

KGIS Policy Board
Thursday, April 14, 2005
KGIS Conference Room

Policy Board Members: Mr. Dick Moran, Information Technology, proxy for Mayor Ragsdale; Mr. Bill Elmore, KUB, proxy for Mrs. Mintha Roach; Mrs. Janet Wright, City Information Services, proxy for Mayor Haslam; Mayor Haslam

Others Present: Paul Randolph, KUB; John Troyer, County Finance; Chris Granju, Engineering & Public Works

- I. **Call to Order / Change of Chairperson** – Mr. Moran (representing Mayor Ragsdale) called the meeting to order and asked for a motion to be made to change the chairperson according to the Tri-Party agreement to rotate to KUB. Mrs. Wright (representing Mayor Haslam) made a motion which was seconded by Mr. Elmore (representing Mrs. Roach). All Policy Board members agreed to change the chairperson to KUB.
- II. **Approval of Minutes** – Mr. Elmore ask for a motion to be made to approve the minutes from November 8, 2004 meeting. Mr. Moran made a motion to approve the minutes as written and was seconded by Mrs. Wright. The minutes were approved.
- III. **Final Audited FY 2004 Financial Report** – Mr. Troyer of Knox County Finance stated that the final year end report for KGIS was on tract. He stated along with Mr. Stump that the 2004 year was good year for KGIS in the way of map sales. Mr. Troyer passed out the preliminary numbers for 2005 FY as of March 31, and stated that again KGIS is on tract for ending the year good.
- IV. **GIS Upgrade Proposal Evaluation Status** – Mr. Stump updated the Policy Board on the status of the proposals. There is a formal presentation that will be conducted by the two organizations (CH2M Hill and Plangraphics) the week of April 19 – 22 at KUB on Middlebrook Pike. KGIS is planning on presenting the award in early June. Originally it was planned on presenting the award in May, however, KGIS wants to do site visits in May prior to making a decision. Upon KGIS's decision Mr. Stump will meet with the Coordinating Committee to present them with their choice for the proposed upgrade prior to presenting the decision to the Policy Board. The Policy Board will make the final decision as to whether or not to continue with this upgrade based on the presentation presented by the awarded company. Mr. Stump indicated that there will be an estimated 5-year KGIS cost of \$2.3 million and a cost to the tri-party members along with MPC of \$2.2 million combined. Mr. Stump indicated that the upgrade is contextual to the requested budget increase.
- V. **Long-Range Plans / Forecasts** – Mr. Stump provided information regarding KGIS plans and capital improvement estimates. Mr. Stump indicated that the Pictometry project will need the City of Knoxville's help in implementing. This project is combined EMA and KGIS project that will allow the purchase of aerial ortho and oblique photography viewing products which will be made available to all the tri-party members. Mr. Stump indicated that the contract will need to be signed by the fall in order for EMA to use the grant money allotted to them. Mrs. Wright stated that she will check with the City Law Department to see where the contract stands.

The long-range revenue and reserve fund will have a significant increase over the next three years due to the migration upgrade project. Mayor Haslam asked Mrs. Wright and Mr. Moran given the projected significant increases over the next three years if they felt it was where we wanted to go. Mr. Moran and Mrs. Wright both indicated that it was well past time to make the change. Mr. Elmore stated without the changes being made then everyone will be at risk. Mr. Stump indicated that at the current time the reserve funds were not at a level where this project can be funded without financing be made. Mrs. Wright asked if there was a "plan b" in the event the cost was so significant. Mr. Stump stated that after the proposal was awarded and during the contract negotiations the process plans and payment options will be discussed. Mr. Elmore asked if during next weeks meetings there would be an opportunity to discuss valued engineering and ways to reduce the scope. Mr. Stump indicated that there was a scheduled question and answer time for both companies.

- VI. Proposed KGIS Fiscal Year 2005-2006 Budget** – Mr. Stump presented the proposed budget noting that there is a 28% increase over last year's budget due to the upgrade project (approximately \$100K for each tri-party member). He stated without the upgrade project, the budget is only allowing for a 3.9% increase over the 2004-2005 budget. Mr. Stump wanted to make the Policy Board aware of the request approved by the Coordinating Committee members to withhold map sales revenues from being rebated and putting the revenues into the Equipment Reserve Fund to help with the expected costs. Mr. Elmore asked if there was a motion to approve the proposed FY 2005-2006 budget. Mr. Moran made a motion to approve the proposed budget which was seconded by Mayor Haslam. The Policy Board approved the FY 2005-2006 Budget.
- VII. Other Items** – KGIS finalized the contract with TeleAtlas which will allow the use of state-wide routable road data and revenue of \$56,000 over the next five years.
- VIII. Next Meeting** – The next Policy Board meeting is scheduled for July 14, 2005 in room 549 of the City/County Building.

Mr. Elmore asked if there were no other items to be discussed a motion be made to adjourn. Mr. Moran made a motion to adjourn the meeting which was seconded by Mrs. Wright.

Knoxville • Knox County • Knoxville Utilities Board
Geographic Information Systems

Keith G. Stump
Director

MEMORANDUM

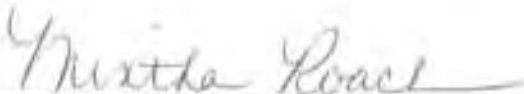
To: KGIS Policy Board
From: Keith Stump, Director KGIS
Date: June 27, 2005
Re: Approval of two items

I have received approval from the current KGIS Policy Board Chair, Mintha Roach, to ask for a formal vote on the following two items.

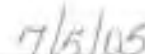
1. Transfer of IDS Funds Yes (to approve) No
2. Adjusted KGIS Fiscal Year 2005-2006 Budget Yes (to approve) No

After reviewing the attached description of the items, please check the appropriate box above, sign and date, and then return correspondence back to me by Thursday, July 14, 2005. If you have any questions please feel free to call me, I will be happy to discuss the above items in detail if needed.

Note: As a result of this vote the previously scheduled July 14th meeting has been cancelled.



Signature



Date

POLICY BOARD

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

Knoxville ♦ Knox County ♦ Knoxville Utilities Board
Geographic Information Systems
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Geographic Information Systems

Keith G. Stump
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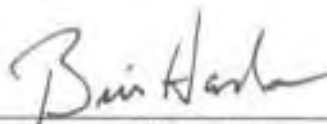
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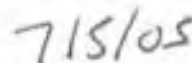
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Signature



Date

POLICY BOARD

Bill Haslam, Mayor, City of Knoxville; Mintha Roach, President/CEO, KUB; Mike Ragdale, Mayor, Knox County

KGIS Policy Board
Wednesday, December 14, 2005
Room 549 City/County Building

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

Others Present: Janet Wright, City Information Systems; Jon Gustin, County Information Technology; Paul Randolph, KUB; Tim Kuhn, MPC; Jason Lay, Knox County Finance; John Troyer, Knox County Finance; Keith Stump, KGIS

- I. **Approval of Minutes** – Mrs. Roach asked for a motion to be made to approve the April 15, 2005 Policy Board minutes. Mayor Haslam made a motion to approve the minutes as written and it was seconded by Mayor Ragsdale. The Policy Board minutes were approved as written.

- II. **Quarterly Financial Status Update** – Mr. John Troyer from Knox County Finance gave an overview of the final FY 2005 financial statement indicating that KGIS was on target and within the budgeted amount. He indicated that current FY was also on target with the budget. Mr. Troyer indicated that the working relations within the finance department and KGIS were great. Ms. Roach asked who the current auditors were and how long the contract with them would be. Mr. Troyer indicated that the current contract is a 4-year contract with Rodefer Moss & Co, PLLC.

