

**CITY OF HOOVER  
CITY COUNCIL  
WORK SESSION  
MINUTES  
January 16, 2020**

The City Council of the City of Hoover met in a regular work session on this date at 5:00 PM, at the Senior Center located at 400 Municipal Lane, following publication and posting pursuant to Alabama Law. Council President Gene Smith called the meeting to order.

**Members Present:** Gene Smith, Council President  
John Greene, Council Pro-Tem  
Curt Posey, Council Member  
Mike Shaw, Council Member  
John Lyda, Council Member  
Casey Middlebrooks, Council Member

**Members Absent:** Derrick Murphy, Council Member

**Other Officials Present:** Mayor Frank V. Brocato  
Phillip Corley, City Attorney  
April Danielson, Assistant City Attorney  
Rod Evans, Assistant City Attorney  
Allan Rice, City Manager  
Jehad Al-Dakka, Executive Officer, Police Department  
Clay Bentley, Fire Chief  
Amanda Borden, Library Director  
Jason Cope, Technology Director  
Tommy Daniel, Public Works Director  
Nick Derzis, Chief of Police  
Dana Henson, Senior Center Director  
Greg Knighton, Economic Development Director  
Mike Lewis, Human Resources Director  
Frank Lopez, Revenue and Taxation Director  
Melinda Lopez, PhD, Chief Financial & Information Officer  
Cynthia Harris, Assistant City Clerk  
Ellen Madden-Williams, Mayor's Assistant  
Dustin Moore, Fleet Director  
Mac Martin, City Planner

Ben Powell, Treasurer/Purchasing Director  
Melanie Posey, Public Information Officer  
Chris Reeves, Assistant City Engineer  
Tim Westhoven, Chief Operations Officer  
Jim Wyatt, Building Inspection Director  
Tina Bolt, Finance Director  
Debbie Carrier, Risk Management Director  
Mindy Wyatt, Applications Systems Specialist  
Craig Moss, Park and Recreation Director

Mr. Smith announced that Mr. Murphy is not here tonight because his grandmother is in the hospital in ICU. He appreciates all prayers that you might send her way.

Mayor Brocato said that our Chief Operations Officer, Mr. Tim Westhoven is stepping down and relocating to Huntsville, Alabama to be with his grandchildren. He has a son that lives in California and a daughter and son-in-law and grandbabies that live in Huntsville, Alabama. Mayor Brocato said Mr. Westhoven said it was becoming harder leaving them and returning home. Mayor Brocato said he understood that perfectly and Mr. Westhoven will be leaving with a tremendous amount of institutional knowledge and he is someone you can rely on and just an outstanding individual. There will be more said on Tuesday night. Mayor Brocato said he could spend the whole meeting just talking about what Mr. Westhoven has done for the City. It is a big loss for the City of Hoover, but he understands grandbabies and he does not mind losing to that. He is pleased to announce that Mr. Jim Wyatt will be stepping in as acting Chief Operations Officer until a permanent replacement is found. Mr. Wyatt is an outstanding individual and has a tremendous amount of knowledge. This will give the employees relief knowing they can report to Mr. Wyatt. The City feels that it will not lose any momentum with Mr. Wyatt filling in there until the permanent replacement is in place.

Mr. Smith asked was not Mr. Wyatt due to retire at the end of the month.

Mayor answered he is going to hang around and the City appreciates him stepping in. Those are two big positions to lose at once. He really appreciates Mr. Wyatt helping us out.

Mr. Smith said Mr. Wyatt might decide he likes that and stick around for another five or seven years.

Mayor Brocato said he has grandbabies too.

Mr. Smith said thank you sir and Mr. Rice.

Mr. Allan Rice said that everyone will hear from some of the employee team and they are going to talk tonight about ERP, Enterprise Resource Planning Software. This is the second of the three phases of information that they are bringing to everyone. Mr. Rice said just a reminder on

the time line they were here in November to raise the issue with the Council. What ERP does for the City? Tonight they are going to go into detail about RFQ and RFP process that they went through. You will hear a lot about the committee and hear voices from different departments and different levels of the organization. They will let you know why it is very important to each of their departments. Then next month they hope to be back in front of the Council for a formal funding request. They will give an estimate tonight to show the Council what that funding will do for the City. Couple of things he wants to bring to everybody's attention as they get started, you are going to hear about some clearly defined goals. They have had many different participants with several of them about their needs in their specific departments. He does want to point out that they all volunteered to speak, but some of them are not speakers and they are a little scared of you all so be nice. We have folks that would rather remain in the background, but they have volunteered to step forward and address the Council about their own departments and they know about their jobs. They are going to tell you what it will take to do their job a little better. This is not about new software. The software is the means to an end, but this process is about total business improvement for the City of Hoover. Yes, it is a new software platform but you are going to hear a lot about increased customer service, which we are all here to do. You will hear about efficiency and some very cumbersome and frankly some very expensive processes that we are currently saddled with. He will remind everyone again about the Gallagher Study with the staffing levels and financial part of our operation and we were flagged as being nine people short from our average competitors. You have graciously allowed us to repurpose a couple of positions to finance and in the meantime, we are never going to come to you and ask for those nine positions, but we do think that this platform will make us efficient enough that they can carry forward our job without all those positions. You are going to hear about some cost avoidance. This is not about spending money. This is about the cost that we are currently encountering that we will not have to going forward. Our current platform is winding down and not going to be here much longer. The worst is to do nothing, then wind up in some type of short term or emergency type conversion that would be disruptive to business and very expensive.

Mr. Smith asked is that HTE.

Mr. Rice answered yes but it has a different name now, it was previously called HTE.

Mr. Smith asked if they were getting to where they were no longer going to be servicing that product.

Mr. Rice answered that is their strong suspicion and the Council will hear a little bit, of why they feel that way by some of the indicators they have seen. There are two quick dollar amounts to keep in mind, \$1,396.57 that is the cost per hour for the committee that has worked on this up to this point and \$2,447.47 the cost per hour for all the participants from the various departments that sat through the demo. We have already made a substantial time cost investment in this process. It is important to realize the dollar cost that has gone into this selection process.

Ms. Bolt said Enterprise Resource Planning Software system accounts for your resources which is your people and your money and how to better plan using those resources through budgeting and location. Some of the things that an ERP system does is streamline and integrate business

processing across multiple departments. With us using different programs at this point, this will decrease that and most of those departments will be on the same system. It also assists in communicating shared information being all on one system. It reduces the time to create integrated processes. Just as she has been here, we do many steps now. We are definitely are not using best practices on how to complete tasks. Improving workflow efficiencies again decreasing the time to do them with all the steps to do them currently. Minimizing vendors and interphases will also reduce cost. Facilitate transparency as we have talked about open checkbook that is a little bit cumbersome to try to do with our current software so we would want to make that easier to access. Simplifies reporting to aid in timely and better decision-making. Some of the goals they had recapped already on their last presentation they want to improve some of their business processes through improving quality, eliminate waste, minimize cost, reduce time, implement best practices, streamline workflows and improve service to our citizens. Conversion of historical data on the Cafer they have to report up to ten years. Some departments may want a little bit more like with payroll just for that historical data. Enhance and facilitate communication for example right now we have to rely on each other to remind each other to go and approve a requisition. This software will send reminders. Expand open government initiatives and transparency again the open checkbook; it takes many steps to create that document that we are currently putting on the website. We would like to stream line that and provide more information in all this transferring and training of intendancy. We do have imaging on our current system, but it is very cumbersome. Ms. Bolt said it drives her insane when she has to go pull up those documents. Again, it is going to make everything easier to get too and provide quicker decisions. The departments are all interrelated with their jobs. They are sharing information and trying to learn from each other. Somebody may see something in the software and say why not do it this way. It is going to help us to implement best practices and streamline some of their processes. One of the things she had mentioned and she did come from the school board, so one of the things she did then was she served on the committee with the State Finance Organization and it is the same software system. It was good to network with all those people because that is the way to learn their best practices. That was also important to when they saw with the software that they could make demands with the software company to make those changes and not pass on those costs because everyone was requesting the same type of changes and improvements. We also talked with some of the cities and counties that use the system today that we are looking at and that would help in getting to the best practices.

