

**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zendel](#); [Benjamin Mainor](#); [Brad Hair](#); [Cathy Olsen](#); [Chris Caldwell](#); [Donna Roach](#); [Jennifer Bodie](#); [Jim Hagerman](#); [Jim Snowden](#); [Karen Beal](#); [Kim Wallace](#); [Mark Kenner](#); [Mark Parker](#); [Mark Walker](#); [Natalie Haberer](#); [Richard Powers](#); [Robin Shelton](#); [Sheila Rhodes](#); [Terry Alexander](#); [Terry Gilhula](#); [Zack Webb](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of February 21, 2020  
**Date:** Friday, February 7, 2020 5:02:23 PM

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Dear KGIS Policy Board:

On behalf of Knox County Mayor Glenn Jacobs, the current KGIS Policy Board Chair, I wish to **formally give notice that the 1<sup>st</sup> Quarter 2020 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Feb. 21<sup>st</sup>, 2020 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS [Executive Committee](#) unanimously recommended cancellation. The next regular meeting of the Policy Board is scheduled for Friday, May 15<sup>th</sup>, 2020 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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Knoxville, Knox County, KUB GIS (KGIS)  
606 Main St, Suite 150  
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865.215.2641  
[www.kgis.org](http://www.kgis.org)

# KGIS Policy Board Meeting Minutes

Friday, May 15, 2020  
via WebEx Videoconferencing

**Policy Board Members:** Mayor Glenn Jacobs, Knox County; Gabriel Bolas, President/CEO KUB; Mayor Indya Kincannon, City of Knoxville

**Others Present:** Zach Webb, Knox County IT; Jennifer Bodie, Knox County Finance; Travis Lowe, Pugh & Company; Ted Hotz, Pugh & Company; Natalie Haberer, Knox County IT; Mark Parker, City IS; Mark Kenner, KUB IT/Business Processes; Alex Zendel, Knox Planning; Keith Stump, KGIS; Chris Halcomb, KGIS

- 1. Call to Order / Change of Chair** – Mayor Jacobs called the meeting to order and made for a motion to change the chairperson to KUB CEO, Gabriel Bolas, which was seconded by Mayor Kincannon. The Policy Board approved the change of the chair.
- 2. Approval of Minutes** – Gabe asked if there were any questions or comments on the minutes from May 17, 2019 meeting. With no questions or comments, he asked if there was a motion to approve the minutes as written. Mayor Kincannon made a motion, which was seconded by Mayor Jacobs. The minutes were approved.
- 3. Financial Report** – Jennifer Bodie, from Knox County Finance, provided an overview of the financial statements from FY 2019 audit provided by Pugh & Company which was approved during the January timeframe. She stated that the current year financials were on track and there were no findings in the FY 2019 audit.

Ted Hotz, Pugh & Company, presented a Planning Letter (which was attached to the Agenda packet as a separate document) regarding next year's planned audit the open communication he will provide.

Keith stated KGIS's external revenues are approximately \$10,000 more than was forecast, that extra money goes into the capital fund which is dedicated to large equipment and aerial photography.

**4. Budget Approval for FY 2021** – Keith reviewed some of KGIS' goals for 2020-2021 with respect to the tri-party organizations.

The KGIS proposed FY 2021 budget reflects a 0.4% decrease from the Operating budget: from \$1,092,111 to \$1,087,902. Each Tri-Party member's share will go from \$364,037 to \$362,634 reflecting a decrease of \$1,403 to each.

Due to the financial constraints caused by the COVID-19 pandemic, this budget is a reduction from the originally proposed budget numbers of February. This reduction is an attempt to maintain a high-level of service to the Tri-Party agencies, while also holding down short-term costs.

*The primary differences from last year's operating budget are:*

- *Training / Travel - reduced by \$13,466. No travel; and only minimal online training*
- *Software Maintenance - increased by \$11,165, mostly due to Oracle software on KGIS test environment; includes removal of data backup / mirroring software*
- *Office Supplies - reduced by \$1,500. delays to scheduled PC replacements.*
- *Salaries / Fringe - there are no planned salary increases or adjustments for performance reviews (KGIS is part of the County's personnel plan). Slightly lower health insurance; increased level of retirement match by one employee.*

Keith stated KGIS is starting to take advantage of the cloud technology and will need to have some training for the security setup KGIS has. The big decrease in the budget is the salaries/fringe benefits category. KGIS is not forecasting any salary increases during FY 2021.

KGIS is proposing a capital outlay of \$100,300 be funded entirely from existing External Revenue funds for the following items.

## **EQUIPMENT**

- ArcGIS Enterprise Server \$11k Carryover from previous year. Hardware server dedicated to implementation of ESRI ArcGIS Enterprise (Portal) - an on-premise, secure web map publishing environment.
- Large Format Map Plotter \$6.5k Carryover from previous year. Printing device used for producing 44" maps. 6-year old device no longer supported
- Production Servers Replacement \$65k multiple servers that host the production (editing and presentation) system used by all departments and public websites. All machines are now 5 years old.
- Network Switches and Data Center Replacement \$18k redundant switches, server rack, power units and kvm (keyboard, video, mouse) in the City-County Bldg. All are now 5 years old.

KGIS does not plan to acquire any Aerial products during FY 2021.

Long-Range Revenue and Expenditure projections (as presented in Appendix A of the agenda packet) continue to support the full funding of future capital outlays, without the need for additional funds from the Tri-Party members, until the FY 2025 timeframe.