- III. **Approve CH2M Hill Contract** – Mr. Stump gave a brief overview of the process that was taken in order to come up with CH2M Hill being selected for the Comprehensive GIS Upgrade. He stated that the process began in 2002 with a bid being released in 2004. The 2 best vendors were chosen by an evaluation team which consisted of 3 representative from the City of Knoxville, Knox County, and KUB, 1 MPC representative, 2 representatives from Knox County Purchasing, and 3 KGIS representatives. Out of the 15 member committee 14 agreed that CH2M Hill was the vendor to precede negotiations with. Mr. Stump noted that the scope of the project changed from the original RFP submitted with KUB pulling the utility mapping out. KGIS will work with KUB with their utility mapping when they are ready to move forward. Otherwise KUB fully supports the scope of the project as it stands current. The entire project is expected to be a three year transition process which will compliment the regional data throughout the state upon completion.

Mr. Stump indicated the Coordinating Committee agreed to delay the Middleware Software Solution until Fall of 2006 at which time the need will be reevaluated. If it is determined that there is a need for the Middleware Software an additional

request for funding may be presented to the Policy Board (approximately \$600,000 5-year estimated cost).

Mr. Stump brought it to the attention of the Policy Board the Equipment Reserve Contribution Commitment expected with the approval of the CH2M Hill contract. Mayor Haslam asked for clarification of the “designated” vs. “regular” funds. Mr. Stump indicated that “designated” was user/department specific requests for the project and “regular” was shared costs. Mayor Haslam asked if Mrs. Wright had talked with Jim York regarding the costs and she indicated that he is fully aware of the costs involved with this project.

Mrs. Roach asked if the members of the Coordinating Committee that were present had any comments regarding the CH2M Hill contract and/or the Comprehensive GIS Upgrade. Mr. Gustin indicated that it is the right time and right company to proceed with the project. Mrs. Wright indicated that she too agreed with the project moving forward as did Mr. Randolph. Mrs. Wright indicated that other departments within the City of Knoxville, Knox County and KUB need to be made aware of the changes that will be occurring and how it will be beneficial to them.

Mayor Ragsdale made a motion to approve the contact with CH2M Hill which was seconded by Mayor Haslam. Mrs. Roach asked him to clarify his motion if it was to include all four requests or just the contract. Mayor Ragsdale indicated that he was making a motion to approve all the requests made by KGIS to proceed with the project and contract. Mayor Haslam seconded the motion and it was approved by the Policy Board.

The following items were what the Policy Board agreed to:

- 1) Approval to allocate and spend \$2,888,519 towards the CH2M Hill “Comprehensive Upgrade Project”
- 2) Agreement among the KGIS partners to provide funding according to the agreed schedules
- 3) Approval to enter into the contract with CH2M Hill
- 4) Approval to issue a formal “Notice to Proceed” to CH2M Hill.

IV. Regional GIS Data Acquisition/Sharing – not discussed

V. Next Meeting – not discussed

VI. Project Management Authorization – In reference to the CH2M Hill “Comprehensive Upgrade Project” KGIS asks for authority to be given to the KGIS Coordinating Committee to adopt formal project management policies for this project including the approval of change orders and subsequent “Notices to Proceed”. The Coordinating Committee actions under this authorization must be unanimous and fall within the financial limits of the Board-approved project

funds and annual budget. Committee actions not meeting the above stated requirements must instead be approved by the Policy Board.

Ms. Roach asked who was on the Coordinating Committee. Mr. Stump indicated that the City of Knoxville has 2 representatives, Knox County has three representatives, KUB has three representatives, and MPC has 1 representative. Mr. Stump indicated that although there are several members of the Coordinating Committee only Janet, Paul and Jon have voting power. Mr. Gustin indicated that over the ten years he has been on the committee there has not been a time that Janet, Paul and himself had not come to an agreement and they all agree with this project.

Mayor Haslam made a motion to give the Coordinating Committee authority for formal project management policies which was seconded by Mayor Ragsdale and approved the by Policy Board.

The meeting was adjourned with the Policy Board members signing the contract with CH2M Hill for the Comprehensive GIS Upgrade project to proceed.

Minutes
KGIS Policy Board
Thursday, April 13, 2006
Room 549 City/County Building

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

Others Present: John Troyer, Knox County Finance; Janet Wright, City Information Systems; Jon Gustin, County Information Technology; Jason Lay, Knox County Finance; Paul Randolph, KUB; Keith Stump, KGIS

- I. Call to Order / Change of Chairperson** – Current Chairperson, Mrs. Roach, called the meeting to order and noted that it was time to nominate a new Chairperson. Mayor Ragsdale nominated Mayor Haslam as new Chairperson and this was seconded by Mrs. Roach.
- II. Approval of Minutes** – Mayor Haslam asked if there was a motion to approved the minutes from the December 14, 2005 Policy Board meeting. Mrs. Roach made a motion to approve the minutes, Mayor Ragsdale seconded this motion. The minutes were approved as written.
- III. Final Audited FY 2005 Financial Report** – Mr. John Troyer from Knox County Finance stated that KGIS had a clean audit and all was in order. Mayor Haslam asked which auditing company did the audit and Mr. Troyer indicated that Rodefer Moss & Co did the audit.
- IV. Proposed KGIS Budget for FY 2006-2007** – KGIS presented its proposed budget request for FY 06/07 which calls for an overall 7% increase from last fiscal year. Keith indicated that the major cause for the increase is his request for an additional \$100,000 contribution into the Aerial Reserve to support the start of a 6-year update cycle. KGIS plans to issue and RFP in the fall of 2006 for a spring 2007 flight time. Mayor Ragsdale stated that after having time to review the proposed budget he was making a motion to approve the budget which was seconded by Mrs. Roach. The proposed FY 2006-2007 budget was approved.
- V. Long-Range Forecasts** – Keith presented the 5-year plan which has not changed since he presented it to the Policy Board in December 2005.
- VI. M2E Project Status** – Two weeks of intensive interviews have been completed with the City, County, KUB, and MPC. There were several requests of how to make improvements. Keith indicated that he did not know if these would be able

to come into place with this migration but it was something to keep in mind on how to improve workflows. Keith indicated that the kickoff meeting was a great success with over 125 individuals in attendance from various departments.

VII. Other Items –

- a. Partnership Discussions with the State of Tennessee – The State of Tennessee has provided funding for all counties within the state for GIS coverage with the exception of Davidson and Knox Counties. Mayor Ragsdale wanted to know why these counties were not provided funding and Keith indicated these counties already had a GIS system in place prior to the state implementing the statewide GIS coverage project. Keith has been talking with the state about sharing data. The state has indicated they are more interested in a contract with data swapping rather than a monetary contract. Keith stated that he feels keeping a good relationship with the state is important.
- b. Pictometry – The contract has been signed but the flight schedule is still in question.
- c. Sevier County GIS Data – KGIS has received the Sevier County data. Regional data from other surrounding counties have started coming in also.

VIII. Next Meeting – The next Policy Board meeting is scheduled for July 13, 2006 at 8:30 a.m. in Room 549 of the City/County Building.

Mayor Ragsdale thanked Keith for all the hard work he puts into KGIS and his operation. He stated that Keith does a really good job.

The meeting was adjourned at 8:45 a.m.

Minutes
KGIS Policy Board
Thursday, July 13, 2006
Room 549 City/County Building

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

Others Present: Derwin Hagood, KUB; Drexel Heidel, West Knox Utility; Paul Randolph, KUB; Jon Gustin, Knox County IT; Janet Wright, City Information Systems; Jason Lay, Knox County Finance; Tim Kuhn, MPC; Keith Stump, KGIS

- I. Call to Order / Approval of Minutes** – Mayor Haslam called the meeting to order and asked for a motion to approve the minutes from the April 13th meeting. Mayor Ragsdale made a motion to approve the minutes as written which was seconded by Mrs. Roach. The Policy Board approved the minutes.