Ms. Mindy Wyatt said she has been very privileged to serve as the project manager during the selection and evaluation process that we have been through over the last year. We began around almost to the day this time last year by attending a two-day workshop presented by the Government Financial Officers Associations and in that workshop, we talked a lot about selection, implementation, and we largely talked about change management. There is a huge emphasis on not just selecting a product and not just getting the project to the finish line, but getting it right so that we minimize the pain and we truly make the best decision that we can possibly make. About 70% of the people in the room was on the exact same software that we use today and they are all looking to change. We have heard from another City in Alabama that uses the exact software we use today and they are looking to change. The fact is we cannot continue to deliver today's services using yesterday's technology. We really believe the external environment is challenging us to modernize our processes and you will hear from others that

show that our internal environment is also ready for change. Any project of this size is as much about change management as it is project management and anytime you introduce a technology change into an organization it can be a challenge. Early on, we wanted to introduce these project values into our culture. The first one you see is participation, this software touches every department in the City and for many of them it is their day-to-day major software and this is their primary function. We cannot do a project like this without everyone's participation. Transparency is very important. It was very important to us that we approach this from a view that we are impartial and that we really evaluate each product on its own merits. We found our needs before we ever sat down to write a RFP and we worked with our team to examine our current processes, so that we would not get distracted by bells and whistles and shiny things. We really focused on what our needs were. Business process is really where you are going to see the value in a new piece of software. Again, we cannot continue to deliver today's processes and today's services using yesterday's software. We must set expectations that we are re-imagining the way that we do business, so that we can provide services in today's environment in a way that it is innovative, collaborative and propels Hoover into the future. With collaboration and teamwork, the very first thing we did is we set down and identified who our stakeholders were and who our project team was. We did this before we ever left that two-day training a year ago. We have the absolute best team. You are going to hear from some of them. They have spent countless hours evaluating these processes and evaluating these proposals. They have asked some tough questions and they have challenged each other to embrace change. You will hear from part of this team tonight and we are all here because we believe in this project. We believe in what it can do for our day-to-day jobs, but ultimately we believe in what it can do for the City, thank you.

Dr. Lopez announced that she gets to talk a little about the teams that Mindy and Alan referred to, and the people, and how important that is to this process. Twenty-four people were on that team for selection. ERP selection teams for Revenue are Frank Lopez, Ken Davidson and Montrece Jones; Accounting/Budgeting are Claire Hamilton, Melissa Woods and Tari O'Neal; Purchasing are Ben Powell and Patti Beavers, Accounts Payable are Rhonda Gehman and Tina Neal, Information and Reporting are Melinda Lopez, Darlene Pate and Mindy Wyatt; Technology are Jason Cope, Donna Pinion, Aaron Calvert and Jon Riley; Fleet are Dustin Moore and Angela Roper; Payroll are Malissa Moore and Crystal Horton and Human Resources are Mike Lewis, Maegan Nielson and Amber Salter. These people are directly related to the software application we are looking at, but this affects every department. We went to are I.T. Steering Committee. This is the committee that formed from Brunson White Advisors our strategic planning process and there was a representative from every department on this committee. Therefore, we went to the I.T. Steering Committee as well and pulled the committee that was made from all I.T. representatives from each department. We asked them to give us the people that work with this software or would like to have input on the software that is not on the selection team and they did that. We had a meeting with them as well in June of last year. They gave us feedback on the things they would like to see improved with the dashboards, reporting, being able to attach images and so forth and make the ease of use and the workflows. So, we were able to get that important feedback. When we got down to the demonstration process at that time it was realized that the base financial applications that we were looking at we realized we also should look at the building inspections and work orders and go ahead and look at parks and recreations and include them in

this ERP selection as well. We asked the vendor that participated in the demonstration what applications do you have. With that, we added another application as well with about 15 more people. Public Works are Tommy Daniel and Robin Mangino; Inspection Services are Jim Wyatt, Sharon Lester, Marty Gilbert, Robert Macke and April Fendley; Parks and Recreation are Craig Moss, Bill Wilder, Jordan Yarbrough, Jackie Tortomasi, Torrey Teal and Dana Henson; City Clerk are Wendy Dickerson and Vanessa Bradstreet; City Administration are Tim Westhoven, Mac Martin and Lisa Lindsey. Therefore, that even expanded the participation. Clay Bentley our Fire Chief, you will hear from him about the Public Safety aspect of this. It was not a part of this ERP selection, but his interest in re-integrating with the Police Department and they are actually the same vendor now for the public safety as what we are looking at for the ERP. She asked everyone that has participated with this to please stand. We have quite a few people here tonight, but they are not all going to speak. With that, Dr. Lopez mentioned Mr. Ben Powell would discuss the actual process of the qualifications for proposals.

Mr. Ben Powell said he is the City Treasurer, but during the bulk of this project, he served as the Purchasing Director. His role with working with this team was to help guide them through the RFQ process and the RFP process. He is going to talk briefly about those processes. We began this project right at about a year ago. In January 2019, we started out by identifying many of the processes that needed improvements. They also took time to identify the requirements for qualified software vendors to meet and all that information was put together in a RFQ, Request for Qualifications. We distributed that request for qualifications through our traditional channels. We posted it on our City website and that generated a number of email messages out to companies who have registered for such notifications. We mailed out through our City Clerk's official vendors list to make sure that those people were notified. We took an important additional step you heard mentioned the Government Financial Officers Associations, which is GFOA, which is Premier Group Organization that helps keep us in line. The GFOA has affiliated itself with a number of ERP system providers, so we researched and gathered a list of about 40 companies that the GFOA has experiences with and we contacted each of those companies individually and invited them to participate in the request for qualification process.

Mr. Smith asked between the emails and the direct communications that you had, how many companies were requested to participate. Mr. Smith said he sees that only four come back.

Mr. Powell said we distributed 82 email messages through the notify me portion of the website. We mailed 94 notices through the Post Office on the City Clerk's vendor list. There were 44-email messages through the GFOA identification process.

Mr. Smith said that is broad, thank you sir.