### **3. Project Updates / Status Report**

Keith called attention to the some accomplishments of KGIS since the last meeting of the KGIS Policy Board:

- **KEMA Support**

KGIS staff provided GIS analysis and mapping support to KEMA during the February 2020 flood event, hosting a web application that served as a communication tool at the emergency operations center (EOC). KGIS staff also designed a public [map of Closed Roads](#), along with a digital (and paper) map book used by emergency responders during the event.

- **COVID-19 Resources & Services**

KGIS continues to host interactive mapping applications dedicated to the COVID-19 emergency, including a KEMA-only restricted version and a general public [Resources & Services map](#). KGIS personnel continue to be an active member of the on-going daily EOC operational planning meetings.

- **Historical Map Viewer**

KGIS designed an interactive map allowing for the overlay of several old, historical maps onto KGIS's current basemap. The old maps include detailed 1890 Sanborn maps of downtown Knoxville, the City Ward maps of 1926, and 1950-1960-vintage property maps scanned by the Register of Deeds. The app is accessible to City, County and KUB employees, but a public version is planned.

- **Other Data / Applications / Projects.**

- Acquired [2019 Aerials](#) (from the State of Tennessee)
- Supported the smooth transition of Knox Planning's [Recode Knoxville](#) efforts
- Reprocessed 3-d LiDAR data to support KUB's vegetation management program
- Combined multiple apps into a single, comprehensive County Engineering & Public Works (EPW) map
- Re-designed Public Service Zones for City Engineering
- Enhanced [Voting Locations](#) app to support City-only elections and internal network access

#### **4. Public Comment**

No public comments were made.

#### **5. Next Policy Board Meeting**

The next regular Policy Board meeting is scheduled for Friday, August 21,2020 at 1:30 pm. The agenda reflected an incorrect date of August 16, 2019 which was pointed out by Gabe.

#### **Additional Item:**

Mayor Kincannon expressed her appreciation for the job and extra effort the KGIS staff gives to projects and emergency situations. In addition, Mayor Jacobs and Gabe expressed their appreciation for the good job KGIS does and the progress that has been made over the years.

Gabe asked for a motion to adjourn the meeting which was given by Mayor Jacobs. The meeting adjourned.

# KGIS Policy Board Meeting Minutes

Friday, August 21, 2020  
via WebEx Videoconferencing

**Members Present:** Gabriel Bolas, CEO/President KUB; Mayor Glenn Jacobs, Knox County; Mayor Indya Kincannon, City of Knoxville

**Others Present:** Alex Zendel, KPC; Keith Stump, KGIS; John Edwards, KGIS; Terry Gilhula, KPC; Mark Kenner, KUB

- 1. Call to Order** - The meeting will be called to order, and the secretary of today's meeting will be called upon for a roll call of the Policy Board members. The Quorum status of this meeting was declared.
- 2. Approval of Minutes (May 15, 2020)** - Gabe asked if there were any questions or comments on the minutes from May 20, 2020 meeting. With no questions or comments, he asked if there was a motion to approve the minutes as written. Mayor Kincannon made a motion, which was seconded by Mayor Jacobs. The minutes were approved.
- 3. Operational Partnership Agreement** - KGIS seeks to enter this same "Operational Partnership Agreement" with Knoxville-Knox County Planning as was done with the Town of Farragut, Knox County Schools and E-911. The legal document has been approved as to form by each of the respective legal departments of the City, County, KUB. The Executive Committee unanimously agreed to approve this agreement. Gabe asked there were any no questions or comments. Mayor Kincannon asked if there were any changes from the legal document to what has already been happening. Keith confirmed it was just putting everything in writing that KGIS and KPC has been working successfully together for 35 years. Terry also mentioned that KPC and KGIS has a great working relationship with mutual respect towards each other. With no other comments, Gabe asked if there was a motion to approve the Operational Partnership Agreement. Mayor Kincannon made a motion, which was seconded by Mayor Jacobs. The agreement was approved. With his item approved by the Policy Board, it will be signed by the Chairperson and KGIS Director following the meeting.
- 4. Public Comment** - In accordance with KGIS Bylaws the Policy Board shall provide an opportunity for public comments. No public comments were provided.
- 5. Next Meeting Date / Time** - The next regular Policy Board meeting is scheduled for Friday, November 20, 2020 at 1:30 pm.

Gabe asked for a motion to adjourn the meeting which was given by Mayor Kincannon and seconded by Mayor Jacobs. The meeting adjourned.

**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zendel](#); [Benjamin Mainor](#); [Brad Hair](#); [Cathy Olsen](#); [Chris Caldwell](#); [Donna Roach](#); [Jennifer Bodie](#); [Jim Snowden](#); [Karen Beal](#); [Kim Wallace](#); [Mark Kenner](#); [Mark Parker](#); [Mark Walker](#); [Natalie Haberer](#); [Richard L. Powers](#); [Robin Shelton](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Zack Webb](#); [Keith Stump](#); [amy.brooks@knoxplanning.org](mailto:amy.brooks@knoxplanning.org); [Chris Howley - City of Knoxville \(chowley@knoxvilletn.gov\)](mailto:Chris.Howley@cityofknoxville.gov); [sqennoe@knoxvilletn.gov](mailto:sqennoe@knoxvilletn.gov); [sburklin@knoxvilletn.gov](mailto:sburklin@knoxvilletn.gov); [Harold Cannon](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of November 20, 2020  
**Date:** Friday, November 13, 2020 1:02:09 PM

