

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

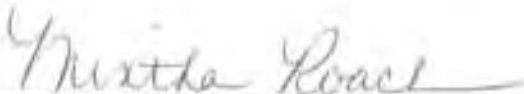
To: KGIS Policy Board
From: Keith Stump, Director KGIS
Date: June 27, 2005
Re: Approval of two items

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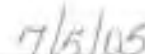
1. Transfer of IDS Funds Yes (to approve) No
2. Adjusted KGIS Fiscal Year 2005-2006 Budget Yes (to approve) No

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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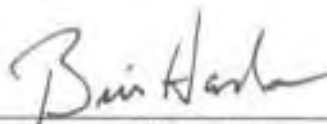
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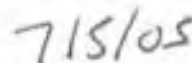
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Signature



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 Raggsdale, 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 Ragsdale, Mayor, Knox County



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 Geographic Information Systems
 Keith G. Scump

KGIS
 Knoxville • Knox County • KUB

KGIS Policy Board
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Bill Haslam
 Signature

1/10/06
 Date

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

Phone: 863/215-2641 • Facsimile: 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.

KGIS Policy Board Meeting

Tuesday, June 1, 2010

Room 549 City/County Building

Members Present: Mayor Mike Ragsdale, Knox County; Mintha Roach, CEO KUB

Others Present: Brent Johnson, City Engineering; Janet Wright, City Information Systems; Gretchen Beal, MPC; Jon Gustin, County IT; Dick Moran, County IT; Derwin Hagood, KUB; Keith Stump, KGIS; Bryan Lynn, KGIS

- 1. Call to Order / Change of Chairperson** – the meeting was called to order and Mintha made a motion to approve the change of chair to Mayor Ragsdale. Mayor Ragsdale was voted as the new chairperson.
- 2. Approval of Minutes** – Mayor Ragsdale asked if there was a motion to approve the minutes which was made by Mintha. The minutes from October 8, 2009 were approved as written.
- 3. Proposed FY 2010-2011 KGIS Budget** – the proposed FY 2011 budget calls for a 30% increase over last year's budget. This increase is due to low capital funds and the rebuilding of those funds, the KUB project, increase in health insurance and a recommended step increase for the KGIS staff. KGIS seeks to restore the capital funds over the next several years in order to support their intent to fund long term capital improvement and aerial update needs and to help alleviate jumps in the budget from one year to the next. KUB's cost is going up due to them being in the midst of their GIS upgrade. KGIS made some other adjustments to help with the budget this year by delaying hardware replacement, making a one-time transfer from undesignated to designated to help pay for some of the capital expenses. Mintha asked how much was available from undesignated which Keith indicated that \$400,000 was available. Keith said that Jason and Jim York said that keeping that fund around the \$200,000 level (which is what it will be at after the transfer) would be sufficient for KGIS's cash flow needs. Additional software for KUB, Citrix, is the reason for KUB's increase in the budget. Keith discussed the 2011 goals that KGIS wishes to meet which includes: KUG GIS upgrade, complete the transition of the KGIS websites, completion of 6-year Landbase remap cycle and policy development and improvements. Keith indicated that the budget increase could exist for several years to increase the capital budget. Mayor Ragsdale asked if there was anything else that anyone wished to touch on. Jon mentioned that "as always we are getting really good cooperation. The people over there have really just busted everything to give us a good turnaround on really quality products and we appreciate it." Mintha made a motion to approve the 2011 budget which was seconded by Mayor Ragsdale. The budget was approved as presented.

4. Other Items –

- a. *Final Audited FY 2008-2009 Financial Report* – there were no significant adjustments from the draft version that was distributed in October 2009. KGIS came in under budget with no qualifying remarks.
- b. *Web Initiatives* – KGIS has enhanced their websites to integrate with Google and Bing maps.
- c. *Landbase Remap Project* – the western portion of Knox County has been remapped to match with the 2008 aerial photography and topographic changes.
- d. *KUB GIS Replacement Project* – KUB has decided to take advantage of KGIS personnel to develop their new website that will be used throughout their enterprise to access their utility mapping information along with aerial photography and other GIS data. By using KGIS personnel this will save KUB money.

5. Next Policy Board Meeting – October 14, 2010 at 1:30 p.m. in room 549 of the City/County Building

Keith indicated that this was going to be Mayor Ragsdale's last Policy Board meeting unless there is an emergency meeting called between now and the time he is out of the office. He joined the Policy Board in 2002 when a lot of new things were happening. Keith thanked Mayor Ragsdale for this contribution to KGIS. Mayor Ragsdale said that "KGIS is an organization that runs so very well and if every board that we severed on was this easy to accommodate and willing to work things out and I really want to thank the people that work with you every day because we come and vote but the folks around the table are great and it has been a pleasure to work with you." Mintha stated that "KGIS is a very good example of cooperation".

KGIS Policy Board Meeting

Thursday, June 9, 2011

1:30 p.m.

Room 549 City/County Building

Policy Board Members: Mintha Roach, CEO KUB; Tim Burchett, Knox County Mayor; Janet Wright, Proxy for Mayor Brown City of Knoxville

Others Present: Dick Moran, County IT; Derwin Hagood, KUB; Jon Gustin, County IT; Bryan Lynn, KGIS; Keith Stump, KGIS; Tim Kuhn, MPC; Dean Rice, County Mayor's Office; Jason Lay, County Finance; John Troyer, County Finance

- 1. Call to Order / Change of Chairperson** - Under rules adopted by the Policy Board, the Chair rotates on an annual basis. The order of the rotation is KUB-City-County; Mayor Burchett made a motion which was seconded by Janet for the calendar year 2011, the chairmanship rotate to KUB CEO Mintha Roach.
- 2. Approval of Minutes** – Mintha asked if there was any discussion on the minutes from the June 1, 2010 Policy Board meeting. There was no discussion. Janet made a motion to approve the minutes which was seconded by Mintha. The minutes were approved as written.
- 3. Final Audited FY 2009-2010 Financial Report** - Knox County Finance provided an overview of KGIS' final audited, year-end figures for FY 2009-2010.
- 4. Current Year Budget Adjustment** - To help offset some of its other capital project needs, Knox County has requested that KGIS reduce the County's contribution to the current year FY 2011 budget by an amount of \$102,674. To support this request the KGIS Director recommends reducing existing KGIS designated and undesignated funds by a collective \$300,000, thereby providing each Tri-Party organization with a \$100,000 credit. Even by pulling these funds KGIS will have \$463,440 left between designated and undesignated to work with. Janet made a motion to approve the current year budget adjustment which was seconded by Mayor Burchett. The budget adjustment was approved.
- 5. Proposed FY 2011-2012 KGIS Budget** - The proposed FY 2012 Budget has been revised to meet the requirements expressed by the Coordinating Committee at its March 24th and April 19th 2011 meetings. The revised budget calls for a 28% overall decrease vs. last year's approved budget. The City will have a 17% reduction, the county's reduction will be 22.42%, and KUB's reduction will be 38% versus last year's budget. Keith stated that the City and County Finance Directors came to him and specifically asked if we could get the budget back to where it was at two years ago. Keith was able to do that by cutting out some programs and pulling from the reserve funds to help meet this

budget. Keith indicated that there will be spikes in future budgets as a result from the suspension of the aerial photo updates if the program ever gets restarted. Mintha asked if KGIS has a 5-year plan, if it has been shared with the City, County, and KUB, if they are committed to that and is it a realistic plan. The City and County does not allocate money for long range except for capital projects. Derwin indicated that KUB uses the figures to help determine their five year plan for planning purposes but only commits for one year. Janet indicated the City uses for planning purposes only as well with a one year commitment. John stated that the county looks at the figures but uses them as a planning process to work through and talk about as a group. Mintha stated rather than waiting until budget time next year maybe the finance departments and KGIS can talk through the budget so there is more anticipation of what reality is going to be. She would like to have more discussions throughout the year regarding the budget. Mintha asked if approval from the board was required in order to use money from the reserve funds. Keith indicated that yes it is a board approved requirement. About 10 years ago Mayor Ashe recommended that up to \$25,000 could be spent without Policy Board approval as long as it did not result in a budget increase to the tri party members with the Coordinating Committee approval.