Mr. Powell mentioned that we did receive responses from statements of qualifications, which is what we required them to submit to describe their qualifications in this case and we received statements of qualifications from four companies and we received a letter from our current software provider that they were going to decline to participate in the process. He thinks that is important to note that they elected not to participate in this process. We went through a review of their submittals the statements of qualifications that we being the entire evaluation and selection

team to an extent and to the leadership extent and based on all of our scoring of those submittals per the GFOA guidelines, we narrowed that number down to two. That is what GFOA recommends is you narrow that number down to two. So that is what we did and those two vendors were notified that we wanted to see a high-level product demonstration and we wanted to see what their software could do. Not in great detail, but just in general, the flow of their software product. We had virtual demonstrations of their software products for both of those companies, and after those demonstrations, we began our requests for proposal process. Both of those companies were deemed worthy to participate in the request for proposal process. Our selection team went back to work to define what it is specifically that we required that software to do. How did we want to improve our workflows? What efficiently did we want it to implement? A lot of work was involved in putting that information together with the request for proposal and documenting that information. Importantly, you will see what is called user stories again we did learn this from GFOA but one of the things they recommended was to give them a real world example, a real world process to make the software company sit down and show you what their product will actually do in a real world example. The three user stories listed here, the first one was with doing business in Hoover which is related to getting business licenses, reporting of taxes and those kind of things, the second story was acquiring an ambulance which involved all of the budgeting the bid process, contract purchasing, accounts payable all of the business processes associated acquisition with budgeting billing process contract, purchasing and accounts payable with acquiring an ambulance. Then following up with the ambulance being here for a period of time in our Fleet Department and maintaining it. In addition, the third user story related to Human Resources and payroll, our human capital management from the time that a position was created and budgeted to the recruiting and hiring process and then placement of that individual into the benefits programs and the payroll system. A new matter that we have not had in our arsenal in the past is an employee self-service. It is where the employees would administer their own benefit changes. Those are the user stories we asked these companies to be prepared to provide information about. They sent the request for proposal asking for all of these details. Whether they met our requirements for the software, and we received the proposals from the same two companies and those proposals included both technical proposals and cost proposals. After reviewing those proposals, we selected one vendor for detailed on site demonstrations. Tyler Technologies brought members on site and that took place on September 18, 2019. All of the project selection team members that participated in that two day demonstration as well as a number of the other members were included and they covered all the scenarios and the applications that we are proposing to acquire. Based on the feedback from all of the selected team members, it was definitely an extremely positive experience and all of the members of the selection team felt like that we should move forward with this recommendation tonight. With that, what he would like to do is now start with several of the selection team members and others who are going to step up and speak with a little bit of detail about their current environment and how this software solution might help them.

Mr. Jim Wyatt with Building Inspections, said as you know in his 42 years with building inspections he has been through this process and this will be the fifth time. He has sat through presentations from all of the software vendors and two other jurisdictions he has worked they had this enhanced software that we are talking about tonight, which makes a world of difference of what their job is. It not only enhances what we do in our operation, but it also improves the citizen's access and their information that they will have firsthand and our customers who are the

architects, engineers and developers. Mr. Wyatt said he would like to point out a few things that this would help or enhance what they do not currently have. GIS coordination on the properties so we can actually place holds when we know of issues like properties in a flood zone, condemned properties, or slide zones so we do not issue a permit incorrectly. That takes the human error out of it. It gives us a hard hold or a prompt to keep the plans examiner from issuing a permit when we should not. It gives us flexible reporting functionality, which we currently do not have. The permit software will monitor the staff's plan review time. That includes the fire inspector, our fire plan reviewers, our engineering reviewers and our own building staff. It will put them on a time limit where we know we are keeping up with everybody's submittal so nobody gets lost in the shuffle. It will give them a prompt when the time is up and if that person does not meet that prompt it gives the supervisor a prompt and tell them that needs to be done today. The overall management to ensure all required steps are taken care. Many of our steps are required to be followed through State guidelines, local ordinances; this will make sure that all those steps are checked off before a permit is issued. It will place limits or notifications to the Plans Examiner to let them know that there has been some kind of issue held on this piece of property. It could be a BZA case, a Planning Commission or City Council action that we need to be aware of and that would prevent human error and give them a prompt or a hold to let you know that has taken place. It also allows for web access to read only for our customers and the citizens so they will know the status of their contractor or their submittal and let them know that it is in the process or where it is in the process. When the inspector makes the inspection, it will give them a real time result. When the inspector signs off on a footing or framing, it lets them know they can call their electrician or sheet-rocking person and we do not have to go to the site and visit and look at a card to see if it has been signed off.

Mr. Smith asked could the people in the field send information to the system that would allow them to sign off on things in real time so the contractors do not have any stall period.

Mr. Wyatt said we do have that process now, but it has many glitches and a lot of down time. This will greatly enhance that and it will be in real time results. Whoever is on their email as contacts, it will automatically go to that email address. Overall this software meets all of our requirements and needs and he highly recommends it, thank you.

Mr. Bill Wilder, has served the last 12 years and the Recreation Center Superintendent. The mission statement for Parks and Recreation is to first and foremost to improve the quality of life for the citizens of Hoover. The major challenge that we have encountered with our current software is the ability to provide the most consistent form of communication process management for all those programs that we offer. What we see with this new technology is the benefit of enhancing the objective of improving that quality and efficiency of service. Not only for our staff but for the citizens as well. Three of the goals that were mentioned earlier are a particular note to our department. One would be the improved business process, customers tend to wait in line on the phone for any of our registration programs and application process to join our Recreation Center. This would greatly enhance that workflow and provide increased financial management and reduce that time in processing those transactions. Secondly, to enhance and facilitate communication, we have various changes that take place with schedules due to facility needs, weather that affects one of their programs that they offer at their City facilities, parks and this type

of software would specifically enhance our ability to send out mass communications to the public whether it be related to membership, programs or registration events that we have and some of our athletic programs that have changes on a consistent basis. Lastly, improvement and the ability to provide documentation through a paperless manner. They have so much documentation that they have to provide for thousands of members at our recreation center as well as thousands of participants in our athletic programs, so this would greatly enhance our ability to provide paperless transactions as well as improve our online registration process making it much more seamless and easy for the customers to use. The Parks and Recreation Department highly recommends this technology to help us do our jobs more effectively in serving the needs of the community, thank you.

Mr. Frank Lopez has been with the Revenue Department for more than 20 years with Hoover. He has worked with previous systems at the City of Birmingham so he has spent his entire career since 1996 with the software. The software was okay for a while as long as he had three people, but when the three people walked out, they took 80 years of the software knowledge with them and this put them in somewhat of a bind and it is not flexible anymore so it is not meeting our needs totally. What he would like to do is take a minute and give a review of the perspective of the software when they applied it to their department. We serve two external roles in the Revenue Department. We serve the taxpayers and businesses of the City of Hoover in the issuance collection of taxes and all the processes that go with it. This includes managing over nine thousand business licenses each year and the remittal of over twenty four hundred taxes a month, which goes in to all most thirty thousand a year of taxes that are individual transactions. We serve an internal role. We process all the internal funds from all sources that the City receives and there are over one hundred and fifty plus sources that must be accounted for and they come from the intergovernmental and from federal grants. They come from the counties and everywhere else and must be counted for and dispersed correctly. Our evaluation of the software, we used two typical cases that we deal with often in doing business in Hoover. Example, a hotel opens in Hoover with a restaurant. An example would include the issuance of the business license, processing of the taxes and various reports. The process was then compared with our current process as it is in place today. In order of importance, we rated the new process using the following criteria. 1. Did it enhanced our service commitment to our businesses and enrich the process; 2. Would the process enhance our online processes for our businesses; 3. Would the process enhance our reporting and accounting of taxpayers' money; 4. Could the process allow us to provided non-confidential information to the internal stakeholders in better formats more timely; 5. Would the process be flexible and user friendly which would free additional person hours. What we found in all areas we far exceeded the processes that we do use now. Additionally, we felt we could add valuable person hours without adding additional people to our department. Secondly, we looked at the internal format, we used an example; we receive a check from wire from Jefferson County each month for property tax that represents both City and school funds. We allocate the funds to the Hoover City Schools and the City, also our portion, our millage too; we split up commission fees, auto tags, interest accrued, and any other in other areas. We post it to the general ledger and request the check. Currently this process is done manually using an excel spreadsheet distribution purposes and there are all kind of things that can happen, there is efficiency, something goes wrong with the formula someone does not get the right money. So he wanted to emphasize that in the way they are doing it now. In order of importance, they rated the new price issues to the following

