

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".

Donna Chamberlain

From: Keith G. Stump
Sent: Tuesday, October 05, 2010 8:26 AM
To: 'Bill Haslam (mayor@cityofknoxville.org)'; Diana Wilson (diana.wilson@knoxcounty.org); 'Janet McGaha (jmcgaha@cityofknoxville.org)'; Karen Beal (Karen.Beal@kub.org); Mayor Tim Burchett (Tim.Burchett@knoxcounty.org); 'Mike Ragsdale (mike.ragsdale@knoxcounty.org)'; Mintha Roach (Mintha.Roach@kub.org)
Cc: Robin Hodges ; April Tomlin (april.tomlin@knoxcounty.org); 'Chris Granju'; Dan Jones; Dean Rice (Dean.Rice@knoxcounty.org); Derwin.Hagood@kub.org; 'Dick Moran (richard.moran@knoxcounty.org)'; Dwight Van de Vate; 'Gretchen Beal (gretchen.beal@knoxmpc.org)'; 'Janet Wright (jwright@cityofknoxville.org)'; Jason Lay; 'Jim York (jyork@cityofknoxville.org)'; 'John Troyer (john.troyer@knoxcounty.org)'; 'Jon Gustin (jon.gustin@knoxcounty.org)'; 'Steve King (sking@cityofknoxville.org)'
Subject: Cancellation of 3rd Quarter 2010 KGIS Policy Board Meeting
Attachments: KGISActivitiesReportOct012010.pdf

Dear KGIS Policy Board:

On behalf of the Knox County Mayor Tim Burchett, the present KGIS Policy Board Chair, I wish to **formally give notice that the 3rd Quarter 2010 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Oct. 14, 1:30 pm).

The Policy Board adopted a policy back in April 27, 2000 to cancel those quarterly meetings when there are no actions to be taken. And with that being the case, the KGIS Coordinating Committee unanimously recommended cancellation at its most recent meeting of Sept. 7, 2010.

In the meanwhile, I have attached a KGIS Activities Report that highlights some of the items discussed by the Coordinating Committee at its last meeting. The next scheduled Policy Board meeting is scheduled for Thursday, January 13th, 2010 at 1:30 p.m.

Sincerely,

Keith G. Stump, GISP

Executive Director / GIO

Knoxville, Knox County, KUB GIS (KGIS)
606 Main St, Suite 150
Knoxville, TN 37902
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KGIS

Activity Report October 1, 2010

Keith G. Stump
Executive Director / GIO

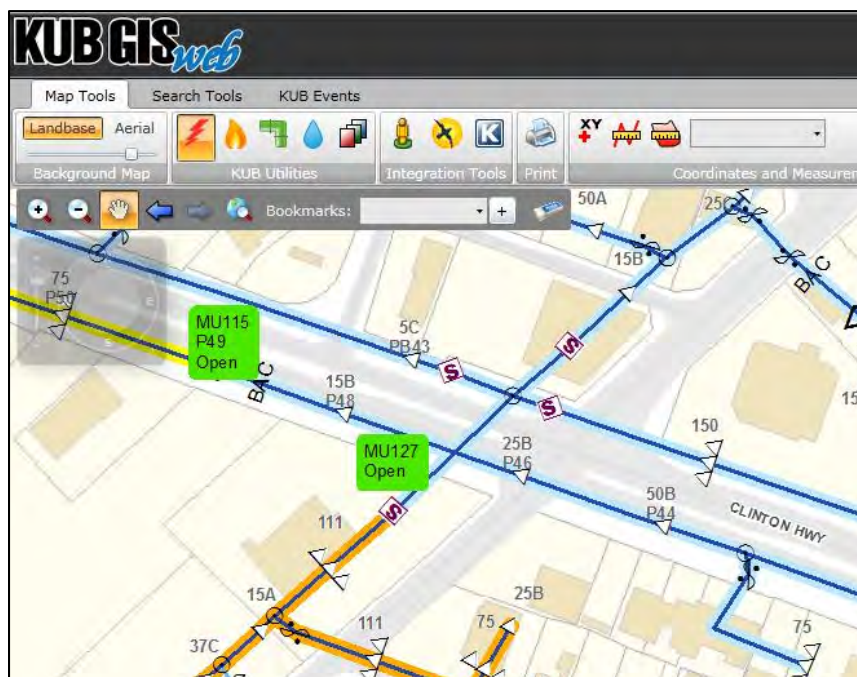


1. KUB GIS Upgrade / Migration

KUB's transition to KGIS' new GIS software environment is now in its final stages, and is **scheduled to be completed January 2011**. To support the 300+ additional GIS users, KGIS has completely upgraded its server hardware and software, and has installed a new Citrix-based technology to provide KUB personnel with more efficient, faster access to the large amounts of GIS data being hosted at KGIS.

