

Donna Roach

From: Keith Stump <kstump@kgis.org>
Sent: Monday, January 26, 2015 3:45 PM
To: Mayor Madeline Rogero; Mayor Tim Burchett; Mintha Roach
Cc: Benjamin Mainor; Chris Caldwell; 'Chris Granju'; Dean Rice; Diana Wilson; 'Dick Moran'; Dwight Van de Vate; 'Janet Wright'; Jennifer Bodie; Jim Hagerman; 'Jim York'; 'Jon Gustin'; Karen Beal; Terry Alexander; Terry Gilhula; Tim Kuhn; 'Donna Roach'; srhodes@cityofknoxville.org; Mark Kenner
Subject: Cancellation of 1Q 2015 KGIS Policy Board Meeting
Attachments: KGIS_Net_Position_as_of_Jan_22_2015.pdf

Dear KGIS Policy Board:

On behalf of KUB President / CEO Mintha Roach, the present KGIS Policy Board Chair, I wish to **formally give notice that the 1st Quarter 2015 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Feb. 20th 2015, at 1:30 pm).

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

The next scheduled meeting is set for Friday, May 15th, 2015 at 1:30 p.m.

In the meanwhile, I have attached a summary of KGIS's current FY Financial Net Position (as prepared by Knox County Finance). And if you wish to review the agenda of the most recent Coordinating Committee, you can [click HERE](#), or visit the Coordinating Committee page of KGIS's web site (requires user login).

Take care, and don't hesitate to contact me if you have any questions, or comments.

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

[The KGIS Web Site](#)

KGIS Policy Board Minutes

Wednesday, May 13, 2015

2:30 p.m.

Room 549 City/County Building

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

Others Present: Janet Wright, City IT; Mark Kenner, KUB; Jon Gustin, County IT; Tim Kuhn, MPC; Jim Hagerman, City Engineering; Chris Caldwell, County Finance; Jim York, City Finance; Perry Benshoof; County Finance, Keith Stump, KGIS; Donna Roach, KGIS

Introductions were made by each person present.

- 1 Call to Order/Change of Chairperson** – Mintha called the meeting to order and asked for a motion to change the chairperson to Mayor Rogero. Mayor Burchett made a motion to change the chairperson to Mayor Rogero, which was seconded by Mintha. The Policy Board approved the change of the chair.
- 2 Approval of Minutes** – Mayor Rogero asked if there were any questions or comments on the minutes from September 23, 2014 meeting. With no questions or comments, Mayor Burchett made a motion to approve the minutes, which was seconded by Mintha. The minutes from the September 23 meeting was approved as written.
- 3 Financial Reports/Current Status** – Perry provided an overview of the Year End 2014 Financial Statements. The report provided an unqualified opinion. Perry discussed various pages of the report noting on page 11 the net position had decreased. Mayor Rogero stated that the Policy Board approved this decrease so everyone knew to expect it. Mintha stated that the Policy Board knows that it is not sustainable at this level.

Keith stated that FY 2015 KGIS has spent about 75% of the current budget.

- 4 FY 2015-2016 KGIS Budget Request** – KGIS's budget request is \$1,000,000 (a three way split of \$333,333) for operating budget.

Keith stated that the capital equipment will be funded through map sales, but he is asking for funding to be provided for the aerial update.

Mayor Rogero said, "The capital aerial funding should be tabled in order to have time to work out some issues."

Mayor Rogero asked for a motion to approve the operating budget and the capital equipment budget.

Chris said, "Just the operating budget."

Mayor Rogero asked, "Do we not have to approve capital equipment budget?"

Chris said, "We will come back on both of the capital requests later."

Mintha stated, "Meaning we will come back as amending the budget during the fiscal year not waiting 12 months?"

Chris said, "Correct. Jon we had discussed just approving the operating piece is correct?"

Jon said, "Yes."

Mintha said, "I move to approve the funding for the requested operating proposed in the budget for \$1,000,000."

Mayor Burchett seconded the motion to approve the proposed budget.

The KGIS FY 2015-2016 Operating Budget was approved by the Policy Board.

Mayor Rogero stated that as soon as the capital could be figured out, then she wants to have a special called meeting to reconsider approving that request.

Keith said, "The next scheduled meeting is in August and we might have to meet before then because purchasing the equipment may be more critical to than the aerial request." He will look at the time of when that equipment needs to be purchased.

Mayor Rogero asked, "Why do we have a problem with the equipment piece? I thought that was all from external sales."

Keith said, "I don't know since the equipment budget is coming from map sales and not coming from the three parties."

Chris said, "Oh, that one is ok then. I apologize. I misunderstood."

Mintha said, "I will amend my motion to include operating expenses as well as capital equipment."

Mayor Burchett seconded the amended motion. The Policy Board approved both the operating and equipment budget request. The Policy Board will meet to discuss the aerial request within the next couple of months.

5 Other Projects –

- a. LiDar Project/Status Update – Pictometry was unable to successfully complete the LiDar product. Keith will meet with KUB's procurement department to discuss options and the best route to proceed with this project.
- b. GIS Analyst Hiring – KGIS has hired Will Fontanez to replace Tammy Bohanan as the GIS Analyst.
- c. Planned Software Upgrades –
 - i. Web server scheduled for mid-July
 - ii. Database scheduled for early September

6 Next Policy Board Meeting – the next regularly scheduled meeting will be August 21, 2015 at 1:30 p.m. A special called meeting will be scheduled to discuss the aerial request.

Keith mentioned that Brent Johnson, who has been an instrumental partner with KGIS over the years, is retiring and we appreciate all the help he has given KGIS over the years.

Mintha asked, "How do we call a special meeting?"

Keith said, "I usually will send a notice to the chair stating that it is the recommendation of the Coordinating Committee to have a meeting, and it will be up to the current chairperson for approval."