criteria. Did it enhance our internal service commitment and allow us to process the funds more efficiently; Would the process enhance our reporting and accountability of the taxpayers' money? Again, will the process be flexible and user friendly which would fee additional person hours; In all areas, we far exceeded the process we use now and felt that our internal stakeholders would be substantially served better. In our world, regional cooperation is where we need to go. It needs to happen, we got to many jurisdictions, we got too many requirements, and too much bureaucracy on it. It is his opinion that the flexibility of the software would allow the City of Hoover to have opportunities for some regional operations in assisting our businesses when having to obtain other license, other jurisdictions, maybe interacting with other governmental agencies and makes the process much better for our businesses.

Mr. Smith asked will this new program give the City a better opportunity to access the counties database when it comes to property taxes. Mainly, Mr. Smith said he is talking about those that are rental homes that do not use the homestead exemption where we can turn around and get whatever fees that are due to the City because it is a rental property whether it be a business license or any taxes because of the lease.

Mr. Lopez said he will have to speak with the interaction with the county system because he is not familiar with it. The way you have to do that now is take the database that we can get from the County and we have to develop a query and go through all kinds of activities or whatever to produce that data. There are built in tables in this software that we can enter certain data and it can give us revenue information without calling accounting or have someone else to get them a query to get information.

Mr. Smith said that he had been told that historically with the current system the problem is keeping up with the number of business licenses that are issued each year. Will this help with that?

Mr. Lopez said the licenses are issued on a calendar year. When you issue a license, you will have a certain amount in the contract and if they are not here the next year, we have to go in manually and then contact those people in order to clear those licenses out. This would allow us to have some flexibility, some pull down screens and things like so that our people would not have to request queries to pull that information. It would make it much faster and quicker and will allow our database to be cleaned up much faster.

Mr. Smith asked what the Mayor was able to share today was at the Chamber Luncheon would have a lot easier task with this software obtaining those numbers and fees and things like that.

Mr. Lopez answered yes; this software will be superior over the software now. He emphasized they are working at the revenue and our people do a fantastic job. We are operating with 1994 in the year we are in now and we are keeping it up.

Mr. Posey said we talked briefly about at the public portion of this for the public to be able to go in and pull records. What opportunities exist in the public facing portion for you to offer

opportunities to businesses like renewal notices or any means of doing things online that is now done on paper.

Mr. Lopez said that you can process everything online now, but he is thinks from what he understands from this software that it will be possible for the person to go online and look at files and things like that. We take up a lot of time on phone calls and emails when a person says how can I pay this month. It is a flexibility of dropping down screens without having to go in a green screen. They can push a button and get twelve months and take a look and see if a month is missing. The flexibility of software we use with the state portal and this would clear the data faster than we are doing it now. With the old software, we had to build a bridge to get from one system to the other that was not accommodating it. It is 98% accurate, but it is very slow. This system has already developed that portion with the State in order to do that. We can better use the information with it being stream lined and get better filing.

Mr. Aaron Calvert said that over the past few years the support that we are getting from our current vendor it is taking longer and longer over time. Some of these requests will take over a week or two weeks to get simple things done. One thing they help us with is printer management. It is taking longer and longer with each passing year. One of the big things with Tyler is they have multiple ways to contact them. They are open from seven to seven. They have email, they have the online portal and there are multiple people in the State of Alabama so they have a statewide user group that we will be a part of that we will be able to communicate with, and they meet once a year. Another part of support is our current vendor, we have a bunch of different pieces to work with, one thing being laser vault and that is actually integrated into the Tyler system automatically. The integration we are going to have across the City, one thing you will be able to see later on is the Fire Department getting under Tyler, the Police Department already uses that, so being able to bring everybody in under that same system and everybody using that same system will be great; also Parks and Recreation are currently using a system that the current vendor recommended but the newer system they will be getting will work better for them with communication. It will be better for our members. Probably the biggest point for him is that the interface that Tyler uses. It is accessible across all devices. For City employees, it is actually a web-based interface so they can use it on their phones, laptops, desktops, they can use it as they moving around for like inspections when they are in the field. It has a web-based interfaces and it looks nice and because of that, some people who would like to speak about it a little more, but there is a huge possibility to save paper going forward because it is digital and there will not be as many printouts.

Mr. Smith asked would this software permit the library to become a part of the user group or will they still need to maintain their own system?

Mr. Calvert said they have their own network.

Mr. Smith said so they will not be able to be a part of this because they are a part of the other library systems. If HTE goes away what are they going to use.

Ms. Patti Beavers said that she wanted to thank the ERP committee first for the time and effort they have put into finding the best ERP system that is best available for the City of Hoover. She

has worked for the City for almost 22 years. She has used this current system daily. In June 2000, she was able to attend the current vendor's conference during one of the sessions she asked about a dropdown menu that she had used at a previous employer. The person giving the conference talked condescendingly down to her and made her feel that she could not ask questions at the next session. She never attended another conference. The reason I am telling you this is because this was 20 years ago and we still do not have dropdown menu nor do we have an efficient way to navigate through this system. Mrs. Beavers said she works in the purchasing department and they are responsible for purchasing and processing purchase orders for the entire City. On average, we issue over 8,000 P.O. numbers alone in a year. This does not take into account that a printed P.O. could be one page or fifteen pages. We print 30,000 or more purchase orders a year. Once printed each page has to be signed by the requisitioner then she takes it to the copier, which the fit bit loves because it is 82 steps round trip. She scans each one back to herself and then she emails it out to the individual requisitioner. They either electronically file it or they reprint it, so in reality, that is more printing to be done. The system we demo would streamline this process to electronically issuing, printing and emailing the purchaser orders to the individual and possibly on to the vendor. This will not only save on printer and paper cost but allow the employees to be efficient and able to spend more time in other areas of their department. This is only one area where the purchasing department can benefit. With the system being considered, she has listed other areas that would give us much needed efficiency. Centralized data sharing by multiple departments, seamless integration between modules, self-served vendor registration, via documentation system with advanced bid management that we do not have currently, contract management mold that is efficient accounts payment processing, electric vendor payment capabilities, p card processing and controls, and open government reporting and inquiries of purchase orders. Rhonda Gehman in the Accounts Payable mentioned the other day when she was processing, for instance, she gave them an invoice that had eighteen line items, now she has to take each line and process it. If she gets down to the eighteenth line and there is a problem, she has to send it back to the department and she has to start over at the beginning with the processing that is eighteen lines when the problem is corrected. The new system that is available will take this processing and hold the seventeen lines until that eighteenth line is corrected and then it will process automatically for payment. This is just one example that Accounts Payable faces on a daily basis.

Mr. Posey asked how long in Accounts Payable are they backlogged with having to do all these steps.

Ms. Beavers said they break it down and try to do it three times a day with purchasing P.O.'s. This process at the printer does not include having to check for business license. Ms. Beavers said it really does not backlog because they do a daily processing. The back log is the workflow when it is being approved and it goes through those steps.