- II. Transfer of IDS Revenues and Future Policy Change** – Keith asked the Policy Board for approval to transfer the revenues received from the sale of the IDS product back into the Equipment Reserve Fund from which the development costs were paid from. Mayor Ragsdale made a motion to approve the transfer of \$15,875 back into the Equipment Reserve Fund which was seconded by Mrs. Roach. The motion to approve the IDS transfer funds was approved by the Policy Board.

Keith further indicated that he was requesting approval from the Policy Board to grant authority to the Coordinating Committee to approve future IDS fund transfers eliminating the need to bring this before the Policy Board in the future. Mrs. Roach made a motion to give the Coordinating Committee authority to approve future IDS fund transfers which was seconded by Mayor Ragsdale. The motion to grant authority to the Coordinating Committee was approved by the Policy Board.

- III. Excess Map Sales Transfer** – Keith asked for approval to transfer the excess map sales revenues into the Equipment Reserve Fund to help alleviate the low fund balance. This is a temporary request to withhold the excess funds over and above the budgeted amount instead of distributing the revenue back to the three partners. Mayor Haslam asked what KGIS made a year in map sales and what the cost to produce the products. Keith indicated that KGIS typically makes \$120,000 a year with the cost being minimal. He indicated that Chris Halcomb is the employee dedicated to making the products and dealing with the public where requests were concerned. Mayor Haslam asked who the customers were and was

informed that developers were the majority of the customers. Mayor Haslam wanted to know if there was a risk of losing the map sales in the future with the internet. Keith indicated that KGIS has the best available contour information and there was no risk in losing the revenues. He indicated that with the new software upgrade KGIS could offer internet subscription. Keith indicated that because of state law KGIS is limited in the amount of revenue that can be recovered. KGIS will probably have to change the pricing policies to adapt to the state law. Mrs. Roach made a motion to transfer the excess map sales of \$11,872 into the Equipment Reserve Fund which was seconded by Mayor Ragsdale. The motion to transfer \$11,872 into the Equipment Reserve Fund was approved by the Policy Board.

- IV. Tri-Utility Consortium Level II Partnership** – KGIS has entered into a data sharing agreement with West Knox Utility District and Knox Chapman Utility District with the help of Jon Gustin. Drexel Heidel was present representing West Knox Utility. KGIS seeks approval and signatures on the data sharing agreements with these two utility districts. Mayor Ragsdale indicated that he would be honored to approve the motion of agreeing to and signing the agreements which was seconded by Mrs. Roach. The Policy Board approved and signed the data sharing agreements with West Knox Utility District and Knox Chapman Utility District.

Keith indicated that there was also a request for approval by the Policy Board to execute the contract with Northeast Knox Utilities subsequent to their upcoming board meeting. With the approval from the data sharing agreement by Northeast Knox, Keith will bring the contract to each of the Policy Board members for their signature instead of having to call a meeting for their signatures. Mrs. Roach made a motion to approve the Northeast Knox Utilities data sharing agreement which was seconded by Mayor Ragsdale. The Policy Board approved the data sharing agreement with Northeast Knox Utilities.

- V. Coordinating Committee Budget Actions** – The July 15, 2004 Policy Board meeting gave the Coordinating Committee authority to approve minor budget adjustments upon unanimous approval. At the June 22, 2006 meeting the Coordinating Committee approved the following budget adjustments which reflected no change in the previously approved budget from April 2006:

- a. Salaries and Fringe: + \$303
- b. Office Space: - \$303

The Coordinating Committee agreed to discontinue the practice of always presenting two budgets to the Policy Board. The budget adopted in the April timeframe will now be considered the official budget with the KGIS director and Coordinating Committee deciding whether adjustments needs to be made at a later date.

VI. Other Items –

- a. **M2E Project Status** – Overall the project is on schedule with project costs \$3,100 over contracted amount due to KGIS approved change in scope.
- b. **Landbase Update RFP** – KGIS plans to issue a RFP in the fall for its regular Landbase update cycle.
- c. **State of Tennessee Aerial Photo Proposal** – The state has been informed by KGIS that their proposed aerial product does not provide sufficient value to KGIS at this time and therefore KGIS is not interested in contributing to the state project.
- d. **Regional Data Sharing Initiatives** – KGIS has made an offer to Jefferson and Sevier counties to provide website hosting services for them. KGIS is also negotiating with Sevier County to serve as a data licensing service provider.
- e. **New KGIS Data Layers** –
 - i. FEMA Flood Insurance Rate (DFIRM) maps
 - ii. MPC Building Permits
 - iii. KUB Project Portal
 - iv. Landforms (shaded relief)
 - v. Regional (to include: Blount, Sevier, Jefferson, Loudon, Grainger, and Anderson counties)
 - vi. Existing landuse
 - vii. Watersheds

VII. Next Policy Board Meeting – The next Policy Board meeting is scheduled for October 12, 2006 at 8:30 a.m. in room 549 of the City/County Building. Keith indicated that at this meeting he hopes to do a demonstration of some of the tasks that KGIS is doing. He indicated that if the KUB Project Portal gets approved that he would like to demonstrate that before the board.

Additional Comments:

Mrs. Roach stated, “I want to recognize a couple of people from KUB. Paul Randolph was recently promoted to Vice President. He is the longest tenured person on the Coordinating Committee for KGIS. Paul is going to be transitioned into some different roles at KUB.” Mrs. Roach stated, “I want to thank him for commitment since the late 80’s to KGIS in helping to get it up and going. He has been a real resource to KUB and KGIS. Mrs. Roach introduced Derwin Hagood who is the Vice President over Business Processes and IT. He is going to pick up Paul’s role with KGIS.

Keith stated, “Paul is the only one left on the Coordinating Committee that was there in the initial installation of KGIS. Paul has helped KGIS throughout the years.”

KGIS Policy Board Meeting
Thursday, July 13, 2006

Mayor Haslam stated that “Those of us which are short timers in the government business appreciate his time and effort.”

Paul stated, “It has been a great experience and that truly KGIS is unique and our community overall should be proud of what is demonstrated by your alls leadership.”

Mayor Haslam stated, “We appreciate the proactive approach that you all take in your roles which gives us greater confidence.”

The meeting was adjourned.

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Geographic Information Systems

Keith G. Stump
Director

MEMORANDUM

To: KGIS Policy Board
From: Keith Stump, Director KGIS
Date: January 9, 2007
Re: Approval of two items

Mayor Bill Haslam, the current KGIS Policy Board Chair, has asked me to inform you of the cancellation of the January 11th, 8:30 a.m. KGIS Policy Board meeting due to unavoidable conflicts arising in scheduling.

I have received approval from, Mayor Bill Haslam, to ask for a formal vote on the following two items.

1. Approve the 3-year contract with Sanborn, Inc. for \$576,045, with the option to extend to 6 year

Yes (to approve) No

2. Approve encumbrance of \$35,000 from excess map sales revenues towards the acquisition of the optional Color-Infrared product

Yes (to approve) No

After reviewing the attached description of the items, please check the appropriate box above, sign and date, and then fax correspondence to 215-2910 January 11, 2007. If the above items are approved, I will bring the contract to each of you for your signature. If you have any questions please feel free to call me, I will be happy to discuss the above items in detail if needed.


