

KGIS Policy Board Minutes
Friday, February 28, 2025
1:30 PM
City/County Building Room 575

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

Others Present: Keith Stump, KGIS; John Edwards, KGIS; Travis Lowe, Pugh & Company; Ted Holtz, Pugh & Company; Jonathan Duffey, Pugh & Company; Jennifer Bodie, Knox County Finance

- 1. Call to Order / Change of Chair** – Mayor Kincannon called the meeting to order and asked for a motion as per rules adopted by the Policy Board to rotate to the new chair, Mayor Glenn Jacobs. Gabe Bolas made a motion and seconded by Mayor Kincannon. All members approved the change of chair from the City of Knoxville Mayor to the Knox County Mayor.
- 2. Approval of Minutes (June 24, 2024)** - Mayor Kincannon asked if there were any questions or changes to be made to the minutes from the June 24th meeting. With no remarks, Mayor Kincannon asked for a motion to approve the minutes as written which was made by Gabe Bolas and seconded by Mayor Kincannon. The Policy Board approved the minutes as written.
- 3. Financial Reports / Current Status** - Travis Lowe, Pugh & Company, provided the Year End 2024 FY report. The audit findings were clean with no problems identified, no audit adjustments, no problems with teamwork, and no internal control findings.

Travis indicated the 2025 audit will be done around the same time.

Jennifer provided an update on the current FY financial report showing that KGIS has used about 58% of the budget which is on track as expected as of January 23, 2025.
- 4. Personnel Succession Planning Activities** - The majority (six) of KGIS's eight employees now qualify for retirement and are senior level of experience (average years of service = 26 years). To better prepare KGIS for the transition of personnel into retirement or other employment, the Executive Committee and Keith have made up a list of actions to help with this transition.

Actions to be considered:

Ensure that job descriptions are up-to-date

Identify critical duties and skillsets required of each position

Identify short-term personnel resources who can assist if called upon Contracted service providers

Existing personnel from one of KGIS's partner organizations

KGIS Policy Board Minutes

Friday, February 21, 2025

Cross-train existing employees, and prepare for promotion into new roles if called upon
Adjust KGIS policies and procedures to allow for quick action
Establish ready-to-go contracts for quick procurement of personnel support
Provide contingency funds to be used for transitional personnel salaries if needed

The following items are being brought before the board for approval based off the discussions:

- A. Transitional Salary Supplementation Approval – In order to be proactive hiring of new personnel to transition into the roles of existing, senior level personnel who are planning to retire or end employment at KGIS we need the funds available to do so. Instead of having to call a special meeting for budget adjustment, KGIS is seeking to have authorization from the Policy Board, upon unanimous approval of the Executive Committee, to be allowed to transfer from existing undesignated funds up to but not exceeding \$60,000 to support this funding as part of the annual budget request.

Mayor Kincannon said, “It seems reasonable to her and that she will move to make a motion to approve but not exceed \$60,000 for the Transitional Salary Supplementation. Gabe Bolas seconded the motion, and the Policy Board unanimously approved.

- B. Amendment to Bylaws for Interim GIS Director Duties – The Executive Committee recommends adding to the Bylaws the following amendment:

4.4 INTERIM DIRECTOR DUTIES. *In the event the KGIS Director is unable to fulfill the regular duties of that position, the KGIS Executive Committee will assume those duties until formal Policy Board action has been taken. It is the KGIS Executive Committee’s responsibility to inform the KGIS Policy Board whenever these Interim Duties are to be exercised.*

Mayor Kincannon moved to add 4.4 Interim Director Duties to the Bylaws. Gabe Bolas seconded the motion, and the Policy Board unanimously approved.

- 5. Preliminary FY 2026 Budget** – This item is not being presented for a vote. Keith wanted to make the Policy Board aware of what has been submitted to the respective finance groups of the City, County and KUB for consideration since the Policy Board will not be meeting before these numbers are required to be turned into the financial departments.

Keith pointed out that there is a slight increase to the KGIS budget even with cutting several items from the budget. He did, however, put into the budget for a salary increase for the KGIS personnel.

KGIS Policy Board Minutes

Friday, February 21, 2025

- 6. Overview of KGIS Pricing for Products / Licenses** – Keith has previously been asked how KGIS compares with other counties in their pricing of digital data. Keith mentioned that KGIS is one of the more expensive entities in the GIS market in the pricing of their data. **KGIS's base mapping program and centralized operations are funded entirely via local dollars.** KGIS has seen increasingly more calls for Open Data (and data transparency), especially by commercial, for-profit “re-sellers” of the data. There have also been industry-wide efforts to promote access to free, nationwide coverage of parcel and/or address data.

