

AGENDA

KGIS Policy Board Meeting

Friday, May 15, 2020
1:30 PM
City/County Building
via WebEx Videoconferencing

1. Call to Order / Change of Chair **(V)**
2. Approval of Minutes (May 17, 2019) **(V)**
3. Financial Reports / Current Status
4. FY 2021 Budget Approval **(V)**
5. Project Update / Status Report
6. Public Comment
7. Next Meeting Date / Time (August 21, 2020)

(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 County-KUB-City; therefore, for the calendar year 2020, the chair rotates from Knox County Mayor Glenn Jacobs to KUB President & CEO Gabe Bolas.

<i>Agenda</i>	
1	Call to Order / Change Chair
2	Approval of Minutes
3	Financial Report
4	FY 2021 Budget
5	Project Updates
6	Public Comment
7	Next Policy Board Meeting

Policy Board Action

**Approve appointment of KUB President & CEO Gabe Bolas as 2020
Chairperson**

2. Approval of Minutes (May 17, 2019)

2. (V)

KGIS Policy Board Meeting Minutes

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

Agenda	
1	Call to Order / Change Chair
2	Approval of Minutes
3	Financial Report
4	FY 2021 Budget
5	Project Updates
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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 Hotz, 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; Ryan Dillingham, Schools Transportation; Keith Stump, KGIS; Bryan Lynn, KGIS

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.

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.

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 Hotz, 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.

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 and walk-in traffic are who we get external revenue from.

Mayor Rogero asked Keith to remind the board if there was a time when the tri-party had to put money into the capital. Keith stated yes, but 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 the 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.

Operational Partnership Agreement – Keith explained the operational agreement between KGIS and Farragut which allows 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 by the Law Department. 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.

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

2. (V) (continued)

employees then Keith 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.

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 (ArcGIS Server 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 match with traditional print products
 - v. Major Road Plan revision (Knox Planning Cases)

Public Comment – no public in attendance

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.

Policy Board Action

Approve Minutes

3. Financial Report

3.

Knox County Finance will provide an overview of financial matters.

Previous FY 2019 Financials

The audited FY 2018-2019 financial report (attached) from Pugh & Company, P.C. can be found at the following Links:

<http://www.kgis.org/portal/Portals/0/Docs/PB/2019PughReporttoPB.pdf>

<http://www.kgis.org/portal/Portals/0/Docs/PB/FY19KGISAnnualFinancialStatements.pdf>

The audit did not include any negative findings.

Pugh & Company's Ted Hotz will present a Planning Letter (see separate attached document) regarding next year's planned audit. A copy of the letter can also be found at the following link:

<https://www.kgis.org/portal/Portals/0/Docs/PB/2020KnoxCountyGIS42550920-0620PlanningTCWG.pdf>

Current FY 2020 Financials

The Net Position Report (as of April 20, 2020), provided by Knox County Finance, is on the following page (page 6).

KGIS's external revenues (from map sales, data licensing and subscription fees) for this current FY 2020 are on pace to be approximately \$10,000 more than was forecast (which is a good thing).


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3. (continued)

KGIS Statement of Revenues, Expenses and Changes in Net Position	
As of April 20, 2020	
	Year to Date Actuals
Operating Revenues:	
City of Knoxville	\$ 400,803
KUB	599,265
Knox County	424,504
Map Sales	216,297
Total Operating Revenues	1,640,869
Operating Expenses:	
Personnel Services	464,983
Employee Benefits	155,506
Contracted Services	651,784
Supplies and Materials	5,727
Rent	53,310
Insurance	861
Total Operating Expenses	1,332,171
Operating (loss) income	308,698
Nonoperating Revenues:	
Knoxville - Knox County Planning	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	337,292
Total net position -beginning of year	910,829
Total net position -ending of year	<u>\$ 1,248,121</u>
KGIS has spent 79% of their budget which is consistent with our expectations for this time within the fiscal year.	

Policy Board Action

None Required



**KGIS
Horizons
Plan 2021**

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

GOALS for 2020-2021

- Support KGIS integration of **new Appraisal system** (go live Fall 2021)
- Support KUB’s **ArcGIS Online and Maximo** upgrade projects
- Support City’s increased utilization of **KnoxWorks** Asset Management
- Support County Public Works installation of **Cartegraph Asset Mngmt.**
- Promote increased use of GIS technologies amongst all partners

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OPERATING

KGIS is seeking a 0.4% decrease of its Operating budget: from \$1,092,111 to **\$1,087,902**. Each Tri-Party member’s share will go from \$364,037 to **\$362,634**— a decrease of **\$1,403** to each.

In recognition of the financial constraints caused by the pandemic emergency, this budget is a reduction from the originally proposed budget numbers of February (and as submitted to the respective finance departments).