Keith stated that with the budget being cut so dramatically he feels like he cannot rehire for Conn's position. KGIS will be using the existing staff to assume the duties of the lost person and by cutting the aerial project it will help with the funding. Mintha asked if there were any other comments or questions before it is considered for approval. With no other comments, Mayor Burchett made a motion to approve the proposed FY 2011-2012 budget which was seconded by Janet. The Proposed FY 2011-2012 KGIS Budget was approved.

6. **Long Range Budget Projections** – this item was touched on during the budget discussion regarding the five year plan.
7. **Other Items** – informational items only. Keith stated that he would like to demo the website that KGIS provided KUB to show some of the functionality available.
8. **Next Meeting** – The next Policy Board meeting is tentatively scheduled for October 14, 2011 at 1:30 p.m. in room 549 of the City/County Building.

Mintha asked if there was any further discussion, with no further discussion the meeting was adjourned.

KGIS Policy Board Meeting Minutes

Tuesday, May 15, 2012

1:30 p.m. – 2:15 p.m.

City/County Building

Room 549

Policy Board Members: Mayor Madeline Rogero, City of Knoxville; Mayor Tim Burchett, Knox County; Bill Elmore, Proxy for KUB Mintha Roach

Others Attending: Jon Gustin, County IT; Dick Moran, County IT; Tim Kuhn, MPC, Terry Gilhula, MPC; Shirley Mase, MPC; Janet Wright, City IS; Derwin Hagood, KUB; Jennifer Bodie, County Finance; Keith Stump, KGIS; Donna Chamberlain; KGIS

1. **Call to Order / Change of Chairperson** – Bill Elmore called the meeting to order and under rules adopted by the Policy Board, the Chair is to rotate on an annual basis. Mr. Elmore requested the change of Chair be given to Mayor Rogero. Mayor Burchett made a motion to approve the change of Chair which was seconded by Mayor Rogero. A vote was taken and the Policy Board approved the rotation of Chair.
 2. **Approval of Minutes** – Mayor Rogero after accepting the Chair position asked if there were any questions and/or discussion to be made regarding the June 9, 2011 minutes. With no discussion needed she asked for a motion to approve of the minutes. Mayor Burchett made a motion to approve the minutes which was seconded by Mr. Elmore. A vote was taken and the minutes were approved.
 3. **Final Audited FY 2010-2011 Financial Report** - KGIS has received the final FY 2010-2011 financial report from Knox County Finance, as prepared by KPMG. Jennifer Bodie with Knox County Finance indicated that there was an unqualified opinion with no recommendations and/or changes to be made. KGIS came in within budget and all records are in order.
 4. **Past Year Project Status Updates** – Since it has been a year since the last official Policy Board meeting Keith gave a status update of projects KGIS has worked on over the past year. Some of the key projects were:
 - a. Property Assessor Appraisal (CAMA) System being updated in which KGIS helped navigate through this very complex project with minimal downtime and under budget. The result is that the City, County and KUB departments will still have timely access to the Assessor-maintained ownership, deed and plat history information.
 - b. KUB Asset Management / GIS Operations were supported by KGIS to incorporate an enterprise-wide asset management system built upon GIS technology; KGIS helped KUB transition its GIS operations onto a robust multi-server architecture.
 - c. KUB GISweb Application Development used the KGIS staff to make improvements to KUB's enterprise-wide web-based map viewer, including better integration with the Customer Information System, enhanced map navigation abilities, and improved access to construction / project management data.
-

- d. County Public Works Asset Management / GIS Integration where KGIS designed web map services to support the County's newly acquired Asset Management and Service Requests system. The maps are hosted on KGIS' GIS system, while the service requests and related asset information are housed on the County's database. The map portal allows for reporting and display of assets / issues by geographic area.
- e. Sheriff Warrants Application was developed by KGIS to identify outstanding warrants, enforcement zones, convicted felons, and crime data all from the same map-based browser.
- f. Landbase Update Project with more than 9,000 quality control error / issue points identified by KGIS staff during review of the Eastern half of County Landbase data, incl. planimetry, topography derived from the 2010 aerial photography / lidar. Entire 6-year, County-wide re-mapping project with Sanborn, Inc. to be completed in July 2012.

Mayor Rogero asked if there were any questions or further discussion on the status update. Janet stated that KGIS is "doing a really good job".

5. **Proposed FY 2011-2012 KGIS Budget** – The proposed FY 2013 Budget calls for an overall increase of 3% vs. last year. Keith noted that the City will have a zero increase to their budget, County will have a decrease of \$3,220 and KUB will have an increase of \$61,106 basically due to software implemented through an ELA with Telvent.

Mayor Rogero asked if there were any questions or further discussion on the proposed budget and if not she asked if there was a motion to approve the budget. Mr. Elmore made a motion to approve the budget which was seconded by Mayor Burchett. A vote was taken and the Policy Board approved the FY 2013 KGIS Budget.

6. **KGIS Long Range Forecasts** – Aerial Photography Program scaled back for the past two years with FY 2013 being the third year. We are currently working with photography from 2010 and will continue to do so until annual updates to KGIS aerial photography, long range plan are restored of funded by the tri-party members.

Mr. Elmore asked what the difference from the time the aerial photography is flown and the actual data (contours, planimetric, property, etc.). Keith indicated that it is generally a three year time span. He went on to explain how the aerial is flown and the data is generated over a period of time for the county by dividing up the county so that there is no spike in funds.

Mayor Burchett asked why we did use the satellite images that are available. Keith stated that the images are too granular for the engineering departments to get any benefit from them.

Mayor Rogero asked for clarification on the data and how old it actually is when it is available. Keith indicated that generally it is three years old but with no funds to continue to project the data will stay as is until the Landbase is restored. He stated that in order to have current data re-commencement will require restoration of designated aerial contributions back to their \$200,000 annual level (equivalent to a 35% increase to KGIS' budget for a sustained 6-year period).

Janet stated that the City Finance Department wants KGIS to make a capital project request for updating the Landbase instead of having funds readily available. Jon Gustin elaborated on that stating that KGIS initially was formed with a reserve fund that was funded annually so the funds would always be there when needed to update the data. He stated that those funds were

depleted because Mayor Ragsdale and Mayor Haslam did not feel they were necessary. Mr. Elmore asked if the funds for the Landbase were not considered operational instead of capital and if not why. Keith indicated that the Landbase was considered capital because the data loses value as time goes by. Mayor Rogero asked that the Coordinating Committee look in to fees being used to help fund this project.

Due to the suspension of the aerial program, the projected revenues from map sales/licensing have also been lowered by \$50,000. The external map sales projections were reduced to \$20,000 as contingency against reduced data sharing partnership funds and potential for removal of data access / licensing restrictions. The licensing that KGIS has with the Level II partners is contingent upon continued update of the Landbase and with no updates being generated it is unknown if they are obligated to pay the annual fee. Keith has asked the law department to look at the contracts and advise him on the proper way to approach this.

Keith stated KGIS' future plans call for a resumption of the topographic / planimetric / aerial update program in Spring 2014, but only if accompanied by an approx. 35% increase to KGIS' total budget sustained over a 6-year period.

Mayor Rogero stated that she wanted KGIS to get together with the Coordinating Committee and look at the Landbase project as well as the long range plans for KGIS and get back with her within the year.