KGIS receives approx. \$145,000 annually in data licensing\ product fees\ partnerships. In September 2014, the KGIS Policy Board directed that these revenues be designated towards the ongoing Capital Equipment and Aerial \ Landbase Replacement expenses of KGIS.

Keith mentioned that our current pricing does not allow for reasonable access to individuals such as students at UT students. We do have some open possibilities in which we can open some avenues for initial access which are less expensive. Keith indicated that KGIS's structure is different than others in the state of Tennessee on their pricing for data.

Mayor Jacobs said that he “doesn't have an issue with research for students or research in general for academics, but the private sector is a different story. Lowering the price for academics is all right.”

Keith said that “KGIS also gets a lot from non-profit organizations for data>”

Mayor Jacobs asked, “Do they still have access to it?”

Keith said, “Yes, they have access to it on the website.”

Mayor Jacobs said, “I don't think we should subsidize that. They can do the work themselves or pay us for it.”

Keith suggested, “The Policy Board might want to sometime in the future hire a consulting firm to look at how we license and market our data. There maybe a happy medium where we can lower the cost or product availability to where it won't decrease too much of our revenues but make the products more assessable.”

- 7. Public Comment** – No one from the public was in attendance.

- 8. Next Meeting / Adjournment (V)** – Friday, May 16, 2025*, at 1:30 pm. Mayor Kincannon made a motion to approve the May 16 meeting and seconded by Gabe Bolas. The Policy Board approved the meeting. With no further comments, Mayor Jacobs adjourned the meeting.

***The meeting was changed to June 13, 2025, at 1:30 p.m. in room 575.**

KGIS Policy Board Minutes
Friday, June 13, 2025
1:30 PM
City/County Building Room 575

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

Others Present: Mark Parker, City IS; Jeremy Loveday, KUB IS; Antoine Fortuin, County IT; Perry Benshoof, County Finance; Jennifer Bodie, County Finance; Alex Zendel, Knox Planning; Marsha Robinson, County Property Assessor's Office; Vicki Carter; County Property Assessor's Office; Keith Stump, KGIS; Donna Roach, KGIS

1. **Call to Order \ Approval of Minutes (February 28, 2025)** - Mayor Jacobs opened the meeting and asked if there were any questions or changes to be made to the minutes from the February 28th meeting. With no remarks, Mayor Jacobs asked for a motion to approve the minutes as written. The motion was made by Gabe Bolas and seconded by Mayor Jacobs. The Policy Board approved the minutes as written.
2. **Current Financial** – Jennifer stated the current financials puts KGIS at 75% spending which is on track as expected.
3. **FY 2026 Budget Approval** - KGIS is asking for a 6% increase to its Operating Budget (from \$1,402,776 to \$1,486,446). Each Tri-Party member's share will only increase by 1.69%, going from \$467,592 to \$475,482. The remaining \$60,000 balance of that 6% will come from KGIS's existing undesignated funds to support the contingent funding of Transitional Salary Supplementation (as adopted by the Policy Board at the recent February 28, 2025 meeting).

KGIS is proposing a mid-year 1% general and a 1-step performance increase which will begin January 1, 2026. There is also an adjustment to the GIS Analyst's salary to bring him up to the threshold as an exempt employee.

The software maintenance and office rental were increased while travel/training, office supplies & equipment and contracted services were decreased.

KGIS is asking for a capital outlay of \$632,045 which will be fully funded by existing external revenue funds.

Keith noted that there was a needed correction to the page 7 small account code Social Security line, where the "actual projected" value should be \$56,091.17 instead of the incorrectly shown value of \$3,700.81. [Note that total for that column should also be re-stated to \$1,375,080].

Mayor Jacobs asked if there were any questions regarding the proposed FY 2026 budget, with no questions he asked for a motion to approve the Proposed FY 2026 budget. The motion was made by Mayor Kincannon and seconded by Gabe Bolas. The Policy Board approved the minutes as written.

4. Other Items of Note –

- * Historical Maps - KGIS deployed a new mapping tool in February 2025 that allows for overlaying of historical scanned maps against the current basemap maintained by our respective agencies.
- * KGIS turns 40 years old in August 2025 - The KGIS Director extended a sincere thank you to those many folks who have assisted KGIS during these 40 years.

5. Public Comment - No one from the public was in attendance.

6. Next Meeting Date \ Adjournment – The next Policy Board meeting is scheduled for August 15, 2025 at 1:30 p.m. in room 575.

Keith said that First Utility District is close to decision about upgrading to the Operational Partner level with KGIS, and if that happens it will be presented at the upcoming Policy Board meeting. Keith noted that West Knox Utility has also inquired about upgrading its partnership to the operational level.

Mayor Jacobs asked if there was any further discussion and with none he adjourned the meeting.