Signature

1-9-07
Date

POLICY BOARD

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

Knoxville • Knox County • Knoxville Utilities Board
Geographic Information Systems

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Minttha Roach

Signature

January 9, 2007

Date

POLICY BOARD

Bill Haslam, Mayor, City of Knoxville; Minttha Roach, President/CEO, KUB; Mike Ragdale, Mayor, Knox County



Knoxville • Knox County • Knoxville Utilities Board
 Geographic Information Systems
 Keith G. Scump

KGIS
 Knoxville • Knox County • KUB
 Policy Board
 From: Keith Scump, Director KGIS
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Bill Haslam
 Signature

1/10/06
 Date

POLICY BOARD
 Bill Haslam, Mayor, City of Knoxville; Mintha Roach, President/CEO, K17B; Mike Ragdale, Mayor, Knox County

Phone: 863/215-2641 • Fax: 863/215-3910 • E-mail: kgis@kgsa.org • Website: <http://www.kgis.org>
 Suite 150, Main Plaza • 606 Main Street • Knoxville, Tennessee 37902

KGIS Policy Board Meeting
Thursday, April 12, 2007
Room 549 City/County Building

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

Others Present: Janet Wright, City Information Systems; Derwin Hagood, KUB; Jon Gustin, County Information Technology; Jason Lay, Knox County Finance; Gretchen Beal, MPC; Keith Stump, KGIS

- I. Call to Order / Change of Chairperson** – Mayor Haslam called the meeting to order noting that under the rules adopted by the Policy Board, the Chairperson rotates on an annual basis therefore rotating to Mayor Ragsdale for the 2007 fiscal year. Mrs. Roach made a motion to nominate Mayor Ragsdale the new Chairperson which was seconded by Mayor Haslam. Mayor Ragsdale was voted in as the Policy Board Chairperson for 2007 fiscal year.
- II. Approval of Minutes** – Mayor Ragsdale asked for a motion to be made to approve the minutes from the July 13, 2006 meeting. Mrs. Roach made a motion for the minutes to be approved which was seconded by Mayor Haslam. The minutes were approved as written by the Policy Board.
- III. Final Audited FY 2006 Financial Report** – Jason Lay from Knox County Finance reported that the final audited report showed a clean audit report and an unqualified opinion from the auditors. KGIS finished the year with an increase in their assets, however, it was pointed out that this was allocated to the capital projects already in place. He stated that KGIS is on track so far this fiscal year. Keith brought to the board's attention that KGIS has had a record year for revenues with an excess of \$245,000 expected by the end of the year. This is due to increase in map sales, data license, and all area utility districts coming on board with the exception of Northeast Knox.
- IV. Proposed KGIS Budget FY 2007/2008** – The proposed budget calls for a 39% increase over last year which is primarily due to the M2E project. Mayor Ragsdale stated that the Policy Board was made aware in previous year that this year there would be an increase in the budget due to the projects that KGIS is undergoing. Mayor Ragsdale asked for a motion to accept the budget as presented. Mayor Haslam made a motion to accept the budget which was seconded by Mrs. Roach. The FY 2007/2008 budget was approved as presented.

- V. Long Range Forecasts** – The long range forecasts have been updated. KUB will have a spike in 2009 because of uncertain GIS software purchase that they will be making.

- VI. Other Items** – MPC has made really good progress by adding its concept plans to KGIS internet portal for subdivision concept plans and use on review site plans. MPC has done some great work in making this available.

- VII. Next Meeting** – July 12th at 8:30 a.m. room 549 City/County building.

KGIS Policy Board Meeting
August 15, 2007
Room 549 City/County Building

Policy Board Members: Mayor Mike Ragsdale, Knox County; Mintha Roach, KUB; Steve King, Proxy for Mayor Bill Haslam

Others Present: Keith Stump, KGIS; Jon Gustin, Knox County IT; Dick Moran, Knox County IT; John Troyer, Knox County Finance; Jason Lay, Knox County Finance, Derwin Hagood, KUB

- I. Approval of Minutes:** Mayor Ragsdale called the meeting to order and asked for a motion to approve the minutes from April 12, 2007. Mrs. Roach made a motion to approve the minutes as written which was seconded by Mr. King. The minutes were approved by the Policy Board as written.
- II. Final FY 2007 Map Sales Figures:** The map sales figures for FY 2007 was the best ever at \$348,000. The bulk of these revenues were received from the new license agreements with West Knox Utility and Knox Chapman Utility and a \$50,000 grant from USGS. The excess revenues will help offset expenses of the projects that KGIS is currently going through.
- III. Data Licensing / Rate Structure Changes:** KGIS is proposing to change the rate structure of the data licensing pricing that was established in 1994 which was based on getting all the local utilities to come on board with KGIS to a new structure that will target a different type of audience. KGIS currently is in partnership with all utilities except North East Knox Utilities. The new pricing structure will lower the cost of the data which hopefully make other companies interested in purchasing our data. The law department has approved the new pricing agreement. They did state that we are required to provide addressing data to anyone wishing to use it for mass mailing but we can charge for that data. Mrs. Roach made a motion to approve the new pricing structure which was seconded by Mr. King. The Policy Board approved the data licensing rate structure changes.
- IV. M2E GIS Upgrade Project Status:** The project is on schedule with \$100,000 contingency remaining. Some key notes: addressing workflows set to go live in October, subdivision set for November, and the property set for December. All ESRI training has been completed.

V. Other Items:

- a. Sanborn Aerial Update – project on schedule for fall delivery
- b. Census 2010 address review activities – LUCA program is set to get underway as soon as the Mayors receive their official invitations
- c. Regional GIS User Group established – focusing on 16-counties of East TN. Scheduled to meet bi-monthly at McGhee Tyson Airport
- d. Pictometry Oblique Photo Project – training has begun. City, County and KUB departments have access to the images on the internal website. Jon Gustin stated that a member of the codes department attended the training session for the Pictometry and said “it is the best investment”. He indicated that he could do his job so much better, more efficiently, and basically from his desk with the 3D images.
- e. East Tennessee GIS Conference – October 9th in Pigeon Forge

VI. Next Policy Board Meeting: Thursday, October 11, 2007, 8:30 a.m. in room 549 City/County building.

KGIS Policy Board Meeting

Thursday, January 10, 2008

1:00 p.m. – 1:40 p.m.

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

Others Present: Keith Stump, KGIS; Jon Gustin, County IT; Janet Wright, City IS; Jason Lay, County Finance; Derwin Hagood, KUB; Tim Kuhn, MPC; Steve King, City Engineering

- 1. Call to Order / Change of Chairperson:** Mayor Ragsdale called the meeting to order. As per the rules adopted by the Policy Board, the chairperson rotates on an annual basis. Mayor Ragsdale asked for a motion to be made for the rotation to be rotated to KUB President/CEO Mintha Roach. Mayor Haslam made the motion which was seconded by Mayor Ragsdale. The policy board approved the change in the chairperson to Mintha Roach.
- 2. Approval of Minutes:** Mrs. Roach asked if there were any questions on the minutes from August 145, 2007, and she asked for a motion to approve the minutes. Mayor Ragsdale made a motion to approve the minutes which was seconded by Mayor Haslam. The policy board approved the minutes as written.
- 3. Final Audited FY 2007 Financial Report:** Jason Lay of Knox County Finance indicated there are no significant opinions of concern. KGIS was on track and a final draft will be presented to the Policy Board when Rodefer and Moss distributes the bounded version. Keith indicated that KGIS is in good shape for this current fiscal year with map sales being \$20,000 shy of the budgeted amount. With expected revenues obtained KGIS will be above the budgeted amount before the end of the fiscal year.
- 4. M2E GIS Upgrade Project Status/Presentation:** Keith provided a presentation to the Policy Board pertaining to the status of the M2E project.

Some key items to note are:

- a. Three workflows were successfully transitioned: Addressing and Streets; Subdivisions; City Wards and City Limits
- b. Property/Ownership workflows are postponed until April 2008
- c. Technical issues have delayed deployment of the new KGIS website
- d. Overall project schedule still on target for June 2008
- e. 67% of authorized funds have been expended
- f. Available contingency is \$75,000

Mayor Haslam asked if KGIS has a way of letting the general public know the new capacity that is available on the web. He suggested that KGIS could attend the city's

annual developer seminar and make a presentation. News releases, city/county websites, public relations person for the City/County/KUB were some other suggestions to let the public aware of the website and the capacity that KGIS offers.