Mintha asked, "How much public notice is given when the Policy Board meets?"

Keith stated, "Typically we give a two week notice."

Jon said, "I believe in the by-laws it states that you can vote by email."

Keith said, "We don't have official by-laws at KGIS."

Donna said, "We do have by-laws but they have not been approved."

Mayor Rogero said, "Why don't you share with us what the unapproved drafted by-laws are. We can review them and run them by the law departments."

Mintha said, "Let's review them and get them approved at our next meeting."

Keith said, "All the by-laws are based upon previous Policy Board decisions. We will show them to the Coordinating Committee before passing them on to the Policy Board."

Mayor Rogero said, "I would like not only the Coordinating Committee to review them but the legal departments as well."

Keith said, "We have all the minutes posted on the intranet, not on the public box, for everyone to see."

Mayor Rogero said, "It should be open to the public to see as well."

Keith said, "We will add that to the by-laws that all minutes are available on the website for the public to see."

Mintha asked, "Is there anything else like that we need to address?"

Keith said, "Not that I'm aware of. I even inquired with Janet about being part of the open records workshops that Ron conducted. He sent me a slide show but he doesn't have a workshop planned at this time."

Mayor Rogero said, "You can always sit down with one of the attorneys for any questions or concerns."

With no other discussion, Mayor Rogero asked for a motion to adjourn. Mintha made a motion to adjourn the meeting, which was seconded by Mayor Burchett. The meeting was adjourned.

KGIS Policy Board Meeting Minutes

Friday, November 20, 2015

1:30 p.m.

Room 549 City/County Building

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

Others Present: Janet Wright, City IT; Mark Kenner, KUB; Jon Gustin, County IT; Tim Kuhn, MPC; Perry Benshoof; County Finance; Keith Stump, KGIS; Donna Roach, KGIS

- 1. Call to Order / Approval of Minutes (May 13, 2015)** – Mayor Rogero called the meeting to order and asked if there were any questions or comments on the Policy Board minutes from the May 13, 2015 meeting. With no comments, Mayor Rogero called for a motion to approve the minutes. Mayor Burchett made a motion to approve, which was seconded by Bill Elmore. The Policy Board minutes were approved as written.
- 2. Financial Reports / Current Status** – Perry from Knox County Finance gave an update of the previous FY audit and current status. The final audit report for FY 2015 will be available at the next meeting. The current findings show that KGIS is within budget and comparable to previous years.
- 3. Amended Tri-Party Agreement** – At the last meeting, the Policy Board asked the Executive Team to develop a formal set of Bylaws. In order to be consistent on the wording and changes that have been made throughout the years, the Tri-Party Agreement had to be updated/changed as well. The Executive Team as well as the three Law Departments has approved the amended agreement. The Amended Tri-Party Agreement will need to be presented to the City Council and County Commission for approval and then the Law Departments will sign off “as to form” prior to the Policy Board members signing the final amendment. Mayor Rogero called for a motion to approve the Amended Tri-Party Agreement. Bill Elmore made the motion to approve, which was seconded by Mayor Burchett. The Policy Board approved the Amended Tri-Party Agreement.
- 4. Bylaws** - The Bylaws represent a standard set of procedures and policies that KGIS practice on a day-to-day basis. KGIS worked closely with the three law departments to form these Bylaws. The proposed Bylaws are written to agree with the Amended Tri-Party Agreement. Mayor Rogero asked if the Bylaws allowed proxies and Keith confirmed that they do. Keith stated that a “Public Comments” section has been added at the suggestion of the law departments to allow the public to speak at the Policy Board meetings. Mayor

Rogero asked Keith to put a "Public Comment" section at the end of each agenda going forward. Mayor Rogero asked for a motion to approve the Bylaws. Mayor Burchett made the motion, which was seconded by Bill Elmore. The Bylaws were approved by the Policy Board.

- 5. Aerial / Topographic Map Update** - The Policy Board has previously asked KGIS to look at the possibility of an Aerial/Topographic update. The Executive Team asked for cost estimates to be used to determine whether funding could be achieved. KGIS worked with Knox County Purchasing and issued a RFQ. Upon presenting estimated cost for this project, the financial departments determined that funding could not be obtained at this time and recommended instead that it be added to next year FY 2017 budget request.

Mayor Rogero said, "The City will be leaning towards approving this project at that time and I encourage the County and KUB to plan to provide their share of money as well to get this completed".

Bill Elmore asked what the timeframe from starting to actually getting the data in house typically is and Keith stated 1 – 1 ½ years.

Mayor Rogero further inquired about the timeframe of delivery of KGIS if approved in July of 2016, and flown in Spring 2017, would that mean that the data wouldn't be available until roughly two years from now?

Keith confirmed that she was correct, to complete all of the map updates, it requires about 1 year from the time the aerials are flown.

Mayor Rogero noted that she would like to see this project started now. She asked if the County Finance department might further look at the potential of funding this initiative now.

- 6. Other Projects / Status Updates:** Keith encouraged the Policy Board to read through the list of other projects and items contained in the Agenda packet. Keith specifically mentioned that KGIS did some software updates that allow us to deploy apps such as the Public Land Inventory Viewer where we can go in and highlight various pieces of land that are owned by the City and County. Keith stated that by staying on top of technology changes it allows us to deploy simple apps very quickly. This particular app was deployed, after the upgrade of technology, in about 8 hours.

Keith mentioned that KGIS is working on several other items including working with E-911 on their emergency response mapping and digitizing building footprints for the KUB service area outside of Knox County.

- 7. Next Policy Board Meeting** - The next regularly scheduled meeting is February 19, 2016 at 1:30 p.m. in room 549 of the City County Building.