Mr. Posey said they have an ERP at the hospital now and that part along with Accounts Payable is so much easier for them now.

Ms. Claire Hamilton in the Finance Department said she has worked with the City for almost 14 years and use our current system on a daily basis. Ms. Hamilton said she was very impressed from what she saw with the recent Tyler demos. There were a lot of features that stood out to her so she

wanted to share a few of those. The first thing she noticed was that the Tyler product has a modern look and appears to be easy to navigate through a dashboard. She has heard new employees describe the current product as hard to learn. Second, one of the most exciting features to her personally is the user friendly data mining. On the current system, queries have to be written and there are a limited number of staff that can actually do that. From the Tyler demos, it looked as if information could be easily exported to reports and spreadsheets by any user. Next, they currently have no type of alerts when a requisition needs to be approved and staff has to rely on memory to do so. Tyler had an impressive notification system and she thinks it will make the requisition process much easier and more efficient. Also they have many time consuming manual processes that require a lot of paper to be pushed back and forth between multiple employees. An example is the budget adjustment process. A paper form has to be filled out, signed by the department head, sent to her, signed by the Finance Director, processed by her, and then she has to notify the department that it has been completed. Ms. Hamilton said she thinks by using Tyler, they can save time by performing more operations electronically and potentially becoming mostly paperless. Finally, she is optimistic that customer service will be better with the new product. It seems that customer service with the current system just gets worse and worse.

Mr. Posey asked the budgeting process and said his biggest fear is the transition from one product to the next and since they are so different, everybody is going to be doing double the work or does she see them staying on the old system for the next budget cycle and then transitioning this in 2021 for that budget for the 2022 budget. Mr. Posey said this may be a question for Mr. Rice later on.

Ms. Malissa Moore with the Payroll Department said normally they produce about 800 payroll checks biweekly and during the summer months, that number increases. Ms. Moore said we still use paper timesheets which is time consuming for employees and the payroll staff. Each timesheet has to be individually keyed by the day. If there is a project code that needs to be attached, then those timesheets have to be individually touched again. There are issues at times with timesheets getting to the payroll department. Some are delivered by the departments and some by courier, interoffice mail and if someone is out when their department turns in the rest of the timesheets then we've got individual timesheets floating around. There are times that hours are left off the timesheet by oversight or approval signatures are missing and with this being said combined, she thinks this leaves a greater margin for error. If there was an electronic timesheet, many of these problems will be avoided. After payroll is completed, the direct deposit statements and checks have to be put into individual envelopes. They have to be folded, sealed, checked that none are missing, sorted by departments to be distributed. Timesheets also have to be scanned for records retention and she feels like this process is inefficient in today's technological age. The self service feature will be a time save to employees and the payroll staff. The employee will be able to print current and past pay statements, their W2's, etc. These are items that the employees have to present if they are buying a house, they are buying a car, or various other financial situations. Our current software has sold several times during recent years and they have noticed a longer and longer response time when they have a problem and payroll is on a very tight timeline. After observing the Tyler demo, she believes Tyler is best suited to fulfil their needs.

Ms. Amber Salter said she is the newest member of the HR team. She has worked with the City about six months; however, she is not new to HR, she has been doing HR for ten years. She

previously worked for the City of Cullman and they actually had Tyler software so she is very familiar with how it works. They converted from a green screen like HTE to Tyler software and it was amazing to see how much everything was streamlined and much more organized. The green screen is not very user friendly so when you are trying to look up things about employees they are in weird locations. It cannot take a lot of the information. Most of it they are keeping on excel spreadsheets and manually keying in, so she is keying into a green screen, she is keying into an excel spreadsheet. There are multiple things they are keeping. She cannot recreate reports. She gets a lot of them from Malissa anytime they need something. There are a lot of things that would be good to track. The Mayor had called back in December and all he needed to know was who had retired and there was not a report to print that information. Tyler can accommodate all of these things. It is a great software. She had been on it for about four years at Cullman. Tyler is good about training and the software is only as good as you know how to use it. They are really good about making sure before they leave you that you are able to set up everything yourself. With the current software, she is a little disappointed with there is just not much out there. It is pretty basic. There are a lot of things they are spending time doing multiple jobs and having to consult with each other to make sure they are not forgetting anybody. She cannot put in a specific date or time period for reports. She has a drawer full of files and that is what she goes back to refer to. With Tyler, you can pull reports for today or three years ago, so she really thinks it would be a great upgrade for everyone and it can only benefit them.

Mr. Greene asked since she had worked with Tyler software, if there ever any problems were they good about getting back with them in a timely manner.

Ms. Salter said yes and as far as migration, it was painful and the first year was rough but it was very much worth it. The customer service was fantastic. With the green screen, they have one person who has other clients and it is hard to get him on the phone.

Mr. Dustin Moore with Fleet Management said before they were asked to participate in the ERP process, they were looking at several different software solutions that didn't offer a complete fleet module and that would also benefit other departments that they work with. They found utilizing the same software most other City departments was most beneficial for and efficient for Fleet. Current software company does support the training but they are needed the fleet module which is forcing them to operate at the software's most basic level. Tyler technologies will give them the ability to manage fuel usage, maintenance schedules, work orders, timekeeping, inventory much more accurately. One of the biggest issues will be resolved is the ability to be able to integrate their fueling data directly to their system. This would populate fuel usage and mileage for every vehicle in their system including the City of Pelham's vehicles which will help them in managing their fleet as well. This information integrated, they will be able to create automated maintenance schedules, more accurate vehicle cost analysis which helps to calculate a more accurate time of disposal. The new software will save time and money for helping them operate at a higher more efficient level.

Mr. Smith asked about the partnership with Pelham and will the new program allow a better opportunity to show time and expense on what is spent on their equipment whether it be their weed eaters, lawnmowers, to their ladder trucks for the Fire Department.

Mr. Moore said absolutely it will and right now he is manually having to keep up with that and it is not as accurate as it could be. Doing this manually is very time consuming. They are having to build maintenance schedules manually and that is taking up a large percentage of their time. When you have to pull 704 vehicles' mileage maintenance history and provide them with information that they need and us with information that we need, we need to learn when is the best time or when it is appropriate to replace and purchase, right now it is a little old fashioned using those spreadsheets and notes. Things can be a lot quicker with Tyler.