Key Milestones:

- Sep 1 2010 –Final Data migration began; KUB map edits “frozen” on the old system
- Oct 1 2010 –Load Testing / Security Audit of the new GIS system
- Oct 25 2010 –New KUB Web-based Map Viewer completed
- Nov 1 2010 –KUB personnel begin transition to the new GIS (beginning with editors)
- Jan 1 2011 –Transition completed; 60-day warranty period begins



Some Features of the new **Web-based Map Viewer** being developed by KGIS staff:

*Regional Address Search
Bookmarks / Measure Tools
Excel Export capability
Access to Scanned Docs*

Integrated with Other Apps:

- Google Maps
- Microsoft Bing Birds Eye
- KGIS Knox Net Where
- KUB's CIS System
- KUB's Outage Mngmnt.
- KUB's Projects database

As part of this project, KUB is also mapping the location of 190,000+ electric meters, and will be re-aligning all of its electric circuit maps to better match with the underlying KGIS map.

2. Google Maps Pilot Project

The Coordinating Committee, at its last meeting on Sept. 7, 2010, unanimously approved of a **pilot project with Google, Inc.** which calls for KGIS to provide Google with a copy of several datasets for incorporation into its Google Maps website.



The pilot program will support the Knoxville Area Transit Authority's (KAT) recent initiative to utilize the "free" [Google Transit](#) portal as its official, publicly accessible route-planning tool. By providing Google with KGIS's more up-to-date and accurate maps, KAT customers should be provided with **better navigational directions.**

And since several of our respective City, County and KUB departments utilize Google Maps to communicate with constituents, the pilot project should result in better maps for them also. The pilot project involves giving Google ownership of a limited set of KGIS' data (streets, 2009 aerial photography, city limit boundaries and parks/greenways).

The potential for a long-term agreement, wherein Google would be provided with updates of this data, along with additional more detailed KGIS datasets such as addresses, property boundaries, building footprints, etc., is something that is being considered, but **raises questions about KGIS' long-standing data distribution, licensing and pricing policies.**

Therefore, over the next year, **the Coordinating Committee plans to evaluate the pilot project in context with KGIS' existing policies**, and to assess the possibilities of changing them to provide third-party products (such as Google, Bing and Mapquest) and the community-at-large with more unrestricted access to the KGIS data. Any recommendations coming out of the assessment will be presented to the Policy Board for approval.

More details on this item can be found in the Sept. 7 2010 Coordinating Committee [Agenda packet.](#)



Example of Google Transit route options capability

3. Address Standardization Initiatives

The standardization of addressing data throughout our respective organizations has always been a KGIS objective, and several recent efforts build upon the strength of MPC's good address database to help achieve that end.

- **KUB Customer Mailing Addresses:** Over the past eight months, KGIS completed an exhaustive review and comparison of KUB's customer mailing address data against MPC's address database, with a two-fold intent:
 - To identify potential "missing addresses" in MPC's official database, and
 - To standardize KUB's customer address data to match with MPC-established conventionsKGIS is working with KUB and MPC to incorporate the results into their respective databases
- **Regional Street Name Standardization.** A meeting was held on Sept. 17th, 2010 with the E-911 directors and representatives of the eight adjacent counties to Knox, to discuss the standardization and matching of our respective street names along the county boundaries, and to also better coordinate with the State of Tennessee's TIPS (Transportation Information for Public Safety) initiative.
- **KUB Service / Premise Address matching.** As part of its transition to the ESRI software, KUB is in the midst of mapping the locations of its electric meters based upon a match between their respective premise address and the matching MPC address. Meters successfully geo-coded and mapped: ~155,000; ~35,000 to be manually mapped during next five-six months; further field verifications to follow