7. **Other Items** – the agenda listed several other informational items but Keith elaborated one of the most critical components to KGIS' success, the maintenance of address, street and subdivision information by the MPC. Ms. Shirley Mase, who has been MPC's primary addressing expert for more than 20 years, is scheduled to retire in June. KGIS would like to express extreme gratitude to Shirley for her dedication and great service to KGIS operations.
8. **Next Policy Board Meeting** – The next scheduled meeting is July 12, 2012 1:30 p.m. in Room 549 of the City County Building. The Board adopted a policy in April 2000 that allows the Chairperson to cancel any regularly scheduled meeting if there are no actions to be taken and upon recommendation by the Coordinating Committee. Keith indicated he wanted to keep this on the schedule because there are a couple of Data License Agreements that he may need to bring before the Policy Board for their approval. KGIS is in contract negotiations with TDS Telecom but they want some of the verbiage changed. This has been brought before the law department for their approval and KGIS is waiting on further feedback from them. If no changes are made then Keith will recommend to the Chair that he meeting be cancelled.

KGIS Policy Board Meeting
Tuesday, May 14, 2013
3:00 p.m.
Room 549 City/County Building

Policy Board Members: Mayor Madeline Rogero, City of Knoxville; Mayor Tim Burchett, Knox County; Mintha Roach, CEO/President KUB

Others Present: Janet Wright, City Information Services; Derwin Hagood, KUB; Jim York, City Finance; Jennifer Bodie, County Finance; Hugh Holt, Knox County Purchasing; Chris Caldwell, County Finance; Dean Rice, County Mayor Office; Keith Stump, KGIS; Donna Roach, KGIS

- 1. Call to Order / Change of Chairperson:** Mayor Rogero called the meeting to order and asked for a motion to change the chairperson as per the Tri-party agreement to Mayor Burchett. Mintha made the motion to approve which was seconded by Mayor Burchett. The Policy Board approved the change of KGIS Chairperson.
- 2. Approval of Minutes:** Mayor Burchett asked if there was a motion to approve the minutes from the October 11, 2012 minutes. Mayor Rogero made the motion to approve the minutes which was seconded by Mintha. The Policy Board approved the minutes as written.
- 3. Financial Statements for FY 2011-20012:** KGIS has received the final FY 2011-2012 financial report from Knox County Finance, as prepared by Pugh & Company.

Jennifer Bodie with Knox County Finance stated, "KGIS came in at a loss of total assets of \$1,183,396 and a cash loss of \$439,779 from the previous year which is a concern because at the end of FY 2012 KGIS only had \$800,000 of cash flows. If they continue to do this over the next two years they will be out of money."

Mayor Rogero stated, "That this was in line with the budget that the Policy Board approved but it is a concern going forward."

Keith stated, "KGIS has come in under budget each year so this is something that we forecasted but we are at a point that we are going to have to do something about it in the long term."

Jim York, City Finance, said, "KGIS is expected to have another loss of \$400,000 in cash for the current FY 2012-2013."

Keith said, "KGIS sales maps and data license revenues are coming in right about in line with the budgeted projection."

Mayor Burchett asked, "Is the school system using KGIS and if so, are they paying for the use of the data?"

Keith said, "Yes the schools use KGIS data a lot for their school zones on the website and it gets a lot of hits for those layers. They do not pay for the use of the data, but only personnel charges when a staff member has to make changes to accommodate their zones, etc."

Dean Rice asked, "Does the schools use the data for the bus routes also?"

Keith said, "I think they do indirectly by copying some of our data down and use it as a base to come up with their routes."

Hugh Holt said, "Rick Grubb in transportation does use KGIS data to form their routes."

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Keith said, "That is one of the things that the consultants can help KGIS look at as to what other departments truly are using and taking advantage of KGIS, and see if we can pull some additional funding from these groups which includes schools, 911, and other utilities. The utilities pay us something currently but it may not be enough so it might be time to ramp up their costs."

Mintha asked, "Are you charging developers when they want data?"

Keith said, "We do charge them but for the most part their requests are subsidized by the City, County or KUB for projects that they have going on. Private developers pay for their data requests but that market has dried up over the past three or four years. We are starting to see a little bit of an up-tick in that as the economy starts to improve."

Jennifer said, "There was an unqualified opinion, KGIS came in within budget, revenues are as budgeted, and all records are in order."

4. Project Status Update: Since the last board meeting on October 12, 2012 here are some of the key updates and projects that KGIS has worked on:

- a. **Spring 2013 Aerial Flight Canceled:** This project was approved last fall by the Policy Board. KGIS could not go forward with the jointly funded aerial photography project with USGS because KGIS received an inaccurate quote from the USGS. KGIS was initially told that the aerial photography would be \$50,000 but should have been quoted \$143,000. As a result of this the spring flight could not be conducted

Mintha said, "I remember when this project request first came up a discussion about getting the aerial photography from Google versus doing our custom aerial. Is this still an option or not?"

Keith said, "We haven't really explored that but it is something that we are going to try to look at this next year."

Mintha said, "I remember it was so cheap that it needed to be looked into."

Keith said, "Google's website states that you can't use it for any other purposes whatsoever except for Google, which means we can't take it and map over on top of it. I think that they have a licenses structure where we can buy into that and someday start to use their data more. We haven't explored that but it would be another fee on top of current fees."

Mintha asked, "How often do they fly?"

Keith said, "Not sure and we are not sure about the data accuracy. They are a private company and do not always tell you that, but we can explore that."

Derwin said, "The second planned consulting project will be for a true needs analysis to help determine what our mapping needs really are."

Keith said, "They (the consultant) can tell us if we can use Google as an alternative source but to keep in mind that Google's accuracy will never be the same as ours. We use the aerial photography and a lot of that data to create two foot contours with topographic maps. Google's data will not help us on that task."

Mintha stated, "If we could not duplicate something that is out there in the retail market that would be better."

Keith stated, "The Google data is really good but it is also leaf on condition which means they fly when the leaves are on the trees, full foliage; the engineering departments and the Property

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Assessor likes to see leaf off conditions.”

Derwin said, “That is why the needs analysis is needed to determine what the real need is and what is significant or not.”

Keith said, “The consultants can help determine what the need is and determine if we can rely more upon the State. The State does a little bit of flying, and they were supposed to have actually given us some free data, but it is actually a year and a half behind schedule. We need to look at all of those options, why do something ourselves if it is available for cheaper or just as good.”

Keith said, “KGIS actually took the money that was allocated for the spring 2012 aerial flight project and will be using it to offset the budget for this next year to help hold down our costs to the tri-party.”

- b. The 6-year Landbase re-map project is now completed with a savings of \$20,000 from the original contracted amount.

Jim said, “I really like the fact that the project came in \$20,000 less than expected over the six year period.”

Keith said, “KGIS did this project not only under budget but with one less person (due to the reduction of the KGIS staff a couple of years ago). This project was done with existing staff. Donna was very instrumental in taking on duties to help achieve that project’s completion. Doing things that really are not part of her job description, but she was willing to take that one and we appreciate that.”

- c. KGIS completed significant system upgrades in December 2012 to Oracle 11g, ESRI SDE 10.0, Windows Server 2008, Checkpoint redundant Firewall, and DotnetNuke Content Portal v6.02
- d. The Beta Advanced Maps application was released with additional content and functionality for internal user. An expected completion date of July 1, 2013 is the goal for the final release.

- 5. **Personnel Changes and Evaluations:** KGIS has hired Tammy Bohanan to replace Trevor McMurray as the GIS Analyst at KGIS. Keith conducted performance evaluations on the KGIS staff with all receiving positive performance evaluations. The Executive Term of the Coordinating Committee conducted an evaluation on Keith with a positive performance received as well.

- 6. **Request for Strategic Planning Services:** (*italics taken from Policy Board Agenda*)

The Executive Team of the Coordinating Committee has requested that KGIS focus its efforts over the next year on two initiatives:

- 1) *conduct a formal **Needs Assessment of its Landbase Mapping program**, including the accuracy, currency and content requirements,*
- 2) *re-assess the 20-year-old **Cost Allocation formula** used by KGIS, and **Establish a Rate Structure** to better support KGIS’s operational sustainability.*

Currently, KGIS has a balance of \$102,000 in its Designated Capital: Aerial Replacement Funds that is not currently encumbered against a specific project.