This budget reflects the KGIS Director’s attempt to maintain a high-level of service to the Tri-Party agencies, while also holding down short-term costs.

The primary differences from last year’s operating budget are:

- Training / Travel - reduced by \$13,466. No travel; and only minimal online training.
- Software Maintenance - increased by \$11,165, mostly due to Oracle software on KGIS test environment; includes removal of data backup / mirroring software
- Office Supplies - reduced by \$1,500. delays to scheduled PC replacements.
- Salaries / Fringe - there are no planned salary increases or adjustments for performance reviews (KGIS is part of the County’s personnel plan). Slightly lower health insurance; increased level of retirement match by one employee.

KGIS FY 2021 Proposed Expenditures	as of 4/20/2020		Proposed 2021	\$\$ Diff 2021 vs 2020	% Diff 2021 vs 2020
	Budgeted	Projected Actual			
	2020	2020			
Operating Expenses					
OTHER SALARIES AND WAGES	\$591,413.58	\$589,735.00	\$589,735.00	-\$1,679	-0.28%
SOCIAL SECURITY	\$42,890.66	\$40,017.55	\$42,771.80	-\$119	-0.28%
RETIREMENT	\$35,742.21	\$35,641.50	\$35,641.50	-\$101	-0.28%
VOLUNTARY RETIREMENT MATCH	\$32,239.00	\$32,000.00	\$34,548.00	\$2,309	7.16%
HEALTH INSURANCE	\$86,044.14	\$86,044.14	\$83,538.00	-\$2,506	-2.91%
LIFE INSURANCE	\$532.13	\$509.22	\$733.60	\$201	37.86%
AUTO ALLOWANCE	\$4,290.00	\$4,290.00	\$4,290.00	\$0	0.00%
OTHER PROFESSIONAL SERVICES	\$26,000.00	\$25,670.00	\$26,000.00	\$0	0.00%
MAINTENANCE	\$158,102.36	\$169,897.00	\$169,266.96	\$11,165	7.06%
COMMUNICATIONS / IT RELATED CHARGES	\$14,316.00	\$14,539.85	\$15,876.00	\$1,560	10.90%
OTHER SERVICES DAILY OP/FREIGHT EXPENSES/POSTAGE	\$275.00	\$271.34	\$275.00	\$0	0.00%
SERVICES/MAINT OF BLDG SECURITY	\$400.00	\$312.00	\$400.00	\$0	0.00%
CONTRACTED SERVICES	\$1,500.00	\$0.00	\$1,500.00	\$0	0.00%
EMPLOYEE TRAVEL/EDUCATIONAL TRAINING	\$18,700.33	\$12,159.00	\$5,234.00	-\$13,466	-72.01%
GROUNDS/BLDGS REPAIR/MAIN/IMPROVEMENTS	\$0.00	\$0.00	\$0.00	\$0	0.00%
OTHER MATERIALS AND SUPPLIES	\$700.00	\$394.92	\$700.00	\$0	0.00%
OFFICE SUPPLIES/MINOR EQUIPMENT/SOFTWARE	\$11,560.00	\$10,627.78	\$9,900.00	-\$1,660	-14.36%
EDUCATIONAL MATERIAL	\$250.00	\$459.95	\$300.00	\$50	20.00%
INSURANCE RELATED EXPENSES	\$250.00	\$225.93	\$250.00	\$0	0.00%
WORKERS COMPENSATION CHARGES	\$2,000.00	\$2,000.00	\$2,000.00	\$0	0.00%
LIABILITY CHARGES	\$650.00	\$635.00	\$650.00	\$0	0.00%
RENTAL	\$64,254.92	\$63,972.12	\$64,291.98	\$37	0.06%
TOTAL OPERATING	\$1,092,110.34	\$1,089,402.30	\$1,087,901.84	-\$4,208	-0.39%
				\$\$ Diff	% Diff
Capital Expenses	Budgeted	Projected Actual	Proposed	2021 vs	2021 vs
	2020	2020	2021	Adj 2020	Adj 2020
EQUIPMENT CONTRACTED SERVICES	\$59,000.00	\$15,000.00	\$0.00	-\$59,000	
AERIAL CONTRACTED SERVICES	\$70,000.00	\$70,000.00	\$0.00	-\$70,000	100.00%
SOFTWARE/MINOR EQUIPMENT	\$6,500.00	\$0.00	\$30,100.00	\$23,600	363.08%
EQUIPMENT (CAPITAL ASSETS)	\$51,000.00	\$40,000.00	\$70,200.00	\$19,200	37.65%
TOTAL CAPITAL	\$186,500.00	\$125,000.00	\$100,300.00	-\$86,200	-46.22%
TOTAL BUDGET	\$1,278,610.34	\$1,214,402.30	\$1,188,201.84	-\$90,408	-7.07%

