

KGIS Policy Board Meeting

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; therefore everyone knew to expect it. Mintha stated that the Policy Board knows that it is not sustainable at this level.

Keith stated that in the current FY2014-2015, KGIS has spent about 75% of its approved 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 revenues, but he is asking for additional capital funding for the aerial update.

Mayor Rogero asked that the capital aerial funding should be tabled in order to have time to work out some issues. As soon as the capital aerial needs and costs are determined, then she wants to have a special called meeting to reconsider approving that request.

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

Mintha made a motion to approve the operating expenses as well as capital equipment portion of the proposed budget. Mayor Burchett seconded the amended motion.

The Policy Board approved both the operating and equipment budget request.

The Policy Board is expected to meet within the next couple of months to discuss and reconsider the aerial request.

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.

Mintha wanted to know how a special meeting is called, to which Keith stated that he sends out a notice to the current chairperson stating why a meeting is being requested and asking the chair for approval to call the meeting.

Mintha wanted to know how much public notice is given when the Policy Board meets. Keith noted that KGIS sunshine's the Policy Board meetings two weeks in advance.

Jon stated that he believes that the bylaws allow for Board members to vote, if needed, by email. It was noted by Keith, however, that KGIS's existing bylaws are actually just in draft form only, being a compilation of previously adopted policies of the Policy Board. The Policy Board has never adopted a formal set of bylaws.

Mayor Rogero asked that KGIS share its draft set of by-laws with the Policy Board for them to review. Keith stated that he would pass them to the Coordinating Committee and to all three law departments before providing them to the Policy Board for approval.

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.