

AGENDA

KGIS Policy Board Meeting

Friday, May 17, 2019
1:30 PM
City/County Building
Room 549

1. Call to Order / Change of Chair (V)
2. Approval of Minutes (May 18, 2018) (V)
3. Financial Reports / Current Status
4. FY 2020 Budget Approval (V)
5. Operational Partnership Agreements (V)
6. Personnel Job Classification Adjustments
7. Project Update / Status Report
8. Public Comment
9. Next Meeting Date / Time (August 16, 2019)

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

1. Call to Order / Change of Chairperson

1. (V)

Under rules adopted by the Policy Board, the Chair rotates on an annual basis. The order of the rotation is City-County-KUB; therefore, for the calendar year 2019, the chair rotates from City of Knoxville Mayor Madeline Rogero to Knox County Mayor Glenn Jacobs.

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Policy Board Action

**Approve appointment of Knox County Mayor Glenn Jacobs as 2019
Chairperson**

2. Approval of Minutes (May 18, 2018)

2. (V)

KGIS Policy Board Meeting Minutes

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

Others 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

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- 1. Call to Order / Change of Chair** – Mintha Roach 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 Roach. 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 19, 2017 meeting. With no comments, Mayor Rogero asked for a motion to approve the minutes as written. Mintha Roach made the motion, which was seconded by Mayor Burchett. The Policy Board approved the minutes.
- 3. Financial Status / Current Status** - Perry Benshoof provided a report of the FY 2017 audit, which showed no significant change in net position and no findings. The current status shows 100% revenues received and approximately 75% of budget spent. Ted Hotz provided a planning communication letter outlining the planned scope and timing of the next audit for KGIS. Mintha Roach inquired as to how long Pugh & Co., has been with the County. Ted indicated that this (FY2017) is the second year of the contract with two years remaining (FY2018 and FY2019). Keith Stump made mention that KGIS' map sales of this current FY 2018 are \$50,000 above projected budgeted amount. He stated that this was probably due to the rising economy, and that a fiber optic company has licensed a significant amount of data.
- 4. FY 2019 Budget Approval** – Keith Stump 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:

- Web GIS software upgrades
- Successfully deploy 2018 Aerial orthophotography
- Review/Update Data Distribution and Partnership agreement
- Finance Tax Map application development,
- 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 Roach 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:

- Aerial / Topographic Map Update – 2' contours now available countywide; project cost was \$30,000 less than originally contracted.
- Web Application Development – Re-designed KGIS website with simplified search, improved voting/school zone searches
- 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.

Policy Board Action

Approve Minutes

3. Financial Report

3.

Knox County Finance will provide an overview of financial matters.

Previous FY 2018 Financials

The audited FY 2017-2018 financial report (attached) from Pugh & Company, P.C. can be found at the following Links:

<http://www.kgis.org/portal/Portals/0/Docs/PB/2018PughReporttoPB.pdf>

<http://www.kgis.org/portal/Portals/0/Docs/PB/FY18KGISFinancialStatements.pdf>

The audit did not include any negative findings.

Current FY 2019 Financials

Ted Hotz with Pugh & Co, will present an audit planning letter to the Policy Board in preparation for the upcoming FY 2019 audit.

The Net Position Report (as of March 24, 2019), provided by Knox County Finance, is on the following page.

KGIS's external revenues (from map sales, data licensing and subscription fees) for this current FY 2019 are within \$2,000 of the originally projected revenues for the fiscal year.

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3. (continued)

KGIS Statement of Revenues, Expenses and Changes in Net Position	
As of April 24, 2019	
	Year to Date Actuals
Operating Revenues:	
City of Knoxville	\$ 394,047
KUB	592,552
Knox County	406,643
Map Sales	154,603
Total Operating Revenues	1,547,845
Operating Expenses:	
Personnel Services	422,380
Employee Benefits	143,057
Contracted Services	517,768
Supplies and Materials	2,130
Rent	52,368
Capital Outlay	-
Insurance	832
Total Operating Expenses	1,138,535
Operating (loss) income	409,310
Nonoperating Revenues:	
Metropolitan Planning Commission	23,329
Knoxville-Knox County Emergency Communications District	1,453
Knox County Schools	3,484
EMA	328
Total Nonoperating Revenues	28,594
Change in Net Position	437,904
Total net position -beginning of year	875,572
Total net position -ending of year	\$ 1,313,476
KGIS has spent 78% of their budget which is consistent with our expectations for this time within the fiscal year.	

