JOINT MEETING AGENDA OF THE
MOUNTAIN BROOK CITY COUNCIL AND
MOUNTAIN BROOK EMERGENCY COMMUNICATIONS (E911) DISTRICT

AUGUST 24, 2020, 7:00 P.M.

As authorized by the Governor of the State of Alabama on March 18, 2020, elected officials may deliberate by means of telephone conference, video conference or other similar means of communication. Members of the public are also invited to listen, observe and participate in public meetings by such means as well.

Due to COVID-19, public gatherings of 10 or more are generally not permitted without adequate social distancing. Should anyone wish to listen, observe or participate in the City Council meeting of August 24, 2020 at 7:00 p.m., please join by way of the Zoom app (re: Meeting ID 801-559-1126, password 08242020).

1. Consideration: Resolution expressing gratitude to William Hereford for his service on the Board of Zoning Adjustment.

2. Women's Equality Day proclamation.

3. Approval of the minutes of the August 10, 2020, regular meeting of the City Council.

4. Consideration: Resolution authorizing the execution of a Traffic Enforcement Agreement between the City and East Central Alabama Safety Office.

5. Consideration: Resolution declaring certain property surplus and authorizing their sale at public Internet auction.

6. Consideration: Resolution authorizing the execution of a professional services agreement between the City and Matrix Consulting Group with respect to an organizational study of the City's Emergency Communications District/Dispatch operations.

7. Consideration: Resolution authorizing the execution of professional service agreements as follows for design modifications of the traffic islands located at Village Circle in Mountain Brook Village conditioned upon securing donations to cover the estimated cost of design fees, plantings and improvements in excess of the City's pledged financial participation ($16,500 Olin Studio design fee plus the cost of simply combing the two traffic islands into one):

    a. Olin Studio
    b. Landau Design + Technology
    c. Nimrod Long & Associates

8. Announcements:

    a. The City Council shall hold a budget work session in the Council Chambers of City Hall, 56 Church Street, 35213 on Wednesday, August 26, 2020, starting at 8 a.m.

    b. The City Council shall meet on Tuesday, September 1, 2020, at noon to canvass the results of the August 25, 2020, general municipal election (means and location to be announced)

    c. The next regular meeting of the City Council is September 14, 2020, at 7:00 p.m. (means and location to be announced).

9. Adjourn.

EXPRESSION OF GRATITUDE TO WILL HEREFORD FOR HIS DEDICATED SERVICE TO THE CITY ON THE BOARD OF ZONING ADJUSTMENT

WHEREAS, Will Hereford has served with distinction on the Board of Zoning Adjustment of the City of Mountain Brook from December 18, 2007 to August 19, 2019; and

WHEREAS, Will Hereford has served as Co- Chairman to the Board of Zoning Adjustment from October 8, 2012 to August 19, 2019 and;

WHEREAS, In Will Hereford's tenure on the Board of Zoning Adjustment he consistently exhibited a dedication to the integrity of the city's zoning ordinance, and by extension, a dedication to the physical integrity and developmental composition of the residential neighborhoods of the city of Mountain Brook, and;

WHEREAS, Will Hereford unfailingly led the Board of Zoning Adjustment by example, through his exemplary work ethic; always arriving to the meetings having read all supporting material, and being prepared for the meetings with insightful questions and points of view, and;

WHEREAS, Will Hereford, as co-chairman of the Board of Zoning Adjustment, exhibited professionalism in his occasional leading of the meetings, ensuring that the spirit of the zoning ordinance was held intact; but at the same time, exhibiting kindheartedness to those seeking a variance; and

WHEREAS, Will Hereford's detailed analysis of variance cases, and his judicious methodology in arriving at sound conclusions, served as an example to junior members of Board of Zoning Adjustment for 12 years; and

WHEREAS, it is the desire of the City of Mountain Brook to express its gratitude to Will Hereford for his unselfish service and tireless efforts while serving on the Board of Zoning Adjustment and;

NOW, THEREFORE, BE IT RESOLVED that the City Council and Mayor, on behalf of the residents of Mountain Brook, do publicly thank Will Hereford for his exemplary service.

ADOPTED: The 24th day of August, 2020.

_____
Stewart H. Welch III, Mayor

APPROVED: The 24th day of August, 2020.

_____
Virginia C. Smith, President

2020-131

PROCLAMATION

WHEREAS, on Women's Equality Day, we commemorate the ratification of the 19th Amendment to the Constitution, which secured for women the right to vote. The 100th anniversary of this milestone is an appropriate time to reflect on the remarkable accomplishments of women in every facet of American life. It is also an opportunity to honor women for their leadership in service to their families, their communities, and the Nation.

WHEREAS, in the same spirit of the 19th Amendment, we must continue to seek an environment of opportunity for all women. Today, we celebrate the passion and unwavering dedication of the women who struggled and persevered in the fight for suffrage, and we recognize the countless ways that women strengthen the fabric of the Nation. We all benefit from the leadership and ingenuity of women in education, medicine, government, law, business, military service, and every other field contributing to the greatness of this Nation.

NOW, THEREFORE, I, Stewart H. Welch, III, by virtue of the authority vested in me as Mayor of the City of Mountain Brook, do hereby proclaim August 26, 2020 as,

WOMEN'S EQUALITY DAY

on which the women of America won their right to vote and as an opportunity to continue to work for equal rights for ALL citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Mountain Brook to be affixed the 24th day of August of the year of our Lord 2020 and of the Independence of the United States of America, the 244th.

_____

Stewart H. Welch III, Mayor

MOUNTAIN BROOK CITY COUNCIL
PRE-MEETING DISCUSSION
AUGUST 10, 2020

[Pursuant to a proclamation issued by Governor Kay Ivey on March 18, 2020, elected officials are allowed to meet remotely by means of Internet or telephone conference and the public was invited to listen to, observe, or participate in the meeting by such means. The elected officials met by way of Internet video conference and allowed the public to listen, observe and participate by the same means.]

The City Council of the City of Mountain Brook, Alabama met informally by way of Internet video conference at 6:15 p.m. on the 10th day of August, 2020. The Council President called the pre-meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Philip E. Black
Lloyd C. Shelton
Alice B. Womack
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and City Clerk Steven Boone.

1. AGENDA

1. Proposals from Architectural Graphic & Design Specialties to modify ~~eight (8)~~ nine (9) directional signs (at a cost of $9,160) to reflect the recently changed name of the Library—Christopher Brown with Architectural Graphic & Design Specialties (Appendix 1). (Resolution No. 2020-129 was added to the formal meeting agenda. The members of the City Council expressed their desire to replace the signs rather than install overlay panels and to replace all of the signs at once rather than in phases.)

2. Bids for Cherokee Bend Elementary School field—Dale Brasher of Goodwyn, Mills and Cawood. There was one bid in the amount of $757,400 (two to three other contactors did not submit bids). The Board of Education has expressed its desire to delay this construction project until next May. The Board of Education has rejected the bid. Next year, all that will be required is to re-advertise and re-bid the project.

3. Patriots Day on September 11, 2020—Chief Mullins (the event will be cancelled this year due to the uncertainty surrounding the pandemic).