Mayor Ragsdale stated that due to the enormous complexity of the M2E project the slight delay in different applications was not something that KGIS needed to worry about. He stated that KGIS is doing a wonderful job.

- 5. Landbase Update Project Status:** The aerial photography was received on schedule but did not meet specifications. Sanborn has agreed to re-fly all of Knox County in the spring 2008 due to haziness and shadows in some of the photography. This will cause about a 6 month delay in the deliverables but KGIS feels that this is a good resolution to the problem.
- 6. Other Items:**
 - a. Census 2010: KGIS recently received the census data and has noted some missing and incorrect address data
 - b. KUB GIS Replacement: KUB plans to replace its GIS system in the spring of 2008
 - c. Metropolitan Knoxville Airport Authority has become a partner of KGIS for the Island Home Airport management
- 7. Next Meeting:** April 10, 2008 at 8:30 a.m. in room 549 of the City/County Building

KGIS Policy Board Meeting

Thursday, April 10, 2008

Room 549 City/County Building

Policy Board Members: Mayor Haslam, City of Knoxville; Mintha Roach, President/CEO KUB; Dick Moran for Mayor Ragsdale, Knox County

Others Present: Jon Gustin, County Information Technology; Jason Lay, Knox County Finance; Derwin Hagood, KUB; Steve King, City Engineering

- 1. Call to Order / Approval of Minutes** – Mrs. Roach called the meeting to order and asked for a motion to approve the Policy Board minutes from January 10, 2008. Mayor Haslam made a motion to approve the minutes as written which Mr. Moran seconded.
- 2. Final Audited FY 2007 Financial Report** – The final year-end books was presented with no significant concerns or issues. The only adjustment from the draft version is in the reporting of the M2E upgrade costs as capital expenditures rather than operating due to new laws, which will go into effect 2009/2010 Fiscal year.
- 3. Proposed KGIS Budget FY 2008/2009** – The proposed budget calls for an 11.7% decrease over last year's budget. The City of Knoxville will receive a 25.93% decrease, County 15.30% decrease, while KUB will have a 16.28% increase mainly due the hardware/database upgrades that they are going to be doing.

The KGIS budget calls for a Document Linking / Spatial Indexing capability to the new website.

Salaries and Fringe benefits were increased by 27% largely due to the revised retirement match and family health insurance. This also includes a 3.5% COLA and an optional 2.5% merit. Mrs. Roach asked if KGIS has done a salary survey recently in which Keith replied no that it has not been done since 1998. Mayor Haslam mentioned that the City of Knoxville will be completing their consulting salary survey that afternoon and he would be glad to share that information with KGIS. Mrs. Roach asked if the Coordinating Committee could be tasked to get an evaluation survey completed and report to the Policy Board in six months.

The original proposal presented to the Coordinating Committee called for an additional staff member to improve services and allow KGIS to meet the adopted mission and goals of being more proactive. The recommendation from the Coordinating Committee was to reassess the need in the Fall and ask for a budget adjustment if it is deemed that additional staff is truly needed. Mayor Haslam asked what the total staff count at KGIS was and it was reported there are eight employees including Keith at KGIS. Mrs. Roach asked if some of the tasks could

be outsourced. Keith replied that yes they could be usually the tasks only require a week or two to complete and by the time we find someone to do them, train, and they get it completed we could have already finished it up.

KGIS negotiated a new five-year contract with Richie Family Partnership on the current office space. Mr. Ritchie agreed to a new contract, which does not include any rate increase over the next five years. He also agreed to hold the current adjacent space until the Fall incase new personnel are added.

Mrs. Roach asked for a motion to approve the proposed budget. Mayor Haslam made a motion and Mr. Moran seconded it.

4. **Long Range Forecasts** – The long-range forecasts has been updated to reflect the FY 2009 proposed budget. The long range numbers do not include additional staff for FY 2009 but they figures do include the addition of two new staff for FY 2010 but will be revised as needed. Keith brought attention to the reserve funds being at their lowest point due to the M2E project. He stated that the long-range figures reflect all parties contributing to the reserves to increase the total over the next few years.
5. **M2E GIS Upgrade Project Status** – The Property Assessor is now live as well as all other major departments. There is a \$72,000 contingency remaining out of the initial \$150,000. Mrs. Roach asked if KGIS was satisfied with CH2M Hill’s management of this project, in which Keith replied that overall KGIS was very satisfied. He made note that with CH2M Hill having their project manager onsite has been a real advantage.
6. **Other Items** –
 - **Address Standardization Committee** – KGIS is assessing the possibility of re-convening the address standardization committee with the purpose of better “synchronizing” the addresses.
 - **Workshop on CH2M Hill Proposal for Operational Management of KGIS** – Mr. Ken Hill of CH2M Hill seeks to present a new partnership plan to the Policy Board wherein CH2M Hill and KGIS staff would collectively enter into a formal operational services contract with the KGIS Policy Board. A workshop is scheduled for May 5th at 2:00 in room 453 of the City/County Building where Mr. Hill will propose how CH2M Hill working with KGIS can show growth to KGIS while controlling costs to the City, County and KUB. Mrs. Roach indicated that she was interested in what Mr. Hill had to say and that she wanted as much involvement from all departments as wished and not just hold the workshop to the Policy Board. She mentioned that she feels that a representative from all three partner’s finance department as well as IT needed to attend.
 - **Census 2010 Address Update Program** – KGIS recently compared the US Census address inventory with MPC’s address database, and identified more than 45,000 missing or incorrect addresses. KGIS has provided the Census

Bureau with the updated address list as part of the Local Update of Census Addresses partnership program.

- 7. Next Policy Board Meeting** - The next scheduled Policy Board Meeting is July 10, 2008 at 1:30 p.m. in room 549 of the City/County Building.

A workshop with CH2M Hill is scheduled for May 5, 2008 at 2:00 p.m., in room 453 of the City/County Building and should run about 2 hours.

Mrs. Roach asked for a motion to adjourn the meeting, which was made by Mayor Haslam and seconded by Mr. Moran.

KGIS Policy Board Meeting

Thursday, October 9, 2008

Room 549 City/County Building

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

Others Present: Dick Moran, County IT; Jon Gustin, County IT; Janet Wright, City IS; Jason Lay, County Finance; John Troyer, County Finance; Steve King, City Engineering; Gretchen Beal, MPC, Derwin Hagood, KUB; Bryan Lynn, KGIS

- I. **Call to Order / Approval of Minutes** – Mrs. Roach called the meeting to order and asked for a motion to approve the Policy Board minutes from April 10, 2008. Mayor Haslam made a motion to approve the minutes as written which was seconded by Mayor Ragsdale. The minutes were approved as written.
- II. **Preliminary Year End Financial Report FY 2007-2008** – A draft copy of the yearend financial report was distributed. Mr. Lay of Knox County Finance indicated that while these numbers are just preliminary, he feels confident that there are no significant concerns or issues and that KGIS remained within budget for FY 07-08. A final copy will be distributed to the Policy Board when the auditors finish with the audit. Mrs. Roach asked if KGIS was independent from the County where the audit was concerned and Mr. Troyer said that KGIS was independent from the county and would be audited as such.
- III. **M2E GIS Upgrade** – Bryan Lynn of KGIS gave a short demonstration of the new KGIS website and the enhancements that will be developed with the upgrade to 9.3. The new KGIS internal website went live in July 2008 with an upgrade to 9.3 expected in January 2009. Mrs. Roach asked if there would be any expense to the Policy Board for the upgrade to 9.3 and Mr. Stump indicated that there is approximately \$69,000 remaining of the contingency money which will go towards the upgrade to 9.3. He also stated that ESRI has issued a credit of \$25,000 back to KGIS due to issues with the software and the website. KGIS has had responses back regarding the slowness of map loading on the new sight. While it is workable and useable it is not KGIS acceptable which is why the upgrade is essential. KGIS expects to launch the general public website in April 2009. Mr. Stump indicated that CH2M Hill has been very helpful in making all issues correct.
- IV. **Project / Work Planning** – KGIS staff attended a two day project planning workshop where the KGIS mission and goals along with future projects, and work priorities were identified and prioritized. The staff identified a significant amount of projects that they would like to see complete but not all of these

projects will be able to be completed within the five year scope. The results of the KGIS workshop will be presented to the Coordinating Committee and crafted into a 5-year plan of what is essential to be completed and what can be held off on. Once this 5-year plan has been layout it will be presented to the Policy Board. Mrs. Roach asked if funding was adequate this year and over the next five years indicating that this is not a good time to ask for additional funding. Mr. Stump indicated that funding was adequate but that there are tasks that will not be completed and it will be up to the Policy Board to say what tasks can be put off and which needs to be done. Mr. Stump said that there is a possibility that KGIS can use other personnel from the City, County, and KUB to possibly handle some of the tasks that KGIS cannot get to. Mr. Stump indicated that the Policy Board had tasked him with doing a job description/salary upgrade but he has not completed it yet. He has been working on it and when it is completed he will send it to Knox County HR to complete the survey.

