

COMPUTERIZED MAPPING MEETING:
JULY 25, 1985

Present: Hollis McPhetridge, Rene' Haun, John Lutz, Bob Bowers,
David Reece

Lutz stated that they are going ahead with a contract and go to the policy board for their signatures. Geoff Emery has not been able to find anything concerning new laws. He stated that he thought it could be extended. McPhetridge stated that would be a bid out for proposal. Extend contract to PlanGraphics on the original plans. Lutz stated that they could see if they could revive the old contract. Would like to get a new contract. 1st one signed with MPC . Would later have to sign by the County. Maybe extend with Plan Graphics today for the aerial so it may be extended. This contract was with the county.

Over the 3 year period, it will be \$105,000 until work (+/00\\-), more than likely, there will be things we send him to do so we are talking more money.

Lutz stated that he spoke with Wally Smith and he expressed concerns, triangulation problems and talked with Connie from P.G. and would like to have him over look these of Woolpert's. There may be a need of getting a geologist.

Antenucci is to get with Wally and let us know on this. Will have to check models and geododist and check problems. Would like to go to the policy committee and ask for extension on aerial photography contract.

There was discussion on the photo sales. MPC seems to be the central location for this.

Meeting of the G.I.S. Working Committee 11-26-

Members Present: Hollis McPhetridge, John Whitehead, John Lutz, David Reece, Bob Bowers, Dick Moran, Sue Adams, John Lutz

Others Present: John Antenucci, Mike Keviney and Rene' Haun

At this meeting South Central Bell was mentioned as a potential user of this type of system, alone they have 16 agencies and/or units. There are alot of people within doing mapping, however, as a total it does come up a small percentage. KUB is also a very large potential user.

Information was sent out to agencies to get a "feel" of how they would react to such a system. Some questions: What is the cost to be? How will things work? What kind of work will be done? There has been alot of organizations that have shown some interest in this type of system and the ability to share and will be able to fit their needs as time goes on.

There was further discussions on the possibilities of agencies joining with the system, etc. A date was not set for another meeting at this time.

Policy Committee Meeting Minutes

Date: Thursday, May 21, 1987

Place: Mayor's Office, City/County Building

Time: 8:00 AM

Attending: Dwight Kessel, Kyle Testerman, Ed Hoskins, John Lutz,
Paul Randolph, Bob Bowers

This meeting was called by John Lutz for the purpose of adopting a budget for the GIS Department for FY 1988. The budget was prepared by the GIS Director in consultation with the User Committee (Paul Randolph and Bob Bowers).

The FY 1988 budget (attached) was presented to the Policy Committee for review.

John Lutz began the discussion of the budget began with an explanation of the \$145,608 estimated net interest expense. He explained that the County, City and KUB had each included one third of this amount in their budgets for FY 88.

Bob Bowers noted that the revenues listed at the bottom of the first page did not include the cost of maintenance for City's equipment from July 1987 to June 1988.

John Lutz explained that the maintenance charges to be paid by each entity did not include an allowance for any new equipment acquired during the year. Any new equipment acquired by an entity must include an appropriate allowance for maintenance.

John Lutz explained that the budget included a 4% cost of living raise and merit raises up to 4% (exact amount to be determined later) for each department employee.

Dwight Kessel suggested leaving the cost of living at 4% for anyone here 6 months or more and not including money for merit raises.

John Lutz explained that the GIS had invested both money and time training the system manager and database manager and that the GIS department salaries are on the low end of what the City, County, and KUB employees in comparable positions are earning.

Ed Hoskins suggested that GIS department salaries should be competitive with the going rate.

Dwight Kessel explained that GIS salaries were high for County government and that if they get too high it would cause a problem.

Kyle Testerman said that his directors were making considerably

more than the GIS director. He expressed his feeling that the salaries should be equal and competitive and that the GIS Department is not a pure City, County, or KUB function, so the Executive Committee should set certain levels or scales commensurate with the jobs duties and responsibilities.

Paul Randolph explained the results of some research he had conducted on comparable salaries(results attached).

Dwight Kessel acknowledged that KUB and the City pay more than the County.

Dwight Kessel asked if the budget should be left as is.

Kyle Testerman said he would be in favor of adopting it as is.

John Lutz explained that recommendations for merit raises for the GIS staff except the Director would be made by the Director and presented to the user committee for approval. Merit raises for the Director should be recommended by the User's Committee to the Policy Board.

John Lutz explained that the Tri-Party Agreement called for a four or five member user committee and that we were currently operating with only three. No county representative has been present.

Dwight Kessel stated that Dick Moran should be included as the County representative.

Dwight Kessel suggested that we get a representative from MPC on the User committee.

Kyle Testerman said that the Policy Board should write and ask the MPC Director to name a User Committee representative.

Kyle Testerman suggested that the User Committee should meet with the Executive Committee on a more regular basis.