4. Virtual Training grant for the Fire Department—Chief Mullins (Appendix 2). This is a 5-department joint venture taking advantage of a 90:10 federal grant. The project will enable remote training across City departments and across other participating departments by way of technology purchases totaling $98,659.33. The City's $9,865 matching contribution can be paid from fiscal 2020 training funds budgeted but not expected to be spent this year.

5. Request to improve an unopened alley behind 118-120 Cherry Street for rear parking—Lauren Barrett of Barrett Architecture Studios (Appendix 3). The City Council members expressed their desire that this matter be reviewed by the Planning Commission and requested that the applicant get in touch with Dana Hazen, City Planner, to determine what information may be required by the Planning Commission with respect to design and drainage considerations.

6. Mountain Brook Village Circle project proposal by the Board of Landscape Design—Sim Johnson, Chairman of the Mountain Brook Board of Landscape Design (Appendix 4).

   The Board of Landscape Design is requesting that the City Council engage the nationally recognized design firm Olin Studios along with Nimrod Long & Associates and Landau Design to design the island at the terminus of Canterbury Road in Mountain Brook Village. Mr. Johnson is seeking a [sense of the Council/informal] commitment from the City Council to cover the OLIN "discounted" concept design fees of $16,500 plus whatever amount the City would incur to simply combine the two medians. [The estimated cost to combine the two islands into one has not been determined yet.] With the City's informal commitment, Mr. Johnson will begin soliciting donations from private donors and foundations to cover the remaining costs (construction, plantings, etc.) that could run up to $34,500 for landscape/planting design, $5,500 for Nimrod Long (underground utilities drawings and completion of the final design) and traffic consultant fees. The City will not be asked to incur any costs until the fundraising efforts have commitments for 100% of the remaining costs. If agreeable, the contracts can be finalized and brought back to the City Council for formal consideration as early as August 24, 2020.

7. Review of the other matters to be considered at the formal (7 p.m.) meeting.

   - Ordinance No. 2075. The fee for concrete patches will be limited to $275/square yard (same as asphalt). The Public Works staff shall perform the concrete patches in-house rather than using the contractor considering the contract fee is more than $1,000/square yard.

2. ADJOURNMENT

There being no further comments or discussion, Council President Smith adjourned the pre-meeting at approximately 7:15 p.m.

3. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct synopsis of the discussion from the work session of the City Council of the City of Mountain Brook, Alabama held by way of Internet teleconference on August 10, 2020, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that no formal action or votes were conducted at said work session.

City Clerk Approved by
City Council August 24, 2020

MINUTES OF THE REGULAR OF THE CITY COUNCIL OF THE CITY OF MOUNTAIN BROOK AUGUST 10, 2020

[Pursuant to a proclamation issued by Governor Kay Ivey on March 18, 2020, elected officials are allowed to meet remotely by means of Internet or telephone conference and the public was invited to listen to, observe, or participate in the meeting by such means. The elected officials met by way of Internet video conference and allowed the public to listen, observe and participate by the same means.]

The City Council of the City of Mountain Brook, Alabama met by way of Internet video conference at 7:15 p.m. on the 10th day of August, 2020. The Council President called the meeting to order and the roll was called with the following results:

Present: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Philip E. Black
Lloyd C. Shelton
Alice B. Womack
Stewart Welch III, Mayor

Absent: None

Also present were City Attorney Whit Colvin, City Manager Sam Gaston, and City Clerk Steven Boone.

The Council President stated that a quorum was present and that the meeting was open for the transaction of business

1. PRESENTATION

Mayor Welch read aloud Resolution No. 2020-127 (Exhibit 1) expressing the City's gratitude for Patrick Higginbotham's service on the Board of Zoning Adjustment. Mr. Higginbotham expressed his appreciation for the City staff's efforts which made the BZA's job much easier over the years.

Council member Black stated that the BZA is a quazi-legal entity whose decisions may be overturned only by the circuit court. In his recollection, there have only been two BZA challenges in court both of which were upheld in the City's favor which is a testament to the good information provided by City staff and that the BZA has made really good and fair decisions under Mr. Higginbotham's leadership.

2. CONSENT AGENDA

Council President Smith announced that the following matters will be considered at one time on the consent agenda provided no one in attendance objects:

Approval of the minutes of the July 27, 2020, regular meeting of the City Council

Approval of the minutes of the August 3, 2020, special meeting of the City Council

2020-127	Expression of gratitude to Patrick Higginbotham for his service on the Board of Zoning Adjustment	Exhibit 1
2020-128	Resolution appointing poll workers for the August 25, 2020, general municipal election to decide City Council Place No. 2 between candidates Philip Black and Gerald Garner.	Exhibit 2

2020-129	Authorize the execution of an agreement between the City and Architectural Graphic & Design Specialties, Inc. to modify nine (9) directional signs to reflect the new name of the Library	Exhibit 3, Appendix 1
2020-130 Motion	Authorize the execution of a memorandum of understanding for a 5-department (90:10) Federal Emergency Management Agency (FEMA) sub-grant for the purchase of virtual training equipment and software in the amount of $98,659.33.	Appendix 2

Thereupon, the foregoing minutes, resolutions and motion were introduced by Council President Smith and a motion for their immediate adoption made by Council President Pro Tempore Pritchard. The minutes, resolutions and motion were then considered by the City Council. Council member Black seconded the motion to adopt the foregoing minutes, resolutions and motion. Then, upon the question being put and the roll called, the vote was recorded as follows:

Ayes: Virginia C. Smith, Council President
William S. Pritchard III, Council President Pro Tempore
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

Abstained: None

Council President Smith thereupon declared that said minutes and resolutions (Nos. 2020-127 through 2020-129) and Motion No. 2020-130 were adopted by a vote of 5—0 that and as evidence thereof she signed the same.

3. CONSIDERATION OF AN ORDINANCE (NO. 2073) EXTENDING FOR 90-DAYS THE TEMPORARY MODIFICATION OF THE TEMPORARY RESTAURANT SIDEWALK DINING REGULATIONS FIRST IMPLEMENTED UPON THE ADOPTION OF ORDINANCE NO. 2067 ON MAY 11, 2020 (EXHIBIT 4)

The ordinance was introduced in writing by Council President Smith who then invited comments. There being no comments or questions, President Smith called for a motion. Council member Shelton made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council President Pro Tempore Pritchard. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. Pritchard, III
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared the motion passed by a vote of 5—0.

After said ordinance had been considered in full by the Council, Council member Black moved for the adoption of said ordinance. The motion was seconded by Council President Pro Tempore Pritchard. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. Pritchard, III
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared that the said ordinance (No. 2073) is hereby adopted by a vote of 5—0 and, as evidence thereof, she signed the same.

4. CONSIDERATION OF AN ORDINANCE (NO. 2074) EXTENDING FOR 90-DAYS THE TIME RESTRICTIONS FOR THE ON-STREET PUBLIC PARKING LOCATED IN MOUNTAIN BROOK, CRESTLINE AND ENGLISH VILLAGE FIRST IMPLEMENTED UPON THE ADOPTION OF ORDINANCE NO. 2068 ON MAY 13, 2020 (EXHIBIT 5, APPENDIX 3)

The ordinance was introduced in writing by Council President Smith who then invited comments. There being no comments or questions, President Smith called for a motion. Council member Shelton made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council member Black. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. Pritchard, III
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared the motion passed by a vote of 5—0.