4. Landbase Mapping Project

KGIS has received the 2010 aerial photography, and has tasked our vendor, Sanborn Inc., to begin the topographic / planimetric update for the eastern half of Knox County (which was last updated 7½ years ago). *[The western portion of the County was last updated in 2008.]* **The project is on target to be completed in Summer 2011.**



2003 Planimetric



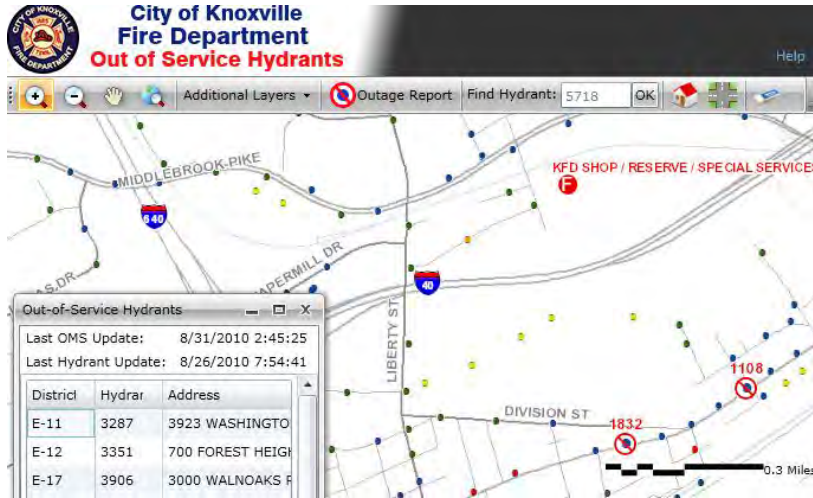
2009 Aerial

James White Pkwy @ I-40 Interchange

5. Other Web Application Development

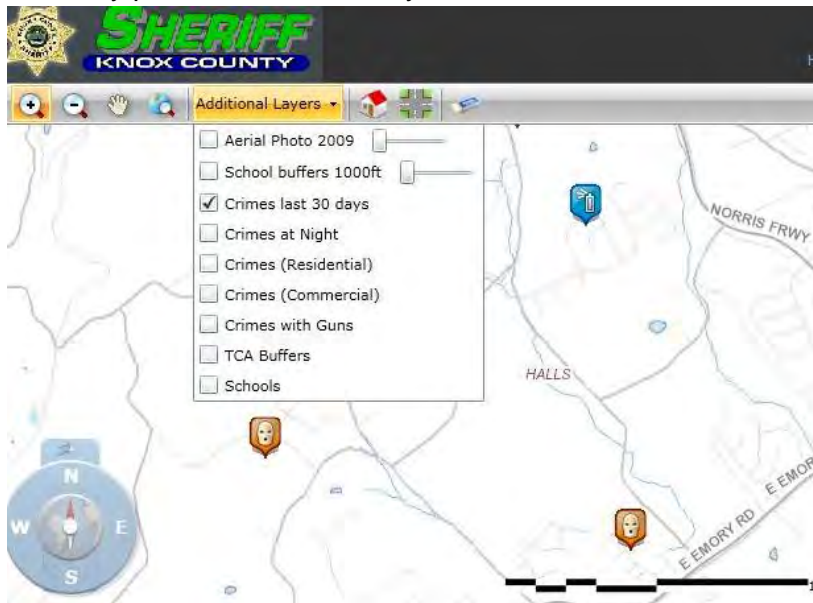
a. Fire Hydrant Outages Web Site

On behalf of the Knoxville Fire Department and KUB, KGIS has re-engineered the Out-of-Service Hydrant map web site to take advantage of the latest web technologies, and to access “live” KGIS data.



b. Sheriff Crime Map and Drug Free Zones

KGIS has also developed a prototype site for Sheriff's Office to help monitor crime incident data in the non-City portions of the County.



6. Next Policy Board Meeting

The next KGIS Policy Board meeting is tentatively scheduled for January 13, 2011 at 1:30 p.m. in Room 459 of the City County Building.

