

AGENDA

KGIS Policy Board Meeting

Friday, **February 28**, 2025

2:00 PM

City/County Building

Room 575

1. Call to Order / Change of Chair **(V)**
2. Approval of Minutes (June 24, 2024) **(V)**
3. Financial Reports / Current Status
4. Personnel Succession Planning Activities
 - 4-A. Transitional Salary Supplementation Approval **(V)**
 - 4-B. Amendment to Bylaws for Interim GIS Director Duties **(V)**
5. Preliminary FY 2026 Budget
6. Overview of KGIS Pricing for Products / Licenses
7. Public Comment
8. Next Meeting / Adjournment **(V)** (May16, 2025)

(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 KUB-City-County; therefore, for the calendar year 2025, the chair rotates from City of Knoxville Mayor Indya Kincannon to Knox County Mayor Glenn Jacobs.

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Policy Board Action

**Approve appointment of Knox County Mayor Glenn Jacobs as 2025
Chairperson**

2. Approval of Minutes (June 24, 2024)

2. (V)

KGIS Policy Board Meeting Minutes

Monday, June 24, 2024, 11:00 a.m.
Room 575, City County Building

Members Present: Mayor Glenn Jacobs, Knox County; Mayor Indya Kincannon, City of Knoxville; Tim Corum, KUB (as proxy for KUB CEO Gabe Bolas)

Others Present: Mark Parker, City IS; Perry Benshoof, Knox County Finance; Jennifer Bodie, Knox County Finance; Alex Zendel, Knox Planning; Zack Webb, County IT; Boyce Evans, City Finance; Ted Cox, Pugh & Associates; Travis Lowe, Pugh & Associates; Keith Stump, KGIS; Donna Roach, KGIS

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1. Call to Order / Change of Chair – Tim Corum 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 Indya Kincannon. Mayor Jacobs made a motion which was seconded by Tim Corum. All members approved the change of chair from KUB President to City of Knoxville Mayor.

2. Approval of Minutes (May 19, 2023) – Mayor Kincannon asked if there were any questions or changes to be made to the minutes from the May 19th meeting. With no remarks, Mayor Kincannon asked for a motion to approve the minutes as written which was made by Mayor Jacobs and seconded by Tim Corum. The Policy Board approved the minutes as written.

3. Financial Reports / Current Status – Travis Lowe, Pugh & Associates, provided the Year End 2023 FY report. He stated there was no change in the principle. The audit was a clean audit with no problems identified, no audit adjustments, no problems with teamwork, and no internal control findings. Pugh & Associates indicated the 2024 audit will be done around the same time.

Jennifer provided an update on the current FY financials, showing that KGIS has used about 64% as of April 15 of the budget which is on track as expected

4. FY 2025 Budget Approval – KGIS is asking for a 3.1% increase in the Operating budget, from \$1,360,743 to \$1,402,776 which breaks down to \$467,592 for each tri party member.

The increase is based upon software maintenance, which increases each year. There is also a 2% employee performance increase that will not take effect until January 2025 following along with alignment with Knox County's decision to delay this increase. Travel and training have been reimplemented due to the migration that KGIS is getting ready to undergo. The office rental increase is based off the CPI per our agreement.

KGIS is proposing a **Capital Outlay** of \$431,000 which will be funded by external revenue funds. This request includes:

System Server \ Hardware Replacements \$101,000

- for continued sound operation of the GIS system. Several of these devices are carryovers from the previous year's budget (i.e., their purchase having been delayed).

ESRI Technology Migration Consulting Services \$325,000

- to guide and support KGIS personnel in the architectural and system design decisions necessary to migrate the entire System to the latest, supported version of ESRI GIS software, especially ArcPro (which is used by key stakeholder personnel for data maintenance and analysis) and ArcGIS Enterprise. ESRI is the foundational software on which Tri-Party GIS work processes are based, especially data editing and web-based sharing of maps and services.
- KGIS's existing software is already in mature mode (with no more updates or software patches available). The software will reach end-of-support in March 2026. Migration to latest version needs completed by that time.
- These services will include consulting (project management), training and data conversion work. ESRI's Advantage Program will provide the bulk of these needed services, with supplemental data conversion services provided by a qualified third-party vendor.

Security Assessment \$30,000

- *Contracted services to evaluate external security threats to KGIS systems and to address vulnerabilities. KGIS seeks to conduct a security assessment every 3-4 years.*

Aerial (total: \$0)

- No aerial projects are planned for FY 2025.
- Note: The Spring 2024 aerial project was funded out of the previous FY 2024 budget, and the Topographic/Hydrographic update project has been moved to FY 2026.

Mayor Kincannon asked if ESRI was the winning bidder Keith told her that this is an amendment of the current EA that has been in place since 2009.

