

AGENDA

KGIS Policy Board Meeting

Friday, May 19, 2017
2:00 PM
City/County Building
Room 549

1. Call to Order / Change of Chair (V)
2. Approval of Minutes (May 20, 2016) (V)
3. Financial Reports / Current Status
4. Town of Farragut Partnership Agreement (V)
5. FY 2018 Budget Approval (V)
6. Project Update / Status Report
7. Public Comment
8. Next Meeting Date / Time (August 18, 2017)

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

1. Call to Order / Change of Chairperson

1. (V)

Under rules adopted by the Policy Board, the Chair rotates on an annual basis. The order of the rotation is KUB-City-County; therefore, for the calendar year 2017, the chair rotates from the County Mayor Burchett to the KUB's President/CEO Mintha Roach.

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Policy Board Action

**Approve appointment of KUB President / CEO Mintha Roach as 2017
Chairperson**

KGIS Policy Board Meeting Minutes

Friday, May 20, 2016

1:30 p.m.

Room 549 City/County Building

Agenda	
1	Call to Order / Change of Chairperson
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Policy Board Members: Mayor Tim Burchett, Knox County; Mayor Madeline Rogero, City of Knoxville; Ted Tyree, Proxy for KUB President/CEO, Mintha Roach

Others Present: Janet Wright, City IS; Jon Gustin, County IT; Jennifer Bodie, County Finance; Perry Benshoof, County Finance; Dean Rice, County Mayor’s Office; Keith Stump, KGIS; Donna Roach, KGIS

- 1. Call to Order/Approval of Minutes** – Mayor Burchett called the meeting to order and asked if there was any discussion on the Minutes from the January 29, 2016 minutes. With no discussion, he asked for a motion to approve the minutes. Mayor Rogero made a motion, which was seconded by Ted Tyree. The minutes were approved as written.
- 2. Financial Reports / Current Status** – Perry gave the final FY 2015 year-end audit report which reflected an unqualified opinion. He stated that the scheduled findings reflected internal control over cashed receipts, which was corrected immediately by the KGIS staff.

Jennifer provided an update on the current status of KGIS’ 2016 budget, which noted they were on track and within budget. She stated map sales were up from previous years and those funds would be used for capital expenses FY 2017.

- 3. FY 2017 Budget Request** – KIGS is asking for a 5.4% increase in operating from FY 2016. The increase is largely due to an increase in salaries, fringe, other professional services and contracted services. The capital requests will be funded from the Map Sale revenue. Mayor Burchett asked if there was any discussion and with no discussion asked for a motion to approve the requested 2017 budget. . Mayor Rogero made a motion, which was seconded by Ted Tyree. The 2017 KGIS Budget request was approved.
- 4. Long Range Capital Forecast** – Keith provided a forecast of the long-range capital and aerial expenses. He stated that the projection of map sales would fund these items with no additional money being requested from the tri-party members thru 2027.

Mayor Rogero stated that if the map sales drop then the Policy Board needs to be prepared to provide the funds needed for capital needs.

- 5. Project Update / Status Report** – KGIS has completed the server/software upgrades/replacements of the production system. The LiDAR and Aerial Photography was flown and the pre-processed LiDAR being delivered 3 weeks ahead of schedule. The Web survey was completed with recommendations receiving for future improvements on KGIS’ website.

Keith stated that Tennessee has a GIS conference that will be in Knoxville in the spring of 2017. Mayor Rogero stated the conference representatives need to work with Visit Knoxville to help the conference.

Jon stated that “the staff at KGIS have really bent over backwards for any type of request that the county has had which has been quite a few along with the City’s requests. They have provided really good response with really good work. They are doing a great job.”

Mayor Roger thanked Keith and all his staff at KGIS.

6. **Public Comment** – No public comments provided
7. **Next Meeting** – The next regular Policy Board meeting is scheduled for August 19, 2016 at 1:30 room 549 City/County Building.

Mayor Burchett asked if there were any further items to discuss. With no further discussion, he asked for a motion to adjourn which was made by Mayor Rogero and seconded by Ted Tyree. The meeting adjourned.

Policy Board Action

Approve Minutes

3. Financial Update / Status

3.

Knox County Finance will provide an overview of financial matters.

Previous FY 2016 Financials

The audited FY 2015-2016 financial report (attached) from Pugh & Company, P.C. can be found at the following Links:

<http://www.kgis.org/portal/Portals/0/Docs/PB/2016PughReporttoPB.pdf>

http://www.kgis.org/portal/Portals/0/Docs/PB/FY16-KGIS_Financial_Statements.pdf

In its findings, the audit did include a minor internal controls finding, recommending that KGIS provide additional oversight in its approval of invoices and expenditures. Keith has already implemented corrective action, which is to require two separate individual signatures on each payment request submitted to County Finance.