Policy Board Action

None Required

4. Budget Approval for FY 2020

4. (V)

Agenda

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KGIS's efforts in the next year will focus on the following:

GOALS for 2019-2020

- Support **City mapping initiatives** (fiber, streetlights, public service)
- Support **KUB's ArcGIS Online and Maximo** upgrade projects
- Promote increased **web integration with County IT**
- Support several **County Public Works** GIS-based initiatives
- Present a draft **migration / training plan** for GIS upgrade to ArcGIS Pro



OPERATING

KGIS is seeking a 1.9% increase to its Operating budget: from \$1,071,843 to **\$1,092,111**.

Each Tri-Party member's share will go from \$357,281 to **\$364,037** – an increase of **\$6,756** to each.

Significant items influencing the proposed changes to the Operating budget:

- Salaries: \$ 27,298 increase
- Voluntary Retirement Match: \$ 3,839 increase
- Office / Minor Equipment & Software - \$ 10,409 decrease
- Contracted Services - \$ 3,000 decrease
- Communications / IT: - \$ 2,204 decrease

Salaries: The budget assumes a roughly 3% increase to salaries, based upon County recommendations as of 3/1/2019. The actual increase will be adjusted to match with final, adopted values of the County's compensation plan, and step adjustments based upon annual performance reviews. This budget also accommodates the job classification changes approved by the Executive Committee (as outlined in Item 6 of this agenda).

Voluntary Retirement: Two employees now qualify for an increased level of voluntary retirement matching contributions.

Minor Equipment, Software & Supplies: reduction in consumable media (plotter paper \ backup tapes), along with lower software (Microsoft MSDN, GeoCortex Web Analytics).

KGIS FY 2020 Proposed Expenditures						
Operating Expenses	Budgeted	Adjusted Budget	Projected Actual	Proposed	\$\$ Diff	% Diff
	2019	FY 2019	2019	2020	2020 vs	2020 vs
					2019	2019
OTHER SALARIES AND WAGES	\$564,116.00	\$564,116.00	\$552,193.24	\$591,413.58	\$27,298	4.84%
SOCIAL SECURITY	\$40,926.23	\$40,926.23	\$40,017.55	\$42,890.66	\$1,964	4.80%
RETIREMENT	\$34,104.36	\$34,104.36	\$33,383.97	\$35,742.21	\$1,638	4.80%
VOLUNTARY RETIREMENT MATCH	\$28,400.00	\$28,400.00	\$27,288.58	\$32,239.00	\$3,839	13.52%
HEALTH INSURANCE	\$85,228.62	\$85,228.62	\$83,525.03	\$86,044.14	\$816	0.96%
LIFE INSURANCE	\$532.13	\$532.13	\$509.22	\$532.13	\$0	0.00%
AUTO ALLOWANCE	\$4,290.00	\$4,290.00	\$4,290.00	\$4,290.00	\$0	0.00%
OTHER PROFESSIONAL SERVICES	\$28,000.00	\$28,000.00	\$25,041.00	\$26,000.00	-\$2,000	-7.14%
MAINTENANCE	\$156,517.25	\$156,517.25	\$155,444.60	\$158,102.36	\$1,585	1.01%
COMMUNICATIONS / IT RELATED CHARGES	\$16,520.00	\$16,520.00	\$13,292.21	\$14,316.00	-\$2,204	-13.34%
OTHER SERVICES DAILY OP/FREIGHT EXPENSES/POSTAGE	\$500.00	\$500.00	\$200.00	\$275.00	-\$225	-45.00%
SERVICES/MAINT OF BLDG SECURITY	\$400.00	\$400.00	\$402.00	\$400.00	\$0	0.00%
CONTRACTED SERVICES	\$4,500.00	\$4,500.00	\$500.00	\$1,500.00	-\$3,000	-66.67%
EMPLOYEE TRAVEL/EDUCATIONAL TRAINING	\$19,843.15	\$19,843.15	\$21,479.00	\$18,700.33	-\$1,143	-5.76%
GROUNDS/BLDGS REPAIR/MAIN/IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0	0.00%
OTHER MATERIALS AND SUPPLIES	\$100.00	\$100.00	\$593.89	\$700.00	\$600	600.00%
OFFICE SUPPLIES/MINOR EQUIPMENT/SOFTWARE	\$21,969.00	\$21,969.00	\$10,238.32	\$11,560.00	-\$10,409	-47.38%
EDUCATIONAL MATERIAL	\$250.00	\$250.00	\$197.28	\$250.00	\$0	0.00%
INSURANCE RELATED EXPENSES	\$250.00	\$250.00	\$215.55	\$250.00	\$0	0.00%
WORKERS COMPENSATION CHARGES	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0	0.00%
LIABILITY CHARGES	\$555.00	\$555.00	\$617.00	\$650.00	\$95	17.12%
RENTAL	\$62,841.00	\$62,841.00	\$62,841.00	\$64,254.92	\$1,414	2.25%
TOTAL OPERATING	\$1,071,842.74	\$1,071,842.74	\$1,034,269.44	\$1,092,110.34	\$20,268	1.89%

Note: the above Operational Expenditures do NOT include the designated "Pass-Thru" Expenses (which are outlined on the next page).