John Lutz reviewed the remaining line item categories of the budget.

Bob Bowers asks whether it would be possible to make a separate lease/purchase type of agreement that would enable the acquisition of equipment for the City, County or KUB out of the bond fund.

Dwight Kessel said he had no problem with that type of arrangement.

John Lutz explained that the problem with the purchasing of equipment for specific users was the one-third, one-third, one-third guarantee of the bonds in the Tri-Party Agreement.

Dwight Kessel suggested that a lease/purchase arrangement may solve that problem. The GIS would buy and own the equipment until the lease expired and it was paid for.

John Lutz suggested that this new arrangement might be used to provide MPC a workstation.

Kyle Testerman said that the City has provided for the purchase of MPC's workstation in this years budget so that a lease/purchase arrangement would not be necessary.

John Lutz explained that interest expense line item is an estimate based on projected earnings of the unspent bond proceeds over the year and recommended that the policy committee meet again if the figures changed.

Ed Hoskins made a motion to approve the budget as is.

Kyle Testerman seconded the motion.

Dwight Kessel asked for a voice vote with those in favor saying aye those opposed saying nay. All votes were in the affirmative.

The meeting was then adjourned.

Geographic Information Systems Board Meeting, February 24, 1988.

Working Committee Members Present: Bob Bowers, David Reece, Dick Moran, Vaughn Smith, Drew Lancaster.

Policy Committee Members Present: Dwight Kessel, Knox County Executive, Victor Ashe, Mayor, City of Knoxville and Ed Hoskins, General Manager, K.U.B.

Others Present: John Lutz, G.I.S. Director, Rene' Haun, Secretary, Betsy Child, Observer from the Mayor's Office.

This was a combined meeting with the Working Committee and the Policy Committee of the Geographic Information Systems. This meeting was to bring Mayor Ashe up to date as where the system stands to date. Mr. Lutz explained the system and the way the maps are created. He also told Mayor Ashe the number of employees which this department has (3) and also that one employee recently resigned and went to another job for more money and better benefits. He also stated at this time he has not replaced his position.

Mayor Ashe asked if the board had gathered to discuss salaries and if a vote needed to be taken at this time.

Mr. Reece stated that he has been working on a survey getting salary data for a comparing job positions. He has preliminary data at this time but stated he will have this salary survey in two weeks.

Mr. Lutz stated that the department needs to start charging, ex. map copies, etc. Also, now is the time to start paying for the bonds. There was discussion at this time with Mr. Lutz explaining the former agreement was to pay 1/3 from each entity. Mr. Lutz did not have the exact figures to present to the board at this time, however, he will get those together and present at a later date.

Mayor Ashe asked if the board can meet again in three weeks and at that time Mr. Lutz can get the dollar figures back to the board concerning the bonds and also the salaries can be discussed more with having the salary survey that Mr. Reece is preparing.

Mr. Kessel stated that the board will meet again soon and that his office will be contacting the members when a date is set.

GEOGRAPHIC INFORMATION SYSTEMS BOARD MEETING, APRIL 7, 1988

WORKING COMMITTEE MEMBERS PRESENT: BOB BOWERS, DAVID REECE, DICK MORAN, VAUGHN SMITH.

POLICY COMMITTEE MEMBERS PRESENT: DWIGHT KESSEL, KNOX COUNTY EXECUTIVE, ED HOSKINS, GENERAL MANAGER, K.U.B.

OTHERS PRESENT: JOHN LUTZ, G. I. S. DIRECTOR AND RENE' HAUN.

Mr. Lutz gave the agendas out and stated that there are three items to discuss today.

#1: FY '88 BUDGET LINE ITEM CHANGE:

Mr. Lutz stated that he would like to request an increase for the equipment line item change in the FY'88 budget by \$42,800. He stated that the additional equipment is needed and the estimate made previously was not enough money. This will be for (4) disk drives and (1) Disk Controller. He further stated that more will be needed as time goes on, however, this will accommodate the need for the rest of year.

Mayor Ashe arrived at the meeting.

After further explanation of this line item change, Mr. Hoskins moved that it be approved with Mayor Ashe seconding the motion.

#2: PRELIMINARY FY'89 BUDGET

Mr. Lutz stated that the salaries and the fringe benefits do not have any % increase for raises. That is the present salaries, including Jim Hines's position which has not been filled. There are increases for equipment purchases and also another computer. The computer is already bogging down, when all are on line it almost comes to a stop.

Mr. Lutz started discussing the repayment of the bonds. On the FY'89 budget attachment, you will find the repayment of the bonds and the year that they are due.

Herbert Acuff arrived at the meeting.

Mr. Lutz stated there is two ways to repay the bonds. One would be a flat rate and pay the same amount each year or a fluctuating scale where the payment would vary slightly each year.