Current FY 2017 Financials

Ted Hotz with Pugh & Co, will present an audit planning letter to the Policy Board in preparation for the upcoming FY 2017 audit.

The Net Position Report (as of March 31, 2017), provided by Knox County Finance, is on the following page.

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3. (continued)

KGIS Statement of Revenues, Expenses and Changes in Net Position			
As of March 31, 2017			
	Year to Date		
	Actuals		
Operating Revenues:			
City of Knoxville	\$ 387,389		
KUB	598,574		
Knox County	393,174		
Map Sales	108,631		
Total Operating Revenues	1,487,768		
Operating Expenses:			
Personnel Services	380,524		
Employee Benefits	131,893		
Contracted Services	557,636		
Supplies and Materials	5,742		
Rent	51,972		
Capital Outlay	13,344		
Insurance	530		
Total Operating Expenses	1,141,641		
Operating (loss) income	346,127		
Nonoperating Revenues:			
Metropolitan Planning Commission	22,394		
Knoxville-Knox County Emergency Communications District	1,400		
Knox County Schools	-		
EMA	313		
Total Nonoperating Revenues	24,107		
Change in Net Position	370,234		
Total net position -beginning of year	678,339		
Total net position -ending of year	\$ 1,048,573		
KGIS has spent 68% of their budget (excluding the pass-thru expenditures) which is consistent with our expectations for this time within the fiscal year.			

Policy Board Action

None Required

4. Town of Farragut Partnership Agreement

4. (V)

For over 20 years, the Town of Farragut has been a Level II Data Sharing partner with KGIS, having signed a data license agreement on August 30, 1994 at an initial cost of \$38,468 and an annual renewal fee of \$2,959. Under this agreement, the Town is provided with a copy of KGIS's primary landbase data covering the geographical extents of the Town.

Farragut seeks to enter into an expanded level of access to the system being managed at KGIS, and especially to the web map applications currently being used by City and County Stormwater Engineering departments. The Town seeks to manage and view its own GIS datasets in a similarly constructed web application.

KGIS does not have a current licensing option that would allow for the Town to gain access to the system and yet be restricted to just those geographic limits of the Town. Therefore, KGIS is proposing that the Town of Farragut become a county-wide data subscriber, similar to E911 and Knox County Schools, with access to the full suite of KGIS resources.

And similar to other county-wide subscribers, the Town would be obligated to pay the same annual subscription fee of \$25,184.

To govern this subscription service, KGIS is proposing a new **Operational Partner Agreement** consisting of two parts:

- [Memorandum of Understanding](#) (see attached [Part I](#)) that defines the shared commitments between KGIS and the Town of Farragut, and
- [Data License Agreement](#) (see attached [Part II](#) and [III](#)) that is an adjusted version of the standard data license agreement signed by our Level II partners (e.g. UT, West Knox Utility, Knox Chapman, etc.)

This Operational Partner Agreement would also be made available to any other existing Level II partner seeking to upgrade to the new level of KGIS system access.

The proposed contract documents have received "as to form" approval by each respective Tri-Party agency.

The Executive Committee unanimously agreed with this proposal.

Policy Board Action

Approve Agreement (and sign documents)

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KGIS's efforts in the next year will focus on the following:

GOALS for 2017-2018

- Complete the Aerial / Topographic Map Updates
- Support integration with Asset / Inspections / Codes management systems
- Develop a sustainable Routable Road network
- Support increased use of GIS by Finance department

OPERATING

KGIS is seeking a minor increase to its Operating budget: from \$1,053,831 to \$1,054,593.
 (Each Tri-Party member's share to go from \$351,277 to \$351,531 – an increase of \$ 254 to each).

Significant items influencing the Operating budget:

- Salaries: \$15,978 increase *(based upon County recommendations)*
- Fringe: \$ 4,600 increase *(based upon County recommendations)*
- Contracted Services - \$ 22,050 decrease *(web security audit to be completed)*

