



## SEPTEMBER 10, 2009 STATUS REPORT

**TO:** Connie Campbell – JCS  
Faye Humbar – JCS  
Bill Nolen – JCS  
Tim Seals – Jefferson County Zoning

Sherry Finchum – JCS  
Phil Kindred – Jefferson County Commission  
Anne Marie Potts – Jefferson County School Board

**FROM:** Terry Gilhula – Metropolitan Planning Commission  
Tim Kuhn – Metropolitan Planning Commission

**CC:** Jeff Galyon – Public Building Authority

**DATE:** September 10, 2009

**TIME:** 9:00 a.m.

**SUBJECT:** PEFA Jefferson Status Report

Several project tasks have been completed prior to today's project Kick-Off Meeting:

### *Resource Committee Formation and Meetings*

1. A presentation of the PEFA process was created.
2. Resource Committee contact information was compiled. Additional membership names and contact information will be included as necessary.

### *Data Collection Tasks*

1. A meeting was held on Monday, August 17, 2009 at the administrative offices of Jefferson County Schools to formally request necessary project data from JCS staff.
2. MPC signed a confidentiality agreement with JCS allowing the release of student enrollment data.
3. A meeting was held on Thursday, August 27, 2009 with Faye Humbar of JCS staff to discuss enrollment data exports from the student information systems (data for school years 2005-06, 2006-07, 2007-08, and 2008-09). Data were provided Thursday, September 3, 2009.
4. Images of the JCS bus zone map were collected from the Transportation office on Thursday, August 27, 2009, and brief discussion was held with Ken Thornhill of JCS staff.

### *Demographic and Enrollment Trends Analysis*

1. Relevant county and sub-county demographics were collected for Jefferson County and the region, including population characteristics, births, deaths, and migration.
2. A report of Demographic and Enrollment Trends was compiled for presentation at today's meeting.

### *Mapping and GIS*

1. County basemaps in 36"x36", 11"x17", and 8.5"x11" formats were completed for use in displays and project presentations.
2. The State of Tennessee Local Planning Office was contacted Tuesday, September 1, 2009 to formally request existing land use and zoning map data for Jefferson County and its incorporated places.
3. The Jefferson County Property Assessor was contacted to formally request CAAS property data. Data were provided Thursday, September 3, 2009.
4. A draft of the bus zone/attendance zone map was completed.
5. The process to geocode student addresses is underway.