After said ordinance had been considered in full by the Council, Council member Womack moved for the adoption of said ordinance. The motion was seconded by Council President Pro Tempore Pritchard. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. Pritchard, III
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared that the said ordinance (No. 2074) is hereby adopted by a vote of 5—0 and, as evidence thereof, she signed the same.

5. CONSIDERATION OF AN ORDINANCE (NO. 2075) AMENDING CHAPTER 14 OF THE CITY CODE WITH RESPECT TO FEES FOR UTILITY, STREET CUT REPAIRS IN THE CITY (EXHIBIT 6, APPENDIX 4)

The ordinance was introduced in writing by Council President Smith who then invited comments. There being no comments or questions, President Smith called for a motion. Council member Shelton made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said

ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council member Black. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. Pritchard, III
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared the motion passed by a vote of 5—0.

After said ordinance had been considered in full by the Council, Council member Black President Pro Tempore Pritchard moved for the adoption of said ordinance. The motion was seconded by Council member Black. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. Pritchard, III
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared that the said ordinance (No. 2075) is hereby adopted by a vote of 5—0 and, as evidence thereof, she signed the same.

6. CONSIDERATION OF AN ORDINANCE (NO. 2076) AUTHORIZING THE PLACEMENT OF A STOP SIGN ON HAMPSHIRE DRIVE (EXITING THE CUL DE SAC) AT ITS INTERSECTION WITH HAMPSHIRE DRIVE (EXHIBIT 7, APPENDIX 5)

The ordinance was introduced in writing by Council President Smith who then invited comments.

Margaret Clements of 3563 Hampshire Drive:

- There are approximately 11 children living on the street, elderly pedestrians and young drivers too
- The street currently is uncontrolled and no markings
- There have been numerous near miss accidents along the street
- The stop sign is requested to address safety concerns

Mr. and Mrs. Mark Lloyd of 3555 Hampshire Drive:

- There are a lot of children living on the street
- Requests the stop sign for safety reasons

Council member Shelton expressed confusion as to whether one or two stop signs were being considered to which Mr. Gaston stated that the traffic consultant, Richard Caudle, is only recommending one at the cul de sac presently. Council member Shelton stated that he would like to find out why one is not also being recommended at the Oakdale intersection of Hampshire.

Mike McGovern of 3564 Hampshire Drive:

- Motorists routinely speed through the right-hand turn mentioned by Mr. Shelton
- Requests that the City consider a stop sign or speed humps at this location

Chief Cook:

- Stated that he is not sure Mr. Caudle considered the Oakdale location with respect to the necessity of traffic control

Council member Black:

- Suggested that the stop sign be approved and ask the traffic consultant to study the other intersection [Council member Shelton expressed his agreement to this suggestion]

There being no comments or questions, President Smith called for a motion. Council member Black made a motion that all rules and regulations which, unless suspended, would prevent the immediate consideration and adoption of said ordinance be suspended, and that unanimous consent to the immediate consideration of said ordinance is given and that the reading of the ordinance at length be waived. The motion was seconded by Council member Womack. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. Pritchard, III
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared the motion passed by a vote of 5—0.

After said ordinance had been considered in full by the Council, Council member Shelton moved for the adoption of said ordinance. The motion was seconded by Council member Black. Thereupon, Council President Smith called for vote with the following results:

Ayes: Virginia C. Smith
William S. Pritchard, III
Philip E. Black
Lloyd C. Shelton
Alice B. Womack

Nays: None

The Council President Smith declared that the said ordinance (No. 2076) is hereby adopted by a vote of 5—0 and, as evidence thereof, she signed the same.

Ronnie Vaughn stated that the stop sign will be installed by August 14. The painted stop bar may be delayed so that it can be coordinated with the other stop sign mentioned earlier assuming one is recommended by Mr. Caudle after his review.

7. ANNOUNCEMENTS

The next regular meeting of the City Council will be August 24, 2020, at 7:00 p.m. with the location and means to be determined and announced at a later date.

8. ADJOURNEMENT

There being no further business or matters for discussion, Council President Smith adjourned the meeting at approximately 7:30 p.m.

9. CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama, certify the above is a true and correct transcript of the regular meeting of the City Council of the City of Mountain Brook, Alabama by Internet teleconference on August 10, 2020, and that the meeting was duly called and held in all respects in accordance with the laws of the State of Alabama and bylaws of the City and that a quorum was present.

City Clerk
Approved by City Council August 24, 2020

EXHIBIT 1

RESOLUTION NO. 2020-127

EXPRESSION OF GRATITUDE TO PATRICK HIGGINBOTHAM FOR HIS DEDICATED SERVICE TO THE CITY ON THE BOARD OF ZONING ADJUSTMENT

WHEREAS, Patrick Higginbotham has served with distinction on the Board of Zoning Adjustment of the City of Mountain Brook from March, 14, 2005 to June 15, 2020; and

WHEREAS, Patrick Higginbotham has served as Chairman to the Board of Zoning Adjustment from October 8, 2012 to June 15, 2020; and

WHEREAS, In Patrick Higginbotham's tenure on the Board of Zoning Adjustment he consistently exhibited a dedication to the integrity of the city's zoning ordinance, and by extension, a dedication to the physical integrity and developmental composition of the residential neighborhoods of the city of Mountain Brook, and;

WHEREAS, Patrick Higginbotham unfailingly led the Board of Zoning Adjustment by example, through his exemplary work ethic; always arriving to the meetings having read all supporting material, and being prepared for the meetings with insightful questions and points of view, and;

WHEREAS, Patrick Higginbotham, as chairman of the Board of Zoning Adjustment, exhibited professionalism in his leading of the meetings, ensuring that the spirit of the zoning ordinance was held intact; but at the same time, exhibiting kindheartedness to those seeking a variance; and

WHEREAS, Patrick Higginbotham's detailed analysis of variance cases, and his judicious methodology in arriving at sound conclusions, served as an example to junior members of Board of Zoning Adjustment for 15 years; and

WHEREAS, it is the desire of the City of Mountain Brook to express its gratitude to Patrick Higginbotham for his unselfish service and tireless efforts while serving on the Board of Zoning Adjustment and;

NOW, THEREFORE, BE IT RESOLVED that the City Council and Mayor, on behalf of the residents of Mountain Brook, do publicly thank Patrick Higginbotham for his exemplary service.

RESOLUTION NO. 2020-133

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of a Traffic Enforcement Agreement between the City and East Central Alabama Highway Safety Office, in the form as attached hereto as Exhibit A.

ADOPTED: This 24th day of August, 2020.

_____
Council President

APPROVED: This 24th day of August, 2020.

_____
Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on August 24, 2020, as same appears in the minutes of record of said meeting.