FY 2018 Proposed Expenditures Small Account Codes

Does NOT include Pass-Thru Expenditures

9540110 Operating Expenses		Budgeted	Projected Actual	Proposed	2018 vs	2018 vs
		2017	2017	2018	2017	2017
518900	OTHER SALARIES AND WAGES	\$532,601.00	\$535,864.05	\$548,579.03	\$15,978	3.00%
520100	SOCIAL SECURITY	\$38,675.54	\$38,912.49	\$39,835.81	\$1,160	3.00%
521100	RETIREMENT	\$32,213.45	\$32,428.45	\$33,179.85	\$966	3.00%
521155	VOLUNTARY RETIREMENT MATCH	\$27,591.80	\$27,766.80	\$28,419.55	\$828	3.00%
520700	HEALTH INSURANCE	\$82,322.88	\$82,322.88	\$83,969.34	\$1,646	2.00%
520600	LIFE INSURANCE	\$476.10	\$476.10	\$476.10	\$0	0.00%
529800	AUTO ALLOWANCE	\$4,290.00	\$4,290.00	\$4,290.00	\$0	0.00%
539900	OTHER PROFESSIONAL SERVICES	\$28,000.00	\$28,000.00	\$28,000.00	\$0	0.00%
533600	MAINTENANCE	\$157,576.00	\$153,765.00	\$159,723.00	\$2,147	1.36%
530700	COMMUNICATIONS / IT RELATED CHARGES	\$15,194.68	\$15,382.92	\$15,680.00	\$485	3.19%
539930	OTHER SERVICES DAILY OP/FREIGHT EXPENSES/POSTAGE	\$100.00	\$60.00	\$200.00	\$100	100.00%
533500	SERVICES/MAINT OF BLDG SECURITY	\$300.00	\$467.97	\$400.00	\$100	33.33%
530900	CONTRACTED SERVICES	\$30,000.00	\$19,000.00	\$7,950.00	-\$22,050	-73.50%
535500	EMPLOYEE TRAVEL/EDUCATIONAL TRAINING	\$19,078.00	\$13,383.00	\$17,178.60	-\$1,899	-9.96%
541870	GROUNDS/BLDGS REPAIR/MAIN/IMPROVEMENTS	\$100.00	\$0.00	\$100.00	\$0	0.00%
549950	OTHER MATERIALS AND SUPPLIES	\$250.00	\$389.96	\$100.00	-\$150	-60.00%
543500	OFFICE SUPPLIES/MINOR EQUIPMENT/SOFTWARE	\$19,419.00	\$19,351.54	\$19,069.00	-\$350	-1.80%
542900	EDUCATIONAL MATERIAL	\$585.00	\$389.96	\$400.00	-\$185	-31.62%
550200	INSURANCE RELATED EXPENSES	\$250.00	\$219.88	\$250.00	\$0	0.00%
551300	WORKERS COMPENSATION CHARGES	\$2,000.00	\$1,754.87	\$2,000.00	\$0	0.00%
551505	LIABILITY CHARGES	\$555.00	\$555.00	\$555.00	\$0	0.00%
559100	RENTAL	\$62,252.59	\$62,365.92	\$64,236.90	\$1,984	3.19%
TOTAL OPERATING		\$1,053,831.04	\$1,037,146.79	\$1,054,592.18	\$761	0.07%

KGIS Pass-Thru Expenditures							
FY 2018 - Proposed as of 4/17/2017							
COUNTY			Operating: Software Maintenance: ESRI	Operating: Software Maintenance: Sidwell	Operating Maintenance: Software: Citrix	TOTAL	Previous Year Budget
Community Development			\$ 343.10			\$ 343.10	
Engineering / Public Works			\$ 6,313.01			\$ 6,313.01	
Health			\$ 3,425.48		\$ 637.50	\$ 4,062.98	
Parks			\$ 570.91		\$ 112.50	\$ 683.41	
Property Assessor			\$ 6,719.22	\$19,418		\$ 26,137.22	
Sheriff			\$ 4,025.69			\$ 4,025.69	
Trustee			\$ 1,029.29			\$ 1,029.29	
Total Pass-Thru Billable Costs			\$ 22,426.70	\$ 19,418.00	\$ 750.00	\$ 42,594.70	\$41,896.70
CITY			Operating: Software Maintenance: ESRI			TOTAL	
Community Development			\$ 550.42			\$ 550.42	
Engineering			\$ 22,529.82			\$ 22,529.82	
Fire			\$ 1,975.87			\$ 1,975.87	
IS			\$ 291.09			\$ 291.09	
Police			\$ 8,873.84			\$ 8,873.84	
Policy & Communication			\$ 330.78			\$ 330.78	
S Waterfront			\$ 330.78			\$ 330.78	
Parks			\$ 1,229.17			\$ 1,229.17	
Total Pass-Thru Billable Costs			\$ 36,111.78			\$ 36,111.78	\$36,111.78
KUB			Operating: Software Maintenance: ESRI	Operating: Software Maintenance: Telvent	Operating: Software Maintenance: Bentley	TOTAL	
Various Depts			\$ 122,046.19	\$ 62,500.00	\$ 40,710.00	\$ 225,256.19	
Total Pass-Thru Billable Costs			\$ 122,046.19	\$ 62,500.00	\$ 40,710.00	\$ 225,256.19	\$247,297.19
MPC			Operating: Software Maintenance: ESRI			TOTAL	
Various Depts			\$ 22,394.05			\$ 22,394.05	
Total Pass-Thru Billable Costs			\$ 22,394.05			\$ 22,394.05	\$22,394.05
E911			Operating: Software Maintenance: ESRI			TOTAL	
Mapping			\$ 1,400.00			\$ 1,400.00	
Total Pass-Thru Billable Costs			\$ 1,400.00			\$ 1,400.00	\$1,400.00
Schools			Operating: Software Maintenance: ESRI			TOTAL	
Transportation Services			\$ 3,325.00			\$ 3,325.00	
Total Pass-Thru Billable Costs			\$ 3,325.00			\$ 3,325.00	\$3,325.00
EMA			Operating: Software Maintenance: ESRI			TOTAL	
Transportation Services			\$ 312.50			\$ 312.50	
Total Pass-Thru Billable Costs			\$ 312.50			\$ 312.50	\$312.50