Mr. Reece asked Herbert if the interest was being included into this total amount as it was being reinvested?

Mr. Acuff stated that he could not answer that question because he did not do the reinvesting of the money, Mr. Broome, Trustee, does that. A summary can be received showing the percentages, however, it will take a while to get.

Mr. Lutz stated that Randy Vineyard, City of Knoxville Finance Director, stated that he would prefer the actual payments (fluctuating payments).

Mr. Hoskins stated that they could live with either type of payment. In the long run, it will equal out. Mr. Hoskins did ask Mr. Lutz to get the total payment for next year to either himself or Mr. Reece as soon as possible for the purpose of the budget.

Mayor Ashe stated that he was not prepared to discuss the arbitration and the bond issue. He stated that he understood the meeting to be on salaries.

Mr. Kessel stated that the salaries was part of the issue, however, the bond issue must be decided. After further discussion, it was agreed that the payments would be made on the actual amount due.

#3: GIS COMPENSATION PLAN

Mr. Kessel stated that the salaries would now be discussed. Mayor Ashe stated that he is surprised that the G.I.S. System could get a person at the salary which Mr. Lutz is making.

Mr. Kessel stated that the Mayor and all of the members would have to remember and understand that when Mr. Lutz was hired he was not a trained and experience person with this type of work. In a sense, we have trained him as he has been the director for this job.

Mayor Ashe stated that he would like to make the motion that Mr. Lutz receive the raise as recommended by the technical committee. Mr. Hoskins seconded the motion.

At this time, Mayor Ashe left the meeting.

Mr. Kessel stated that if there is not any further business at this time the meeting would adjourn.

MINUTES

POLICY BOARD MEETING

December 9, 1988 at 2:30 p.m.
Mr. Kessel's Office

MEMBERS PRESENT: Hon. Victor Ashe, Mayor, City of Knoxville; Mr. Ed Hoskins, General Manager, KUB; Hon. Dwight Kessel, Knox County Executive; Mr. Sam Parnell, Director, City Engineering; Mr. David Reece, Director, KUB Information Services; Drew Lancaster, KUB; and John Lutz, Director, Knoxville/Knox County Geographic Information System.

MINUTES:

PROJECT STATUS: John Lutz explained the current status of the data conversion efforts. Planimetric and topographic mapping should be completed (initial delivery) by end of January 1989. Property maps should be completed by the end of June 1989.

SYSTEM EXPANSION: System expansion needs were described and the proposal of the User Committee was discussed as set forth in the attachments. Intergraph's quote was presented as the User Committee recommendation and put before the Policy Board for their acceptance.

Mayor Victor Ashe put forth the motion to place the order as detailed in the quote, and Edward Hoskins seconded the notion. County Executive Dwight Kessel called for the vote and all were in favor with no one opposed.

The issue of whether to lease rather than spend remaining bond proceeds on the system was discussed and the issue was left open. A motion to have the User Committee investigate leasing and report back if terms looked more favorable was made by Ed Hoskins and seconded by Mayor Ashe. All votes were in the affirmative.

Discussion proceeded to the question of the disposition of existing equipment. The consensus was for the User Committee to do an economic analysis of the cost/benefit and report back to the Policy Committee for a decision.

INTEREST CREDITING: David Reece asked Dwight Kessel if the interest earnings for the bond proceeds have been credited to the GIS account. Dwight Kessel asked John Lutz if the accounting had been made. John Lutz said he would check and try to work with Herbert Acuff to get the proper earnings credited to the GIS account.

ADJOURNMENT: 3:45 p.m.

MINUTES

POLICY BOARD MEETING

May 22, 1989 at 9 a.m.

Knox County Executive's Office

PRESENT: Policy Board members present; Hon. Victor Ashe, Mayor, City of Knoxville; Hon. Dwight Kessel, Knox County Executive; Mr. Ed Hoskins, General Manager, KUB. User Committee members present, Dick Moran, Director, Knox County Automated Systems; Sam Parnell, Director, Knoxville City Engineering; Vaughn Smith, Director, MPC Support Services; David Reece, Manager, KUB Information Services; John Lutz, Director, Knoxville/Knox County Geographic Information System.

MINUTES

BUSINESS:

Mayor Ashe inquired whether the Policy Board Meeting had been "Sunshined"; and, stated that as a governing board he felt notice of all meetings should be given through the appropriate channels. John Lutz stated that no notice had been posted or sent to any of the media. John Lutz agreed that from this meeting forward appropriate notice would be given.

PROJECT STATUS:

John Lutz gave a brief summary of the status of conversion efforts. All planimetric and topographic maps have been received from Michael Baker, Jr., Inc. and are being checked by the GIS staff, MPC, and City Engineering. The property maps will be completely delivered by September, presently 22 out of 29 deliveries have been received and are being checked by the GIS staff and Knox County Property Assessor's office.