_____
City Clerk

EAST CENTRAL ALABAMA HIGHWAY SAFETY OFFICE

700 FOX TRAIL • OPELIKA, AL 36801 • PHONE # 334-705-5455

Traffic Enforcement Agreement
Fiscal Period: October 01, 2020 – September 30, 2021

This agreement is entered by the City of Opelika as the fiscal agent. All of the Traffic Enforcement grants' programmatic issues are managed by East Central Alabama Highway Safety Office (ECAHSO) as per federal guides outlined by National Highway Traffic Safety Administration (NHTSA) and the state procedures issued by Alabama Department of Economic Community Affairs (ADECA), and the governing entity of the law enforcement department of the following: **Mountain Brook Police Department**, hereinafter referred to as "AGENCY", for official participation in the City of Opelika grant and/or grants, and are at allowable rates of pay, plus allowable FICA fringe, for traffic safety enforcement. The term of this agreement is for all grants awarded for the period from **October 01, 2020 through September 30, 2021.**

The Agency will use the CORE reporting system for the grant/grants that awarded to the City of Opelika. The CORE system will provide information such as the grant's/grants' name, number, CFDA number, authorized spending allocations and authorized spending periods will be made available to the AGENCY through the CORE website, for this Traffic Enforcement Agreement managed by the ECAHSO.

NO AGENCY will be approved to receive traffic enforcement funding without having entered into this agreement. NO AGENCY will be approved to receive enforcement funding without having an overtime payment policy or a completed ECAHSO Overtime questionnaire.

The AGENCY's grant funds may be rescinded at any time, even without voluntary release of such funds by the AGENCY, due to non-compliance, non-expenditure, lack of submitted reimbursement claims, or for any other reason deemed necessary by ECAHSO.

Each agency will be responsible for keeping on file ALL paperwork pertaining to each grant for which any reimbursement claim is filed. ADECA reserves the right to audit any agency at any time to assure that all documents that have been submitted are correct. Documents that should be kept on file by the agency are as follows; **(1.)** Traffic Enforcement Agreement with City of Opelika, **(2.)** CORE Project Reimbursement Form, **(3.)** CORE Roll-Up form, **(4.)** CORE signed contact report(s) for each person claiming reimbursement hours on the grant, **(5.)** copy or electronic image of every citation and warning citation claimed on the grant, **(6.)** time sheets or time cards identifying regular hours worked and overtime hours worked on traffic grant, **(7.)** City or County overtime policy or the ECAHSO overtime policy questionnaire. The above-mentioned paperwork should be kept on file by each agency for current fiscal year plus the three (3) fiscal years from the date of the grant enforcement period. Each agency will be notified if a file audit is requested. Any agency that is unable to produce ALL forms required to verify the claims that have been submitted to the ECAHSO for ADECA, will be required to refund ANY or ALL funds that were reimbursed on the grant in question to the City of Opelika.

Reimbursement claims (CORE forms) are encouraged to be submitted to ECAHSO as least once per month.

The Chief Law Enforcement Official will serve as the AGENCY Representative unless he or she delegates the responsibility. The Chief Law Enforcement Official may appoint a department representative to be the AGENCY Representative if he or she chooses. The AGENCY Representative will also serve as the primary contact person for communications and correspondence between the AGENCY and ECAHSO.

The AGENCY is solely and exclusively responsible for all expenditure documentation submitted to ECAHSO and shall ensure the accuracy of all such documentation and reports submitted, such hours reported, computation of pay rates for reimbursement and documentation of allowable contacts reported.

The AGENCY, in performance of its operations and obligations, shall not be deemed to be an agent of the City of Opelika, but shall be an independent contractor in every respect. The AGENCY is solely responsible for the acts and omissions of its employees and agents. The City of Opelika assumes no responsibility by the way or means by which the AGENCY performs its activities pursuant to this agreement

Subject to the terms of the grant, the City of Opelika agrees to reimburse the AGENCY, for the actual traffic enforcement worked under a City of Opelika grant project, provided the activity is documented in accordance with program requirements, and with final approval by ADECA, and in accordance with funding guidelines. All commitments for reimbursement shall be limited to the availability of grant funds.

The funds for this agreement are awarded by NHTSA and are passed through ADECA and the City of Opelika. Therefore, all expenditures are subject to all federal, state, and city laws, guidelines, and regulations. This includes ADECA/LETS policy letters.

"**Termination for Cause.** If, through any cause, the AGENCY shall fail to fulfill in a timely manner its obligations under this Agreement, or if the AGENCY shall violate any of the covenants, agreements or stipulations of this Agreement, and such failure or violation is not corrected immediately, this agreement will be terminated. The ECAHSO will notify the AGENCY of such termination by written notice (email, etc.).

Signatures required:

Signature of AGENCY's Authorizing Official *(Mayor/Comm. Chair) authorized to enter Agreement*	**Printed Name of Authorizing Official and Title** (Mayor/Comm. Chair)
Ted Cook **Signature of AGENCY's Chief Law Enforcement Official** (Chief/Sheriff)	Ted Cook **Printed Name of Chief LE Official and Title** (Chief/Sheriff)
Jaye Loggins **Signature of AGENCY Representative for ECAHSO** *(If applicable, as designated by Chief LE Official)*	Jaye Loggins **Printed Name of Representative for ECAHSO and Title**
Signature of Region Director East Central Alabama Highway Safety Office	Terry J. Henderson **Printed Name of Region Director**

RESOLUTION NO. 2020-134

A RESOLUTION AUTHORIZING THE SALE OR DISPOSAL OF CERTAIN SURPLUS PROPERTY

WHEREAS, the City of Mountain Brook, Alabama, has certain items of personal property which are no longer needed for public or municipal purposes; and

WHEREAS, Section 11-43-56 of the Alabama Code of 1975 authorizes the municipal governing body to dispose of unneeded personal property.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mountain Brook, as follows:

Section 1. It is hereby established and declared that the following property owned by the City of Mountain Brook, Alabama is not needed for public or municipal purposes and is hereby declared surplus property:

Description

Public Works

- 2008 Chevrolet Colorado VIN#1GCCS39EA88202375, FA#13595
- 2002 Ford Crown Victoria VIN#2FAFP74W82X120832, FA#1196

Police Department

- 2006 Chrysler 300 VIN#2C3KA53G56H102818, FA#15004
- 2017 Chevrolet Tahoe VIN#1GNLCDEC8HR186402, FA#14794
- 2013 Chevrolet Tahoe VIN#1GNLC2E0XDR277730, FA#14096
- 2013 Chevrolet Tahoe VIN#1GNLC2E02DR279730, FA#14098

Parks and Recreation

- 2008 Ford F-150 VIN#1FTPX12V88FB53341, FA#13628

Section 2. That the City Manager, or his designated representative, is hereby authorized and directed to sell said property by way of public Internet auction.

ADOPTED: This 24th day of August, 2020.

_____
Council President

APPROVED: This 24th day of August, 2020.

_____
Mayor

RESOLUTION NO. 2020-135

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the execution of a professional services agreement between the City and Matrix Consulting Group, in the form as attached hereto as Exhibit A, subject to such minor revisions recommended by legal counsel, with respect to an organizational study of the City's Emergency Communications District/Dispatch operations.

ADOPTED: This 24th day of August, 2020.

_____
Council President

APPROVED: This 24th day of August, 2020.

_____
Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on August 24, 2020, as same appears in the minutes of record of said meeting.