- V. **Personnel Changes** – Chad Scheidecker left KGIS to pursue other opportunities with Hallsdale Powell Utility District. Garrett McKinney who worked with City Engineering has come to work for KGIS.
- VI. **State Law Changes re: Access to Public Records** – Mr. Stump attended a seminar in response to the July law changes with Access to Public Records. Initially it was thought that KGIS could lose revenue with the changes but after attending the meeting it was clearer that GIS data is an exception to the change. KGIS is working on getting a policy and procedure guideline for when someone requests to see GIS data.
- VII. **KUB GIS Upgrade Project** – Some of the KGIS staff has been part of the evaluation process with KUB for its migration to the new software platform.
- VIII. **Regional Water Coalition GIS Proposal** – A draft proposal which included two additional personnel and a preliminary budget was presented to the Regional Water Coalition to host their planned GIS related resources and data. Randy Gentry of UT Environmental, Mark Rauhuff with KUB, and Grant Rosenberg with County Office of Neighborhoods are part of the Regional Water Coalition committee. If the Regional Water Coalition is interested in pursuing the partnership then the Policy Board will have to approve a final proposal which will also mean a change to the current KGIS mission.
- IX. **Other Items** –
 - a. Aerial Photography Update Project – Chris Halcomb is the new Landbase manager taking Chad's place. All the 2008 aerial photography has been received and the staff is in the final stages of reviewing the data for errors. The pilot data for planimetric has also been received and is being reviewed for errors as well.

- b. Register of Deeds Integration Scaled Back – ROD office asked KGIS to remove access to the scanned subdivision plats due to loss of revenue. Mayor Ragsdale asked Mr. Moran to check with ROD about getting this data back online and available.
- c. Addressing Standardization Activities at KUB – KGIS, MPC, and KUB are working to evaluate the potential reconciliation of Customer Addresses to conform to current MPC standard naming and abbreviations.

X. Next Meeting – The next Policy Board meeting is scheduled for Thursday, January 8, 2009 at 1:30 p.m. room 549 City/County Building.

Mrs. Roach asked if there were any other issues that needed to be discussed. Mayor Haslam asked about the current year end net assets. Mr. Stump indicated that the reserve fund is currently at its lowest point. The aerial reserve has approximately \$428,000 while the equipment reserve has \$208,000 remaining. Some of the reserve fund is dedicated to the Sanborn and/or M2E project. Mrs. Roach asked if the a projection has been given to the Policy Board regarding the reserve funds covering the next five years and Mr. Stump indicated that it is part of the budget packet presented.

With no other issues Mrs. Roach adjourned the meeting.

KGIS Policy Board Meeting

Thursday, January 8, 2009

Room 549 City/County Building

Members Present: Mayor Mike Ragsdale, Knox County; Mayor Bill Haslam, City of Knoxville; Derwin Hagood, KUB proxy for Mintha Roach, CEO KUB

Other Present: Jon Gustin, County IT; Janet Wright, City IS; Gretchen Beal, MPC; Jason Lay, Knox County Finance; Steve King, City Engineering; John Troyer, Knox County Finance; Keith Stump, KGIS; Bryan Lynn, KGIS

1. **Call to Order / Change of Chairperson** – Derwin Hagood called the meeting to order and made a motion to change the chairperson as per the Tri-party agreement to Mayor Haslam. Mayor Ragsdale seconded and all approved the change of chair.
2. **Approval of Minutes** – Mayor Haslam asked if there was a motion to approve the minutes from the October 9, 2009 minutes. Mayor Ragsdale made the motion which was seconded by Derwin Hagood. The minutes were approved as written.
3. **ESRI Enterprise License Agreement (ELA)** – KUB recently entered contract negotiations with Televent Miner & Minter (TM&M) for an upgrade to their GIS to an ESRI software platform. TM&M proposed an option for the City of Knoxville, Knox County, and KUB to enter into a 3-year ELA for the ESRI software. Upon presentation of the ELA to the Coordinating Committee they unanimously approved moving towards the ELA. The 3-year ELA calls for an annual outlay of \$250,000 per year beginning August 3, 2009. The current maintenance costs will be kept at their present levels with KUB assuming the balance that is due. Mayor Ragsdale moved for approval of the ELA which was seconded by Derwin and approved by the Policy Board contingent upon KUB's successful execution of the Televent Miner & Miner GIS Upgrade contract and Knox County Law Departments review and approval of the contract document.
4. **Other Items**
 - a. **M2E Project Status:** KGIS's contract with Ch2M Hill is set to expire in mid January with the upgrade/deployment of the Web Application to ESRI version 9.3. A close out ceremony will be scheduled with recognition given to the key KGIS data editors who have helped to make this project successful. The project was completed under budget.
 - b. **KGSI Personnel Evaluation/Compensation Plan:** Keith submitted the revised KGIS job descriptions to Knox County Human Resources department on December 8, 2008. A subcommittee of Jon Gustin, Janet Wright and someone from KUB will help Keith review the pay grade assignments and market survey results to formulate a formal set of proposals to the Policy Board regarding

KGIS's move to the step/grade compensation plan, currently used by Knox County, at the April meeting.

- c. **Fiscal Year End Financial Audit Delayed:** The final year-end FY 2007-2008 Financial Audit has been delayed by the auditing team FPMG due to the release of prior auditing company.
- d. **Public Records Request Update:** KGIS received word from the State Comptroller's Office of Open Records that they have received some inquiries from the Memphis Daily News in regard to KGIS's licensing agreement policies and whether they meet the test of the Open Records laws. KGIS is working closely with Knox County Law Department on all correspondence relating to this request but has not heard anything further from the State.

- 5. **Next Policy Board Meeting** – the next meeting is scheduled for Thursday, April 9, 2009 at 1:30 p.m. in room 549 of the City/County Building.

Mayor Haslam asked if there were any further discussions or additions that needed to be addressed and then asked for a motion to adjourn the meeting which was made by Derwin and seconded by Mayor Ragsdale.

KGIS Policy Board Meeting
Thursday, April 9, 2009
Room 549 City/County Building

Members Present: Mintha Roach, CEO/President KUB; Mayor Bill Haslam, City of Knoxville; Dick Moran, Knox County Information Technology Proxy for Mayor Mike Ragsdale

Others Present: Keith Stump, KGIS; Derwin Hagood, KUB; Jason Lay, County Finance, Bill Lockett, Knox County Law Director; Steve King, City Engineering

1. **Call to Order / Approval of Minutes** – Mayor Haslam called the meeting to order and asked for a motion to approve the minutes from the January 8, 2009 Policy Board meeting. Mintha made a motion to approve the minutes which was seconded by Dick Moran. The Policy Board approved the minutes as written.