Knoxville Utilities Board

November 5, 2015

Mr. Keith Stump
Executive Director, KGIS
606 Main Street, Suite 150
Knoxville, TN 37902

Dear Keith:

Due to unforeseen circumstances, I am unable to attend the KGIS Policy Board meeting on November 20. I have asked Bill Elmore to represent KUB at this meeting. Bill has my permission to vote on my behalf on any matters that come before the Board.

Sincerely,

A handwritten signature in blue ink that reads 'Mintha'.

Mintha Roach
President and CEO

c: Bill Elmore

KGIS Policy Board Meeting Minutes

Friday, January 29, 2016

2:00 p.m.

Room 549 City/County Building

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

Others Present: Ben Sharpel, County Purchasing ; Janet Wright, City IS; Mark Kenner, KUB; Jon Gustin, County IT; Chris Caldwell; County Finance; Keith Stump, KGIS; Donna Roach, KGIS

- 1. Call to Order / Change of Chair** – Mayor Rogero called the meeting to order and asked for a motion to change the chairperson to Mayor Burchett. Mintha moved for a motion, which was seconded by Mayor Burchett. The Policy Board approved the change of the chair.
- 2. Approval of Minutes** – Mayor Burchett asked if there were any questions or comments on the minutes from November 20, 2015 meeting. With no questions or comments, he asked if there was a motion to approve the minutes as written. Mayor Rogero made a motion, which was seconded by Mintha. The minutes were approved.
- 3. Aerial / Topographic Project Approval** – KGIS wishes to enter into a contract with The Atlantic Group, LLC for delivery of updated aerial and topographic map products covering Knox County and the extended KUB service area outside of Knox County. KGIS asks for approval to adjust KGIS's FY 2016 budget to allow expenditures of up to \$260,000 for Phase I, \$99,000 of that total has already been provided, but KGIS asks for an additional \$170,000 from the Policy Board to cover the remaining cost of the contract. KGIS also asks the Policy Board to approve the contract with The Atlantic Group, LLC and to be allowed to issue a formal "Notice to Proceed" to Atlantic. Mayor Burchett asked for a motion to approve KGIS's request for contract approval with The Atlantic Group and for the Policy Board to provide the additional requested funds. Mintha made the motion, which was seconded by Mayor Rogero. The Atlantic Group, LLC contract was approved with the additional funds being provided by the Policy Board.
- 4. Next Meeting** – KGIS suggests that the next meeting be delayed until the middle of March to allow KGIS time to work with the Executive Team and the finance departments on the FY 2017 Budget. Mayor Burchett asked for a motion to delay the next meeting. Mintha made the motion, which was seconded by Mayor Rogero. Delaying the next Policy Board meeting was approved. The Policy Board will be notified of a new date and time for the Mid-March meeting.

With no further discussion, Mayor Burchett asked for a motion to adjourn. Mintha made a motion, which was seconded by Mayor Rogero. The meeting was adjourned.

KGIS Policy Board Meeting Minutes

Friday, January 29, 2016

2:00 p.m.

Room 549 City/County Building

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

Others Present: Ben Sharpel, County Purchasing ; Janet Wright, City IS; Mark Kenner, KUB; Jon Gustin, County IT; Chris Caldwell; County Finance; Keith Stump, KGIS; Donna Roach, KGIS

- 1. Call to Order / Change of Chair** – Mayor Rogero called the meeting to order and asked for a motion to change the chairperson to Mayor Burchett. Mintha moved for a motion, which was seconded by Mayor Burchett. The Policy Board approved the change of the chair.
- 2. Approval of Minutes** – Mayor Burchett asked if there were any questions or comments on the minutes from November 20, 2015 meeting. With no questions or comments, he asked if there was a motion to approve the minutes as written. Mayor Rogero made a motion, which was seconded by Mintha. The minutes were approved.
- 3. Aerial / Topographic Project Approval** – KGIS wishes to enter into a contract with The Atlantic Group, LLC for delivery of updated aerial and topographic map products covering Knox County and the extended KUB service area outside of Knox County. KGIS asks for approval to adjust KGIS's FY 2016 budget to allow expenditures of up to \$260,000 for Phase I, \$99,000 of that total has already been provided, but KGIS asks for an additional \$170,000 from the Policy Board to cover the remaining cost of the contract. KGIS also asks the Policy Board to approve the contract with The Atlantic Group, LLC and to be allowed to issue a formal "Notice to Proceed" to Atlantic. Mayor Burchett asked for a motion to approve KGIS's request for contract approval with The Atlantic Group and for the Policy Board to provide the additional requested funds. Mintha made the motion, which was seconded by Mayor Rogero. The Atlantic Group, LLC contract was approved with the additional funds being provided by the Policy Board.
- 4. Next Meeting** – KGIS suggests that the next meeting be delayed until the middle of March to allow KGIS time to work with the Executive Team and the finance departments on the FY 2017 Budget. Mayor Burchett asked for a motion to delay the next meeting. Mintha made the motion, which was seconded by Mayor Rogero. Delaying the next Policy Board meeting was approved. The Policy Board will be notified of a new date and time for the Mid-March meeting.

With no further discussion, Mayor Burchett asked for a motion to adjourn. Mintha made a motion, which was seconded by Mayor Rogero. The meeting was adjourned.

KGIS Policy Board Meeting Minutes

Friday, May 20, 2016

1:30 p.m.

Room 549 City/County Building

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

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

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

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

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

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

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

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

Mayor Rogero thanked Keith and all his staff at KGIS.

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

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



Knoxville Utilities Board

May 11, 2016

Mr. Keith Stump
Executive Director, KGIS
606 Main Street, Suite 150
Knoxville, TN 37902

Dear Keith:

Due to unforeseen circumstances, I am unable to attend the KGIS Policy Board meeting on May 20, 2016. I have asked Ted Tyree to represent KUB at this meeting. Ted has my permission to vote on my behalf on any matters that come before the Board.