_____
City Clerk

Proposal to Conduct a 911 Dispatch Organizational Study

MOUNTAIN BROOK, ALABAMA

June 22, 2020

matrix consulting group

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matrix consulting group

June 23, 2020

Lt. Thomas Boulware
Mountain Brook Police Department
101 Tibbet St.
Mountain Brook, AL 35213

Dear Mr. Boulware,

The Matrix Consulting Group is pleased to present the following proposal to conduct a 911 dispatch organizational study for the Mountain Brook Police Department. Our firm is dedicated to providing management consulting services to cities, counties, and public agencies across the United States. The analysis of public safety functions and emergency communications is a core practice for us, and encompasses over 100 dedicated 911 communications studies. The following table provides illustrative examples of our emergency communications projects:

Emergency Communications Studies

Albany County, New York	Glenview, Illinois	Rensselaer County, New York
Anderson County, SC	Greene County, Missouri	Portland, Oregon
Anchorage, Alaska	Huntington Beach, California	Salt Lake City, Utah
Arlington, Texas	Jacksonville, Florida	San Mateo County, California
Austin, Texas	Jackson County, Oregon	Sarpy County, Nebraska
Butte County, California	Kenilworth, Illinois	Snohomish County, Washington
Chesapeake, Virginia	Modesto, California	Spokane, Washington
El Paso, Texas	Montgomery County, Texas	Stanislaus County, California
Falmouth, Massachusetts	Monterey County, California	Washoe County, Nevada
Dane County, Wisconsin	Placer County, California	Will County, Illinois

In addition to these studies, our firm also completed a 2015 study for the Birmingham Police Department which included emergency communications. Our President and Project Manager for this study led portions of that study, which provides our team with an additional layer of local familiarity.

Our approach to conducting studies such as this one is characterized by thorough research, detailed analysis, and client interaction. We believe in high levels of input from our clients and their stakeholders throughout the course of our studies, we provide detailed, fact-based analysis to support our findings, and we incorporate implementation guidance to accompany each of our recommendations.

For this study, we have proposed a highly qualified team led by an experienced project manager. In addition to myself, our team is composed of:

- **Greg Mathews,** a Senior Manager with 27 years of consulting experience who leads our emergency communications practice. He will serve as the Project Manager.

- **David Branch,** a Manager with 8 years of experience, who plays a key role in workload, staffing, and operations analysis. He will be a Project Analyst for this study.

- **Ryan Peterson,** a Consultant with 5 years of experience in GIS and data analytics work over dozens of projects with our firm. He will serve as a Technical Analyst in this engagement.

We look forward to the opportunity to serve the City of Mountain Brook. If you have any questions, please contact me by phone at 650-858-0507 or by email at rbrady@matrixcg.net

Richard P. Brady
Matrix Consulting Group

Richard Brady
President

1. Firm Background and Experience

The following section provides a brief introduction to our firm and describes our qualifications and experience related to emergency communications and the elements of this study. It also introduces our proposed project team.

1. Introduction to the Matrix Consulting Group

The Matrix Consulting Group is a management consulting firm dedicated to providing assistance to local government. Our company was formed in 2002, and our President and the Project Manager for this engagement have worked together in this and other firms for decades. Our firm can be summarized as follows:

- We were founded in 2002 and are headquartered in California. We also have regional offices in Charlotte, St. Louis, Dallas, Boston, and Portland.

- While the Matrix Consulting Group provides a variety of analytical services to local government, our most significant area of expertise is public safety. We have conducted over 100 dedicated studies of communications services, and this experience spans three decades.

- We are specialists, not generalists. Our firm is comprised of highly experienced management consultants who are dedicated to the analysis of public safety agencies encompassing the entire spectrum of operations.

- We are objective and data driven. Our projects are approached with a firm grounding in analytical methodology and the facts gathered in regard to our client's unique service level goals, workloads, risks and hazards.

The Matrix Consulting Group is well-versed in emergency communications operations, staffing, management, and governance. Our qualifications in these areas are illustrated in the following sections.

2. Our Experience

The Matrix Consulting Group is well-versed in the organizational structure and management and operational practices required for an effective dispatch center. Our project team members have conducted over 100 dedicated emergency communication

studies, focusing on organizational structure, operational practices, the use of technology, staffing and service level adjustments, and the determination of appropriate governance structures. As a result, our firm is well positioned to provide Mountain Brook with highly-regarded professional services rooted in a deep understanding of emergency communications. The following is a partial list of clients.

Emergency Communications Studies

Albany County, New York	Glenview, Illinois	Rensselaer County, New York
Anderson County, SC	Greene County, Missouri	Portland, Oregon
Anchorage, Alaska	Huntington Beach, California	Salt Lake City, Utah
Arlington, Texas	Jacksonville, Florida	San Mateo County, California
Austin, Texas	Jackson County, Oregon	Sarpy County, Nebraska
Butte County, California	Kenilworth, Illinois	Snohomish County, Washington
Chesapeake, Virginia	Modesto, California	Spokane, Washington
El Paso, Texas	Montgomery County, Texas	Stanislaus County, California
Falmouth, Massachusetts	Monterey County, California	Washoe County, Nevada
Dane County, Wisconsin	Placer County, California	Will County, Illinois

In addition to these studies, our firm also completed a 2015 study for the Birmingham Police Department. Our President and Project Manager for this study led portions of that study, which provides our team with an additional layer of local familiarity.

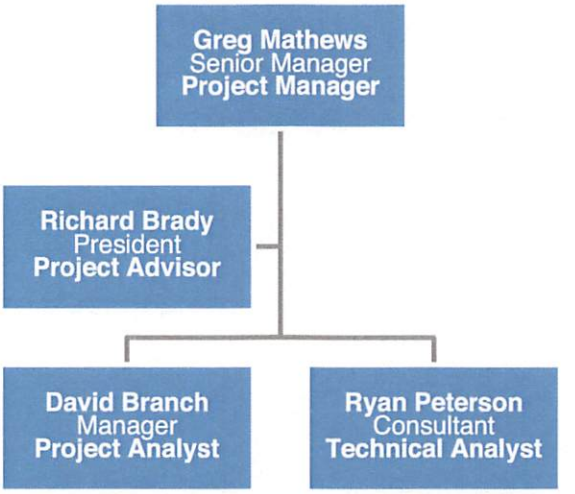
3. Proposed Project Team

For this study, the Matrix Consulting Group proposes to utilize a senior-level professional project team composed of experienced personnel with significant and relevant experience to this engagement and extensive backgrounds in public safety. The team will be led by Greg Mathews, a Senior Manager with Matrix who leads our emergency communications practice, and advised by Richard Brady, our President with 40 years of professional experience as a public safety consultant. The following table summarizes the members of the project team.