Keith went over the pass-thru expenditure for the various departments.

Mayor Kincannon asked if there were any further questions or comments on the proposed FY 2025 budget request and asked for a motion to approve the request. Tim Corum made the motion and was seconded by Mayor Jacobs. The FY 2025 Budget was approved.

5. Other Items of Note – Keith briefly gave an update of other notable items.

- Spring 2024 Aerials now available – vintage Aerial ortho-photo maps, long with 360-degree oblique photos, are now accessible to the KGIS audience via KGIS Maps. The data was obtained from Eagleview\Pictometry as part its ongoing contract with the Knox County Property Assessor, KGIS and KUB.
- Notification of Budget Adjustments – In 2023, the Executive Committee approved three different, mid-year FY2024 budget adjustments, each of which were in support of salary compensation adjustments adopted by Knox County.
 - o July 3, 2023 – to support a 5% general pay scale increase (vs. the originally adopted 3% increase)
 - o July 27, 2023 – to support one-time \$500 bonus to each employee
 - o December 15,2023 – to support one-time \$1,000 bonus to each employee

Keith also mentioned the Administration Days provided by the County to all its employees. The County has approved two administrative days for the months of June, July, and August each. The Executive Team approved KGIS following the County and providing these days to its employees as well.

Mayor Jacobs said that close to the end of the year the County is projecting to provide each employee with a health rebate due to the significant savings that has been made.

6. Public Comments – No one from the public was in attendance.

7. Next Meeting / Adjournment – The next regular Policy Board meeting is scheduled for: Friday, August 16, 2024, at 1:30 pm. Mayor Jacobs made a motion to approve the August 16 meeting and was seconded by Tim Corum. The Policy Board approved the meeting.

Additional Information: Mayor Kincannon questioned how many employees were at KGIS and Keith stated we will have a staff of eight now that the new position as Assistant Support Analyst has been created. We are currently looking to fill that position since the new employee left for a new job.

Mayor Kincannon stated that she, “recalls that some of the staff were eligible to retire or getting close to retirement age.” She asked, “What is the plan in succession planning including hiring successors while there is still time for overlap, so we don’t lose all knowledge. Is that something that is in process? Keith said, “As far as a succession plan, we don’t have anything in place. I do think that is something the Executive Committee and I need to take more of an active role in putting onto paper.”

Mayor Kincannon stated that “we need to be proactive especially since there are several employees within KGIS that are reaching retirement eligibility close to the same timeframe.”

Keith indicated that, “We have some great IT groups to fall back on for support. We have a good working relationship with the County, City and KUB IT groups that we could help fill in some of the gaps using their help.” He stated, “The Executive Committee could handle a lot of responsibilities including the Policy Board updates/meetings.”

Tim Corum asked, “How many of the technical staff are eligible for retirement?” Keith said, “Based on years of service there are about three with two others qualifying shortly so a total of five a year from now.” No one has announced their intention to retire soon so far.

Mayor Kincannon asked if KGIS has a drop plan in which Keith stated that KGIS does not have a plan similar to the city. The current plan is a two week notice according to Knox County policy, which KGIS follows. Keith said that he is open to suggestions or new ideas to take to the Executive Committee about transition planning.

Mayor Kincannon stated, “Communication is the key. Ask, “What are your plans?” They may not have a definitive answer or state due to health care they can’t retire soon, or whatever. At least you will have some sort of idea what to plan. Getting a succession plan is something that you really need to be proactive on.”

Keith stated that he will work with the Executive Committee to put some things on paper and get some options as to transitioning. Mayor Kincannon said, “Maybe at the next quarterly meeting you can update us on succession planning as a standing item.”

Zack Webb noted that in regards to succession planning, one might consider option of having the County host some of the KGIS services. A lot of these resources are replicated across the organizational structure.

Keith said, "It is a good idea, but we need to maintain the trust within all the tri-party members that the data will be safe." Tim Corum said that "KUB would be in agreement to host services if needed."

With no further comments, Mayor Kincannon adjourned the meeting.

Policy Board Action

Approve Minutes

3. Financial Reports

3.

Knox County Finance will provide an overview of financial matters.

Previous FY 2024 Financials

The audited FY 2023-2024 financial report (attached) from Pugh & Company, P.C. can be found at the following Link:

<https://www.kgis.org/portal/Portals/0/Docs/PB/FY24KGISAnnualFinancialStatements.pdf>

The audit did not include any negative findings.

Presentation of FY 2025 Audit Planning Letter

Representatives from Pugh & Company will present a Planning Letter at the Policy Board meeting regarding next year's planned audit. Click here for a copy of the letter:

<https://www.kgis.org/portal/Portals/0/Docs/PB/2025AuditPlanningLettertoPB.pdf>

Current FY 2025 Financials

The Net Position Report (as of January 23, 2025), provided by Knox County Finance, indicates that current revenues \ expenses are on target with what Finance would expect for this time of year.