Sincerely,

A handwritten signature in blue ink that reads 'Mintha Roach'.

Mintha Roach
President and CEO

c: Ted Tyree
Mark Kenner

Donna Roach

From: Keith Stump <kstump@kgis.org>
Sent: Wednesday, August 10, 2016 4:54 PM
To: Mayor Tim Burchett; Mayor Madeline Rogero; Mintha Roach
Cc: Benjamin Mainor; Chris Caldwell; 'Chris Granju'; Dean Rice; 'Dick Moran'; Donna Roach; Dwight Van de Vate; 'Janet Wright'; Jennifer Bodie; Jim Hagerman; 'Jim York'; 'Jon Gustin'; Karen Beal; Mark Kenner; Mark Walker; Pat Gibson; Shiela Rhodes; Terry Alexander; Terry Gilhula; Tim Kuhn
Subject: Cancellation of Aug 19 2016 Policy Board Meeting

Dear KGIS Policy Board:

On behalf of Mayor Tim Burchett, the current KGIS Policy Board Chair, I wish to **formally give notice that the 3rd Quarter 2016 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Aug. 19th, 2016 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS Executive Team unanimously recommended cancellation at its most recent [August 3rd meeting.](#)

The next regular meeting of the Policy Board is scheduled for Friday, Nov. 18th, 2016 at 1:30 pm.

Take care, and don't hesitate to contact me if you have any questions, or comments.

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

Donna Roach

From: Keith Stump <kstump@kgis.org>
Sent: Friday, November 04, 2016 4:10 PM
To: Mayor Tim Burchett; Mayor Madeline Rogero; Mintha Roach
Cc: Benjamin Mainor; Chris Caldwell; 'Chris Granju'; Dean Rice; 'Dick Moran'; Donna Roach; Dwight Van de Vate; 'Janet Wright'; Jennifer Bodie; Jim Hagerman; 'Jim York'; 'Jon Gustin'; Karen Beal; Mark Kenner; Mark Walker; Pat Gibson; Shiela Rhodes; Terry Alexander; Terry Gilhula; Tim Kuhn
Subject: Cancellation of Nov 18 2016 Policy Board Meeting

Dear KGIS Policy Board:

On behalf of Mayor Tim Burchett, the current KGIS Policy Board Chair, I wish to **formally give notice that the 4th Quarter 2016 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Nov. 18th, 2016 at 1:30 pm).

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

The next regular meeting of the Policy Board is scheduled for Friday, Feb. 17th, 2017 at 1:30 pm.

Take care, and don't hesitate to contact me if you have any questions, or comments.

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

Donna Roach

From: Keith Stump <kstump@kgis.org>
Sent: Friday, February 03, 2017 10:44 AM
To: Mayor Madeline Rogero; Mayor Tim Burchett; Mintha Roach
Cc: 'Donna Roach'; Benjamin Mainor; Chris Caldwell; 'Chris Granju'; Dean Rice; 'Dick Moran'; Donna Roach; Dwight Van de Vate; 'Janet Wright'; Jennifer Bodie; Jim Hagerman; 'Jim York'; 'Jon Gustin'; Karen Beal; Mark Kenner; Mark Walker; Pat Gibson; Shiela Rhodes; Terry Alexander; Terry Gilhula; Tim Kuhn
Subject: Cancellation of Feb 17 2017 Policy Board Meeting

Dear KGIS Policy Board:

On behalf of Mayor Tim Burchett, the current KGIS Policy Board Chair, I wish to **formally give notice that the 1st Quarter 2017 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Feb. 17th, 2017 at 1:30 pm).

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

The next regular meeting of the Policy Board is scheduled for Friday, May 19th, 2017 at 1:30 pm.

Take care, and don't hesitate to contact me if you have any questions, or comments.

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

Friday, May 19, 2017

2:00 p.m.

Room 549 City/County Building

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

Others Present: Jim Hagerman City Engineering; Jon Gustin, County IT; Jennifer Bodie, County Finance; Perry Benshoof, County Finance; Ted Hotz, Pugh & Company; Mark Kenner, KUB; Gary Palmer, Town of Farragut; Michael Grider, Mayor Burchett's Office; Keith Stump, KGIS; Donna Roach, KGIS

- 1 Call to Order/Change of Chairperson** – Mayor Burchett called the meeting to order and asked for a motion to change the chairperson to Mintha Roach. Mayor Rogero made the motion, which was seconded by Mayor Burchett. The Policy Board approved the change of the chair.
- 2 Approval of Minutes** – Gabe Bolas asked if there were any questions or comments on the minutes from May 20, 2016 meeting. Gabe made mention that Mayor Rogero's name was spelled incorrectly on the bottom of page 1 of the minutes. Mayor Rogero made a motion approve the minutes as written with the exception of correcting the spelling error, which was seconded by Mayor Burchett. The Policy Board approved the minutes from May 20, 2016 meeting.
- 3 Financial Update / Status** – Knox County Finance provided a report of the audit and current status. Perry Benshoff stated that currently the financials look good and KGIS is staying within budget. He gave a briefing of the audit from FY 2015-2016 noting only a minor internal control finding of two different signatures being needed on all check requests. This finding has been addressed and corrected by KGIS. Ted Hotz introduced himself and provided a planning communication letter outlining the planned scope and timing of the next audit of KGIS.
- 4 Town of Farragut Partnership Agreement** – Farragut seeks to enter into an expanded level of access with KGIS. Under the proposed agreement, Farragut will be obligated to pay an annual subscription fee of \$25,184. Gary Palmer, Assistant Town Manager for Farragut, introduced himself and thanked the Policy Board along with KGIS for the opportunity for Farragut to be more of an operational partner with KGIS. The agreement was approved by the Law Department "as to form" and the Executive Team unanimously agreed with this proposal. Gabe asked if there were any questions. With no questions, he asked for a motion. Mayor Rogero made a motion to approve the agreement with Farragut, which was seconded by Mayor Burchett. The Policy Board approved the Town of Farragut Partnership Agreement. (The agreement will be sent to Mintha for final signature).