KGIS Pass-Thru Expenditures							
FY 2020 - Proposed as of 4/18/2019							
COUNTY		Operating: Software Maintenance: ESRI	Operating: Software Maintenance: Sidwell	Operating Maintenance : Software: Citrix	Capital Equipment: Citrix Server	FY 2020 Total	Previous Year Budget
Community Development		\$ 327.88				\$ 327.88	
Engineering / Public Works		\$ 13,040.32				\$ 13,040.32	
Health		\$ 3,267.92		\$ 1,124.81	\$ 8,500.00	\$ 12,892.73	
Parks		\$ 544.65		\$ 198.50	\$ 1,500.00	\$ 2,243.15	
Property Assessor		\$ 6,355.73	\$20,777			\$ 27,133.13	
Sheriff		\$ 3,846.85				\$ 3,846.85	
Trustee		\$ 983.64				\$ 983.64	
Total Pass-Thru Billable Costs		\$ 28,367.00	\$ 20,777.00	\$ 1,323.30	\$ 10,000.00	\$ 60,467.30	\$49,362.00
CITY		Operating: Software Maintenance: ESRI					
Community Development		\$ 544.65				\$ 544.65	
Engineering		\$ 22,200.44				\$ 22,200.44	
Fire		\$ 1,976.46				\$ 1,976.46	
IS		\$ 288.04				\$ 288.04	
Police		\$ 8,796.33				\$ 8,796.33	
Policy & Communication		\$ 327.88				\$ 327.88	
S Waterfront		\$ 327.88				\$ 327.88	
Parks		\$ 2,304.33				\$ 2,304.33	
Total Pass-Thru Billable Costs		\$ 36,766.00				\$ 36,766.00	\$36,766.00
KUB		Operating: Software Maintenance: ESRI	Operating: Software Maintenance: Telvent	Operating: Software Maintenance : Bentley	Capital: Aerial		
Various Depts		\$ 125,340.00	\$ 68,000.00	\$ 41,887.65	\$ 56,277.00	\$ 291,504.65	
Total Pass-Thru Billable Costs		\$ 125,340.00	\$ 68,000.00	\$ 41,887.65	\$ 56,277.00	\$ 291,504.65	\$235,271.00
MPC		ESRI					
Various Depts		\$ 23,329.00				\$ 23,329.00	
Total Pass-Thru Billable Costs		\$ 23,329.00				\$ 23,329.00	\$23,329.00
E911		ESRI					
Mapping		\$ 1,453.00				\$ 1,453.00	
Total Pass-Thru Billable Costs		\$ 1,453.00				\$ 1,453.00	\$1,453.00
Schools		ESRI					
Transportation Services		\$ 3,484.00				\$ 3,484.00	
Total Pass-Thru Billable Costs		\$ 3,484.00				\$ 3,484.00	\$3,484.00
EMA		ESRI					
Transportation Services		\$ 328.00				\$ 328.00	
Total Pass-Thru Billable Costs		\$ 328.00				\$ 328.00	\$328.00
						total Pass Through	
	<i>Total Pass Thru ESRI</i>	\$ 219,067.00				\$ 417,331.95	\$ 349,993.00

CAPITAL

KGIS is proposing a capital outlay of **\$186,500** be **funded entirely from existing External Revenue funds** for the following items.

- **Large Equipment:**

Firewall Systems: \$40k

Two redundant pairs of firewall appliances, with a management appliance to support four firewalls. End of support of the current 5-year system = 10/2019

ArcGIS Enterprise Server: \$11k

Hardware server dedicated to KGIS's initial implementation of ESRI ArcGIS Enterprise (Portal) - an on-premise, and secure, web map publishing environment.

- **Small Equipment**

Large Format Map Plotter: \$6.5k

Printing device used for external map sales and internal client requests. Maintenance no longer available on this now 5 yr. old device. Planned purchase date: Spring 2020 (or upon loss of service of current plotter) [Note: This is a carryover purchase from the previous FY]

- **Services**

Consulting Services for GIS Software Upgrade: \$59k

Professional services review of the current desktop and server workflows, and recommendation for a modern approach to Web GIS (Enterprise, Portal, Online and ArcGIS Pro). Also includes initial training of advanced users to the new ArcGIS Pro product, in advance of the future enterprise-wide training effort.