Donna Chamberlain

From: Keith G. Stump
Sent: Wednesday, January 05, 2011 9:10 AM
To: 'Mayor Bill Haslam'; 'Mayor Tim Burchett'; 'Mintha Roach (Mintha.Roach@kub.org)'; 'jmcgaha@cityofknoxville.org'; 'Diana Wilson (diana.wilson@knoxcounty.org)'; 'Karen Beal (Karen.Beal@kub.org)'
Cc: Donna Chamberlain; Robin Hodges ; April Tomlin (april.tomlin@knoxcounty.org); 'Chris Granju'; Dan Jones; Dean Rice (Dean.Rice@knoxcounty.org); Derwin.Hagood@kub.org; 'Dick Moran (richard.moran@knoxcounty.org)'; Dwight Van de Vate; 'Gretchen Beal (gretchen.beal@knoxmpc.org)'; 'Janet Wright (jwright@cityofknoxville.org)'; Jason Lay; 'Jim York (jyork@cityofknoxville.org)'; 'John Troyer (john.troyer@knoxcounty.org)'; 'Jon Gustin (jon.gustin@knoxcounty.org)'; 'Steve King (sking@cityofknoxville.org)'
Subject: Cancellation of January KGIS Policy Board Meeting

Dear KGIS Policy Board:

On behalf of the Knox County Mayor Tim Burchett, the present KGIS Policy Board Chair, I wish to **formally give notice that the 1st Quarter 2011 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Jan.13th, 1:30 pm).

The Policy Board adopted a policy back in April 27, 2000 to cancel those quarterly meetings when there are no actions to be taken. And with that being the case, the KGIS Coordinating Committee unanimously recommended cancellation of this January meeting. The next scheduled meeting is set for April 14th, 1:30 p.m in Room 549.

I also want to extend a sincere THANK YOU on behalf of KGIS to you, Mayor Haslam, for your service to this KGIS Board over the past seven years. It has been a pleasure working with you, and we wish you the best of wishes in Nashville.

Sincerely,

Keith G. Stump, GISP

Executive Director / GIO

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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.

Donna Chamberlain

From: Keith G. Stump
Sent: Wednesday, December 21, 2011 4:34 PM
To: 'Mintha Roach'; 'Mayor Madeline Rogero'; 'Mayor Tim Burchett'
Cc: 'April Tomlin (april.tomlin@knoxcounty.org)'; 'Chris Granju'; 'Dan Jones'; 'Dean Rice (Dean.Rice@knoxcounty.org)'; 'Derwin.Hagood@kub.org'; 'Dick Moran (richard.moran@knoxcounty.org)'; 'Dwight Van de Vate'; 'Janet Wright (jwright@cityofknoxville.org)'; 'Jason Lay'; 'Jim York (jyork@cityofknoxville.org)'; 'John Troyer (john.troyer@knoxcounty.org)'; 'Jon Gustin (jon.gustin@knoxcounty.org)'; 'Steve King (sking@cityofknoxville.org)'; 'Tim Kuhn'; Donna Chamberlain; 'jennifer.bodie@knoxcounty.org'; 'ajones@cityofknoxville.org'; ' Robin Hodges '
Subject: Cancellation of January 12th 2012 KGIS Policy Board Meeting

Dear KGIS Policy Board:

On behalf of the KUB CEO Mintha Roach, the present KGIS Policy Board Chair, I wish to **formally give notice that the 1st Quarter 2012 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Jan. 12th, 1:30 pm).

The Policy Board adopted a policy back in April 27, 2000 to cancel those quarterly meetings when there are no actions to be taken. And with that being the case, the KGIS Director recommends cancellation of this January meeting. The next scheduled meeting is set for April 12th, 2012 at 1:30 p.m. in Room 549.

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

Sincerely,

Keith G. Stump, GISP

Executive Director / GIO

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

Donna Chamberlain

From: Keith G. Stump
Sent: Thursday, June 28, 2012 9:40 AM
To: 'Mayor Madeline Rogero'; 'Mintha Roach'; 'Mayor Tim Burchett'
Cc: 'Benjamin Mainor (Ben.Mainor@kub.org)'; 'Chris Caldwell'; 'Chris Granju'; 'Dean Rice (Dean.Rice@knoxcounty.org)'; 'Derwin.Hagood@kub.org'; '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)'; 'Terri Alexander'; 'Terry Gilhula'; 'Tim Kuhn'; Donna Chamberlain
Subject: Cancellation of July 12th KGIS Policy Board Meeting

Dear KGIS Policy Board:

On behalf of Knoxville's Mayor Rogero, the present KGIS Policy Board Chair, I wish to **formally give notice that the 3rd Quarter 2012 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for July 12th, 1:30 pm).