2. **Proposed FY 2009/2010 KGIS Budget** – The proposed FY 2010 budget reflects a decrease of 22% from last year which is mostly due to reduced contributions into KGIS's Equipment Reserve Fund. **Key Notes on the Budget**
 - KUB GIS Upgrade – KUB's budget amount was increased due to the software costs for its recently initiated GIS upgrade project with Telvent Miner & Miner / ESRI
 - Equipment Reserve Fund Contributions – the undesignated contribution into the Equipment Reserve Fund was placed at \$0 for the first time in KGIS's history. Aerial Reserve Fund contributions was also decreased slightly
 - Salaries / Fringe – this line item reflects a 1% reduction in the budget with no performance based salary increases for the first time in KGIS's history. The budget does allow \$6k for adjustments if needed to address the salary survey discrepancies if needed.
 - Reduced Operating / Training – by delaying the workstation replacements, cutting back on general office supplies, software purchases, and training, the general operating has been reduced by 25% and travel/training has been reduced by 38%
 - Capital Projects – upgrade of Core Editing Applications used by the Property Assessor's Office, MPC and City Engineering to V.B. Net; Oracle upgrade to accommodate serve load

Mintha asked what the current total in the Equipment Reserve Fund reflected. Keith noted that currently there is approximately \$400,000 in the fund. Mayor Haslam asked what the difference in the Aerial Reserve and Equipment Reserve funds are. Keith indicated that the Aerial Reserve Fund was used to update the Landbase and aerial photography whereas the Equipment Reserve Fund was for major projects such as the GIS Upgrade which was just completed and to purchase equipment such as servers, etc. Keith indicated that the Coordinating Committee made a recommendation to move undesignated funds into salaries to

accommodate performance based increases but he went against that option and chose not to offer increases this year due to the economy. Mintha stated that she recommends he keep it open to bring it back before the board midyear pending map sales, revenue, and if the budget is coming in over or under. Keith mentioned that he does receive a car allowance but asked if they would consider moving that allowance into his salary instead of it being separate. Keith indicated with the budget being lowered KGIS will not focus on regional clearinghouse of regional data but will keep its main focus on the KUB GIS Upgrade Project. Mayor Haslam asked for a motion to be made to approve the budget. Dick made a motion to approve the proposed FY 2009-2010 Budget which was seconded by Mintha. The Policy Board approved the FY 2009-2010 KGIS Budget.

- 3. Long-Range Forecasts / Projections** - KGIS's long range plans have been scaled back to no longer include personnel expansion and growth in KGIS's technical support resources. With no funds going into Equipment Reserve FY 2010 projects for 2011 will call for a spike to all three organizations in order to restore the reductions in equipment replacement and salaries.
- 4. State Opinion on KGIS Data Licensing** – The State Comptroller's office issued an opinion stating that KGIS cannot require a Data License to be signed for open records request for news gathering purposes. After speaking with Bill Lockett of Knox County Law Department, KGIS has been given the go ahead to require the requestor to sign that they received the data requested with it being KGIS's understanding the data will only be used for new gathering purposes. KGIS still needs to address the definition of who is the custodian of the data. A final set of procedures for open records request will be presented to the Policy Board at the next meeting.
- 5. Proposed State of Tennessee Data Sharing Agreement** - A request for data from the State Comptroller's Property Assessor's Office has been received to support the mission of overseeing and supplementing local property appraisal and assessment processes. In the past KGIS has provided data for single purposes on specific projects. The Comptroller's Office is seeking to broaden the scope of the agreement to include access to the Knox County data by other state agencies, local government, county departments and contractors of the State. KGIS recommends entering into a data sharing agreement with the state. Mayor Haslam asked for a motion to be made to approve the Data Sharing Agreement request. Mintha made a motion to enter into the Data Sharing Agreement which was seconded by Dick. The Policy Board approved the Data Sharing Agreement with the State of Tennessee.
- 6. KGIS Personnel Plan Adjustments and Market Survey** – In moving towards a performance based compensation plan, KGIS has been working with Knox County Human Resources and PTG Organizational Solutions to conduct a market survey to be used in utilizing an appropriate pay grade / salary step and doing away with the COLA. A subcommittee of Jon Gustin, Janet Wright and

John Gresham along with Keith Stump will review the market survey results and formulate a set of recommendations to the KGIS Policy Board. Keith stated that he has not had a performance evaluation since becoming director and that he was recommending the Coordinating Committee review him and bring it before the Policy Board for approval.

7. Proposed University of Tennessee Curriculum Sharing Agreement – KGIS wishes to have a data sharing agreement with the UT Map Library as part of their teaching curriculum. UT students request digital data to complete their assignments as per the syllabus for their class. The Map Library has agreed to help with the data cutting and Data License Agreements to free up the time spent in doing these requests. In sharing the data with them, they would be provided with a full copy of the KGIS Landbase data and the ability to track and distribute portions of it to the faculty for teaching purposes only. The Map Library will be responsible for handling the KGIS license agreements and proper notice to the faculty/students regarding the restrictions of the data. Each data cut will be limited to one area no larger than 4 grids and a cost of \$45 will be assessed for each cut which will be sent to KGIS along with the signed DLA and syllabus. Mayor Haslam asked for a motion to be made to approve the Data Sharing Agreement request. Dick made a motion to approve which was seconded by Mintha. The Policy Board approved the Data Sharing Agreement with UT Map Library.

8. Other Items -

a. Current Projects

- i. **Web site** – KGIS hosted a Web Site Workshop in March to showcase the many changes to the newly implemented applications. KGIS plans to roll-out some of the website features to the public in May.
- ii. **KUB GIS Upgrade** - On February 23, 2008, the KUB officially kicked off its KUB GIS Upgrade Project, having contracted with Telvent Miner & Miner (TM&M). This three year project will include a new ESRI architecture, the migration of all GIS utility data and graphics, new interfaces to CIS and OMS, and utility tools for maintaining and viewing the migrated data.
- iii. **Landbase (Aerial Photography Program)** - KGIS has made the 2008 aerial photography viewable onto all GIS viewing applications. Approx. 50% of the updated planimetric / topographic datasets have been received. Spring 2009 photography (1ft. resolution) that is being funded by USGS scheduled for March 3rd 2009 flight date. The [Landbase Project](#) page on the KGIS portal has more details about the project and its deliverables.

b. Final Audited FY 2008/2009 Financial Report – Knox County Finance received the final yearend financial statements. There was no changes form the draft statements presented in January 2009. KGIS came in under budget and there were no qualifying remarks from the auditors.

9. Next Policy Board Meeting – The next meeting is scheduled for July 9th at 1:30 p.m. in Room 549 of the City/County Building.

Mayor Haslam asked if there were any further discussions or additions that needed to be addressed and then asked for a motion to adjourn the meeting which was made by Mintha and seconded by Dick.

KGIS Policy Board Meeting

Tuesday, June 30, 2009
Room 549 City/County Building

Members Present: Mayor Bill Haslam, City of Knoxville; Mintha Roach, CEO/President KUB; Dick Moran, County IT Proxy for Mayor Mike Ragsdale

Others Present: Keith Stump, KGIS; Janet Wright, City IS; Gretchen Beal, MPC; Jason Lay, County Finance; Derwin Hagood, KUB; Donna Chamberlain, KGIS

- 1. Call to Order/Approval of Minutes** – Mayor Haslam called the meeting to order and asked for motion to approve the minutes from the April 9, 2009 Policy Board meeting. Mintha made a motion to approve the minutes which was seconded by Dick. The minutes were approved as written.
- 2. KGIS Personnel Plan Changes** – This personnel plan change is something that Keith has been working on for a year now. KGIS is moving towards a performance based compensation plan which will place all positions on a grade and step level based on market research to function more like the City of Knoxville, KUB, and Knox County. Since KGIS uses Knox County for their financial, purchasing, and payroll needs it was felt that using their compensation plan was the correct way to proceed.