- 5 Budget Approval for FY 2018** - KGIS is seeking a minor increase in the operational budget (increase total \$762) and proposing a capital outlay of \$119,500 to be funded by external revenue funds. Keith stated that the scope of the spring 2018 Aerial Ortho-Photography request of \$70,000 was still to be determined. The Executive Team will assist Keith in identifying the specifications and what exactly is needed.

Keith stated that the long-range revenue/expenditure projections continue to fully support future capital requests without additional funds being requested from the Policy Board. He mentioned that in 2020 a software migration task is scheduled to upgrade the ESRI products.

Gabe asked if there were any questions or comments about KGIS's proposed budget for FY 2018, and with no questions he then asked for a motion for approval. Mayor Rogero made a motion, which was seconded by Mayor Burchett. The Policy Board approved KGIS's budget for 2018.

- 6 Project Updates/ Status Report** – (Keith called attention to the following items in the agenda packet)

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

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

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

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

- **Web Application Development** - KGIS staff has successfully deployed several [web-based mapping applications \(LINK\)](#) since the last meeting of the Policy Board, and have been involved with several critical system integration efforts.
 - City Work Management / Sign Inventory integration
 - County and City Stormwater web map upgrades (including stream tracing and photo integration)
 - County E-Codes / permitting system integration
 - KUB enterprise-wide GIS map integration and upgrade support
 - KEMA Emergency Management web map and Operational Support plan

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

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

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

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

Gabe stated he, as well as the KUB Engineering team, uses the LiDAR and loves it.

Keith showed a map of the LiDAR along the Urban Wilderness Trail versus KGIS's map without the LiDAR. The maps show a difference in where the actual trail is located versus what is currently mapped at that location.

Mayor Rogero stated that the fire department mapped out their own trail for emergency use but she did not know what software they used.

Jim Hagerman stated that the fire department logged mile markers along the trail.

Jon Gustin suggested the fire department give any GPS locations they have along the trail to KGIS, which will help with mapping.

Mayor Rogero asked Keith to talk with the Stan Sharp at the fire department about the LiDAR and mapping changes.

7 Public Comment - No public comments

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

KNOXVILLE OFFICE:
315 NORTH CEDAR BLUFF ROAD – SUITE 200
KNOXVILLE, TENNESSEE 37923
TELEPHONE 865-769-0660



OAK RIDGE OFFICE:
800 OAK RIDGE TURNPIKE – SUITE A404
OAK RIDGE, TENNESSEE 37830
TELEPHONE 865-769-1657

May 18, 2017

To the Policy Board of the Knoxville, Knox County, KUB Geographic Information System; Knox County Audit Committee; and Senior Management
Knoxville, Knox County, KUB Geographic Information System
Knoxville, Tennessee

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of the Knoxville, Knox County, KUB Geographic Information System (the "System") financial statements and compliance as of and for the year ended June 30, 2017.

Communication

Effective two-way communication between our Firm and the System's Policy Board, Knox County Audit Committee, and Senior Management is important to understanding matters related to the audit and in developing a constructive working relationship.

Your insights may assist us in understanding the System and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will timely communicate to us any matters you consider relevant to the audit. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud or abuse, or any concerns you may have about the integrity or competence of senior management.

We will timely communicate to you any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, illegal acts, instances of noncompliance, or abuse that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. For example, no officer or professional employee of Pugh & Company, P.C. is permitted to have any direct financial interest or a material indirect financial interest in a client or any affiliates of a client without our permission. Also, if an immediate family member or close relative of an officer or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with Firm policy. In addition, our policies restrict certain non-audit services that may be provided by Pugh & Company, P.C. and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.



An independently owned member
RSM US Alliance



TSCPA
Members of the Tennessee Society
Of Certified Public Accountants

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your entity functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management as needed to obtain an understanding of business objectives, strategies, risks, and performance.

As part of obtaining an understanding of your organization and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement and noncompliance, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement and noncompliance. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error or to instances of noncompliance, including abuse.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit; evaluating the effect of identified misstatements or noncompliance on the audit and the effect of uncorrected misstatements, if any, on the financial statements, in forming the opinion in our report on the financial statements and in determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing, and extent of further audit procedures. Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual unrecorded misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control and Compliance Relevant to the Audit

Our audit of the financial statements, including compliance, will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of the System's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue reports on internal control related to the financial statements and major programs (if any). These reports describe the scope of testing of internal control and the results of our tests of internal controls. Our reports on internal control will include any significant deficiencies and material weaknesses in the system of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with the requirements of the *Government Auditing Standards* issued by the Comptroller General of the United States, the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

We will issue reports on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance which could have a material effect on the financial statements and any noncompliance which could have a direct and material effect on each major program. Our reports on compliance will address material errors, fraud, abuse, violations of compliance requirements, and other responsibilities imposed by state and federal statutes and regulations and assumed contracts; and any state or federal grant, entitlement, or loan program questioned costs of which we become aware, consistent with the requirements of the standards and Uniform Guidance identified above.

Timing of the Audit

We have scheduled preliminary audit field work with management during May and June 2017 and final field work beginning in September 2017. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to be of service to the Knoxville, Knox County, KUB Geographic Information System.

This communication is intended solely for the information and use of the System's Policy Board, Knox County Audit Committee, and Senior Management and is not intended to be and should not be used by anyone other than these specified parties.

Pugh & Company, P.C.

A handwritten signature in blue ink that reads "A. Ted Hotz". The signature is written in a cursive style with a large, stylized "H" at the end.