CAPITAL

KGIS is proposing a capital outlay of **\$119,500 be funded entirely from existing and projected External Revenue funds** for the following items.

- **Large Equipment:**

Failover/Test & Development System: \$22k

Server provides a moderate level of redundancy for the production system and database, and is used for new application testing. Will be 5 years old, at end of support on 6/13/2018.

Datacenter & KGIS Office Switches: \$12k

Provides secured connectivity to the City, County, KUB, MPC, Register of Deeds and Schools networks. Switches will be 5 years old, end of support at 6/13/2018.

- **Small Equipment**

Internet Link Balancer: \$6k

Provides continuity in the event of a single internet service provider failure. Planned purchase date May 2018

Server Rack Enclosure: \$3k

Data center infrastructure for housing servers and equipment. Planned purchase date July 2017

Large Format Map Plotter: \$6.5k

Required for external map sales and internal client requests. Support for current device expires on Jan. 2018.

- **Aerial Imagery**

Spring 2018 Aerial Ortho-Photography: \$70k

The current aerial product used by KGIS will be two years old in Spring 2018. This product is increasingly used by our respective agencies to identify areas of change / development, and is used as the basemap on which to update other map layers such as building footprints and road infrastructure.

The Executive Committee will assist the KGIS Director in identifying the final product specifications (such as resolution and precision of accuracy) and will provide formal notice to proceed only upon unanimous agreement.

Long-Range Revenue and Expenditure projections (see Appendix A) continue to support the full funding of future capital outlays without additional funds from the Tri-Party members.

The Executive Committee unanimously agreed with this budget request.

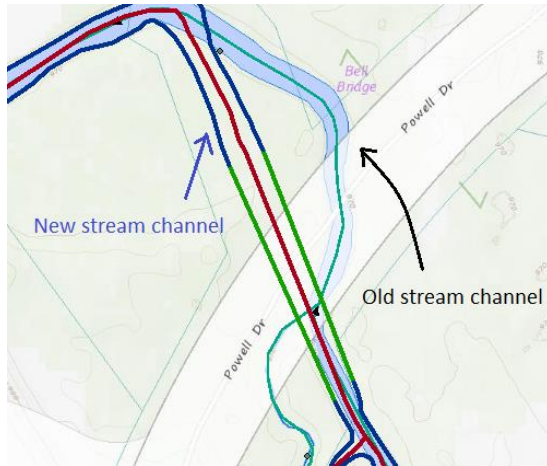
Policy Board Action

Approve Budget for FY 2018

6. Project Updates / Status Report

6.

- Aerial / Topographic Map Update



Phase I of the project (aerial photography, infrared and LiDAR) was successfully delivered in Fall 2016, and is currently being used by KGIS users. [Link to Aerial Theme in KGIS Maps](#)

Phase II of the project delayed by 4 months due to technical issues by the subcontractor in mapping hydrographic (water) features.

KGIS staff (with valuable assistance from County Stormwater) has been actively involved in QA/QC of the interim deliverables and have communicated with vendor for corrections.

KGIS has received the hydrographic data and the 3-D terrain model that will be used for contour generation. The final Topographic contours are scheduled for April 28 delivery; the final planimetric (paved features, sidewalks, fences, etc.) to be delivered today: May 19th.