The Policy Board adopted a policy back in April 27, 2000 to cancel those quarterly meetings when there are no actions to be taken. And with that being the case, the KGIS Director recommends cancellation of this July meeting. The next regularly scheduled meeting is set for October 11th, 2012 at 1:30 p.m. in Room 549.

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

Sincerely,

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 Meeting

Thursday, October 11, 2012

1:30 p.m.

Room 549 City/County Building

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

Others Present: Derwin Hagood, KUB; Jon Gustin, County IT; Janet Wright, City IS; Jennifer Bodie, County Finance; Keith Stump, KGIS; Jonathan Griswald, Knox County Community Outreach Manager

- 1. Call to Order / Approval of Minutes** – Mayor Rogero called the meeting to order and asked if there was any discussion on the minutes from the May 15, 2012 Policy Board meeting. There was no discussion. Mayor Burchett made a motion to approve the minutes which was seconded by Bill Elmore. The minutes were approved as written.
- 2. Budget Adjustment for USGA Aerial Flight (2013)** – The United States Geological Survey (USGS) had previously proposed a partnership with KGIS for a Spring 2013 flight at the cost of \$120,000 to KGIS. However, the final approved KGIS budget (for FY 2012-2013) did not allow for that amount of funding. The USGS has now submitted an adjusted proposal that would instead require that KGIS contribute a significantly lower amount, \$44,795, towards the total cost of the project (with the remainder obtained via newly approved federal grant funding). KGIS recommends the KGIS budget be adjusted to allow for this expenditure using the external map sales budget be adjusted upward by \$50k to reflect increased revenues by our Utility Level II License partners (whose contracts are contingent upon the completion of an annual aerial photography program). The Net Result to KGIS Tri-parties will be a \$0 increase. Mayor Rogero asked if there was a motion to approve the budget adjustment. Bill Elmore made a motion to approve the budget adjustment using the external map sales revenue for funding and Mayor Burchett seconded the motion. The budget adjustment was approved.
- 3. Increased Coordinating Committee Authority** – KGIS would like the Policy Board to consider granting the Coordinating Committee increased authority to approve items of expenditures or budget adjustment that do not result in billable costs increase to the Tri-party; approve data sharing, licensing, or contract agreements that do not result in billable cost increase or liability to the Tri-party without having to call a formal Policy Board meeting. The Coordinating Committee unanimously approved the request for additional oversight authority at its August 9th meeting. Mayor Burchett made a motion to approve increased authority to the coordinating

committee which was seconded by Bill Elmore. The increased coordinating committee authority was approved.

Jonathan Griswald with Knox County Community Outreach entered the meeting

4. Other Items –

- a. KGIS Maps is now live to both the internal users as well as the general public. All the development was done using existing personnel within KGIS. Bill asked if the level of usage has increased since the rollout of the website. Keith stated that it actually has doubled but that it probably was largely due to the upcoming election and the property assessor tax information going out. Keith stated that he would like for the City, County, and KUB to place an announcement on their websites announcing KGISMaps site being available.
- b. KGIS GIS Analyst position is open. KGIS will be reviewing applications over the next week and filling that position soon.
- c. ESIR ELA has been renewed.

5. Next Meeting – The next tentative Policy Board meeting is scheduled for January 10, 2013 at 1:30 p.m. in room 549 of the City/County Building; however, Keith indicated that unless something changes there will not be any voting items so that meeting will probably be cancelled.

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

Donna Roach

From: Keith G. Stump
Sent: Friday, January 04, 2013 10:25 AM
To: Mayor Madeline Rogero; Mayor Tim Burchett; Mintha Roach
Cc: Donna Roach (droach@kgis.org); Benjamin Mainor (Ben.Mainor@kub.org); Chris Caldwell; Chris Granju; Dean Rice (Dean.Rice@knoxcounty.org); Derwin.Hagood@kub.org; 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: Cancellation of Jan 10th KGIS Policy Board Meeting

Dear KGIS Policy Board:

On behalf of Knoxville's Mayor Rogero, the present KGIS Policy Board Chair, I wish to **formally give notice that the 1st Quarter 2013 KGIS Policy Board Meeting has been canceled.** (The meeting had been tentatively scheduled for Jan. 10th, 1:30 pm).