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Dear KGIS Policy Board:

On behalf of KUB President & CEO Gabe Bolas, the current KGIS Policy Board Chair, I wish to **formally give notice that the 4<sup>th</sup> Quarter 2020 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, Nov. 20<sup>th</sup>, 2020 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS Executive Committee unanimously recommended cancellation at its most recent meeting. The next regular meeting of the Policy Board is scheduled for Friday, Feb 19<sup>th</sup>, 2021 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zendel](#); [Benjamin Mainor](#); [Brad Hair](#); [Cathy Olsen](#); [Chris Caldwell](#); [Donna Roach](#); [Jennifer Bodie](#); [Jim Snowden](#); [Karen Beal](#); [Kim Wallace](#); [Mark Kenner](#); [Mark Parker](#); [Mark Walker](#); [Natalie Haberer](#); [Richard L. Powers](#); [Robin Shelton](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Zack Webb](#); [amy.brooks@knoxplanning.org](mailto:amy.brooks@knoxplanning.org); [Chris Howley - City of Knoxville \(chowley@knoxvilletn.gov\)](#); [sgennoe@knoxvilletn.gov](mailto:sgennoe@knoxvilletn.gov); [sburklin@knoxvilletn.gov](mailto:sburklin@knoxvilletn.gov); [Harold Cannon](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of February 19, 2021  
**Date:** Wednesday, February 10, 2021 4:09:19 PM

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Dear KGIS Policy Board:

On behalf of KUB President & CEO Gabe Bolas, the current KGIS Policy Board Chair, I wish to **formally give notice that the 1<sup>st</sup> Quarter 2021 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, Feb. 19<sup>th</sup>, 2021 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS **Executive Committee** unanimously recommended cancellation at its most recent meeting. The next regular meeting of the Policy Board is scheduled for Friday, May 21<sup>st</sup>, 2021 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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**KGIS Policy Board Meeting  
Minutes  
Friday, June 18, 2021, 1:30 PM  
City/County Building Room 575  
(Formerly Room 549)**

**Members Present:** Gabe Bolas, CEO KUB; Indya Kincannon, City of Knoxville Mayor, Glenn Jacobs, Knox County Mayor

**Others Present:** Keith Stump, KGIS; Bryan Lynn, KGIS; Boyce Evans, City Finance; Mark Parker, City Information Services; Mark Keener, KUB IT; Jennifer Bodie, County Finance; Ted Hotz, Pugh CPAs; Travis Lowe; Pugh CPAs; Perry Benshoof; County Finance

1. **Call to Order / Change of Chairperson** – Gabe called the meeting to order. He asked for a nomination from the floor to change the chairperson to the City of Knoxville Mayor Indya Kincannon. Mayor Jacobs made the nomination, which was seconded by Gabe and unanimously approved by the Policy Board.
2. **Approval of Minutes (August 21, 2020)** – Mayor Kincannon asked if there were any questions or comments on the minutes from August 21, 2020. With no questions or comments, she asked if there was a motion to approve the minutes as written. Mayor Jacobs made a motion, which was seconded by Gabe. The minutes were unanimously approved.
3. **Financial Report** – Knox County Finance provided an overview of financial matters. Pugh and Associates summarized the audit from FY 2020 indicating that they did not find any policies or accounting practices that were non appropriate. They also indicated there were no accounting transactions that correct accounting practices were not applied to.

The audit does contain a negative finding related to the management of vendor payment information because of a June 2019 email phishing \ deception scheme in which management has already addressed that issue and made corrective actions to protect against this type of incident in the future. Gabe asked, “Are the measures put into place are sufficient to prevent this from happening again?” Pugh Associate indicated the additional controls and independent verification steps undertaken by Knox County and KGIS are sufficient to prevent this from happening again.

**Presentation of FY 2021 Audit Planning Letter** – Pugh & Associates presented a Planning Letter to the Policy Board regarding next year’s planned audit.

**Current FY 2021 Financials** - The Net Position Report as of May 4, 2021, was provided by Jennifer with Knox County Finance. She indicated that KGIS is on track to finish under budget.

Keith added that KGIS’s external revenues (from map sales, data licensing and subscription fees) for this current FY 2021 are on pace to be approximately \$10,000 more than was budgeted.

4. **Budget Approval for FY 2022** – Keith outlined the goals that have been established for the upcoming year. KGIS works with the Executive Committee which consists of Natalie Haberer, County IT; Mark Parker, City Information Services and Mark Keener, KUB IT, to come up with goals each year.

- New Appraisal system
- ArcGIS Enterprise and Maximo
- RFQ for Landbase / LiDAR Acquisition
- ESRI Technology Governance & Migration Plan
- Asset Management support for city and county

## **OPERATING -**

KGIS is asking for a 9.3% increase to its Operating budget: from \$1,087,902 to \$1,188,912. Each Tri-Party member's share will go from \$362,634 to \$396,304– an increase of \$33,670 to each tri-party group.

The key drivers are:

***GIS Software Maintenance Increases:*** KGIS's existing ESRI GIS software license contract is up for its 3-year renewal, at which time the annual cost is adjusted to match with existing use, but also to accommodate anticipated future increased use over the next 3 years.