Mr. Clay Bentley said before they were asked to participate in this, they were also looking at additional software or other software than what they currently use. Currently, the Fire Department uses three different platforms. Two platforms are for reporting and one platform is for mapping. Currently they use Firehouse for insurance reporting for fire incident reporting and they use ESO for PCR Patient Care Reporting to the state. Firehouse has a current module in their program to take care of patient care reporting however they do not report to the state which is a requirement. So, right now they are using two platforms that are somewhat complicated to use. They have been using Firehouse since 2004 and the Firehouse is actually purchased by ESO, their patient care report platform and every since that acquisition they have not had the same customer service that they have had in the past. Firehouse was developed back in 1992 on a Windows 3.1 system and it is the first generation and they are still using it today. They are very fortunate to have Brian Reed and Chris Fulmer who had done some awesome reporting for them from Firehouse and they are really good with it, however, it is somewhat antiquated. They also know that ESO is not planned to support Firehouse in the future, they just simply bought Firehouse for that platform and they are going to convert it to their own ESO fire reporting software. Other departments are using that and they are not happy. They have done a lot of research throughout the state to see what other departments are using and they are having similar problems that they are. They found that the City of Montgomery is using Tyler and New World as their public safety platform, so they took a trip down there in the summer time to kind of see how it worked. It looks very similar to Firehouse and they know that it will not be very complicated for them to change from what they are currently using to that. It will also put everything under one umbrella and it will allow them to communicate with PCRs and incident reports and all kinds of different things instead of having to use two different programs. The Police Department and the Dispatch Center has used New World public safety platform since 2004, for over sixteen years. Currently they cannot communicate with each other but with purchasing Tyler with New World, that will allow them to do that. This will enhance their communication for Fire and Building inspections to communicate on a regular basis. They think this is a positive thing because they can integrate all the departments within the City to be able to communicate. They feel that Tyler is the industry leader specifically dealing with public safety. He knows that Montgomery is extremely happy with their product and it has been successful for them. They spend a lot of time tracking data and every decision that they make, they try to make their decisions on data driven information and a lot of that information is done manually and with spreadsheets. Getting information is extremely time consuming so they feel like this program will definitely enhance that. They spent well over \$30,000 a year for maintenance and for technical support that they just feel like they are not getting their money's worth. Currently the way that they are doing. They are not exactly sure if they go to this program exactly where their maintenance would be because it is just a big project; however, they feel like it would be near what they are currently paying and also getting a better response and a better product for money.

They are excited about this opportunity and they hope that it is something they can move forward with.

Mr. Smith asked if Tyler still allows you to use Firehouse and New World or are they going to have their own product.

Chief Bentley said Tyler's platform for public safety is New World and they would have to migrate their information from Firehouse and ESO and he knows that this can be somewhat complicated to do that but they feel like they need to make that move and they will not communicate once they move to Tyler, they will not use Firehouse any longer.

Mr. Smith asked if it provided all the protections that he needs with HIPAA laws when it comes to patient care.

Chief Bentley said yes.

Dr. Lopez said she will quickly summarize. So why Tyler, business process improvement, integration, it saves time and saves effort, going from a manual to digital process, enhance and facilitate communication in open government which benefits the citizens, benefits departments, and benefits external agencies. It is a leader in municipal ERP systems. It also has a successful existing relationship because of the fact, we have seen how Police and 911 have used this vendor and they have been pleased with that vendor so we would not be going into this cold and our sister cities and counties are using this product as well.

Mr. Smith asked if the Police and 911 use Tyler currently.

Dr. Lopez said yes. Next steps from here there is an onsite visit scheduled and many are going next Friday down to the City of Auburn. They have been implementing Tyler the last few years so they will listen to them and watch some of their areas. Contract negotiation will follow and they hope to have some Council action and that would include a funding request. This has been divided into two phases. The first phase consists of a one-time cost of \$1.7 million and the second phase, \$415,000 for a total estimated cost of \$2.1 million with an ongoing annual cost of \$585 for both phases. They would look at the contract approval and they expect project implementation to be between 24 to 48 months.

Mr. Smith asked where she might identify available funding.

Dr. Lopez said for the one-time cost that would be out of the Capital Projects Fund is how that would be funded. As far as the annual cost, the first payment is not due until a year after we sign the contract. So the first payment for those dollars would not occur until Fiscal 2021. Dr. Lopez said to answer Mr. Posey's question to Claire. One thing to keep in mind is Tyler uses a company called COA Hills and it is made up of our current software vendors former employees and they will help with the transition.

Mr. Posey asked what was involved in the phases.

Dr. Lopez said they are actually looking next month to try to bring this back to the Council.

Mr. Posey asked since this is such a big project why is there a wait before bringing to Council.

Mr. Rice said this is a major expenditure for the City and in approaching this they wanted to have conversation with Council Members about how we should educate everybody that needed to be aware of where we stand now as far as cost benefit. Mr. Rice said they did not want to walk in a meeting one night and say hey we need \$1.7 million, so they worked out a three-phase presentation that would form into a formal budget request and they originally were going to try have this happen in January but the holidays got in the way, so, he thinks they have given everything they could possibly know about this process and February will be a time they will come forward with a formal funding request.

Mr. Posey stated that we have been on the current program that it is time for an upgrade.

Mr. Shaw stated that the employees are being so detailed on the presentation is because the Council asked them to be. The employees have responded, and that is definitely very good. He asked the current annual cost verses the proposed annual cost of the new system.

Dr. Lopez stated that the current system is approximately \$215,000 a year, with approximately \$10,000 to \$20,000 in other programs that go with it, that may be dissolved with the new system. The public safety section system that Chief Bentley spoke on is a one-time fee of approximately \$300,000.

Mr. Greene asked if the overall annual cost would be \$585,000.

Dr. Lopez stated that it is \$585,000, but the City would be getting new technology.

Mr. Greene asked how long the price would be good for?

Dr. Lopez stated that the contract is for 3 years, some of the cost will be delayed as we implement the system.

Mr. Smith stated that it was good to hear what could be done for the City and for the employees. He asked if there was any way for Council usage of the new software to be able to keep up with capital projects.

Mr. Rice stated that he believes the Council, through their login would be able to access the system and see the projects and updates. He stated that he will make sure and get back to the Council.

Mr. Smith asked about the other vendor. He asked what separated the Tyler from the other vendor.

Mr. Powell stated that the other was GovSense and took a close look at them and did a demo of their product. The scoring and feedback ratings were not as high Tyler, but the cost was around

the same. GovSense may work for other communities, but it was agreed that Tyler would be a better fit for Hoover.

Mr. Rice stated that the City would like to make a disclaimer: Nothing we have said is intended to defame or demean any other vendor. We just think that this is the right product for the City of Hoover based on what we are already doing and the size and scope of services that we provide.

Mr. Smith asked when it was anticipated to come before the Council to take action. Mr. Rice stated that they would like to be on 1<sup>st</sup> February agenda for acceptance.

Mr. Smith thanked everyone for the hard work they put into reviewing the product and presenting the report.

## **CONSENT AGENDA**

### **Payment of Bills**

#### **RESOLUTION NUMBER 6178-20**

#### **A Resolution Authorizing The Mayor To Execute An Agreement With The Birmingham-Jefferson County Transit Authority**

Mr. Rice stated that this is the routine renewal. There has been some discussion about service expansion, but this keeps the service the same.

Mr. Smith asked the dollar value.

Mr. Rice stated that it is \$72,708. The hourly service call is \$82.36.

Mr. Smith asked if it would be fully funded at that.

Mr. Rice stated that it is the budgeted amount.

Mr. Posey stated that it is a great savings of where the City was estimated to be and he is pleased with the service that the City is getting at that level.

Mr. Greene asked what the amount was last year.

Mr. Rice stated that he does not recall.

Mr. Greene asked if there was an increase.

Mr. Rice stated that there was a substantial increase per hour cost based on changes in accounting. About 3 months ago, BJTA made a presentation about what led to their changes, and every user of their service saw substantial increases on hourly cost.

Mr. Posey stated that he believes the overall cost this year was decreased from last year.

Mr. Greene asked if they provided the City with the number of riders for the system.

Mr. Rice stated that he will get that to him. The City did reduce the number of hours it is purchasing, but the cost per hour went up. The reduction was to help level the cost.

### **RESOLUTION NUMBER 6169-20**

#### **A Resolution Authorizing The Mayor To Execute An Enterprise Update Statement With Microsoft**

Mr. Smith read the summary.