A. Ted Hotz
Vice President

Donna Roach

From: Keith Stump <kstump@kgis.org>
Sent: Thursday, November 02, 2017 2:09 PM
To: Mayor Madeline Rogero; Mayor Tim Burchett; Mintha Roach
Cc: Benjamin Mainor; Chris Caldwell; 'Chris Granju'; Dean Rice; 'Dick Moran'; Donna Roach; Dwight Van de Vate; 'Janet Wright'; Jennifer Bodie; Jim Hagerman; 'Jim York'; 'Jon Gustin'; Karen Beal; Mark Kenner; Mark Walker; Pat Gibson; Sheila Rhodes; Terry Alexander; Terry Gilhula; Tim Kuhn; Gabriel Bolas; Richard Powers
Subject: Cancellation of Nov 17 2017 KGIS Policy Board Meeting

Dear KGIS Policy Board:

On behalf of KUB President / CEO Mintha Roach, the current KGIS Policy Board Chair, I wish to **formally give notice that the 4th Quarter 2017 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Nov. 17th, 2017 at 1:30 pm).

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

The next regular meeting of the Policy Board is scheduled for Friday, Feb. 16th, 2018 at 1:30 pm.

Take care, and don't hesitate to contact me if you have any questions, or comments.

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

Donna Roach

From: Keith Stump <kstump@kgis.org>
Sent: Monday, February 05, 2018 1:56 PM
To: Mayor Madeline Rogero; Mayor Tim Burchett; Mintha Roach
Cc: Benjamin Mainor; Chris Caldwell; 'Chris Granju'; Dean Rice; 'Dick Moran'; Donna Roach; Dwight Van de Vate; 'Janet Wright'; Jennifer Bodie; Jim Hagerman; 'Jim York'; 'Jon Gustin'; Karen Beal; Mark Kenner; Mark Walker; Pat Gibson; Sheila Rhodes; Terry Alexander; Terry Gilhula; Tim Kuhn; Gabriel Bolas; Richard Powers
Subject: Cancellation of Feb 16 2018 KGIS Policy Board Meeting

Dear KGIS Policy Board:

On behalf of KUB President / CEO Mintha Roach, the current KGIS Policy Board Chair, I wish to **formally give notice that the 1st Quarter 2018 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Feb. 16th, 2018 at 1:30 pm).

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

The next regular meeting of the Policy Board is scheduled for Friday, May 18th, 2018 at 1:30 pm.

Take care, and don't hesitate to contact me if you have any questions, or comments.

Keith G. Stump, GISP

Executive Director / GIO

Knoxville, Knox County, KUB GIS (KGIS)
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KGIS Policy Board Meeting
Friday, May 18, 2018
1:30 p.m.
Room 549 City/County Building

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

Other Present: Jon Gustin, County IT; Janet Wright, City IS; Mark Kenner; KUB; Jennifer Bodie, Knox County Finance; Perry Benshoof, County Finance; Ted Hotz, Pugh & Co.; Michael Grider, Knox County; Keith Stump, KGIS; Donna Roach, KGIS

1. **Call to Order / Change of Chair** – Mintha called the meeting to order and asked for a motion to change the chairperson to Mayor Rogero. Mayor Burchett made the motion, which was seconded by Mintha. The Policy Board approved the change of chair.
2. **Approval of Minutes from May 19, 2017** - Mayor Rogero asked if there were any questions or comments from the May 29, 2017 meeting. With no comments, Mayor Rogero asked for a motion to approve the minutes as written. Mintha made the motion, which was seconded by Mayor Burchett. The Policy Board approved the minutes.
3. **Financial Status / Current Status - Perry** provided a report of the audit, which showed no change in net position and no bindings. The current status shows 100% revenues received and approximately 75% of budget spent. Ted Hotz provided a planning communication letter outlining the planed scope and timing of the next audit for KGIS. Mintha inquired as to how long Pugh & Co., has been with the county. Ted indicated that this is the second year of the contract with two years remaining (2018, 2019). Keith made mention that KGIS' map sales was \$50,000 above projected budgeted amount. He stated that this was due to the economy rising and a fiber optic company has bought a significant amount of data.
4. **FY 2019 Budget Approval** – Keith presented his proposed FY 2019 budget noting that this request has a \$5,750 increase to each tri-party member over last year's budget. He stated that salaries are the reason for most of the increase. The office rent was re-negotiated for a lower cost for the next five-year amendment. The ESRI ELA has been extended for another three years. Keith made note of the KGIS Goals for 2018-2019, which consists of:
 - (a) Web GIS software upgrades
 - (b) Successfully deploy 2018 Aerial orthophotography
 - (c) Review/Update Data Distribution and Partnership agreement

- (d) Finance Tax Map application development,
- (e) Identify requirement for future ArcGIS Pro software upgrade

Mayor Rogero asked if there was any discussion on the proposed budget, with no discussion she asked for a motion to approve the proposed budget. Mintha made a motion, which was seconded by Mayor Burchett. The Policy Board approved KGIS's budget for 2019.

5. Project Update / Status Report – The following items represents some tasks and accomplishments:

- (a) Aerial / Topographic Map Update – 2' contours available countywide. The projected cost was \$30,000 less than originally contracted.
- (b) Web Application Development – Re-designed KGIS website with simplified search, improved voting/school zone searches
- (c) 2018 Aerial Photography – Joint project with the Property Assessor's Office

6. Public Comment - No public attended

7. Next Meeting Date / Time - The next Policy Board Meeting is August 17, 2018.

Donna Roach

From: Keith Stump
Sent: Tuesday, July 31, 2018 8:32 AM
To: Mayor Madeline Rogero; Mayor Tim Burchett; Mintha Roach (Mintha.Roach@kub.org)
Cc: Benjamin Mainor (Ben.Mainor@kub.org); Chris Caldwell; Chris Granju; Dean Rice (Dean.Rice@knoxcounty.org); Dick Moran (richard.moran@knoxcounty.org); Donna Roach; 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); Mark Kenner; Mark Walker; Pat Gibson; Richard Powers (rick.powers@kub.org); Shiela Rhodes; Terry Alexander; Terry Gilhula; Tim Kuhn
Subject: Cancellation of Aug 17 2018 KGIS Policy Board Meeting

Dear KGIS Policy Board:

On behalf of Knoxville Mayor Rogero, the current KGIS Policy Board Chair, I wish to **formally give notice that the 3rd Quarter 2018 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Aug. 17th, 2018 at 1:30 pm).