*The renewed contract calls for an overall 16.7% increase. The KGIS Office portion of this increase is \$29,101. The fee will remain flat for 3-years.*

*The ESRI software is used to manage the increasingly large GIS databases housed at KGIS and throughout our respective agencies.*

***Systems Security Increases:***

*Firewall maintenance (+\$20,500) Year 1 maintenance on the newly upgraded, GenV security firewalls*

*Security Software (+\$3,750) for increased virus protection (CrowdStrike)*

*Systems Security Assessment (+\$5,000) for detection of external/internal vulnerabilities in the KGIS system.*

***Salary Increases for KGIS's existing employees:*** The budget request calls for a 3% increase (\$17,204) in-line with the Knox County recommendations. KGIS employees did not receive a salary increase in the past year but did receive a one-time supplemental payment of \$1,000 each in December 2020.

***Other Miscellaneous Items:***

*Hardware Maintenance (+\$6,800) on Dell SQLServer\Tape Backup machines that have reached the end of 5-year replacement cycle, but are still functional*

*Health Insurance (\$5,918) 3% increase along with additional family coverage for one employee*

***Future Projections: the KGIS Director projects the need for increased personnel resources, esp. for systems administration support and advanced software consulting. The KGIS Director to work with Executive Committee to identify methods of providing these resources to the KGIS organization.***

**CAPITAL:**

KGIS is proposing a capital outlay of \$280,800 be funded entirely from existing External Revenue funds, for the following items.

***Equipment (total: \$110,800)***

*Production Servers Replacement \$56,300 multiple servers that host the production (editing and presentation) system used by all departments and public websites. All machines are now 6 years old.*

*Network Switch and Data Center Replacement \$18,000 redundant switches, server rack, power units and kvm (keyboard, video, mouse) in the City-County Bldg. All are now 6 years old.*

*Security Assessment \$30,000 Contracted services to evaluate external security threats to KGIS systems and to address vulnerabilities. KGIS seeks to conduct a security assessment every 2 years.*

*Large Format Map Plotter \$6,500 Carryover from previous year. Printing device used for producing 44" maps. 10-year-old device no longer supported*

*Note: KGIS also plans to replace the County's dedicated Citrix hardware server with funds received in prior FY2020. Additional funding is therefore not needed. Estimated cost: \$7,869.*

***Aerial (total \$170,000)***

*Aerial Lidar Data Capture \$100,000 Acquisition of very dense 16 points-per-meter (ppm) Lidar 3-D data for entirety of Knox County and KUB's extended service area to support vegetation management program and to provide a supplemental contour product to 6-year-old topographic contour data. KGIS's current Lidar data is only 6ppm and was flown in 2016.*

*This \$100,000 represents KGIS's contribution to the overall project cost of \$327,000. KUB is to provide the remaining \$227,000 via its Pass-Thru billing (see Page 8).*

*Spring 2022 High Accuracy Ortho-Photography \$70,000 The current aerial product used by KGIS will be two years old in Spring 2022. This product is increasingly used by our respective agencies to identify areas of change / development, and to update mapped building footprints and paved features. This product is acquired via the Knox County Property Assessor's contract with EagleView / Pictometry.*

This \$70,000 represents KGIS's contribution to the Knox County-managed project. KUB is to provide an additional \$56,277 via its Pass-Thru billing. Keith noted that the Executive Committee unanimously agreed with this budget request.

Mayor Kincannon asked if there were any questions or comments on the proposed FY 2022 budget. With no questions or comments, she asked if there was a motion to approve the FY 2022 Budget. Mayor Jacobs made a motion, which was seconded by Gabe. The FY 2022 Budget was unanimously approved.

5. **Public Comment** - In accordance with KGIS Bylaws the Policy Board shall provide an opportunity for public comments. No one present from the public to provide comments.
  
6. **Next Policy Board Meeting \ Adjournment** - The next regular Policy Board meeting is scheduled for Friday, August 27, 2021, at 1:30 pm.

Without any objection, Mayor Kincannon adjourned the meeting.

**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zindel](#); [Benjamin Mainor](#); [Brad Hair](#); [Bridget Stucky](#); [Cathy Olsen](#); [Chris Caldwell](#); [Donna Roach](#); [Jennifer Bodie](#); [Jim Hagerman](#); [Jim Snowden](#); [Kim Wallace](#); [Mark Kenner](#); [Mark Parker](#); [Mark Walker](#); [Natalie Haberer](#); [Richard L. Powers](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Zack Webb](#); [amy.brooks@knoxplanning.org](mailto:amy.brooks@knoxplanning.org); "Chris Howley ([chowley@knoxvilletn.gov](mailto:chowley@knoxvilletn.gov))"; [sgennoe@knoxvilletn.gov](mailto:sgennoe@knoxvilletn.gov); [sburklin@knoxvilletn.gov](mailto:sburklin@knoxvilletn.gov); [Harold Cannon](#); [Boyce H Evans](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of August 27, 2021  
**Date:** Friday, August 6, 2021 1:19:58 PM

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Dear KGIS Policy Board:

On behalf of Mayor Kincannon, the current KGIS Policy Board Chair, I wish to **formally give notice that the 3<sup>rd</sup> Quarter 2021 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, August 27<sup>th</sup>, 2021 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS [Executive Committee](#) unanimously recommended cancellation. The next regular meeting of the Policy Board is scheduled for Friday, November 19<sup>th</sup>, 2021 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zindel](#); [Benjamin Mainor](#); [Brad Hair](#); [Bridget Stucky](#); [Cathy Olsen](#); [Chris Caldwell](#); [Donna Roach](#); [Jennifer Bodie](#); [Jim Hagerman](#); [Jim Snowden](#); [Kim Wallace](#); [Mark Kenner](#); [Mark Parker](#); [Mark Walker](#); [Natalie Haberer](#); [Richard L. Powers](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Zack Webb](#); [amy.brooks@knoxplanning.org](mailto:amy.brooks@knoxplanning.org); "Chris Howley ([chowley@knoxvilletn.gov](mailto:chowley@knoxvilletn.gov))"; [sgennoe@knoxvilletn.gov](mailto:sgennoe@knoxvilletn.gov); [sburklin@knoxvilletn.gov](mailto:sburklin@knoxvilletn.gov); [Harold Cannon](#); [Boyce H Evans](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of November 19, 2021  
**Date:** Thursday, November 4, 2021 10:25:05 AM

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Dear KGIS Policy Board:

On behalf of Mayor Kincannon, the current KGIS Policy Board Chair, I wish to **formally give notice that the 4<sup>th</sup> Quarter 2021 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, November 19<sup>th</sup>, 2021 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS [Executive Committee](#) unanimously recommended cancellation. The next regular meeting of the Policy Board is scheduled for Friday, February 18<sup>th</sup>, 2022 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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## Donna Roach

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**From:** Keith Stump  
**Sent:** Tuesday, February 1, 2022 8:42 AM  
**To:** Gabe Bolas; Mayor Glenn Jacobs; Mayor Indya Kincannon  
**Cc:** Alex Zendel; Amy Brooks; Benjamin Mainor; Boyce Evans; Bridget Stucky; Cathy Olsen; Chris Caldwell; Chris Howley; Donna Roach; Harold Cannon; Jennifer Bodie; Jim Snowden; Justin Bradley; Mark Kenner; Mark Parker; Mark Walker; Marsha Pryse; Natalie Haberer; Richard L. Powers; Sara Burklin; Sheila Rhodes; Susan Gennoe; Terry Gilhula; Zack Webb  
**Subject:** Cancellation of KGIS Policy Board Meeting of February 18, 2022

Dear KGIS Policy Board:

On behalf of Mayor Kincannon, the current KGIS Policy Board Chair, I wish to **formally give notice that the 1<sup>st</sup> Quarter 2022 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, February 18<sup>th</sup>, 2022 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS Executive Committee unanimously recommended cancellation. The next regular meeting of the Policy Board is scheduled for Friday, May 20<sup>th</sup>, 2022 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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## KGIS Policy Board Meeting Minutes

Friday, May 20, 2022, 1:30 p.m.  
Room 575 City/County Building

**Members Present:** Indya Kincannon, City of Knoxville Mayor, Glenn Jacobs, Knox County Mayor

**Other present:** Mark Kenner, KUB; Antoine Fortuin, County IT; Jeremy Loveday, KUB; Travis Lowe, Pugh & Associates; Mark Parker, City IS; Perry Benshoof, Knox County Finance; Boyce Evans, City Finance; Alex Zendel, Knox Planning; Keith Stump, KGIS; Donna Roach, KGIS; Kasey Krause, Urban Forestry Department

- 1. Call to Order / Change of Chair** – Mayor Kincannon called the meeting to order and asked for a motion to change the chairperson to Mayor Jacobs. Mayor Jacobs seconded. The motion was unanimously approved.
- 2. Approval of Minutes (June 18, 2021)** – Mayor Jacobs asked if there were any questions/comments regarding the June 18, 2021 minutes. With no questions/comments he asked for a motion to approve the minutes as written. Mayor Kincannon made the motion. Mayor Jacobs seconded. The minutes were unanimously approved as written.
- 3. Financial Reports / Current Status** – Travis presented the 2021 audit stating that there were no negative findings and considered a fair and accurate result of the audit performed. The internal control found no material weaknesses. The 2021 total assets increased significantly with one million in equity.

The Net Position Report as of May 4, 2021, (included in the agenda) with Knox County Finance. Jennifer indicated, in her conversation with Keith, that KGIS is on track to finish under budget.

Perry stated the finance department agrees with the FY 2023 proposed budget and that the status of KGIS supports it.

Keith added that he expects KGIS's external revenues for this current FY 2021 to be approximately \$10,000 more than budgeted.

- 4. FY 2023 Budget Approval** – Keith quickly reviewed the goals that the Executive Team set for KGIS for the current fiscal year.

**Operating:** Keith then reviewed the proposed KGIS FY 2023 Operating Budget which has an increase of 8.9% from \$1,188,912 to \$1,294,779. Each Tri-Party member's share will go from \$396,304 to \$431,593 which is an increase of \$35,289 to each tri-party member.

The increase is due primarily to the following:

- a. Hiring a new employee in January 2023.



- b. A 4% salary increases for KGIS's existing employees
- c. GIS Software Maintenance Increases
- d. Systems Security Increases
- e. Other Miscellaneous Items which include minor equipment, travel/training, office space lease, longevity pay supplement

Keith discussed the longevity pay stating that the Executive Team approved the backpay of longevity to keep in line with the county. This was mistakenly overlooked when KGIS changed to the county plan. The funds were taken from the External Revenue account.