Keith said, “These are the consulting services that we need. The reason we come to you for this request is we truly feel like this is a little bit bigger task than what, we feel, we can wrap our hands around here. We are trying to do more with less, we don’t have a large staff, and it is sometimes good to get an outside look on things. First of all, how important is this Landbase mapping program? How often does it need to be updated? How accurate does it need to be? What is a good value for that? We also need help with establishing a rate structure. In some ways GIS is like a utility. We need to bring in someone to look at this differently and obtain funding to make this sustainable in the long term because it is not sustainable right now. As Jennifer alluded to, we are getting into our reserves over the last six years and it is getting to

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the point that we are not sustainable for KGIS operations.”

KGIS is hoping that the Policy Board will let them use the remaining portion of the aerial reserves (\$102,000) and moving it to operating to dedicate it towards this strategic planning.

Mintha asked, “Does KGIS currently has a consultant?”

Keith stated, “No we do not; we will have to issue an RFP. I don’t really have a good target. This is a tough one, in that there are two somewhat different tasks.”

Mayor Rogero asked, “One consultant or two?”

Keith said, “Mostly likely will have to be two. I think there are two different types of expertise.”

Derwin said, “I would suggest probably two. There is a possibility that we might utilize the County’s existing contractor resource, which is also looking at cost allocation.”

Keith asked Jennifer “Is the County still in the middle of that project?”

Jennifer said, “Yes that she thinks it will extend for four years.”

Mayor Rogero asked, “Do you really think it is going to cost this much?”

Keith stated, “It’s an unknown; we hope not. In the past we’ve had very few strategic consulting projects for GIS. We as a group need to scope out what we want these folks to help us with. That is something the Coordinating Committee is going to work with me on, pending the Policy Board approval, to scope out what we really need from these consultants to help us wrap our hands around and actually write the Request for Proposal.”

Mayor Rogero said, “So we will know the exact amount later but it can’t exceed the \$102,000 because that is all we have.”

Keith said, “It is up to the board, we can always come back to the Policy Board to approve the final amount if you feel like that is something that you want us to do.”

Mayor Rogero said, “Or we can say this is up to the \$102,000 and leave it to the Coordinating Committee to determine if it is appropriate. I am comfortable with that.”

Mintha made a motion to approve the Request for Strategic Planning Services which was seconded by Mayor Rogero. The Request for Strategic Planning Services was approved by the Policy Board with the request for the Coordinating Committee to scope out an RFP for the requested consulting services not to exceed the \$102,000 limit available. The Policy Board requested that these services take place soon so that the results can be reviewed and taken into consideration prior to planning FY 2015 budget.

7. **FY 2013-2014 KGIS Budget Request:** An overall increase of 3% from last fiscal year’s budget was proposed. The budget calls for a \$10,450 increase to the City of Knoxville, a \$2,835 decrease to Knox County, and \$8,224 increase to KUB. Keith stated that a large portion of KGIS operating budget is actually “pass through” for software and maintenance and not the actual operating of KGIS.

KGIS’s goals for 2013-2014 are as follows:

- a. Complete the Website transition to www.kgis.org – Keith said, “KGIS is in the middle of completing our website and whole web upgrade, which has been a two to three year project and we are doing it with in-house staff, without outside company support. This is a pretty big task, but we are doing it as cheaply as we can, but still produce a really good product once it is finished within the next two or three months.”

KGIS Policy Board Meeting

Tuesday, May 14, 2013

- b. Assess Landbase Mapping Program needs
- c. Undertake Cost Allocation / Rate Establishment study

To keep the Tri-Party costs at a minimum Keith is proposing to transfer \$137,239 from existing fund balances. By doing this the Designated Capital Equipment and Aerial Photography Fund will have a zero balance. After this next budget year, KGIS will be completely wiped out for the first time ever at zero dollars in these reserve funds. The reserve funds used to be at \$1.6 million about ten years ago and now have dwindled to zero. This is something that the Policy Board recommended to KGIS. The City Finance and County Finance Departments said that they really didn't want KGIS sitting on this large pool of cash and we need to get into the habit of coming to the Policy Board more formally for capital improvement requests going forward.

The budget does include a renewal of rent. Jim York is looking at if there is a real cost savings of KGIS moving locations possibly back at the City/County Building.

Mintha asked, "Is the lease about up?"

Keith said, "The lease is up now and we are in need of renewing that. The current lease does have a clause letting us out of the lease on an annual basis if the appropriation is not made. The termination clauses are there, but I hate to renew a lease knowing that we are moving. Jim agreed to look into that to see if it is a viable option."

Keith said, "The reasons KGIS moved from L1 of the City/County Building was due to lots of traffic that was interrupting our work all the time, we were out of space and secondly KGIS needed space that was more accessible to developers and walk-in traffic, so they could come in and order maps or data and pick up requests."

Mintha asked, "How frequently does that happen?"

Keith said, "We have one person on staff who is constantly focused on working with customers who walk in for map requests and pick them up every day, a minimum of two to three people every day coming in for these requests."

Mayor Burchett asked, "What is the current square footage?"

Keith indicated, "Currently we have 3500 square foot. I have negotiated the pricing down to \$15.50 a square foot, lowering the rent on the new lease. KGIS is open to moving back to the City/County Building if that would save money.

Mayor Rogero asked, "Do you need to be near the City/County Building"?

Keith said, "Yes we do because that is where our servers are located. We do have some servers over at the KGIS Office. We are connected with KUB's network and the City and County with fiber connectivity between those three networks at the KGIS office. We would just have to make sure that any new location could support that same connection. That means we would have to do some hardware configurations to make that work, but we can do it."

Jim York indicated he believes there is space within the City/County Building where KGIS can move to in order to save money.

Mayor Rogero stated, "We want to save money but we also want it to be functional. If it is something that saves money but really does not meet the needs then we don't want to do that either."

Keith said, "I could always approach Wayne about extending the lease for one more year knowing we are going to be looking at this more formally if we wanted to do something like that."

KGIS Policy Board Meeting

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Mintha asked, "Are you just on month to month right now?"

Keith said, "It's supposed to be annual. We were supposed to have this signed by now."

Mintha said, "I know but you said the lease has expired so you are on month to month."

Keith said, "Wayne has handed him the amendment to extend the lease so he is waiting for my signature on it. Before I sign it though, I want to sign it in good faith knowing we are committed to extending the lease."

Mintha asked, "When did he reduce the amount to \$15.50 a square foot?"

Keith said, "When I talked to him in the spring. I talked to him when I was preparing my budget. We talked to another tenant that had just moved into the office and we found out what they were paying."

Mintha asked, "What was it before?"

Keith said, "It was \$16 something. The original lease called for an annual increase based the consumer price index (CPI). Five years ago we negotiated that to just a flat fee, no annual increase for five years. This time Wayne is willing to lower the base rent even further, but re-introduce the annual CPI increase for the next five years."

Mintha asked, "How much of the building is vacant?"

Keith said, "They just had a new tenant move in so I'm not sure. I think they just had the last tenant sign up."

Keith had planned on having a step increase under the County's Personnel Plan but the County, instead of step increases, have adjusted the entire scale up with a general increase -- a cost of living type of adjustment; therefore, KGIS will be doing that instead of the step increase.

Keith pointed out "on the Cost Allocation page, looking at KGIS's total budget year, the whole middle section is very detailed with software maintenance. That is a significant large portion of KGIS's budget and is really a "pass through". We take that money and it goes straight to the software companies. Those costs have been increasing over the years. Software keeps getting more expensive and we keep getting more users using the software. That cost makes up almost 30% of the City's budget for operational costs, about a quarter of the county's and 60% of KUB's portion of the KGIS budget goes to the software companies. I know a lot of times we are being asked, "Why is our cost to KGIS so big? KGIS is the biggest system that we have." But truly, the big cost increases have been in the software costs. We may need to talk to the software companies to see if we can get a price reduction."