Consultant / Role	Professional Background and Focus	Summary of Relevant Experience
Greg Mathews Senior Manager Project Manager	Mr. Mathews is a Senior Manager with the Matrix Consulting Group. He is based in our North Carolina office and has over 27 years of private sector and government experience. He concluded his public-sector career in 2005 as Deputy Director of Auditing for the Los Angeles City Controller's Office and began his formal career with the Pasadena Police Department. He holds a BA degree from UC Davis and MPA from the University of Southern California. Mr. Mathews' focus in this engagement will be providing direct oversight of the project team, leadership of all analysis and the development of deliverables, and serving as the project team's point of contact.	Mr. Mathews is a public safety and organizational specialist who leads our emergency communications practice. He has recently completed public safety engagements to include Redding (CA), Adams County (CO), and Birmingham (AL). He has significant E911 dispatch experience leading our studies in Kenilworth (IL), Butte, Glenn and Stanislaus Counties (CA), Snohomish County (WA), Greene County (MO), Portland (OR), Anderson County (SC), Albany (NY), and Salt Lake City (UT).
Richard Brady President Project Advisor	Mr. Brady is the President of Matrix Consulting Group and is the leader of our public safety services. He has over 40 years of experience providing consulting services to hundreds of local government organizations across the country, including optimum staffing studies, performance audits, organizational reviews, etc. He has a doctorate from Oxford University, U.K, and a BA from California State University, Hayward. Mr. Brady's focus for this project will be quality control and general project oversight.	Mr. Brady has conducted performance reviews and regionalization studies of more than 50 dedicated dispatch studies, as well over 250 studies as part of staffing and organizational evaluations of police and/or fire. Recent examples of similar studies include regional communications feasibility studies in Falmouth and Plymouth (MA), Snohomish County (WA), Albany County (NY), Stanislaus County (CA), Jackson County (OR), and San Mateo (CA).

Consultant / Role	Professional Background and Focus	Summary of Relevant Experience
David Branch Manager Project Analyst	Mr. Branch is a Manager in his 8th year with the firm. He provides analytical expertise in all of our practice areas, with a focus on general management and public safety consulting. In his time with the firm he has contributed to over 100 studies across the United States. Mr. Branch received his B.S. in Public Policy, Management, and Planning from USC and his Masters in Secondary Education from the University of Missouri. He is a member of NENA. Mr. Branch's focus in this engagement will be analysis of operational, organizational, and staffing issues.	Mr. Branch has played a key role as a staffing and workload data analyst in all of Matrix's recent dispatch studies, including Albany (NY), Anderson County (SC), Portland (OR), and Salt Lake City (UT). These have included analysis of best operational practices, technology utilization and facilities assessments, detailed personnel scheduling and overtime evaluations, and determinations of regionalization feasibility.
Ryan Peterson Consultant Technical Analyst	Mr. Peterson is a Consultant with the Matrix Consulting Group, specializing in GIS and data analytics. He has five years of experience in conducting geospatial analysis for local and regional governments, having previously worked for the City of Portland and City of Beaverton, as well as the Tri-County Metropolitan Transportation District of Oregon (TriMet). He holds a BS in Geography/GIS from University of Oregon, as well as a GIS Graduate Certificate from Portland State University. Mr. Peterson will serve as a data analyst in this project.	In his time with the firm, Mr. Peterson has worked on public safety analytical projects for Peoria (AZ), Mequon (WI), Davenport (IA), Yarmouth (MA), Miami Beach and Orange County (FL), Sacramento and West Sacramento (CA) and Howard County (MD).

The following organizational chart depicts the chains of command and lines of authority within our proposed project team.



Each of the members of the project team have worked together on numerous prior projects of a similar nature.

2. Project Understanding and Approach

The following section summarizes our understanding of the proposed project, describes our approach to providing consulting services for engagements such as this, and outlines the task plan our project team will undertake to meet the City's needs.

1. Our Understanding of the Project

The City of Mountain Brook is an inner-ring suburb of Birmingham, Alabama. The City's 911 Dispatch Center serves the City's police and fire departments, operating under the authority of the Police Department, an agency of about 70 sworn personnel. The Dispatch center employs 9 full-time dispatchers and 1 supervisor (all civilians) under a managing Lieutenant.

The City is seeking a professional evaluation of the dispatch function, to include an analysis of workload and staffing needs, recommendations for improvements in policies, procedures, and efficient operational practices to best serve customer agencies and the public, an assessment of the current governance structure and how it serves the center's stakeholders, and a review of the costs and benefits of consolidation, should the City become interested in pursuing that option.

2. Our Consulting Approach

In order to manage the unique project environment of every engagement, the Matrix Consulting Group takes a clearly-defined, client-centered project approach to each study we conduct. This allows us to thoroughly deliver the requirements of the project, respond quickly to the needs of our clients, and minimize any potential difficulties or delays. Our approach is defined by the following distinctive factors:

- **We take a fact-based approach to data collection and analysis.** There must be a strong analytical basis for evaluating needs and making recommendations; our data collection and documentation process, as well as our empirical, model-based approach to workload and staffing analysis allows us to provide quantitative analysis to support our work.

- **We promote an interactive study process.** We have found that successful projects require a study process which involves staff and builds internal "ownership" in project recommendations and results. To achieve this objective, we

conduct extensive interviews, survey key stakeholders, and maintain frequent, regular communication with our clients.

- **We adhere to professional project management techniques.** Our projects are delivered on time, on budget, and at a high level of quality. The project manager briefs each project team member on their roles and expectations, defines and assigns work activities to specific team members and timelines, and designs and personally reviews all interim and final products before they are delivered to the client.

These pillars of our consulting approach have resulted in hundreds of successful studies and satisfied clients, including numerous emergency communications studies as outlined earlier.

3. Task Plan and Schedule

The following section describes the task plan which we will undertake and the deliverables produced in each phase in order to meet the City's needs for this engagement, as well as a proposed project schedule.

Task 1 | Project Initiation, Data Collection, and Development of Descriptive Profile

In the first phase of this study, our project team will be focused on building a deep level of familiarity with the existing emergency communications environment the City. This stage ensures a broad understanding and strong factual basis for subsequent project tasks. To achieve this, our project team will spend time on site[1] to view the facilities of the dispatch center, meet with the leadership of customer police and fire agencies, and conduct one-on-one interviews with staff. This stage of the effort will ensure that the project team understands the staffing and organizational structure, operational practices, service priorities, and staff duties in the dispatch center.

At this stage, we will also collect data to inform our understanding of the organizational and operational facets of the dispatch center. These will include any available documentation of call volume and dispatch workload, policies and procedures, shift scheduling, the use of overtime, hiring and onboarding, training, quality control, budget documents, and an inventory of technology systems.

[1] If the COVID-19 crises precludes on-site time, we are prepared to conduct this field work virtually through phone calls and video conferences.

With interviews completed and data collected, the project team will develop a descriptive profile of emergency communications in the City which summarizes our understanding of the dispatch center's current state, including budget, workload, staffing, chain of command, roles and responsibilities of staff, and technology systems in use. This document will be provided to the City (a designated committee or point of contact) for review and discussion when complete.

TASK RESULT

A descriptive profile of the dispatch center's current budget, governance, staffing, workload, operations, and technology.

Task 2 Evaluation of Workload and Capacity of the Dispatch Center and Development of Staffing Needs Assessment

With the factual basis for analysis of the agency established, the project team will use the call volume, CAD data, and other workload documentation collected during the initial stage of the project to determine how many staff should be assigned to Dispatch to provide acceptable service levels to meet the demands of the workload, ensure the safety of first responders, and provide the level of service expected by partner agencies and the public.