The Policy Board adopted a policy back in April 27, 2000 to cancel those quarterly meetings when there are no actions to be taken. And with that being the case, the KGIS Director recommends cancellation of this January meeting. The next regularly scheduled meeting is set for April 11th, 2013 at 1:30 p.m. in Room 549.

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

And I have attached a short status report to the bottom of this email.

Keith G. Stump, GISP

Executive Director / GIO

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www.kgis.org

SHORT STATUS REPORT OF KGIS ACTIVITIES: (January 2013)

System Upgrades:

Since our last meeting in October, we have been busy here at the KGIS with significant upgrades to our most critical systems and software to more recent (and now supported) versions. We are not quite finished with all the upgrades, and are still encountering some technical hiccups, but are on a path to complete these items in 1Q 2013.

Aerial Flight Cancellation:

Unfortunately, the planned partnership with the United States Geological Survey (USGS) to conduct a flight of Knox County in Spring 2013 has been cancelled due to the USGS's increased, and unexpected, cost requirements to KGIS. [The Policy Board had approved of supporting this project at the October meeting.] KGIS's most recent aerial photography is from March 2010.

Budget 2014 Preparations:

Keith expects to have draft FY 2014 by mid-January, and expects to present the final budget proposal to the Board at its regularly scheduled April meeting.

New Employee:

KGIS hired Tammy Bohannon to as our GIS Analyst / Map Products Specialist in November. Tammy previously worked at Atlas Energy in Clinton, and graduated from UT.

Performance Reviews:

Keith is currently conducting performance reviews of his six personnel, and the Executive team of the Coordinating Committee (Jon Gustin, Janet Wright, Derwin Hagood) will be conducting Keith's review by end of January.

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 2011-2012:** 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.”

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- 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."

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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?"

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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"

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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 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

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

ITEM TO BE APPROVED

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

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

1. Purchase of Enhanced Aerial Products

1. (V)

The Knox County Property Assessor's Office has recently contracted with Pictometry (EagleVision), Inc. to collect county-wide aerial products to support its re-appraisal mission. The flights by Pictometry were scheduled to begin in December.

Items
1 Purchase of Enhanced Aerial Products

The recently completed KGIS User Needs Analysis (completed by Plangraphics, Inc. on behalf of KGIS) recognized that KGIS is in need of updating its 4 and 6-year-old ortho-photography and topographic datasets and also noted that by leveraging, and improving the products of the planned County project, KGIS could realize a cost savings of up to \$250,000. To achieve those savings, KGIS needed to work quickly to

1. Accommodate the Knox County Property Assessor's timeframe.
The Knox County Property Assessor's Office agreed to postpone the work until no later than January 7.
2. A contract would also have to be amended or secured in some manner to address procurement requirements in a timely manner.
KUB's Procurement is proceeding under its procurement requirements to negotiate the final terms and conditions of the contract, and seeks to give notice to proceed to Pictometry by January 7, 2014.
3. Address additional KGIS funds for this year to achieve the cost savings.
The City, County, and KUB finance offices agreed to the recommended additional funding of approximately \$50k each per entity. This requires a vote of the Policy Board.

Therefore, the Coordinating Committee seeks approval to add a **one-time expenditure of \$150,000 to this current FY 2014 KGIS budget to acquire the following products:**

- improved accuracy **Ortho-photography** covering Knox County at 4" and 6" pixel resolutions, and to support Class 1 map accuracy standards at 1":150' scale.
- **3-D LiDAR** coverage of Knox County that would support generation of 2 foot contours county-wide

The total cost will be split equally between the three parties (City, County, KUB), thereby resulting in a \$50,000 outlay for each party.

The respective finance departments have each been consulted about this request, and the KGIS Coordinating Committee gave its unanimous approval.

Policy Board Action

Approve additional Expenditure of \$150,000 for Enhanced Aerial Products, contingent upon final contract approval by the KGIS Coordinating Committee and KUB Procurement.

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

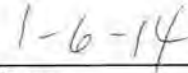
I have received approval from the current KGIS Policy Board Chair, Mayor Tim Burchett, to ask for a formal vote on the following item.

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

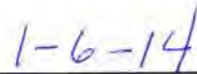
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1. Purchase of Enhanced Aerial Products Yes (to approve) No

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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

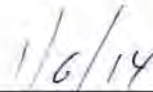
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1. Purchase of Enhanced Aerial Products Yes (to approve) No

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.