Mayor Kincannon asked for clarification of the equal support between the Tri-Party. Keith provided a brief history of the changes made in 2012 in the formula going from department specific charges to an equal amount for each member. He also explained that the aerial is not equal because KUB has requested full coverage of their area including outside of Knox County, so they pay for that themselves via pass thru to KGIS.

**Capital:** The proposed capital which is funded by the External Revenue Funds is \$180,600 and consists of:

- a. Production server replacement
- b. ArcGIS Enterprise Architecture consulting
- c. Network attached storage device
- d. Network switch and data center replacement
- e. Security assessment
- f. Laser Printer/Copier
- g. Large format map plotter

Keith noted that the Executive Committee unanimously agreed with this budget request.

Mayor Jacobs asked if there were any questions or comments on the proposed FY 2023 budget. With no questions or comments, he asked for a motion to approve the FY 2023 budget. Mayor Kincannon made a motion which was seconded by Mayor Jacobs seconded. The FY 2023 budget was unanimously approved.

**5. Project Updates** - Keith briefly gave an update on the following projects:

- a. Aerial imagery – LiDar (3D) point data will arrive later this summer, oblique imagery will be at a 3" resolution and LiDar data (NV5) will be more detailed
- b. Urban Tree Canopy interactive map was deployed

Mayor Kincannon asked if there was a way to provide animated services of the tree canopy ranging back as far as the data goes. Keith stated that he would have Jimmy (Brink) get with Casey Krause for all the information and see what he can do to produce one.

- c. 2020 Re-Districting map was updated with the new Census 2020 datasets
- d. Appraisal System Upgrade was completed and checked for accuracy between the Property Assessor's Office and KGIS
- e. New Executive Committee representatives – Antoine Fortuin from County IT has replaced Natalie Haberer

6. **Public Comments** – In accordance with KGIS Bylaws, the Policy Board shall provide an opportunity for public comments. No public comments were provided.
7. **Next Meeting / Adjournment** – The next regular Policy Board meeting is scheduled for Friday, August 19, 2022, at 1:30 p.m. in room 575 of the City/County Building.

Mayor Jacobs asked if there were any other comments, with no comments he adjourned the meeting.

**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zendel](#); [Amy Brooks](#); [Benjamin Mainor](#); [Boyce Evans](#); [Brad.Anders@knox911.org](#); [Bridget Stucky](#); [Cathy Olsen](#); [Chris Caldwell](#); [Chris Howley](#); [Debbie Thomas](#); [Donna Roach](#); [Harold Cannon](#); [Jennifer Bodie](#); [Jeremy Loveday](#); [Jim Snowden](#); [John Whitehead](#); [Justin Bradley](#); [Mark Kenner](#); [Mark Parker](#); [Mark Walker](#); [Marsha Pryse](#); [Natalie Haberer](#); [Richard L. Powers](#); [Ryan Dillingham](#); [Sheila Rhodes](#); [Susan Gennoe](#); [Terry Gilhula](#); [Zack Webb](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of August 19, 2022  
**Date:** Friday, August 5, 2022 12:07:26 PM

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Dear KGIS Policy Board:

On behalf of Mayor Jacobs, the current KGIS Policy Board Chair, I wish to **formally give notice that the 3<sup>rd</sup> Quarter 2022 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, August 19<sup>th</sup>,2022 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS [Executive Committee](#) unanimously recommended cancellation.

The next regular meeting of the Policy Board is scheduled for Friday, November 18<sup>th</sup>,2022 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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Knoxville, TN 37902  
865.215.3632  
[www.kgis.org](http://www.kgis.org)

**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zedel](#); [Benjamin Mainor](#); [Boyce Evans](#); [Brad.Anders@knox911.org](#); [Bridget Stucky](#); [Cathy Olsen](#); [Chris Caldwell](#); [Chris Howley](#); [Debbie Thomas](#); [Donna Roach](#); [Jeff Welch](#); [Jennifer Bodie](#); [Jeremy Loveday](#); [Jim Snowden](#); [John Whitehead](#); [Justin Bradley](#); [Mark Kenner](#); [Mark Parker](#); [Mark Walker](#); [Marsha Pryse](#); [Natalie Haberer](#); [Richard L. Powers](#); [Ryan Dillingham](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Zack Webb](#); [tclabo@knoxvilletn.gov](#); [David Brace](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of November 18, 2022  
**Date:** Thursday, November 3, 2022 11:29:06 AM

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Dear KGIS Policy Board:

On behalf of Knox County Mayor Jacobs, the current KGIS Policy Board Chair, I wish to **formally give notice that the 4<sup>th</sup> Quarter 2022 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, November 18<sup>th</sup>,2022 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS [Executive Committee](#) unanimously recommended cancellation.

The next regular meeting of the Policy Board is scheduled for Friday, February 17<sup>th</sup>,2023 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

---

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**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zindel](#); [Benjamin Mainor](#); [Boyce Evans](#); [Brad.Anders@knox911.org](#); [Bridget Stucky](#); [Cathy Olsen](#); [Chris Caldwell](#); [Chris Howley](#); [David Brace](#); [Debbie Thomas](#); [Donna Roach](#); [Jeff Welch](#); [Jennifer Bodie](#); [Jeremy Loveday](#); [Jim Snowden](#); [John Whitehead](#); [Justin Bradley](#); [Mark Parker](#); [Mark Walker](#); [Marsha Pryse](#); [Richard L. Powers](#); [Ryan Dillingham](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Tom Clabo](#); [Zack Webb](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of February 17, 2023  
**Date:** Thursday, February 9, 2023 7:07:38 AM

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Dear KGIS Policy Board:

On behalf of Mayor Jacobs, the current KGIS Policy Board Chair, I wish to **formally give notice that the 1<sup>st</sup> Quarter 2023 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, February 17<sup>th</sup>, 2023 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS [Executive Committee](#) unanimously recommended cancellation.