This analysis will consider factors such as vacation and sick leave, mandated breaks, and the use of overtime. Recent patterns in hiring and staff turnover will also be incorporated in this analysis.

To model dispatcher and supervisor staffing, we will use APCO Project RETAINS formulas, and ERLANG C performance-based call taking formulas. This will result in hour-by-hour models showing the need for dispatchers and emergency/non-emergency call taker staffing to accommodate fluctuating workload levels throughout the week. The results of this analysis will include dispatchers, supervisors, and support staff.

Based on the findings of this staffing analysis, the project team will recommend any needed changes to the shift deployment plan and work schedule in order to optimize the efficiency of staff utilization, ensure minimum staffing levels are met, and minimize the need for forced overtime. A recommended organizational structure will also be recommended based on professionally accepted standards of organizational theory and practice.

TASK RESULT

A staffing and organizational analysis which recommends an appropriate number of dispatch personnel, changes to the shift deployment plan and work schedule, and an optimal organizational structure.

Task 3 Assess the Policies, Procedures, and Operational Practices of the 911 Dispatch Center

In this third task, the project team will examine the policies, procedures, and operational practices of the 911 Dispatch Center in order to identify opportunities for enhancing efficiency, improving service levels to the public and the City's police and fire departments, and producing a net benefit to public safety.

This task will involve a comparison of the 911 Dispatch Center's operations with recognized best practices from professional organizations such as the National Emergency Number Association (NENA), and the Association of Public Safety Communications Officials (APCO), as well as our extensive experience of more than 25 years working with and advising emergency communications agencies. Best practices may focus on topics such as the following:

- Target service levels for call answering or incident processing time from call to dispatch.
- Factors contributing to resiliency and redundancy of the PSAP's key technology systems.
- Training and certifications obtained by, or required of, operations staff at the agency.
- The presence of a strategic plan and an established process for updating it and gauging its effectiveness.
- The presence and relevance of written policies and procedures on call-taking, incident entry, radio operations, unit alerting, and other facets of telecommunications operations.
- Appropriate levels and causes for the use of overtime, employee leave, and staff turnover rates.

By comparing the City with best practices on these topics and examining issues identified during the interview and data collection stage of this study, the project team will assemble an outline of strengths, improvement opportunities, and recommended policy and

operational changes for the 911 Dispatch Center. This document will be provided to the City for review and editing.

TASK RESULT

An analysis of the 911 Dispatch Center's policies, procedures, and operational practices as compared to best practices and recommendations for improvement opportunities in those areas.

Task 4 | Governance Analysis

In this task, the project team will assess the strengths and weaknesses of the current governance model and provide recommendations for a modified governance structure if necessary.

- The goals of the current model and the needs of customer agencies for oversight will be determined, and the suitability of the existing governance structure evaluated for its ability to meet those goals and needs.
- Alternative models will be presented, including options such as the use of an interlocal agreement or intermunicipal contract, the formation of a joint powers authority, a contract-for-services or service level agreement arrangement, or the creation of a special district.
- The benefits and drawbacks of potential governance changes will be examined, and a preferred governance structure recommended.

This governance analysis will provide an objective view of the current model's successes and drawbacks, as well as a path toward a more effective model. While consolidation with another regional dispatch center will also be assessed in the following task, the governance analysis will be undertaken with the assumption that the 911 dispatch center will not be consolidated with another center. The document will be provided to the city for review and discussion.

TASK RESULT

A summary of the strengths and drawbacks of the 911 dispatch center's current governance model and a recommendation for enhancing the center's governance structure to better meet its goals and the needs of customer agencies.

Task 5 | Consolidation Feasibility Analysis

This fifth task will examine the costs and benefits associated with the consolidation of regional dispatch operations, should the City opt to pursue partnership with one of the regional dispatch centers in the area. This task will include:

- A comparison of the technology at local consolidated agencies and their capacity for accommodating Mountain Brook's workload or expanding to support a consolidated dispatch center. This will include the potential for upgrading the use of existing tools or creating interfaces between each agency's systems.

- Determination of potential benefits or reductions in the level of service provided to the public associated with a consolidated approach to 9-1-1 and dispatching. These may include economies of scale in operations, recruitment, training, quality assurance, and technical support, as well as factors such as the ability to handle multi-jurisdictional incidents, the coordination of resources, and call waiting times.

- Analysis of the cost savings/increases associated with consolidation, both in terms of capital investment and personnel and operating expenses.

These areas of inquiry listed here will each be assessed and compiled into an overall cost/benefit analysis. The associated benefits and drawbacks of consolidation, as well as capital and operating costs or savings, will be developed and presented to the City. The analyses will be discussed and refined as necessary in preparation for inclusion in the draft report.

TASK RESULT

An analysis of the costs and savings of consolidation, as well as the level of service impacts and other benefits/drawbacks.

Task 6 | Compilation of Analysis and Recommendations, Presentation of Final Report to the City.

In this final task, the project team's analysis, conclusions, and recommendations from the prior deliverables will be assembled into a final report which will be presented to the City. This final report will include the following components:

1. An executive summary which outlines the methodology of this engagement, describes the key findings, and lists the project team's recommendations regarding

consolidation.

2. A workload and staffing needs assessment of the participating jurisdictions which details the project team's analysis of the capacity needed to meet emergency communications needs. The work product of Task 2 would be used as the basis for this chapter.

3. An evaluation of current policies, procedures, and operational practices, including their strengths and weaknesses as compared to recognized best practices and recommendations for improving them. The work product of Task 3 would be used as the basis for this chapter.

4. An analysis of the current governance model and potential future adjustments to the model in order to better meet its goals and the needs of customer agencies, as well as the strengths and drawbacks of each and a recommendation for a future state governance structure. The work product of Task 4 would be used as the basis for this chapter.

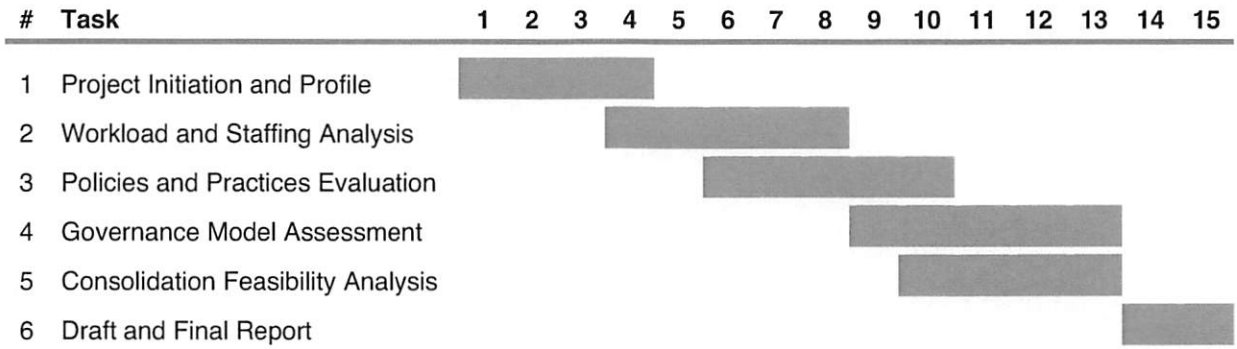
5. An evaluation of the costs and benefits associated with consolidating dispatch services with a local regionalized center. The work product of Task 5 would be used as the basis for this chapter.