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

The next regular meeting of the Policy Board is scheduled for Friday, November 16th, 2018 at 1:30 pm.

Take care, and don't hesitate to contact me if you have any questions, or comments.

Keith G. Stump, GISP

Executive Director / GIO

Knoxville, Knox County, KUB GIS (KGIS)
606 Main St, Suite 150
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Donna Roach

From: Keith Stump
Sent: Friday, November 02, 2018 5:04 PM
To: Gabriel Bolas (Gabriel.Bolas@kub.org); Mayor Glenn Jacobs; Mayor Madeline Rogero
Cc: Benjamin Mainor (Ben.Mainor@kub.org); Brad Hair; Chris Caldwell; Chris Granju; Donna Roach; Janet Wright (jwright@cityofknoxville.org); Jennifer Bodie; Jim Hagerman; Jim Snowden; Jim York (jyork@cityofknoxville.org); Karen Beal (Karen.Beal@kub.org); Kim Wallace; Mark Kenner; Mark Walker; Richard Powers (rick.powers@kub.org); Shiela Rhodes; Terry Alexander; Terry Gilhula; Zack Webb
Subject: Cancellation of KGIS Policy Board Meeting of Nov. 16 2018

Dear KGIS Policy Board:

On behalf of Knoxville Mayor Rogero, the current KGIS Policy Board Chair, I wish to **formally give notice that the 4th Quarter 2018 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Nov. 16th, 2018 at 1:30 pm).

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

The next regular meeting of the Policy Board is scheduled for Friday, February 15th, 2019 at 1:30 pm.

Take care, and don't hesitate to contact me if you have any questions, or comments.

Keith G. Stump, GISP

Executive Director / GIO

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606 Main St, Suite 150
Knoxville, TN 37902
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www.kgis.org

Donna Roach

From: Keith Stump
Sent: Wednesday, February 06, 2019 1:17 PM
To: Gabe Bolas; Mayor Glenn Jacobs; Mayor Madeline Rogero
Cc: Benjamin Mainor; Brad Hair; Chris Caldwell; Chris Granju; Donna Roach; Janet Wright; Jennifer Bodie; Jim Hagerman; Jim Snowden; Jim York; Karen Beal; Kim Wallace; Mark Kenner; Mark Walker; Natalie Haberer; Richard Powers; Sheila Rhodes; Terry Alexander; Terry Gilhula; Zack Webb; Donna Roach
Subject: Cancellation of KGIS Policy Board Meeting of Feb. 15 2019

Dear KGIS Policy Board:

On behalf of Knoxville Mayor Rogero, the current KGIS Policy Board Chair, I wish to **formally give notice that the 1st Quarter 2019 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Feb. 15th, 2019 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS Executive Committee unanimously recommended cancellation. The next regular meeting of the Policy Board is scheduled for Friday, May 17th, 2019 at 1:30 pm.

Please note that the Executive Committee is scheduled to meet this Friday (Feb. 8th) to review my proposed FY 2020 Budget request. I plan to submit those numbers, and the committee's recommendations, to the respective finance departments of the City, County and KUB immediately following that meeting.

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

Keith G. Stump, GISP

Executive Director / GIO

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606 Main St, Suite 150
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www.kgis.org

KGIS Policy Board Meeting
Friday, May 17, 2019
1:30 p.m.
Room 549 City/County Building

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

Other Present: Zack Webb, County IT; Mark Kenner; KUB; Jennifer Bodie, Knox County Finance; Perry Benshoof, County Finance; Ted Holtz, Pugh & Co; Allan Bull, E-911; Fiona McAnally, City Communications; Jim York, City Finance; Alex Zendel, Planning Commission; Tonya Cum, E-911; Chuck King, City Communications; Jennifer Bodie, County Finance; Bryan Dillingham, Schools Transportation; Keith Stump, KGIS; Bryan Lynn, KGIS

1. **Call to Order / Change of Chair** – Mayor Rogero called the meeting to order and asked for a motion to change the chairperson to Mayor Jacobs. Gabe made the motion, which was seconded by Mayor Jacobs. The Policy Board approved the change of chair.
2. **Approval of Minutes from May 19, 2017** - Mayor Jacobs asked if there were any questions or comments from the May 18, 2018 meeting. With no comments, Mayor Jacobs asked for a motion to approve the minutes as written. Mayor Rogero made the motion, which was seconded by Gabe. The Policy Board approved the minutes.
3. **Financial Reports / Current Status** – Jennifer, with Knox County Finance, provided an overview of KGIS' financial status which was within budget and on track as expected. Ted Holtz, with Pugh & Co., presented the FY 2018 audit stating there were no negative audit findings. He stated that as of the end of FY 2018 KGIS was in good financial standing. He presented an audit planning letter to the Policy Board in preparation of the upcoming FY 2019 audit. Ted would like a direct line of communication between the Policy Board and the auditors.
4. **Budget Approval for FY 2020** – Mayor Jacobs asked Keith to explain the goals listed for KGIS 2019-2020. FY 2020 budget request has an increase of 1.9% to its Operating budget for a total of \$1,092,111 (\$357,281 to each tri-party member). Most of the increase is to cover adjustment in personnel position reclassification. Keith discussed the Capital requests noting the expense will be coming from external revenue funds. Mayor Jacobs asked who the external partners are that KGIS gets revenue from. Keith stated: E-911, Planning Commission, Schools, Farragut, Airport Authority, local utility companies who has contracts with KGIS and walk-in traffic.

