

AGENDA

KGIS Policy Board Meeting

Friday, August 21, 2020
1:30 PM
via WebEx Video Conferencing

1. Call to Order
2. Approval of Minutes (May 15, 2020) **(V)**
3. Operational Partnership Agreement **(V)**
4. Public Comment
5. Next Meeting Date / Time (November 20, 2020)

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

1. Call to Order

1.

The meeting will be called to order, and the secretary of today's meeting shall be called upon for a roll call of the Policy Board members.

<i>Agenda</i>
1 Call to Order
2 Approval of Minutes
3 Operational Partnership Agreement
4 Public Comment
5 Next Policy Board Meeting

Policy Board Action

The Quorum status of this meeting shall be declared.

KGIS Policy Board Meeting Minutes

Friday, May 15, 2020
via WebEx Videoconferencing

Agenda	
1	Call to Order
2	Approval of Minutes
3	Operational Partnership Agreement
4	Public Comment
5	Next Policy Board Meeting

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

Others Present: Zach Webb, Knox County IT; Jennifer Bodie, Knox County Finance; Travis Lowe, Pugh & Company; Ted Hotz, Pugh & Company; Natalie Haberer, Knox County IT; Mark Parker, City IS; Mark Kenner, KUB IT/Business Processes; Alex Zendel, Knox Planning; Keith Stump, KGIS; Chris Halcomb, KGIS

- 1. Call to Order / Change of Chair** – Mayor Jacobs called the meeting to order and made for a motion to change the chairperson to KUB CEO, Gabriel Bolas, which was seconded by Mayor Kincannon. The Policy Board approved the change of the chair.
- 2. Approval of Minutes** – Gabe asked if there were any questions or comments on the minutes from May 17, 2019 meeting. With no questions or comments, he asked if there was a motion to approve the minutes as written. Mayor Kincannon made a motion, which was seconded by Mayor Jacobs. The minutes were approved.
- 3. Financial Report** – Jennifer Bodie, from Knox County Finance, provided an overview of the financial statements from FY 2019 audit provided by Pugh & Company which was approved during the January timeframe. She stated that the current year financials were on track and there were no findings in the FY 2019 audit.

Ted Hotz, Pugh & Company, presented a Planning Letter (which was attached to the Agenda packet as a separate document) regarding next year’s planned audit the open communication he will provide.

Keith stated KGIS’s external revenues are approximately \$10,000 more than was forecast, that extra money goes into the capital fund which is dedicated to large equipment and aerial photography.

- 4. Budget Approval for FY 2021** – Keith reviewed some of KGIS’ goals for 2020-2021 with respect to the tri-party organizations.

The KGIS proposed FY 2021 budget reflects a 0.4% decrease from the Operating budget: from \$1,092,111 to \$1,087,902. Each Tri-Party member’s share will go from \$364,037 to \$362,634 reflecting a decrease of \$1,403 to each.

Due to the financial constraints caused by the COVID-19 pandemic, this budget is a reduction from the originally proposed budget numbers of February This reduction is an 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.

Keith stated KGIS is starting to take advantage of the cloud technology and will need to have some training for the security setup KGIS has. The big decrease in the budget is the salaries/fringe benefits category. KGIS is not forecasting any salary increases during FY 2021.

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 previous 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 (as presented in Appendix A of the agenda packet) 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.

5. **Project Updates / Status Report.** Keith called attention to some accomplishments of KGIS since the last meeting of the KGIS Policy Board:

- 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

6. **Public Comment.** No public comments were made.

7. **Next Policy Board Meeting.** The next regular Policy Board meeting is scheduled for Friday, August 21, 2020 at 1:30 pm. The agenda reflected an incorrect date of August 16, 2019 which was pointed out by Gabe.

Additional Item: Mayor Kincannon expressed her appreciation for the job and extra effort the KGIS staff gives to projects and emergency situations. In addition, Mayor Jacobs and Gabe expressed their appreciation for the good job KGIS does and the progress that has been made over the years.

Gabe asked for a motion to adjourn the meeting which was given by Mayor Jacobs. The meeting adjourned.

Policy Board Action

Approve Minutes

3. Operational Partnership Agreement

3. (V)

In 2017 KGIS introduced a new “Operational Partnership Agreement” with the Town of Farragut to provide that organization with an expanded level of access to the KGIS system.

The 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.

In 2019, Knox County Schools and E911 entered into their own respective Operational Partnership Agreements with KGIS.

<i>Agenda</i>	
1	Call to Order
2	Approval of Minutes
3	Operational Partnership Agreement
4	Public Comment
5	Next Policy Board Meeting

KGIS seeks to enter this same “Operational Partnership Agreement” with Knoxville-Knox County Planning.

Knoxville-Knox County Planning, which was formerly called the Metropolitan Planning Commission (MPC), is KGIS’s longest-serving partner, having been an instrumental partner at KGIS’s initial founding 35 years ago (in 1985). The agency’s contributions, then and now, are critical to the mission of KGIS. Such items as addressing, streets and street names, subdivisions, zoning, jurisdictional boundaries and landuse are all maintained by Knoxville-Knox County Planning.

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)

This legal document ([see attached](#)) has been approved as to form by each of the respective legal departments of the City, County, KUB. If this item is approved by the Policy Board, it will be signed by the Chairperson and KGIS Director following today’s meeting.

The Executive Committee unanimously agreed to approve this agreement.

Policy Board Action

Approve Agreement.

4. Public Comment

4.

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

<i>Agenda</i>
1 Call to Order
2 Approval of Minutes
3 Operational Partnership Agreement
4 Public Comment
5 Next Policy Board Meeting

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

5. Next Policy Board Meeting

The next regular Policy Board meeting is scheduled for Friday, November 20, 2020 at 1:30 pm.

5.

<i>Agenda</i>
1 Call to Order
2 Approval of Minutes
3 Operational Partnership Agreement
4 Public Comment
5 Next Policy Board Meeting

Policy Board Action

None Required

ATTACHMENT

**Operational Partnership Agreement
between
KGIS and Knoxville-Knox County Planning**

[CLICK HERE](#)