Mintha said, "We have a lot of software companies that we pay for all the time, it is an expensive endeavor."

Janet said, "It's our issue too. I will say that for the City most of the software maintenance licenses are for City Engineering."

Keith said, "The rest of the costs are for the web software, since many of your departments are now using the website. We don't quite know which groups are using it. It is kind of hard to tell whether it is Purchasing Dept., for example, that is hitting it all the time or not. KUB's cost for software is so high relative to the City / County because its personnel are using more of the desktop software. That is why their cost is so much different than the other two."

Mayor Rogero said, "So the amounts that are here, we budgeted this right? That is the amount we budgeted and our finance department knew that was what we were doing?"

KGIS Policy Board Meeting

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Jim said, "Yes."

Mayor Rogero said, "To me the big deal is going forward. Why don't we look at that before we vote on the budget?"

[Budget Approval motion is made after the discussion of Item #8 on the agenda below].

- 8. KGIS Long-Range Forecasts:** In KGIS's long range plans Keith has mapped out the projected costs to each party over the next five years to include spikes that might be coming.

Keith said, "KGIS has been predicting for a long while now that we need to ramp up the budget to support the long range initiatives. For 2015 there will be a significant spike for all parties to mostly to cover the operating deficits, which have been funded via the reserve funds in years past, but which can no longer be funded out of those reserves due to the next-year-projected \$0 balance. KGIS will also need some additional hardware replacements.

Mayor Rogero said, "No wait a minute. What you call the deficit should show up in the \$317,000, right? That's still the budget, the \$317k is the budget which includes source of revenue, so this is additional expenses, it is not part of the \$317."

Keith said, "No, your \$317, Mayor, is the part that the City is going to be billed. There is an additional amount to our budget that is coming from reserve funds that you are not going to be billed. That is a part of the "Other" column, \$211K, which represents essentially the reserve funds. We are tapping into the reserve funds to pay for the remaining portion of the budget."

Mayor Rogero asked, "Other is the reserve funds?"

Keith said, "Yes part of it is the reserve funds."

Jim stated, "I think the budget loss is more like \$250 thousand a year."

Mayor Rogero asked, "Rather than the \$211k?"

Mintha stated, "I was in on the discussion back when we said 'Why are we sitting on \$1.6 million?', and the thought was rather than us annually having to increase lets draw that down some. I think we have met the bright line. At this point we need to have another strategy and I'm not sure it is necessarily putting more money in. I think the cost study and the cost allocation study will be very, very helpful. Because we don't want to say the budget is going up by 10% so everybody just put 10% more in. Let's look at the cost, allocate the cost and figure out how revenue should be brought in in the future. It's time to do that. I think it's a great strategy. But Keith's right this group said, 'Why are we seeing a \$1.6 million when tax payers are having to raise money to put in here?' and that was the strategy but I think it has lived its life."

Keith said, "One of the things that was confusing about those reserve funds is that part of the software maintenance was coming out of those funds. and now we are going to start reporting that as part of an operational expense. In some ways this is all enlightening for everyone to realize that these operational costs have always been occurring, and have been paid for out of the reserve funds. The problem is that we now don't have the reserve funds to help pay for those things."

Mayor Rogero asked, "Do you really have to have \$74,000 extra in reserve?"

Keith said, "No, that \$74,000 will actually be coming from external partnerships. Part of that "Other" amount is external partners like the other water and utility districts. About \$50,000 comes from that, about \$20,000 comes from developers purchasing data."

Mayor Rogero said, "The \$211 this year is a combination right?"

KGIS Policy Board Meeting

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Keith said, "Yes, it also includes reserve funds. In my long-range forecasts, I have tagged FY 2016 as the earliest time at which we can re-constitute our Landbase program. I don't think we will be able to do the Landbase program by next spring 2015, mostly because the State is supposed to be doing something also at that time. As a result, there will be another spike if/when we decide to restart that Landbase program. So there are some significant spikes coming."

Mayor Rogero said, "So, Mintha what you are saying is these are his projections now, but when we do the cost allocation study the over this next year, we'll need to think about that. And if we approve this budget, we realize that the reserves will be zeroed out, and we really need to look at what we do moving forward."

Mintha said, "I would suggest we put a time limit on that consultant study, with its results to be back by "x" timeframe in order for adequate review on how we want to allocate our costs before our next year budget approval meeting. It would be good to give the City and County four or five months notice."

Mayor Burchett asked, "Why don't we have a called meeting in February, can we do that?"

Keith said, "It may need to be held before that, correct? We will need to get the study back sometime this fall."

Mayor Burchett said, "We will need to have the study back before we get our budgets together."

Mayor Rogero asked, "When do we meet, what is our scheduled meeting times?"

Keith said, "We can call a special meeting at any time. We normally meet four times a year. It is scheduled the first of each quarter." "I will talk to the Coordinating Committee. It sounds like we need to get something on the streets pretty quick."

Mayor Rogero said, "So we will approve the current budget but we are not saying that this is what we are paying next year. It's all kind of based on what we are going to do this next year."

Keith said, "We have never held voting on the long range projections. It is just there as information so you know what is projected going forward. We always readjust these figures based on what you tell us."

Mayor Rogero said, "If we say we can't afford it, and we can only give x amount, I need to know what that means then. What is going to happen to our system?"

Keith said, "In the past you told us to cut back so we eliminated the Landbase program. We do understand that we have to make cuts in our program to accommodate decreases in the budget. We will be prepared to do that if we have to cut again, and we will pick out something else to scale back on."

Mintha said, "I'm not sure we are talking about cutting. I thinking with the cost study we might find different allocations, different pricings, and different strategies. You may still have the same revenue; it's just going to come to you a different way. We use it, we rely on it and we value it but I'm thinking the retail products that we have could have a different price on them. Those people could bear a little bit more of the cost."

Keith said, "Here is an example: we had the MLS (Multiple Listing Service) wanting access to our parcel mapping which is very good and detailed. They have a new system and they want to put it in and upgrade their data using the parcel map as a backdrop. I told them our current pricing structure is \$6000 a year to get a copy of the parcel map. They said it was too high, way too expensive for them. We are facing a battle where the private sector is having trouble realizing the value. I'm not so sure the private companies are will to pay."

Mintha said, "The other utilities should be."

Keith said, "Utilities are different, you are actually right, it is possible that they may be truly undervalued"

KGIS Policy Board Meeting

Tuesday, May 14, 2013

right now.”

Mintha said, “They need it as much as we need it.”

Keith said, “Some of the utilities are not even on board. Northeast Knox Utilities still doesn’t pay us anything. I don’t know how they get their mapping information. Luttrell Corryton Blaine Utilities is also not a partner. We need to figure out how to bring those on board.”

Mintha said, “When we have this study complete it would be helpful for me if you have this “Other” column broken down with revenues from each agency and also what your pricing is. So if I’m a developer and I want x, what does it cost?”

Mayor Burchett asked if there was a motion to approve the budget. Mintha made a motion which was seconded by Mayor Rogero. The FY 2013-2014 KGIS Budget was approved.

- 9. Next Policy Board Meeting:** the next meeting is tentatively scheduled for July 11, 2013 at 1:30 p.m. in room 549 of the City/County Building.

Mayor Burchett asked if there were any other items to be discussed. With no other items he asked for a motion to adjourn the meeting. Mintha made a motion which was seconded by Mayor Rogero. The meeting was adjourned.

Keith Stump

From: Keith Stump <kstump@kgis.org>
Sent: Monday, January 06, 2014 10:28 AM
To: Mayor Tim Burchett
Cc: Diana Wilson (diana.wilson@knoxcounty.org); Dean Rice (Dean.Rice@knoxcounty.org); Jon Gustin
Subject: Approval to Call for a Vote for Purchase of Aerial Products
Attachments: KGIS Jan 6 2014 Item for Policy Board.pdf; Jan 6 2014 Memo To Approve.pdf

Dear Mayor Burchett,

The KGIS Coordinating Committee seeks to bring a voting item before the KGIS Policy Board in lieu of a formal meeting, in order to move quickly on purchase of some additional Aerial Products.