- **Aerial Imagery**

Spring 2020 Aerial Ortho-Photography: \$70k

The current aerial product used by KGIS will be two years old in Spring 2020. This product is increasingly used by our respective agencies to identify areas of change / development, and is used as the basemap on which to update other map layers such as building footprints and road infrastructure.

Long-Range Revenue and Expenditure projections (see **Appendix A**) continue to support the full funding of future capital outlays, without the need for additional funds from the Tri-Party members.

The Executive Committee unanimously agreed with this budget request.

Policy Board Action

Approve Budget for FY 2020

5. Operational Partnership Agreements

5. (V)

KGIS introduced a new “Operational Partnership Agreement” in May 19, 2017 as part of the Town of Farragut’s application to gain expanded access to the KGIS system.

That agreement defines and protects the shared interest(s) of each party in the System, including mutual respect for policies and procedures, and protection of the system from unauthorized use.

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KGIS seeks to enter this same “Operational Partnership Agreement” with both Knox County Schools and the Knox County Emergency Communications District (E911).

Both agencies are long-standing (25+ year) participants in the KGIS organization, and their contributions to the system are truly valued. This agreement seeks to formally codify that continued data sharing partnership.

The agreement consists of two parts:

- The Memorandum of Understanding (MOU)
- The Data License Agreement (DLA)

These legal documents ([see attached](#)) have been approved as to form by each of the respective legal departments of the City, County, KUB.

The Executive Committee unanimously agreed to approve these agreements.

Policy Board Action

Approve Agreement (and sign documents)

6. Personnel Job Classification Adjustments

6.

To account for adjustments to job duties, and especially to duties formerly assigned to the Landbase Administrator (a position which has not been re-filled since 2011), **the KGIS Executive Committee approved of the following job classification adjustments.**

- Database Administrator (*Pay Grade:20*) changed to [Database-Landbase Administrator](#) (*Pay Grade:21*)
- Administrative Technician (*Pay Grade: 9*) changed to [Administrative GIS Analyst](#) (*Pay Grade:11*)

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These revisions were reviewed and approved by Knox County Human Resources, in conjunction with consultant Lou Rabinowitz, who recommended the adjusted grade scales.

The proposed budget for FY 2020 (Item 4 of this Agenda) includes moving two personnel to the adjusted grade scales: the Database–Landbase Administrator will move to Grade 21/Step 9; the Administrative GIS Analyst will move to Grade 11/Step 26.

Policy Board Action

None Required

7. Project Updates / Status Report

7.

The following items represents some tasks and accomplishments of KGIS since the last meeting of the KGIS Policy Board back in May 2018.

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- **Flood Damage Assessment Support**

KGIS staff provided GIS analysis and mapping support to KEMA during



the **Spring 2019 flood event**. The KEMA map application (hosted and maintained by KGIS) served as an important communication tool at the emergency operations center (EOC). KGIS staff also designed digital (and paper) map books used by damage assessors in the field.

- **Web \ Security Upgrades**

In the summer of 2018, the KGIS websites were all upgraded to a more recent GIS version (ArcGIS Server 10.5.1), to a higher 100mb bandwidth, and **to a more secure HTTPS protocol**. This provides some new capabilities, such as the "Locate Me" functionality in KGIS's mobile mapping websites.

- **Improved Access to Subdivision Plats**

The **Register of Deeds** graciously partnered with KGIS and the Property Assessor to provide direct access to its scanned-in subdivision plat documents.

This benefits not only our respective internal departments, but also the community at large, providing (for the first time) free, remote access to the recorded subdivision plats.

Access is provided via KGIS's [Owner Card report](#)

PROPERTY ASSESSOR'S OFFICE - KNOX CC						
MAP DEPARTMENT - OWNERSHIP						
ACTIVE		JNT PERM EASE				
District	Map	Insert	Group	Parcel	Ward	
W6	78	O	A	12		
Subdivision				Block	Lot	Plat
SPRING HOUSE RESUB JNT PERM EASE				-	-	N150-B
						200410250034457
Owner				Sale Date	Book	Page
BURKE MICHAEL R & LYNN C				7/26/1994	2148	590

- **Other newly added Data / Applications**



- Historical Aerial Photography from [1985](#), [1995](#)
- Knox County (Public Works) Land [Development Site Review Map](#)
- City-maintained Streetlights (see [Neighborhoods map](#))
- Re-designed [Parks](#) map theme to match with traditional print products
- Major Road Plan revision ([Knox Planning Cases](#))
-

Policy Board Action

None Required

8. Public Comment

In accordance with KGIS Bylaws the Policy Board shall provide an opportunity for public comments.

Policy Board Action

None Required

8.

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9. Next Policy Board Meeting

9.

The next regular Policy Board meeting is scheduled for Friday, August 16, 2019 at 1:30 pm.

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None Required