Other ongoing efforts were discussed including: standardization of road names with E-911, KUB, and MPC; coordination with the Tennessee Department of Transportation ongoing data collection efforts in Knox County; and the increasing number of map sales.

John Lutz stated that in December, 1988 MPC sold \$202.00 worth of maps and in April 1989 approximately \$1500.00 worth of maps were sold (one-half of the revenues went to the GIS).

COMPENSATION PLAN:

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John Lutz presented the Compensation Plan (attached) the development of which was mandated by the Policy Board in April of 1988.

A motion was made to adopt the Compensation Plan by Mr. Hoskins and it was seconded by Mayor Ashe. The vote by Policy Board was unanimous in favor of adopting the Compensation Plan.

FISCAL YEAR 1990 BUDGET:

John Lutz reviewed the Budget Comparison by line item (attached) comparing each to this years expenditures with those budgeted for fiscal year 1990 and explaining reasons for the changes.

Mr. Kessel initiated a discussion about the cost of living adjustment, budgeted at 4.8%, saying that both the City and County were giving 4% and that the GIS should stay in line with that.

John Lutz stated that last year the cost of living raise for the GIS was 4.5% the same as the CPI even though both the City and County gave 5% raises. John Lutz stated that the CPI this year, January 1, 1988 through December 31, 1988, was 4.5%.

Mr. Hoskins made a motion that the cost of living increase be 4.5%. Mayor Ashe seconded the motion.

All Policy Board members voted in the affirmative.

Mayor Ashe made the motion to approve the budget as presented. Mr. Hoskins seconded the motion.

All Policy Board members voted in the affirmative.

I agree that these minutes be adopted as the official minutes for the Policy Board Meeting of May 22, 1989.



MINUTES

POLICY BOARD

December 15, 1989 at 10:15 a.m.
Suite 651

MEMBERS PRESENT: Hon. Dwight Kessel, Chairman, Knox County Executive; Hon. Victor Ashe, Mayor, City of Knoxville; Mr. E. C. Hoskins, General Manager, KUB;

STAFF PRESENT: Mr. Sam Parnell, Director, City Engineering; Mr. David Reece, Manager, KUB Information Services; Mr. Richard Moran, Director, Knox County Automated Systems; Mr. Drew Lancaster, KUB; Mr. John Antenucci, Consultant, Plangraphics, Inc.,; and Mr. John Lutz, Director, Knoxville/Knox County Geographic Information System.

OTHERS PRESENT: Mr. Mark Bunch, 7100 West Arbor Trace, # 116, Knoxville, Tennessee, 37910, Real Estate Information Services.

NEW BUSINESS:

HARDWARE/SOFTWARE UPGRADES: John Lutz presented the User Committee's recommendation to appropriate \$119,000 of the remaining bond proceeds to upgrade equipment and software. Mayor Victor Ashe made a motion to appropriate the funds as recommended. Mr. Hoskins seconded the motion. The Chairman called for a vote and the motion carried.

INTEREST DISTRIBUTION: Distribution of the accrued interest on the capitalizing Bond Issue was discussed. Mayor Ashe made the motion to distribute the interest equally among the three participants as soon as Treasury Regulations were finalized to allow calculation of any excess interest penalty. Mr. Hoskins seconded the motion. The Chairman called for a vote and the motion carried.

REGULAR POLICY BOARD MEETINGS: The Technical Committee's recommendation for regularly scheduled Policy Board meetings was discussed. Mayor Ashe made a motion that the meetings be held every other month on the second Monday at 8:30 a.m. beginning January 8, 1990. The Mayor also stated as part of his motion that the meetings be held in a public meeting room. Mr. Hoskins seconded the motion. Mr. Kessel called for the vote and the motion carried.

ROTATING THE CHAIRMANSHIP: It was recommended in the audit performed by Plangraphics that the chairmanship of the Policy Board be rotated on a yearly basis. Mayor Ashe made a motion that the chairmanship be rotated yearly and that Mr. Hoskins be the chairman for the calendar year beginning January 1990. Mr. Kessel seconded the motion. The Chairman called for a vote and the motion carried.

OPERATIONAL AUDIT REPORT:

AUDIT REPORT: At this time John Antenucci from Plangraphics, Inc., presented the findings from the audit performed last Spring. (Copy of Audit Summary and Recommendations on file in the GIS Office).

ADDITIONAL BUSINESS:

Change (show how each voted)
HOLIDAY CHANGE: Mayor Ashe made a motion to change the GIS staff holiday from the county election days currently being observed to Martin Luther King's Birthday. Discussion concerning the merits of this change followed. Mr. Hoskins seconded the motion. The Chairman called for a vote and the motion carried.
Kessel 10/12

ADJOURNMENT

NEXT MEETING: January 8, 1990; 8:30 a.m., Room 549 City/County Building.