As Policy Board chair, before I bring this vote before the other two members (Mayor Rogero and Mintha Roach), I will need to have your approval to proceed. An email reply is all I will need from you, and then I will send out the above two items to each of the three Board members for specific vote registration.

I appreciate your help, and don't hesitate to contact me if you have questions.

Keith G. Stump, GISP

Executive Director / GIO

Knoxville, Knox County, KUB GIS (KGIS)
606 Main St, Suite 150
Knoxville, TN 37902
865.215.2641
www.kgis.org

Mayor Burchett called me at 11:00 a.m. and gave me a verbal ok to proceed with the vote. Jon Gustin & Dick Moran were witnesses to the ~~phone~~ call.
phone

Keith

Keith Stump

From: Keith Stump <kstump@kgis.org>
Sent: Monday, January 06, 2014 11:35 AM
To: Mayor Madeline Rogero; Mayor Tim Burchett; Mintha Roach
Cc: 'Donna Roach (droach@kgis.org)'; Benjamin Mainor; Chris Caldwell; 'Chris Granju'; Dean Rice (Dean.Rice@knoxcounty.org); Derwin Hagood; Diana Wilson (diana.wilson@knoxcounty.org); 'Dick Moran (richard.moran@knoxcounty.org)'; Dwight Van de Vate; 'Janet Wright (jwright@cityofknoxville.org)'; Jennifer Bodie; Jim Hagerman; 'Jim York (jyork@cityofknoxville.org)'; 'Jon Gustin (jon.gustin@knoxcounty.org)'; Karen Beal (Karen.Beal@kub.org); 'Steve King (sking@cityofknoxville.org)'; Terry Alexander; Terry Gilhula; Tim Kuhn
Subject: KGIS Policy Board Approval for Purchase of Aerial Products
Attachments: Jan 6 2014 Memo To Approve.pdf; KGIS Jan 6 2014 Item for Policy Board.pdf

Dear KGIS Policy Board,

I have received approval from the current KGIS Policy Board Chair, Mayor Tim Burchett, to ask for a formal vote on the attached item (regarding the purchase of aerial products).

I will need to receive the **signed/dated Memo on which you have registered your vote.** (If you can also send me a **scanned copy or a fax** of the signed memo at your earliest availability, that would be greatly appreciated.)

KGIS Fax Number is 865.215.2910

Keith G. Stump, GISP

Executive Director / GIO

Knoxville, Knox County, KUB GIS (KGIS)
606 Main St, Suite 150
Knoxville, TN 37902
865.215.2641
www.kgis.org

KGIS Policy Board

ITEM TO BE APPROVED

1. Purchase of Enhanced Aerial Product **(V)**

(V) denotes that a vote be taken by the Policy Board

Knoxville ♦ Knox County ♦ Knoxville Utilities Board
Geographic Information Systems

Keith G. Stump
Director

MEMORANDUM

To: KGIS Policy Board
From: Keith Stump, Director KGIS
Date: January 6, 2014
Re: Approval of Enhanced Aerial Products

I have received approval from the current KGIS Policy Board Chair, Mayor Tim Burchett, to ask for a formal vote on the following item.

1. Purchase of Enhanced Aerial Products Yes (to approve) No

After reviewing the attached description of the item, please check the appropriate box above, sign and date, and then return correspondence back to me by Tuesday, January 7th, 2014. 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

Date

POLICY BOARD

Madeline Rogero, Mayor, City of Knoxville; **Mintha Roach**, President/CEO, KUB; **Tim Burchett**, Mayor, Knox County

Knoxville ♦ Knox County ♦ Knoxville Utilities Board
Geographic Information Systems

Keith G. Stump
Director

MEMORANDUM

To: KGIS Policy Board
From: Keith Stump, Director KGIS
Date: January 6, 2014
Re: Approval of Enhanced Aerial Products

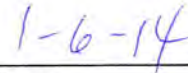
I have received approval from the current KGIS Policy Board Chair, Mayor Tim Burchett, to ask for a formal vote on the following item.

1. Purchase of Enhanced Aerial Products Yes (to approve) No

After reviewing the attached description of the item, please check the appropriate box above, sign and date, and then return correspondence back to me by Tuesday, January 7th, 2014. 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



Date

POLICY BOARD

Madeline Rogero, Mayor, City of Knoxville; Mintha Roach, President/CEO, KUB; Tim Burchett, Mayor, Knox County

Knoxville ♦ Knox County ♦ Knoxville Utilities Board
Geographic Information Systems

Keith G. Stump
Director

MEMORANDUM

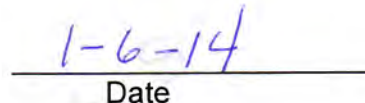
To: KGIS Policy Board
From: Keith Stump, Director KGIS
Date: January 6, 2014
Re: Approval of Enhanced Aerial Products

I have received approval from the current KGIS Policy Board Chair, Mayor Tim Burchett, to ask for a formal vote on the following item.

1. Purchase of Enhanced Aerial Products Yes (to approve) No

After reviewing the attached description of the item, please check the appropriate box above, sign and date, and then return correspondence back to me by Tuesday, January 7th, 2014. 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


Date

POLICY BOARD

Madeline Rogero, Mayor, City of Knoxville; Mintha Roach, President/CEO, KUB; Tim Burchett, Mayor, Knox County

Knoxville ♦ Knox County ♦ Knoxville Utilities Board
Geographic Information Systems

Keith G. Stump
Director

MEMORANDUM

To: KGIS Policy Board
From: Keith Stump, Director KGIS
Date: January 6, 2014
Re: Approval of Enhanced Aerial Products

I have received approval from the current KGIS Policy Board Chair, Mayor Tim Burchett, to ask for a formal vote on the following item.

1. Purchase of Enhanced Aerial Products Yes (to approve) No

After reviewing the attached description of the item, please check the appropriate box above, sign and date, and then return correspondence back to me by Tuesday, January 7th, 2014. 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



Date

POLICY BOARD

Madeline Rogero, Mayor, City of Knoxville; Mintha Roach, President/CEO, KUB; Tim Burchett, Mayor, Knox County

KGIS Policy Board Meeting

Friday, May 16, 2014

1:30 p.m.

Room 549 City/County Building

Policy Board Members: Mayor Tim Burchett, Knox County; Mintha Roach, CEO/President KUB, Janet Wright, City Information Systems Proxy for Mayor Madeline Rogero

Others Present: Derwin Hagood, KUB; Tim Kuhn, MPC; Jim Hagerman, City Engineering; Jennifer Bodie, County Finance; Jeff Branaham, City Engineering; Jon Gustin, County IT; Jason Lay, County Finance; Keith Stump, KGIS; Bryan Lynn, KGIS

- 1. Call to Order / Change of Chairperson:** Mayor Burchett called the meeting to order and asked for a motion to change the chairperson (as per the Tri-party agreement) to Mintha Roach. Janet made the motion to approve the Change of Chairperson, which Mayor Burchett seconded. The Policy Board approved the change of KGIS Chairperson to Mintha Roach.
- 2. Approval of Minutes:** Mayor Burchett asked if there was a motion to approve the minutes from the May 14, 2013 meeting. Mintha made the motion to approve the minutes, which was seconded by Janet. The Policy Board approved the minutes as written.
- 3. Financial Report / Current Status:** Jason gave an overview of the year-end financial report for FY 2013. Jason stated, "The auditors came back with an unqualified opinion (the auditors changed that terminology to unmodified) which means a good, clean audited opinion with no findings." Jason noted that the auditors did express an on-going concern about the financial health of KGIS. In response to Mintha's inquiry about that concern, Jason stated, "The auditors questioned whether they (KGIS) would still be around. For the past three years, KGIS has lost about \$400,000 in cash, and at the end of FY 2013 they had \$400,000 in cash. We assured them that they (KGIS) would stay around for another year. I am sure we will have another "on-going concern" discussion, but as they (the auditors) know the parties are together, it was not going to place it into an audit report." "But I do want to express to the Policy Board that there is concern from the auditors and there will probably be concern this coming year."