The next regular meeting of the Policy Board is scheduled for Friday, May 19<sup>th</sup>, 2023 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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# KGIS Policy Board Meeting Minutes

Friday, May 19, 2023, 1:30 p.m.  
Room 575 City/County Building

**Members Present:** Indya Kincannon, City of Knoxville Mayor, Glenn Jacobs, Knox County Mayor,

**Other present:** Antoine Fortuin, County IT; Jeremy Loveday, KUB; Travis Lowe, Pugh & Associates; Alex Zendel, Knox Planning; Perry Benshoof, Knox County Finance; Ted Cox, Pugh & Associates; Natalie Reyes, City Finance; Jerry Randels, City IS; Jennifer Bodie, Knox County Finance; Eric Green, KUB; Keith Stump, KGIS; John Edwards, KGIS

- 1. Call to Order / Change of Chair** – Mayor Jacobs called the meeting to order and asked for a motion to change the chairperson to KUB President & CEO Gabriel Bolas. Mayor Kincannon made the motion and Mayor Jacobs seconded. The motion was unanimously approved.
- 2. Approval of Minutes (May 20, 2022)** – Gabe Bolas asked if there were any questions/comments regarding the May 20, 2022, minutes. With no questions/comments he asked for a motion to approve the minutes as written. Mayor Kincannon made the motion which was seconded by Mayor Jacobs. The minutes were unanimously approved as written.
- 3. Financial Reports / Current Status** – Travis Lowe, from Pugh & Associates, presented the 2022 audit stating that there were no negative findings and considered it a fair and accurate result of the audit performed. The internal control found no material weaknesses. The 2022 total assets increased by \$443,011 primarily due to an increase in operating revenues.

The Net Position Report as of April 18, 2022 (included in the agenda) was reported by Jennifer Bodie, Knox County Finance. Jennifer indicated that KGIS is on track to finish under budget.

Keith added that KGIS's external revenues for this current FY 2024 are slightly lower by about \$9,000 less than budgeted (by about \$9,000). This is primarily due to lower than anticipated digital data requests from the private sector.

- 4. FY 2024 Budget Approval** – Keith quickly reviewed the goals that the Executive Team set for KGIS for the current fiscal year.

**Operating:** Keith then reviewed the proposed KGIS FY 2023 Operating Budget which has an increase of 5.1% from \$1,294,779 to \$1,360,743. Each Tri-Party member's share will go from \$431,593 to \$453,581 which is an increase of \$21,988 to each tri-party member.

The increase is due primarily to the following:

- a. Hiring a new employee in January 2023 (~+\$35,500)

- b. A 3% salary increases for KGIS's existing employees (+~24,300)
- c. Salary Supplement Contingency (\$8,000) potential one-time, salary supplement to each employee
- d. Health Insurance increase
- e. Travel/Training increase – ESRI conference
- f. GIS Software Maintenance decrease – delaying expansion of Oracle and VertiGIS software platform
- g. Rental decrease – negotiated a 10% decrease with reduction in office space
- h. Systems Security Increases
- i. Other Miscellaneous Items which include minor equipment, travel/training, office space lease, longevity pay supplement

**Capital:** The proposed capital, which is funded by the External Revenue Funds, is \$451,635 and consists of:

Equipment (total \$185,300)

- a. Production Server Replacement
- b. Network Switch and Data Center Replacement
- c. Storage Area Network (SAN)
- d. Internet Link Balance
- e. Laser Printer/Copier
- f. Large Format Map Plotter
- g. ArcGIS Enterprise Architecture Consulting
- h. Security Assessment

Aerial (total \$266,335)

- a. Hydrographic/Topographic Update
- b. Spring 2024 Aerial Imagery Acquisition

Keith noted that the Executive Committee unanimously agreed with this budget request.

Gabe Bolas asked if there were any questions or comments on the proposed FY 2024 budget. With no questions or comments, he asked for a motion to approve the FY 2024 budget. Mayor Kincannon made the motion which was seconded by Mayor Jacobs. The FY 2024 budget was unanimously approved.

**5. Other Items of Note** - Keith briefly gave an update of other notable items.

- a. New KGIS Employee – Rayford Bacon, III started February 27, 2023, as a Systems Support Analyst
- b. New Executive Committee Representative – Jeremy Loveday is new representative for KUB
- c. Maternity/ Paternity Leave Policy - *In conformance to the adopted policies of Knox County, the Executive Committee (at its February 8, 2023, meeting) approved of new Maternity / Paternity Leave benefits for KGIS Office employees. The adoption of this policy does not have an immediate financial impact on KGIS*

**6. Public Comments** – In accordance with KGIS Bylaws, the Policy Board shall provide an opportunity for public comments. No public comments were provided.

- 7. Next Meeting / Adjournment** – The next regular Policy Board meeting is scheduled for Friday, August 18, 2023, at 1:30 p.m. in room 575 of the City/County Building.

Gabe Bolas stated that he appreciates all that KGIS does. KUB works with 152 other utility companies and none of them have the platform that KGIS provides. He appreciates how the Tri-Party organizations comes together to share data.