Mayor Rogero asked Keith reminds the board if there was a time when the tri-party had to put money into the capital. Keith stated that yes about 4 years ago the Policy Board agreed to change the way external funds was used. Instead of refunding the money back to the tri-party, it was agreed that the money would be used for capital and aerial expenses. Mayor Jacobs asked if KGIS projects out what software will be needed for the future. Keith explained that he maps out a five-year plan showing what is planned to be purchased and how much money will be remaining in the external funds each year after items are purchased. Mayor Jacobs asked for a motion to approve the FY 2020 Budget. Mayor Rogero made the motion to approve the budget as presented, which was seconded by Gabe. The Policy Board approved the FY 2020 Budget.

5. **Operational Partnership Agreement** – Keith explained the operational agreement between KGIS and Farragut allowing Farragut to gain expanded access to the KGIS system through the internet for live updated information. KGIS seeks to enter into the same agreement with Knox County Schools and E-911. These agreements have been presented to each of the Tri-Party legal teams and approved as to form. The Executive Team unanimously agreed to approve these agreements. Mayor Jacobs asked for a motion to approve the Memorandum of Understanding. Mayor Rogero made the motion to approve the Memorandum of Understanding, which was seconded by Gabe. The Policy Board approved the FY 2020 Budget.
6. **Personnel Job Classification Adjustments** – Mayor Rogero stated that about 8 years ago KGIS lost an employee and the position was never filled. The duties were picked up by current staff members, but they were not compensated for the double duties. Keith stated these two employees have been at KGIS a long time and are able manage both job duties due to their expertise. Mayor Rogero stated that if KGIS lost one of these employees then he would have to hire another position, an administrative and a GIS person.

The position changes have gone through Human Resources to approve the new positions and suggested salary.

7. **Project Updates / Status Report** – Keith gave an update on the current projects:
 - a. Flood Damage Assessment Support – KGIS staff provided GIS analysis and mapping support to KEMA during the Spring 2019 flood event.
 - b. Web / Security Upgrades – In the summer of 2018, the KGIS websites were all upgraded to a more recent GIS version (ArdGISServer 10.5.1) to a higher more secure HTTPS protocol.
 - c. Improved Access to Subdivision Plats – the Register of Deeds is allowing direct access to its scanned in subdivision plat documents.
 - d. Other newly added Data Applications
 - i. Historical Aerial Photography (1985, 1995)

- ii. Knox County (Public Works) Land Development Site Review Map
- iii. City-maintained Streetlights (see Neighborhood Maps)
- iv. Re-designed Parks map theme to math with traditional print products
- v. Major Road Plan revision (Knox Planning Cases)

8. Public Comment – no public in attendance

9. Next Meeting – August 16, 2019 at 1:30 p.m. in room 548 City / County Building

Mayor Jacobs asked for a motion to dismiss. Mayor Rogero made a motion to adjourn which was seconded by Gabe. The meeting was dismissed.

Donna Roach

From: Keith Stump
Sent: Monday, August 5, 2019 10:13 AM
To: Gabe Bolas; Mayor Glenn Jacobs; Mayor Madeline Rogero
Cc: Alex Zendel; Benjamin Mainor; Brad Hair; Cathy Olsen; Chris Caldwell; Donna Roach; Janet Wright; Jennifer Bodie; Jim Hagerman; Jim Snowden; Jim York; Karen Beal; Kim Wallace; Mark Kenner; Mark Walker; Natalie Haberer; Richard Powers; Sheila Rhodes; Terry Alexander; Terry Gilhula; Zack Webb
Subject: Cancellation of KGIS Policy Board Meeting of August 16, 2019

Dear KGIS Policy Board:

On behalf of Knox County Mayor Jacobs, the current KGIS Policy Board Chair, I wish to **formally give notice that the 3rd Quarter 2019 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Aug. 16th, 2019 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS Executive Committee unanimously recommended cancellation. The next regular meeting of the Policy Board is scheduled for Friday, November 15th, 2019 at 1:30 pm.

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

Keith G. Stump, GISP

Executive Director / GIO

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

Donna Roach

From: Keith Stump
Sent: Monday, November 4, 2019 9:56 AM
To: Gabe Bolas; Mayor Glenn Jacobs; Mayor Madeline Rogero
Cc: Alex Zendel; Benjamin Mainor; Brad Hair; Cathy Olsen; Chris Caldwell; Donna Roach; Janet Wright; Jennifer Bodie; Jim Hagerman; Jim Snowden; Jim York; Karen Beal; Kim Wallace; Mark Kenner; Mark Walker; Natalie Haberer; Richard Powers; Sheila Rhodes; Terry Alexander; Terry Gilhula; Zack Webb
Subject: Cancellation of KGIS Policy Board Meeting of November 15, 2019

Dear KGIS Policy Board:

On behalf of Knox County Mayor Glenn Jacobs, the current KGIS Policy Board Chair, I wish to **formally give notice that the 4th Quarter 2019 KGIS Policy Board Meeting has been canceled.** (The meeting had been scheduled for Nov. 15th, 2019 at 1:30 pm).

The Policy Board has a policy of canceling the quarterly meetings whenever there are no actions to be taken. And with that being the case, the KGIS Executive Committee unanimously recommended cancellation. The next regular meeting of the Policy Board is scheduled for Friday, February 21st, 2020 at 1:30 pm.

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

Keith G. Stump, GISP

Executive Director / GIO

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