- Web Application Development

KGIS staff have successfully deployed several [web-based mapping applications](#) ([LINK](#)) since the last meeting of the Policy Board, and have been involved with several critical system integration efforts.

- City Work Management / Sign Inventory integration
- County and City Stormwater web map upgrades (including stream tracing and photo integration)
- County E-Codes / permitting system integration
- KUB enterprise-wide GIS map integration and upgrade support
- KEMA Emergency Management web map and Operational Support plan

As a result of these efforts, KGIS has received some very appreciative notes. In particular, Knox County Engineering Public Work's Chris Granju provided the following in recognition of the many stormwater-related GIS initiatives of the past year.

"...I wanted to take a moment to thank you all for your proactive & highly professional help and support of our department – specifically, with projects on which you are collaborating..."

1. Help on building/adjusting the County EPW Storm Viewer.
- 2 Help on loading/adjusting GRW dataset and being a first point of call for questions.
3. E-Codes integration support.
4. Help with purchasing/contract negotiations relating to infrastructure mapping project and help transitioning new GIS staff.
5. Getting our needs incorporated into new LiDAR delivery.
6. Help getting our data out to users.

Your staff has been open, approachable, knowledgeable and always ready to help or give good advice. "

Policy Board Action

None Required

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7. Public Comment

In accordance with KGIS Bylaws the Policy Board shall provide an opportunity for public comments.

Policy Board Action

None Required

7.

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8. Next Policy Board Meeting

8.

The next regular Policy Board meeting is scheduled for Friday, August 18, 2017 at 1:30 pm.

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Policy Board Action

None Required

APPENDIX A

Long Range Capital Fund Balance Forecast												
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
	as of 3/1/2017											
Capital Aerial												
Beginning Balance	(0)	69,145	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Revenues (Budget)	133,000	0	0	0	0	0	0	0	0	0	0	0
Transfer In	42,000	65,776	70,000	0	83,550	0	90,000	0	185,000	70,000	90,000	0
Expenditures	(105,855)	(134,921)	(70,000)	0	(83,550)	0	(90,000)	0	(185,000)	(70,000)	(90,000)	0
Ending Balance	69,145	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Capital Equipment												
Beginning Balance	0	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Revenues (Budget)	0	0	0	0	0	0	0	0	0	0	0	0
Transfer In (Out)	59,471	32,110	49,500	73,000	215,000	82,300	45,000	43,000	79,500	0	75,800	51,500
Expenditures	(59,471)	(32,110)	(49,500)	(73,000)	(215,000)	(82,300)	(45,000)	(43,000)	(79,500)	0	(75,800)	(51,500)
Ending Balance	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Capital Non-Designated												
Beginning Balance	0	74,124	105,871	134,461	209,551	65,553	137,805	157,357	268,909	158,961	243,513	232,265
Revenues (non Budgeted)	133,595	129,633	148,090	148,090	154,552	154,552	154,552	154,552	154,552	154,552	154,552	154,552
Aerial Transfer In (Out)	0	(65,776)	(70,000)	0	(83,550)	0	(90,000)	0	(185,000)	(70,000)	(90,000)	0
Equipment Transfer In (Out)	(59,471)	(32,110)	(49,500)	(73,000)	(215,000)	(82,300)	(45,000)	(43,000)	(79,500)	0	(75,800)	(51,500)
Ending Balance	74,124	105,871	134,461	209,551	65,553	137,805	157,357	268,909	158,961	243,513	232,265	335,317
TOTAL CAPITAL FUND BALANCE	143,268	105,871	134,461	209,551	65,553	137,805	157,357	268,909	158,961	243,513	232,265	335,317
Total All Funds												
Beginning Balance	303,418	369,505	332,107	360,697	435,787	291,789	364,041	383,593	495,145	385,197	469,749	458,501
Revenues (from Tri-Party)	1,133,000	1,053,831	1,054,592	1,101,230	1,134,267	1,168,295	1,218,344	1,254,894	1,292,541	1,353,817	1,394,432	1,436,265
Revenues (Subscribers/Sales)	133,595	129,633	148,090	148,090	154,552	154,552	154,552	154,552	154,552	154,552	154,552	154,552
Expenditures	(1,200,508)	(1,220,861)	(1,174,092)	(1,174,230)	(1,432,817)	(1,250,595)	(1,353,344)	(1,297,894)	(1,557,041)	(1,423,817)	(1,560,232)	(1,487,765)
Ending Balance All Funds	369,505	332,107	360,697	435,787	291,789	364,041	383,593	495,145	385,197	469,749	458,501	561,553