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 2021 - Proposed as of 4/29/2020									
COUNTY		Operating: Software Maintenance: ESRI	Operating: Software Maintenance: Sidwell	Operating Maintenance : Software: Citrix	Capital Services: Sidwell CAMA	FY 2021 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		\$ 4,392.73			
Parks		\$ 544.65		\$ 198.50		\$ 743.15			
Property Assessor		\$ 6,355.73	\$ 21,811		\$ 14,440	\$ 42,606.33			
Sheriff		\$ 3,846.85				\$ 3,846.85			
Trustee		\$ 983.64				\$ 983.64			
Total Pass-Thru Billable Costs		\$ 28,367.00	\$ 21,811.00	\$ 1,323.30	\$ 14,440.00	\$ 65,941.30		\$ 60,467.30	
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	\$ 64,502.00	\$ 48,693.24	\$ -	\$ 238,535.24			
Total Pass-Thru Billable Costs		\$ 125,340.00	\$ 64,502.00	\$ 48,693.24	\$ -	\$ 238,535.24		\$ 291,504.65	
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			
	Total Pass Thru ESRI	\$ 219,067.00				\$ 369,836.54		\$ 417,331.95	
	KGIS portion (via Operatir	\$ 90,933.00							
	total ESRI (including KGIS)	\$ 310,000.00							

CAPITAL

KGIS is proposing a capital outlay of **\$100,300** be **funded entirely from existing External Revenue funds** for the following items.

EQUIPMENT

- ArcGIS Enterprise Server \$11k *Carryover from prev year. Hardware server dedicated to implementation of ESRI ArcGIS Enterprise (Portal) - an on-premise, secure web map publishing environment.*
- Large Format Map Plotter \$6.5k *Carryover from previous year. Printing device used for producing 44" maps. 6-year old device no longer supported*
- Production Servers Replacement \$65k *multiple servers that host the production (editing and presentation) system used by all departments and public websites. All machines are now 5 years old.*
- Network Switches and Data Center Replacement \$18k *redundant switches, server rack, power units and kvm (keyboard, video, mouse) in the City-County Bldg. All are now 5 years old.*

KGIS does not plan to acquire any Aerial products during FY 2021.

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, until the FY 2025 timeframe.

The Executive Committee unanimously agreed with this budget request.

Policy Board Action

Approve Budget for FY 2021

5. Project Updates / Status Report

5.

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

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- **KEMA Support**



KGIS staff provided GIS analysis and mapping support to KEMA during the February 2020 flood event, hosting a web application that served as a communication tool at the emergency operations center (EOC). KGIS staff also designed a public [map of Closed Roads](#), along with a digital (and paper) map book used by emergency responders during the event.

- **COVID-19 Resources & Services**

KGIS continues to host interactive mapping applications dedicated to the COVID-19 emergency, including a KEMA-only restricted version and a general public [Resources & Services map](#). KGIS personnel continue to be an active member of the on-going daily EOC operational planning meetings.



- **Historical Map Viewer**

KGIS designed an interactive map allowing for the overlay of several old, historical maps onto KGIS's current basemap. The old maps include detailed 1890 Sanborn maps of downtown Knoxville, the City Ward maps of 1926, and 1950-1960-vintage property maps scanned by the Register of Deeds. The app is accessible to City, County and KUB employees, but a public version is planned.



- **Other Data / Applications / Projects**

- Acquired [2019 Aerials](#) (from the State of Tennessee)
- Supported the smooth transition of Knox Planning's [Recode Knoxville](#) efforts
- Reprocessed 3-d LiDAR data to support KUB's vegetation management program
- Combined multiple apps into a single, comprehensive County Engineering & Public Works (EPW) map
- Re-designed Public Service Zones for City Engineering
- Enhanced [Voting Locations](#) app to support City-only elections and internal network access

Policy Board Action

None Required

6. Public Comment

6.

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

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Invitation to the Public who seek to attend the Video-Conference meeting:

Any member of the public seeking to address the KGIS Policy Board at this electronically conducted meeting shall send an email, along with other identifying information as outlined below, to KGIS at least 48 hours prior to the meeting's planned start date and time.

The email should be addressed to Donna Roach at droach@kgis.org and shall contain the following items:

Name (first and last):

Residential Address (including city and zip):

Email address:

Phone Number:

An invitation to attend the video conference meeting will be sent to the provided email address.

Policy Board Action

None Required

7. Next Policy Board Meeting

7.

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

NOTE: The above next meeting date was corrected during the Policy Board Meeting itself and is reflected in the Minutes. The corrected next meeting date / time is Friday, August 21, 2020 at 1:30 pm.

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None Required