Mr. Cope stated that Microsoft is asking for the zero-usage statement for compliance. It was turned in 2 days later than expected from our vendor and that is why this will need to be signed.

Mr. Smith asked if there was a dollar amount associated with this.

Mr. Cope stated that there are a few additional licenses issued each year, but he does not know the cost.

Mr. Smith stated that he would like a dollar value by Tuesday.

Mr. Cope stated that he would have that and it is funded in the budget.

### **RESOLUTION NUMBER 6170-20**

#### **A Resolution Authorizing The Mayor To Execute An Agreement With the Jefferson County Commission**

Dr. Lopez stated that this is a funding consortium with Jefferson County for GIS data. In the past, an agreement has been executed with Shelby County for their GIS data. Jefferson County is using the same software as Shelby County and now they are seeking partners. She ensured beforehand that the City would not be paying anymore than currently for the service, by becoming a partner, and she stated that the City will be paying a little less. It is a good opportunity to be a partner with Jefferson County.

Mr. Smith stated that Shelby County would no longer be supplying Jefferson County information.

Dr. Lopez stated that the statement was correct. Shelby County and Jefferson County met together to work out an agreement.

Mr. Smith asked if it was fully funded within the budget.

Dr. Lopez stated that the funding is in the budget.

Mr. Curran, Jefferson County Chief Information Officer, thanked Dr. Lopez for working with the County. He stated that this is the first time Jefferson County has asked to do this County wide. It is about collaboration and sharing information across the board between counties and cities. This will be for sharing GIS information.

Mr. Smith stated that under the stormwater authority GIS work was performed. He asked if other cities would be funded from the stormwater.

Mr. Curran stated that he does not know about the stormwater GIS work. He stated that this is with the Jefferson County Commission.

### **RESOLUTION NUMBER 6171-20**

#### **A Resolution Authorizing The Mayor To Execute An Agreement With Midwest Employers Casualty Company**

Mr. Smith read the summary.

Ms. Carrier stated that it is time to renew the workers' compensation insurance. It is for a 2-year renewal with our current carrier. The City has been with them for 20 years. Our insurance consultant helped to negotiate a good rate. The premium was raised by approximately \$5,000, which is a 5% rate. It is based on payroll and claims history.

Mr. Smith asked how much the consultant has saved the City.

Ms. Carrier stated that last year it was over \$75,000.

Mr. Smith asked how much the consultant charged.

Ms. Carrier stated \$50,000 last year, but \$60,000 this year.

**RESOLUTION NUMBER 6172-20**

**A Resolution Authorizing The Mayor To Execute An Agreement With  
Brentwood Services Administrators, Inc.**

Mr. Smith read the summary.

Ms. Carrier stated that this is in relation to the workers' compensation renewal. It is for the 3<sup>rd</sup> party administrator. It is with the current provider. It is for a 2-year renewal. It will be an approximate savings of over \$2,000 from last year. Last year had some one-time costs associated with the amount.

Mr. Smith asked if it is budgeted funds.

Ms. Carrier stated that it is budgeted.

**RESOLUTION NUMBER 6173-20**

**A Resolution Authorizing The Mayor To Execute An Agreement With  
Murfee Meadows, Inc.**

Mr. Smith read the summary of the resolution.

Mr. Lewis stated that this is an agreement for Murfee Meadows, Inc. to take over the administrative portion of the COBRA notification when someone is hired or leaving/losing coverage. Currently, it is administered in house and is very tedious and time consuming. There are numerous deadlines associated with the notification. This would now be outsourced to experts, instead of us maintaining all the documentation. There will be an online database and will manage participants on COBRA coverage.

Mr. Smith asked the maximum amount of time that a former employee can use coverage.

Mr. Lewis stated that it depends on the event.

**RESOLUTION NUMBER 6174-20**

**A Resolution Authorizing The Mayor To Execute An Agreement With  
ALDOT**

Mr. Smith read the summary of the resolution.

Mr. Westhoven stated that the item and the next item on the agenda is for the Highway 150 sidewalk project. The first item is for an agreement with ALDOT regarding right-of-way authorization for the project. The estimated amount for the right-of-way is \$135,000. It is an 80/20 federal grant. The City would be responsible for 20%. The second item is regarding the design services agreement. The City has already finalized and authorized the agreement to do the preliminary engineering work for the project. The design services agreement is for approximately \$298,000. It is an hourly rate, not to exceed approximately \$298,000.

Mr. Smith asked the total project cost.

Mr. Westhoven stated that for the total construction it is estimated between 3 and 4 million dollars. The sidewalk is from Highway 31 to Cahaba River Estates, which is about 3 miles long. There is a pedestrian bridge at Patton Creek.

Mr. Smith asked if ALDOT would allow for this to be repurposed to residential streets.

Mr. Westhoven stated that it would not be up to ALDOT. He does not believe the funding mechanism this is coming from would allow it to be repurposed to a residential street.

Mr. Smith stated that he believes that there is only one set of apartments on Highway 150 that it will service and he is concerned by that. He asked who are the consumers that will be using the sidewalks for approximately \$3 million.

Mr. Westhoven stated that he travels Highway 150 often and he sees people walking down the highway frequently. There are multiple hotels adjacent to Highway 150, and there are major shopping centers along that area. It allows for pedestrian connectivity, which is very important. Once sidewalks are along the shopping areas, it allows for connectivity for the residential streets.

Mr. Smith asked if Alford Avenue is major area for sidewalks.

Mr. Westhoven stated that it could be, with all the divisions off of Alford Avenue that could potentially feed to it.

Mr. Smith stated that would be spending \$4 million on citizens, not visitors. He asked how many people he sees walking on the side of the road, and if it was similarly to the transit system.

Mr. Westhoven stated that he does not know if it is riders from the transit system.

Mr. Smith stated that the item needs to be removed from the consent agenda and to the regular agenda.

**RESOLUTION NUMBER 6175-20**

**A Resolution Authorizing The Mayor To Execute An Agreement With Neel-Schaffer**

Mr. Smith asked if the Council or audience would like anything else moved from the Consent Agenda to the Regular Agenda.

Mr. Arnold Singer stated that he would like the Jefferson County GIS data, Resolution 6170-20, be moved to the Regular Agenda.

**REGULAR AGENDA**

**RESOLUTION NUMBER 6180-20**

**A Resolution Accepting A Change Order For The Hoover Police Training Facility**

Mr. Smith read the summary of the Resolution.

Mr. Westhoven stated that it is for a change order for the Hoover Police Training Facility. It is for a total of \$303,400. It computes to 9.25% of the total contract costs. The packet includes 11 different items that make up the change order request. The first item is miscellaneous civil and mechanical changes resulting from the City's review of the plans. It was a little over \$39,000.

Mr. Smith asked how many items were associated with the change order.