Mintha stated, "There is a concern for me and for KUB. I think KGIS has been great. The concept of the Tri-party Agreement has been great. The sharing of expenses has been great, but my thing is that right as it is, it is not sustainable. We want it to be sustainable. I think this year we need to do what we need to do as leaders of this organization to have a plan, not just assure them but also

actually know how we are going to accomplish that. So I actually am concerned with the auditors concerns.” Mayor Burchett agreed.

Keith said, “We are going to talk about coming up with a sustainable plan. We have seen this coming. We have been forecasting this and the consultants that we have hired have yet to report back to us about options for possibly changing the rate structure, cost allocation.”

Mintha asked, “What’s the timing on that?”

Keith stated that it should be any time. He stated that the consultants and the cost allocation committee have gone back a couple of times with a call for some additional scoping and some follow up.”

Jason said, “They have come back with questions. They wanted to get a true cost because we cannot get a true operating cost of KGIS. They came back and did another round of interviews with the KGIS staff. They are compiling that information. I have not spoken with Anita this week but I am sure that it will be anytime. They are doing fine tuning and tweaking.”

Mintha asked, “When is our next meeting of this group?”

Keith said, “The next scheduled meeting is August 15.”

Mintha stated that she would like to have the cost allocation report by that time.

Keith said that once the report comes back, he will meet with Jon, Derwin and, Janet to review the report before meeting with the Policy Board to give their opinion to the findings from the consultants.

Jason stated, “KGIS is recognized nationally but there are funding issues. What we are doing currently is not working and that is not a shock to anybody sitting at this table.”

Mayor Burchett said, “We do need to make sure it is sustainable because we can’t keep going at this rate.”

Mintha said, “It is silly to duplicate things we can do in our areas when KGIS can do it and we can share and reduce cost.”

Keith said, “The only other thing I want to say about the financials is the current year financials actually look good. Our maps sales are already above the projected amount, so any additional sales will automatically be rebated back to the parties.” Keith stated that Mintha had previously asked about the current breakdown from external revenues (other than the three). He hopes by the August meeting to find out whether it is recommended to increase the cost to

these external partners and possibly even charge other external partners that are currently not being charged.

Derwin said, "One thing we have to be careful about is that we don't get to the point where people say "we want out". There is a point where you are going to lose revenue. You have to have an approach and communication plan that will help them decide it is worth it."

4. Status of Consulting Efforts:

- a. User Needs - this assessment was conducted during the fall. That is part of the reason the second consultant, Cost Allocation, is taking a little longer. This assessment came back stating that KGIS is being used by all the parties. It did confirm that other products such as Google would not fit the bill. Even though those are good products with better functionality, it doesn't get down to the engineering level that we need from a lot of the data that we have. This assessment came back with a recommendation to take advantage of the Pictometry project, which the Policy Board has approved.
- b. Cost Allocation – discussed with the Financial Report. This will be the target of the August Policy Board meeting to present the Coordinating Committee findings of those findings.

- 5. FY 2014-2015 KGIS Budget Request:** KGIS was asked by the Coordinating Committee members to come with a budget with a no cost increase for FY 2014-2015. Keith, Jon, Derwin and Janet met and went over each line item and stripped items from the budget to meet that requirement. The requested budget is one that is sustainable for this coming year but not for future years.

KGIS has cutout all capital requests, which is not typical for a sustainable but can get by for one year.

- 6.** Mayor Burchett asked for a motion to approve the FY 2014-2015 KGIS Budget Request. Mintha made a motion for approval, which was seconded by Janet. The Policy Board approved the FY 2014-2015 KGIS Budget Request.

7. Other Projects / Status Updates:

- a. Spring 2014 Aerial available in the Summer – to be delivered in July 2014
- b. Web-based Applications
 - i. KGIS Advanced Maps
 - ii. City Engineering Maps
 - iii. Property Assessor E-Gov Link to KGIS
 - iv. County Trustee Tax Sale
 - v. County Surplus Property
 - vi. City Downtown Development App
 - vii. KGIS Mobile Maps

KGIS Policy Board Meeting

Friday, May 16, 2014

- c. Systems Integrations**
 - i. E911 Computer-Aided-Dispatch**
 - ii. City Engineering Request-for-Service**
 - iii. County Emergency Mass Notification**

8. Next Policy Board Meeting: August 15, 2014 at 1:30 p.m.

Mayor Burchett asked for a motion to adjourn. Janet made the motion and Mintha seconded. The meeting was adjourned.

KGIS Policy Board Meeting

Tuesday, September 23, 2014

1:45 p.m.

Room 549 City/County Building

Policy Board Members: Mayor Tim Burchett, Knox County; Mintha Roach, CEO/President KUB, Mayor Madeline Rogero

Others Present: Derwin Hagood, KUB; Tim Kuhn, MPC; Jim Hagerman, City Engineering; Jennifer Bodie, County Finance; Jason Lay, County Finance; Dean Rice, Knox County Mayor's Office, Keith Stump, KGIS; Donna Roach, KGIS

1. **Call to Order and Approval of Minutes** – Mintha called the meeting to order. The minutes were provided in the agenda from the May 16, 2014 meeting. Mintha asked if there were any questions and with no questions, she asked if there was a motion to approve the minutes as written. Mayor Rogero made a motion to approve the minutes, which was seconded by Mayor Burchett. The Policy Board approved the minutes as written.
2. **Cost Allocation Policy Adjustments** – Keith said, “The Policy Board had given KGIS some initiatives to see if there was a better way of doing things especially a long term sustainability plan for KGIS and its operating program. We had a couple of studies conducted by some third parties. We have taken all of those results, have come back as a Coordinating Committee along with the finance representatives, and are making some recommendations for some changes to the Policy Board, especially to the cost allocation formula. The major items of change are listed in these five points.” He noted that the board had been briefed prior to today’s meeting about the background of these things. Keith then highlighted the following:
 - a. *Operating Costs shall be split equally amongst the Tri-Party members* – Keith said, “Instead of using a very complicated cost allocation formula as we have done for the past 15 years, we are going to go back to the original agreement of a 1/3, 1/3, 1/3 split from the Tri-Parties to support the KGIS operating program going forward. This will make it easier to administer and manage, it will also eliminate a lot of confusion as to how much is it going to cost, and whether we’ll go over budget. It liberates us as an organization to be more proactive and not worry about the ups and downs due to these relatively minor changes.”
 - b. *External map sales revenues will no longer be rebated back to Tri-Party organizations, but shall instead be used to support Capital costs* - Keith noted that the Board was being asked to discontinue the past practice of

rebating revenues from external parties back to the Tri-Party. “Instead, we would like to change that plan going forward to take those external revenues and put them towards capital equipment and aerial photography replacement needs as they occur. We are hoping that will replace the old reserve fund. We are going to use the external revenue to help support the capital needs going forward. Those rebates were also something that was confusing. They are hard to budget for. So, by eliminating those we hope to make the operations go a little bit smoother.”

Keith said, “These other items are more informational and are open for discussion”:

- c. Organizations not under the budgetary oversight of a Tri-Party member, but having direct access to the KGIS database and services, shall become Subscribers, and therefore shall be subject to an annual subscription fee.*
- d. KGIS shall cease its quarterly billing practices, and shall instead issue a single invoice to each Tri-Party member at the beginning of the Fiscal Year for the entire annual cost.*
- e. User-designated, “pass-thru” costs shall no longer be included as part of KGIS’s annual budget request, but will instead be forwarded to each respective agency for payment.*

Mintha said, “I think it’s great that everyone came together and worked together. I don’t think this was an easy process and/or maybe even an easy decision. I think it is the right thing to do for the three of us to come together and to jointly support this endeavor and not each of us go back to the way we use to have it years ago when each of us had independent but inadequate services. I thank everybody for their willingness to be flexible and compromise and come together.”

