company chosen was one that would produce value to each system. The Policy Board will make the final decision as to which company, what platform, and whether or not it is feasible to move forward with the upgrade. The latest draft version of the RFP and related documents can be found on the internal KGIS home page www.kgis.net, in the Long Range Planning section.

VI.   Other Items –

a.   **Level II License Renewal Status / Map Sales –** All but one of the Level II licensee have agreed to pay in full the increased amount this year rather than extend it across a three year payment.

b.   **Donation of maps to Knox County Schools –** KGIS is going to donate approximately 1450 hardcopy maps to the Knox County School system to be used as a curriculum resource and teaching aid for the middle school classrooms.

c.   **KGIS welcomes its newest employee: Mr. Jimmy Brink** – Jimmy comes to KGIS with extensive GIS experience as a programmer.

d.   **Demonstration of KGIS Website Integration Projects** – a demonstration could not be completed due to internet access in the conference room not being available. Mr. Stump provided the Policy Board members with a handout of three different websites that use the KGIS database without leaving their own web pages. The integrated designs such as these help reduce duplication of data and resources across the respective organizations.

VII.   Next Meeting – The next Policy Board meeting is tentative scheduled for January 13, 2005 at 8:30 in room 549 of the City/County Building.

Mayor Ragsdale asked if there were no other items to be discussed that a motion be made to adjourn the meeting. Ms. Mintha Roach made a motion that the meeting be adjourned and it was seconded by Mr. Dave Hill.