The Net Position Report can be found here:

<https://www.kgis.org/portal/Portals/0/Docs/PB/KGISNetPosition20250123.pdf>

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Policy Board Action

None Required

4. Personnel Succession Planning Activities

4.

The Executive Committee and KGIS Director have assembled a list of actions that might better prepare KGIS for the transition of personnel into retirement or other employment.

The majority (six) of KGIS's eight employees now qualify for retirement, and are senior level in experience (average years of service = 26 years).

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
- 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

As a result of the discussions of the Executive Committee, **the following two items (4a and 4b) are presented to the KGIS Policy Board for approval.**

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4-A) Transitional Salary Supplement Approval

4-A. (V)

To support the continued sound operation of KGIS, the KGIS Policy Board is being asked to approve of the following:

KGIS's annual budget shall include a **Transitional Salary Supplement** expenditure to support, when needed, the 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.

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To support the funding of this new Transitional Salary Supplement expenditure, the KGIS Director, contingent upon unanimous approval by the Executive Committee, shall **be authorized to transfer up to, but not exceeding, \$60,000 annually** from the existing undesignated fund balance (cash reserves) of the KGIS.

As part of each annual budget request, the Transitional Salary Supplement expenditure shall be presented to the KGIS Policy Board as a separate budget line item.

Policy Board Action

Approve Transitional Salary Supplement expenditure, and its Administration as described above.

4-B) Amendment to Bylaws re: Interim Director Duties

4-B. (V)

To support the sound management of the KGIS Office, especially contingency powers if called upon, the Executive Committee recommends the following amendment to the bylaws:

- **Add the following to Policy Board Bylaws Section IV. Executive Committee:**

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.

[Click Here for the KGIS Bylaws](#)

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Policy Board Action

Approve Amendment of the Bylaws as described above.

5. Preliminary FY 2026 Budget

5.

KGIS usually approves its budget at the regularly scheduled May timeframe, and Keith Stump still plans to submit the formal budget proposal at that time.

Therefore, the KGIS Policy Board will NOT vote on this preliminary Budget at today's meeting.

Nevertheless, Keith seeks to make the Policy Board aware of what has been submitted to the respective finance groups of the City, County and KUB for consideration.

An overview of the preliminary Budget Request for FY2025 can be found at this URL:
<https://www.kgis.org/portal/Portals/0/Docs/PB/PrelimFY2026BudgetOverview.pdf>

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Policy Board Action

None Required

6. Overview of KGIS Pricing for Products / Licensing

6.

Keith seeks to provide the KGIS Policy Board members with an overview of KGIS's currently adopted pricing for digital products.

- KGIS's **digital data pricing structure was established 30+ years ago**, and was based upon several premises, one being the partial re-coup of costs to maintaining the GIS program (especially the Aerial and Landbase mapping efforts). That structure was the by-product of an exhaustive market analysis conducted at that time.
- In August of 2007, KGIS lowered the digital data licensing costs to its current level, to be more accommodating to customers seeking access to large geographic extents (such as County-wide) of data.
- Many jurisdictions have laws or ordinances that restrict charging of fees. (Here in Tennessee, State Law does allow for cost recovery of GIS maintenance programs).
- KGIS's base mapping program and centralized operations are funded entirely via local dollars.
- Over the past decade, Keith 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.** (see below). 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.

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EXTERNAL REVENUES

	FY 2025 Original Projected	FY 2025 Actual Projected (as of 1/31/2025)	FY 2026 Next Year Projected
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Subscriber: Level II Partners	\$39,940	\$ 39,970	\$ 39,970
Operational Subscribers	\$79,552	\$ 79,552	\$ 79,552
Subscriber: Limited Use Partners	\$15,143	\$ 15,143	\$ 15,143
Digital Licenses:	\$11,000	\$ 8,000	\$ 9,000
Map Sales / Services:	\$ 3,000	\$ 600	\$ 1,000
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TOTAL EXTERNAL REVENUES	\$148,635	\$143,265	\$144,665
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Policy Board Action

None Required

7. Public Comment

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

Policy Board Action

None Required

7.

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8. Next Policy Board Meeting \ Adjournment

8 (V).

The next regular Policy Board meeting is scheduled for:

Friday, **May 16, 2025** at 1:30 pm.

KGIS meetings are scheduled quarterly (on the third Friday of each Quarter). The upcoming dates for the regular meetings are:

- May 16, 2025 at 1:30 pm
- August 15, 2025 at 1:30 pm
- November 21, 2025 at 1:30 pm
- February 20, 2026 at 1:30 pm

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Policy Board Action

Adjourn the Meeting