Mayor Rogero said, “I agree. I think the more complicated it is, is unnecessary work on your part. However, how do you handle it if you have three competing requests, where we each have staff that need something? How do you balance that?”

Keith said, “It really doesn’t change the way that we worked in the past. [Even with] the cost allocation we had in the past, we never really went over budget; so it was a nonissue. We always worked on projects and tried to fit things into the queue based on the more important need. I really don’t see that changing. We are going to have to weigh every request we get from one of your departments against the existing work that we have already compiled on our list of “things-to-do”. At the end of each year, we are going to work with the Coordinating

Committee and say, "Here are the projects we have worked on in the past. Do we need to plan differently in the future going forward? Do we need to focus more upon the City's upcoming project [for instance] versus KUB's? We will look to the Coordinating Committee to guide us on making any major shifts. So, I don't think it is going to change any day to day operations."

Mintha asked if there was a motion to approve the Cost Allocation Policy Adjustments. Mayor Roger made a motion and Mayor Burchett seconded. The Policy Board approved the adjustments.

3. Amendments to the Tri-Party Agreement –

- a. Remove the last paragraph of Section 7.B which currently states:
"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 usage. Deficits or surpluses from the close of the fiscal year shall be paid by the second quarter of the following fiscal year."

Keith said, "Since we are suggesting changes in how we fund our operations, there are some conflicts with the existing Tri-Party Agreement that we feel need to be changed and make it consistent with our policies: in particular, removing the one paragraph that calls for excess revenues to be rebated back to the Tri-Party."

- b. Change Item 9.E which currently states:
"Sinking Fund for Basic Equipment Replacement. (\$164,200.00 per year if the Equipment Reserve Fund balance is less than \$1.37 million)"

To the Following:
"Small Equipment Replacement"

Keith noted that the current language requires us to keep a balance of \$1.37 million in a reserve fund, but that this hasn't been adhered to over the past twenty years. Therefore, it is recommended that this requirement be removed from the Tri-Party agreement, especially considering that the reserve fund is to be no longer maintained.

Keith said, "These other items are really just cleaning up the Tri-Party Agreement."

- c. Remove Items 9.F which currently states:
"Periodic partial aerial photography."
- d. Remove Item 9.G which currently states:
"G. Equipment expenditures (or related debt service) in excess of amount available from Sinking Fund for Basic Equipment Replacement"

Mintha asked, "Is this draft the cleaned up version?"

Keith said, "It is; the red items are the changes. We have actually passed this through the Knox County Law Director for his review", and he found that the proposed changes are fine and that the Board has the authority to make these changes. He [Law Director] did note, however, that the changes do incur some additional risk in that they no longer guarantee funding of KGIS in cases where revenues are insufficient to support the expenses. Keith then stated that after having talked with the finance representatives and the Coordinating Committee [Executive team], all feel comfortable with assuming that additional risk in light of the trust that has been developed over the past years through our working relationships.

Mayor Roger said, "I would expect the Coordinating Committee is watching it closely and know exactly what the expenditures are and what is necessary and what is not."

Keith said, "The finance representatives have indicated that they want to meet with us even more frequently than what we have done in the past."

Mintha said, "One of the things that might be helpful going forward is if you as a staff develop some financial reports to this group. Maybe annually or something so we can be pretty transparent about what the money is going for and that sort of thing."

Keith said, "Ok, maybe as a quarterly report?"

Mintha said, "Maybe not even that often but periodically but some standard reports that would be available."

Keith said, "Especially from the financial view, right?"

Mintha said, "Yes, we just want no surprises. You just let us know how things are going. This helps you to make sure we are informed."

Mintha asked if there were any further questions or if there was a motion to approve. Mayor Burchett made a motion to approve the Amendments to the Tri-Party Agreement, which was seconded by Mayor Rogero. The Policy Board approved the Amendments to the Tri-Party Agreement.

- 4. Approval of KGIS Staff Bonus** – Keith said, "The board agreed for KGIS to adhere very closely to the Knox County personnel resources as far as their compensation plan and various bonuses or step increase. We have latched onto their system. The county approved a one-time \$700 bonus to its personnel in lieu of a step increase. We are asking for that same type of bonus to be provided to the KGIS staff."

Dean asked, "Are you referring to the latest approval?"

Keith said, "Yes."

Dean said, "That was not a bonus, it was a healthcare rebate. That is an important distinction. The amount we had in the healthcare reserves came in higher than we thought. The county shouldn't keep that; it should go back to the employees."

Mintha asked, "Was that done in the County Commission or in the Executive?"

Mayor Burchett said, "I got their approval even though I didn't have to."

Keith said, "This is really just a budget adjustment."

Mintha said, "So the proposal is to increase employee's compensation by \$700 consistent with the increase by Knox County."

Mayor Rogero said, "It's a one-time bonus."

Mintha said, "It is for a different reason than what the county did it for. We are doing it to stay on par with the county."

Keith said, "Yes, recognizing that we didn't receive any step increase or performance increases at all."

Mayor Rogero asked, "Are you all on the same healthcare plan as the county?"

Keith said, "Yes."

Mayor Rogero said, "They would be getting the same healthcare rebate as the county employees did, and it is only this year, and it doesn't affect the current year's salary or healthcare costs."

Keith said, "It would be coming out of the Fund Balance."

Jason said, "The reason we did the healthcare rebate, we ran that for all employees under the Mayor's supervision. Our joint ventures fell out of that realm."

Dean asked, "Can you reword the wording of this approval?"

Keith said, "Yes, how do you want it worded?"

Mintha said, "Rebate not bonus."

Mintha asked if there was any further discussion or a motion to approve. Mayor Burchett made the motion, which was seconded by Mayor Rogero. The Policy Board approved a one-time \$700 healthcare rebate to the KGIS staff.

5. Other Items / Status Updates

A. Successful Deployment of Spring 2014 Aerial Photo Products

On behalf of the Policy Board and the Knox County Property Assessor, [KGIS staff successfully managed the delivery, deployment and training of Spring 2014 aerial ortho-photography products](#), which have now become an integral part of the Assessor's appraisal workflows. The enhanced Aerial images and Oblique "Birds-Eye" photos (see example on left) are accessible via multiple avenues, including [KGIS Maps](#).

The contracted vendor did experience technical difficulties with the LiDAR (3-d) product, but has committed to re-flying that mission in November / December timeframe. The LiDAR (3-d) product is critical to KGIS's future topographic contour map updates (which are now approaching seven years old).

B. East Tennessee GIS Conference scheduled for Knoxville

The annual conference, which is regularly attended by about 150 GIS professionals, is scheduled for Oct. 16-17, 2014 on UT's campus. [Conference is free and open to all](#).

C. State has agreed to share Regional Streets / Addresses with KGIS

The State of Tennessee's Office of Information Services – GIS has recently announced that it will renew sharing of regional street / address data. This product will provide KGIS users with more up-to-date, standardized information for the counties adjacent to Knox, and should be especially beneficial for vehicle routing applications and logistics modeling.

Mayor Rogero said, "It is helpful that Keith meets with us ahead of time and talks about these things."

- 6. Next Scheduled Meeting** – Keith said, "The next scheduled meeting is for October 9th but since we delayed this meeting until now, I am proposing that we actually decide not to meet in October and schedule the next regularly scheduled time of January 8, 2015."

Mintha asked for a motion, which was given by Mayor Rogero and seconded by Mayor Burchett. The Policy Board approved the next meeting being changed to January 8, 2015.

[Note: Following the meeting, KGIS confirmed that the next scheduled meeting date should have been stated as February 20th, 2015 as agreed by the Board members and Coordinating Committee in Spring 2014]

Mintha adjourned the Policy Board meeting.