Gabe Bolas asked if there were any other comments, with no comments he asked for a motion to adjourn the meeting. Mayor Kincannon made the motion which was seconded by Mayor Jacobs.



**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zendel](#); [Benjamin Mainor](#); [Boyce Evans](#); [Brad.Anders@knox911.org](#); [Cathy Olsen](#); [Chris Caldwell](#); [Chris Howley](#); [David Brace](#); [Debbie Thomas](#); [Donna Roach](#); [Jeff Welch](#); [Jennifer Bodie](#); [Jeremy Loveday](#); [Jim Snowden](#); [John Whitehead](#); [Justin Bradley](#); [Mark Parker](#); [Mark Walker](#); [Marsha Pryse](#); [Richard L. Powers](#); [Ryan Dillingham](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Tom Clabo](#); [Zack Webb](#); [Elizabeth Hannah](#); [Execdept@kub.org](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting and Notice of Executive Committee Action  
**Date:** Friday, July 28, 2023 3:33:49 PM

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Dear KGIS Policy Board:

On behalf of KUB CEO\President Gabe Bolas, the current KGIS Policy Board Chair, I wish to **formally give notice that the 3<sup>rd</sup> Quarter 2023 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, August 18<sup>th</sup>, 2023 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS [Executive Committee](#) unanimously recommended cancellation.

The next regular meeting of the Policy Board is scheduled for Friday, November 17<sup>th</sup>, 2023 at 1:30 pm.

#### ADDITIONAL NOTICE: Adjustment to KGIS's FY 2023 Budget Small Codes Allocation

I also wish to inform you of the following action of the KGIS Executive Committee at its meeting held earlier today. The KGIS FY 2023 [Budget Small Codes Allocation](#) was adjusted to align with Knox County's actual personnel compensation actions for FY 2023.

It was agreed to do the following:

- Increase code 518900 Salaries\Wages by \$4,000 to a total of \$ 727,646.4.
- Decrease code 535500 Travel\Training by \$4,000 to a total of \$ 15,894.00.

These adopted adjustments do NOT change the overall budget, nor do they result any change to the respective contributions of each Tri-Party agencies.

*Note: On April 9, 2001, the Policy Board granted the Executive Committee with authority to make relatively small adjustments such as this, if those adjustments do NOT result in any cost increase.*

Please do not hesitate to contact me if you have any questions, or comments. Have a great weekend.

*Keith G. Stump*, GISP

Executive Director / GIO

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**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zendel](#); [Benjamin Mainor](#); [Boyce Evans](#); [Bran Anders](#); [Cathy Olsen](#); [Chris Caldwell](#); [Chris Howley](#); [David Brace](#); [Debbie Thomas](#); [Donna Roach](#); [Jeff Welch](#); [Jennifer Bodie](#); [Jeremy Loveday](#); [Jessica Wilson](#); [Jim Snowden](#); [John Edwards](#); [John Whitehead](#); [Justin Bradley](#); [Mark Parker](#); [Mark Walker](#); [Marsha Pryse](#); [Richard L. Powers](#); [Ryan Dillingham](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Tom Clabo](#); [Zack Webb](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of November 17 2023  
**Date:** Wednesday, November 1, 2023 3:18:51 PM

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Dear KGIS Policy Board:

On behalf of KUB CEO\President Gabe Bolas, the current KGIS Policy Board Chair, I wish to **formally give notice that the 4<sup>th</sup> Quarter 2023 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, November 17<sup>th</sup>, 2023 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS [Executive Committee](#) unanimously recommended cancellation.

The next regular meeting of the Policy Board is scheduled for Friday, February 16<sup>th</sup>, 2024 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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**From:** [Keith Stump](#)  
**To:** [Gabe Bolas](#); [Mayor Glenn Jacobs](#); [Mayor Indya Kincannon](#)  
**Cc:** [Alex Zindel](#); [Benjamin Mainor](#); [Boyce Evans](#); [Brad Anders](#); [Cathy Olsen](#); [Chris Caldwell](#); [Chris Howley](#); [David Brace](#); [Debbie Thomas](#); [Donna Roach](#); [Jeff Welch](#); [Jennifer Bodie](#); [Jeremy Loveday](#); [Jessica Wilson](#); [Jim Snowden](#); [John Edwards](#); [John Whitehead](#); [Justin Bradley](#); [Mark Parker](#); [Mark Walker](#); [Marsha Pryse](#); [Richard L. Powers](#); [Ryan Dillingham](#); [Sheila Rhodes](#); [Terry Gilhula](#); [Tom Clabo](#); [Zack Webb](#)  
**Subject:** Cancellation of KGIS Policy Board Meeting of February 16 2024  
**Date:** Friday, January 26, 2024 3:54:19 PM

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Dear KGIS Policy Board:

On behalf of KUB CEO/President Gabe Bolas, the current KGIS Policy Board Chair, I wish to **formally give notice that the 1<sup>st</sup> Quarter 2024 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Friday, February 16<sup>th</sup>, 2024 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS Executive Committee unanimously recommended cancellation.

The next regular meeting of the Policy Board is scheduled for Friday, May 17<sup>th</sup>, 2024 at 1:30 pm.

In the meanwhile, please do not hesitate to contact me if you have any questions, or comments.

*Keith G. Stump*, GISP

Executive Director / GIO

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