A subcommittee which consisted of Jon Gustin, Janet Wright, and John Gresham formulated recommendations based on the salary survey results with the exception of the DBA which was adjusted from Grade 26 to Grade 27 to be consistent with the City of Knoxville, Knox County and KUB's DBA positions. All positions within KGIS will receive a slight increase in pay based on the new grade/step plan which will be effective July 1, 2009. With the new compensation plan there are 37 Grades with fall under 21 Steps.

Based on the performance evaluation employees will receive a Step raise which is an approximate 2.5% raise. When the employee reaches the upper end of the Step Scale there is a three year timeframe before a complete step is given again. Keith noted that after 20 years of service he is on Step 8. Keith also noted that while this new comprehension plan helped some of the employees at KGIS on the lower end of the pay scale it also hurt those on the upper end of the pay scale. The FY 2010 Budget called for \$690,160 from Salaries/Fringe which will be sufficient for the adjustments in the positions which changes Salaries/Fringe to \$683,232.

There was a typo in the agenda placing the Senior Applications Developer on a grade 25, step 13 and not step 12. It is recommended that the Coordinating Committee take a more active role in evaluating Keith in his position.

The Coordinating Committee unanimously approved the position and salary changes. Mayor Haslam asked if there was a motion to approve the Personnel Plan Changes. Dick made a motion which was seconded by Mintha. The Personnel Plan Changes were approved and will take effect July 1, 2009.

- 3. Open Records Request Procedures** – KGIS has a formal set of procedures in plan for releasing records to the public based on the open records request. The City and County Law Departments were not quite sure; there was some differences of opinion on who the custodian is. Mayor Haslam asked what data the City of Knoxville would have on the KGIS system. Keith said that storm water, city control points, official jurisdiction. Mayor Haslam said that the City's data is all subject to open records which Keith agreed with but stated that there are some data layers in which City Engineering has been restricted on giving out, storm water being on of the. In the past KGIS has gotten a formal request approval from City Engineering before giving out this data. KGIS will stick to the same policies upon giving restricted data by referring those requests to the appropriate department. Keith said that the Policy Board needed to pay close attention to the bullet pertaining to the custodian of the data which reads:

The KGIS Policy Board recognizes that KGIS has access to records over which it does not have ownership, nor does it have clear custodian authorization to release. Therefore, KGIS will continue to utilize the established past processes of referring public records request to their appropriate custodian agency (ies).

Mintha stated that she agreed with the process of referring the request to the appropriate custodian agency but noted it probably would not hold up with an aggressive attorney. Mayor Haslam asked for a motion to be made in approving the formal Open Records Request Procedures. Mintha made a motion which was seconded by Dick. The Open Records Request Procedures were approved.

4. Other Items –

- a. Special Achievement Award for KGIS – KGIS is set to receive a special achievement award at the International ESRI User Conference.
- b. Union County Partnership – Union County data will now be available for purchase from the state at a cost of \$12,383 instead of the original \$43,900. Union County was ready to go into negotiations with the state for their mapping information. Keith contacted the state GIS director and told him that he felt like that cost was unreasonable and that he needed to go ahead give Union County the same costs that he gave the other counties across the state. This purchase will complete KUB's coverage area.
- c. Web Site – KGIS Lite general public mapping environment was released June 1. On June 30th the MPC Agenda Case web application is expected to be released.

- d. KUB GIS Upgrade/Architecture Review – KGIS will be making several changes to the software/hardware to accommodate KUB's incorporation onto the new KGIS system.
- e. Landbase – 100% of the updated planimetric/topographic datasets have been received along with the 2009 orthophotography.

5. Next Meeting – The next Policy Board Meeting is October 9, 2009 at 1:30 in room 549 of the City/County Building.

Mayor Haslam asked if there were any other items to be discussed. With no other items he adjourned the meeting.

KGIS Policy Board Meeting

Tuesday, October 8, 2009
Room 549 City/County Building
1:30 p.m.

Members Present: Steve King, Proxy for Mayor Haslam; Dick Moran, Proxy for Mayor Ragsdale; Derwin Hagood, Proxy for Mintha Roach

Other Present: Jon Gustin, Knox County IT; Jason Lay, Knox County Finance; Janet Wright, City Information Services; Gretchen Beal, MPC; Keith Stump, KGIS; Donna Chamberlain, KGIS

1. **Call to Order / Approval of Minutes** – Steve called the meeting to order and asked if there was a motion to approve the minutes from the June 30th Policy Board meeting. Derwin made a motion which was seconded by Dick. The minutes were reviewed and approved as written
2. **Draft Financial Statement for FY 2008-2009** – Jason with Knox County Finance discussed the draft fiscal year end statements. Jason indicated that KGIS came in under budget. He indicated that the decline in capital assets is due to the fact that with the CH2M Hill project being complete that is now being depreciated. Jason said that the auditors will be in the first of October to finalize the county financial statements with the final reports hopefully to be distributed in December timeframe.
3. **Retirement & Pension Board Litigation Approval** – the IRS is doing an audit of the retirement 6% mandatory contribution with the FICA being in question. Knox County has hired an attorney to represent them in the litigation process and has agreed to allow KGIS to latch onto that attorney at the county's expense since KGIS uses Knox County Retirement as its benefit provider. KGIS needs approval from the Policy Board to give the attorney retained by Knox County Power of Attorney for KGIS in this litigation process. For contingency purposes KGIS was asked to set aside \$6589 in case the IRS rules against Knox County. The coordinating committee approved giving the retained attorney Power of Attorney. The Coordinating Committee unanimously approved giving Power of Attorney to Knox County's attorney. Steve asked for a motion to approve giving Power of Attorney to Knox County's attorney, Bill Mason. Dick made the motion which was seconded by Derwin. The Policy Board approved giving Bill Mason Power of Attorney for litigation purposes.
4. **Landbase Contract Extension** - In January 2007, the Policy Board approved the initial 3-year portion of a 6-year project with Sanborn, Inc. to completely update KGIS' landbase data. Sanborn is in the final stages of successfully completing the 3-year task of re-mapping the western portion of Knox County, and is now ready to proceed on planning for the remaining eastern portion

(including downtown Knoxville). Chris, the Landbase Manager, indicated to Keith that he would grade the first three years performance by Sanborn a "B" but indicated that he expected them to rate an "A" for the next three years since a lot of the problems have been worked out. Year 4 has already been approved and planned for in the current fiscal year's budget. Years 5 and 6 are in the five year plan but will still need to be approved. The contract is contingent upon approval of funds. The Coordinating Committee unanimously approved extended Sanborn's contract. KGIS is recommending that the Policy Board approve the 3-year contract extension, at the original quoted total cost of \$587,110. Steve asked for a motion to approve the landbase contract extension with Sanborn. Derwin made the motion which was seconded by Dick. The Policy Board approved to extend the Sanborn contract another three years.

5. Other Items:

- a. **KUB GIS Replacement Project Update** – almost complete with design, the development phase is the next process to begin. Data migration is scheduled for the first part of 2010. Major milestones include:
 - System Architecture Plan completed with recommendations for:
 - Data modeling completed
 - Gap analysis/ Functional requirements in final stages of being finalized
- b. **Census Activities** – KGIS plans to receive US Census revised address database in October. Rick Emmett, City Engineering; Jon Gustin, County IT; and Gretchen Beal, MPC will coordinate and review 2010 data.
- c. **Web Initiatives** – KGIS continues to invest efforts at improving its web-based resources with the following initiatives:
 - Stabilize software and resolve critical functionality gaps
 - Eliminate redundancy
 - Plan for long term web development platform

6. Next Policy Board Meeting – January 14, 2010, 1:30 p.m. in Room 549 of the City County Building

Steve asked if there were any further discussions or new items to be discussed. With no new items the meeting was adjourned.