6. A prioritized listing which indicates the order in which recommendations should be undertaken, their relative level of urgency, the prerequisite steps required for each, the responsible party, and an approximate timeline. This product will allow the City to move forward with implementation.

TASK RESULT

A draft and final report summarizing the effort of each of the preceding tasks, providing analysis and recommendations, and an implementation guidance table.

The following chart shows our proposed timeline for this work plan. As it depicts, we propose to complete this work over the course of a 15-week schedule.



Impact of Covid-19 – If travel restrictions and social distancing guidelines resulting from the current pandemic limit our ability to travel and perform on-site work we have taken steps to perform our work remotely – video conferencing for interviews and document reviews, as well as electronic data transfers.

3. Client References

The following table provides reference contact information for three recent emergency communications studies. We strongly believe in exceeding our client's expectations, and we invite you to contact any of the following references regarding the timeliness and quality of our work.

Client	Project Summary	Contact Information
Anderson County, South Carolina 911 Dispatch Center Operational Review and Best Practice Assessment	At the request of the County Manager, the Matrix Consulting Group provided a comprehensive review of the Anderson County Dispatch Center, to include a review of staffing levels and operational protocols, shift schedules and shift schedule options, organizational structure review, and assessment of existing technology. Recommendations included the addition of discreet roles (dispatch versus call-taking), a revised schedule, enhanced recruitment approaches, etc.	**Rita Davis** County Finance Director and Project Manager 864-260-4351 rdavis@andersoncountysc.org
Butte County, California Enhanced 911 Consolidation Consulting Project	The Matrix Consulting Group was retained by Butte County to conduct a six-agency consolidation feasibility study to determine the most reasonable opportunities for consolidation given the variety of unique PSAP partners in the County. PSAPs ranged from CalFire with legislative restrictions to small PSAPs with multi-tasking Records/Dispatch staff. The analysis indicated three of the six PSAPs should consolidate based on common CAD systems and service approaches, leaving the other three agencies independent in the mid-term.	**Weedy Hannibal** Butte County Manager Communications Information Systems 530-538-7101 WHannibal@buttecounty.net
Salt Lake City, Utah Performance Audit of 911 Services	This audit involved a comprehensive evaluation of the 911 Center's operations, technology, and staffing, as well as interviews and ride-along observations with the public safety agencies served by the center. It also included a public stakeholder survey to assess the level of dispatch service provided. Recommendations included consolidating emergency and non-emergency call-takers to improve service levels and re-balancing personnel between police and fire/EMS to meet call volumes.	**Elyse Haggerty** Deputy Director, 911 Center 801-799-3593 Elyse.haggerty@slcgov.com

4. Cost Proposal

The Matrix Consulting Group proposes to conduct this assignment for a total not-to-exceed fixed price of **$39,500**, inclusive of all travel, professional fees, and project-related expenses. The following table shows our anticipated level of effort and expenditure at each stage of the project.

#	Task	Project Manager / Advisor	Project Analyst	Technical Analyst	TOTAL
1	Project Initiation and Profile	8	24	4	**36**
2	Workload and Staffing Analysis	8	32	8	**48**
3	Policies and Practices Evaluation	z12	24	0	**36**
4	Governance Model Assessment	8	12	0	**20**
5	Consolidation Feasibility Analysis	12	24	8	**44**
6	Draft and Final Report	12	24	4	**40**
Rate		**$ 200**	**$ 150**	**$ 125**	**$ 224**
Professional Fees		**$ 12,000**	**$ 21,000**	**$ 3,000**	**$ 36,000**
Expenses					$ 3,500
Total					**$ 39,500**

Should travel not be required for this project, the project team would conduct the work for the professional fees sum of $36,000.

Proposal to retain the services of Matrix Consulting Group to conduct a 911 Dispatch Organizational Study

Chief Ted Cook
Mountain Brook Police Department
101 Tibbett Street
Mountain Brook, Al 35213

Chief Chris Mullins
Mountain Brook Fire Department
100 Tibbett Street
Mountain Brook, Al 35213

August 17, 2020

TMB

Police and Fire Department Proposal to hire Matrix Consulting Group to conduct an E-911 Dispatch Organizational Study

Overview

The Mountain Brook E-911 Dispatch Center is currently governed by the Police Department for administrative and budgetary considerations. The Center is staffed and managed by the Administrative Division within the Police Department and there are currently 10 dispatcher positions and 1 civilian supervisor position. In 2019 the Center processed 25,688 calls for service.

The Center provides E-911 services for all calls within Mountain Brook and dispatches for both Police and Fire Departments. The Center also receives all non-emergency calls after normal business hours.

With the advances in cell phones, GIS mapping, and communication systems; providing E-911 services has become much more complex and technology driven. In order to provide the highest quality of services an E-911 center requires technical experts in the field to manage and maintain computer systems and personnel.

Objective

The objective is to provide the residents of Mountain Brook the most advanced and up to date E-911 service. To that end the Police and Fire Department sought to identify a consulting company to provide us with expert guidance in the following areas:

- Analysis of workload and staffing needs.
- Assessment of equipment and systems.
- Recommendations for improvements in policies, procedures and efficient operational practices.
- Assessment of the current governance structure.
- Consolidation feasibility analysis to include cost and benefits of consolidation.

One company, Matrix Consulting Group, was identified that met the criteria agreed upon by the Command Staffs of both the Police and Fire Departments. The first of which was that the company be from out of State and preferably the region. Secondly, the company must have a proven track record and be staffed by experts in the field of E-911 service. Thirdly, the company must be able to provide a scope of work that meets the needs of both departments.

Cost

Matrix Consulting Group proposes to conduct the organizational study for a cost not to exceed **$39,500.00.**

Budget Considerations

The cost would be paid from E-911 funds.

RESOLUTION NO. 2020-136

BE IT RESOLVED by the City Council of the City of Mountain Brook, Alabama, that the City Council hereby authorizes the Mayor to execute professional services agreements with each of the firms named below provided the final form of each of the agreements is acceptable to him and the City Attorney, with respect to design services for the traffic island modifications and improvements at the end of Canterbury Road (Village Circle) in Mountain Brook Village and conditioned upon securing private donations to cover the cost of design fees, plantings and improvements in excess of the City's pledged financial participation ($16,500 Olin Studio design fee plus the cost of simply combining the two traffic islands into one).

1. Olin Studio
2. Landau Design + Technology
3. Nimrod Long & Associates

ADOPTED: This 24th day of August, 2020.

_____
Council President

APPROVED: This 24th day of August, 2020.

_____
Mayor

CERTIFICATION

I, Steven Boone, City Clerk of the City of Mountain Brook, Alabama hereby certify the above to be a true and correct copy of a resolution adopted by the City Council of the City of Mountain Brook at its regular meeting held on August 24, 2020, as same appears in the minutes of record of said meeting.

_____
City Clerk