Mr. Westhoven stated that it is 11. Item number two is for miscellaneous changes related to utility relocations for a total close to \$68,500. Originally Municipal Drive was in a different location, and when I-459 came in it re-routed Municipal Drive to go parallel with I-459 leaving a wide piece of right-of-way in front of the area for the Police Training Facility. About 10 years ago the previous executive director worked out a deal with ALDOT for the City to utilize the excess right-of-way for public purposes. It was incorporated into the lot for the Police Training Facility. All of the utility maps and investigations from the civil engineer pointed to the utilities being adjacent to the roadway. As digging on the site occurred, it was found that all of the utilities were still over in the old right-of-way through the center of the site. It was found to be approximately \$68,000 of utility relocation. In addition, it took about 3 months of additional work to get all the utilities relocated. It caused a significant delay to the project and there is other cost associated with the change order. Additionally, item 3 is associated with the encounter of unsuitable soils. Bad material was encountered during the digging process and forming the slab. Field adjustments were made to a wing inlet that was just under \$3,000. The term for the miscellaneous civil issues is associated with the back slope behind the Police Training Facility where the apartment complex is located behind the site. As the slab was laid out, rains came in and a tremendous amount of water was received from above the site from the apartment complex. The apartment complex had

resurfaced the parking lot and filled in the gutter, so the gutter was not 6 inches deep, it was only 2 inches deep, so the water was over topping the curb and coming down on the Police Training Facility property. It caused the project to delay and redesign the back slope to where a small swell could be installed to intercept the water that comes down from the apartment complex. It pushed the back slope further away from the building. This will protect the future of the building. The City worked with the apartment complex to modify their parking lot and they did. The miscellaneous civil issue cost the City a little over \$18,000. Every time a slope was dug into, groundwater was exposed. A tremendous amount of groundwater was coming through the site. It required additional underdrains, then what was originally proposed for a little over \$51,000. Rock and unsuitable soil was found when placing in the underdrains for approximately \$39,800. The additional utility delay cost the City \$18,000. Additional riprap was installed over the slope to help in the future if the water did overflow the top from the parking complex that the back slope would be protected. Cost of additional services were items added to the project. The slab was laid out, and it was seen that a little more sidewalk was needed to complete a sidewalk in the rear, for the expansion of a patio, and in one place there was a concrete swell with a narrow two foot strip of grass and then it hit the patio so it was decided to expand the patio from a maintenance standpoint. The gap was closed with concrete. The costs for those items was approximately \$42,000. The total is \$303,400.12.

Mr. Smith asked for the source of the funds.

Mr. Westhoven stated that it is a part of the budget amendment.

Mr. Posey asked if the water problem would be a continual issue.

Mr. Westhoven stated that the apartment complex was very cooperative with the City and did a reputable job of fixing the issue. He does not think that it will be an issue in the future. He thinks that it has been handled. He stated that something in the future could occur, again, but should be taken care of from the how the apartment complex fixed the issue.

### **RESOLUTION NUMBER 6176-20**

#### **A Resolution Amending The Budget For The Fiscal Year Ending September 30, 2020**

Mr. Smith read the summary of the resolution.

Ms. Bolt stated that they are relocating some of the development funds to the capital projects fund for the purpose of the purchase of the Randell House. Item 2 is the actual purchase from the capital projects fund, which includes the closing cost and any other costs that may be encountered. Item 3 is for the change order for the Police Training Facility. It is coming from the capital projects fund. Item 4 is to purchase land near Moss Rock Preserve. There was a previously budgeted

amount of \$450,000 and this is to true up some of the costs for an additional \$50,000. Item 5 is an agreement with the District Attorney for secretarial support for the Birmingham District Office. It will be reimbursed. It is a wash of \$32,000.

Mr. Smith stated that he understands that the Randall House funds will be from the \$2.8 million economic redevelopment fund.

Ms. Bolt stated yes.

Mr. Smith asked where the \$310,000 be coming from for the training facility.

Ms. Bolt stated from the capital projects fund balance.

Mr. Smith asked where that would leave the unearmarked funds in the balance.

Ms. Bolt stated that after the amendment it would be at \$3.4 million.

Mr. Smith asked how much had been taken from the fund this fiscal year, in addition to this.

Ms. Bolt stated approximately \$600,000.

Dr. Lopez stated that is has been approximately \$10 million.

Mr. Smith stated that there has been approximately \$10 million spent over budget at this time.

Dr. Lopez stated no. She stated \$10 million was budgeted.

Mr. Smith stated that \$10 million was allocated. He stated he was asking about unearmarked funds.

Dr. Middlebrooks stated that he previously supported the purchase of the Randall House. Historically preserving the house and land is extremely important for the City. It would possibly prevent a developer coming in to redevelop the property, however, he does see the purchase a want and not necessarily a need for the City. After hearing the report from the City staff there will be another budget amendment coming to the Council for software and tonight for the change order for the Hoover Police Training Facility that are City needs. If his support is wanted for the software coming up, the City should analyze City needs versus City wants. He would like to ask for reconsideration of the purchase of the Randall House for this budget year, until the needs are met instead of capital wants.

Mr. Smith stated that the City already has a contract with the property owner and if the City does not honor that contract then that brings liability not only to the City, but to each Council Member individually. He stated that he saw this one other time in the history of the City where the Council was held personally liable. He wanted to make sure that was understood. He stated that Mr. Corley may want to address it further.

Dr. Middlebrooks asked Mr. Corley if he agrees.

Mr. Corley stated that he would need to look at it separately, but there is a contract. He stated that he does not want to speak to the ramifications.

**RESOLUTION NUMBER 6179-20**

**A Resolution Authorizing Birmingham Water Work To Install Fire Hydrants**

Mr. Smith read the summary of the resolution.

Chief Bentley stated that this is routine.

Mr. Smith stated that this is not in the Consent Agenda, because Mr. Murphy will need to abstain.

**ORDINANCE NUMBER 20-2469**

**An Ordinance TO Amend Chapter 2, Article I, Section 2-6 Of The Municipal Code Of The City of Hoover, Alabama**

Mr. Smith read the summary of the ordinance.

**ORDINANCE NUMBER 20-2466**

**An Ordinance To Amend The Trace Crossings Planned Unit Development-16<sup>th</sup> Amendment**

Mr. Smith read the summary of the ordinance.

Mr. Martin stated that this item may be going in a different direction. He had a conversation with Mr. Shilver, representing USX, and it is highly likely that the item will be continued or withdrawn from Monday night.

Mr. Smith stated that he has heard that the need for the road has become unnecessary.

**ORDINANCE NUMBER 20-2467**

**An Ordinance To Amend The Zoning Ordinance Of The City Of Hoover, Alabama**

Mr. Smith read the summary of the ordinance.

Mr. Martin stated that this and the next item amends the zoning ordinance. He stated that this item is to create a new use classification for research and development businesses looking at locating

into the City of Hoover. The proposed amendment will define the use. The level of intensity is low for these businesses.

Mr. Smith asked if they would have to go to Light Industrial without the amendment.

Mr. Martin stated that they would either have to go to Light Industrial or Planned Industrial. An office park would fit these type facilities well. Some of the shopping centers would, also, work for these type businesses.

### **ORDINANCE NUMBER 20-2468**

#### **An Ordinance To Amend The Zoning Ordinance Of The City Of Hoover, Alabama**

Mr. Smith read the summary of the ordinance.

Mr. Martin stated that this would amend the zoning ordinance to reclassify drive-up restaurants as conditional uses in the C-2 and C-3 districts, as well as, the industrial districts and planned commercial districts.

Mr. Smith asked if this is for example a Sonic or any drive through.

Mr. Martin stated that it for any drive through. He stated that our zoning ordinance does not classify different uses with varying degrees of drive-up service.

Mr. Shaw stated that a drive-up is a drive-through.

Mr. Martin stated correct.

### **COMMENTS/QUESTIONS**

There being no further discussion, Mr. Smith adjourned the meeting at 7:02 p.m.

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Gene Smith  
Council President

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Frank V. Brocato  
Mayor

**ATTESTED BY:**

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Wendy Dickerson  
City Clerk