

ORDINANCE NUMBER 3153

AN ORDINANCE AUTHORIZING THE MAYOR AND CITY MANAGER TO EXECUTE AND DELIVER AN AMENDED AGREEMENT WITH INGENUITY, INC., FOR VEHICLE REGISTRATION AND LICENSING SOFTWARE

WHEREAS, the City of Vestavia Hills has a current contract that lapses in 2026 with Ingenuity, Inc., for vehicle registration and licensing software with a revenue distribution of 50/50, equal share; and

WHEREAS, the City of Vestavia Hills has negotiated with Ingenuity, Inc., for a better distribution of 60/40 with the City receiving the larger share of revenues associated with the registration of vehicles; and

WHEREAS, the Mayor and City Manager feel it is in the best public interest to accept said agreement amendment.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF VESTAVIA HILLS, ALABAMA, AS FOLLOWS:

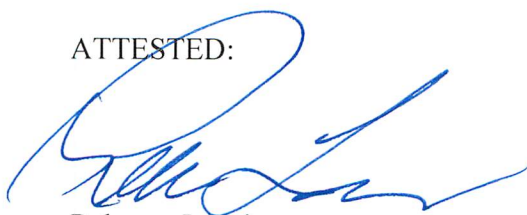
1. The Mayor and City Manager are hereby authorized to execute and deliver an amended agreement with Ingenuity, Inc., as detailed in the attached Exhibit; and
2. This Ordinance Number 3153 shall become effective immediately upon adoption and approval.

ADOPTED and APPROVED this the 27th day of February, 2023.



Ashley C. Curry
Mayor

ATTESTED:

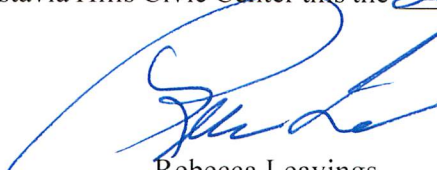


Rebecca Leavings
City Clerk

CERTIFICATION:

I, Rebecca Leavings, as City Clerk of the City of Vestavia Hills, Alabama, hereby certify that the above and foregoing copy of 1 (one) Ordinance # 3153 is a true and correct copy of such Ordinance that was duly adopted by the City Council of the City of Vestavia Hills on the 27th day of February, 2022, as same appears in the official records of said City.

Posted at Vestavia Hills Municipal Center, Vestavia Hills Library in the Forest, Vestavia Hills New Merkel House and Vestavia Hills Civic Center this the 25th day of March, 2023.



Rebecca Leavings
City Clerk



**CITY OF VESTAVIA HILLS
FINANCE DEPARTMENT
INTER-DEPARTMENT MEMO**

February 27, 2023

To: Jeff Downes, City Manager

Cc: Melvin Turner, III, Finance Director

From: Zach Clifton, Asst. Finance Director

RE: Ordinance Number 3153 - An Ordinance authorizing the Mayor and City Manager to execute and deliver an amended agreement with Ingenuity, Inc. for Tag Registration Software

Background:

The City of Vestavia Hills is currently contracting with Ingenuity, Inc., for Tag Registration Software with a 50/50 revenue distribution. This amended agreement proposes a revenue distribution of 60/40, giving the City the larger share of revenue distribution.

Recommendation:

I have reviewed the agreement and recommend approval. Legal review states no changes are necessary.

Fiscal Impact:

This will increase revenue earned in Fund 15 to cover the addition of a new tag clerk.

Attachments:

1. Ordinance 3153

2. Vestavia SOW - 04 Registration and License Application Scope 3-1-2023
3. Vestavia Hills SOW - 04 - Municipal Registration and Licensing Applicati...



**Statement of Work – 04
Attachment 1 - Scope
Document**

**Registration and
License Services**

For The

City of Vestavia Hills

March 2023

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1 Overview

This document describes the scope related to Ingenuity's provision of its Registration and License Application (the "Application") for the City of Vestavia Hills ("Vestavia Hills"), as well as Ingenuity's ongoing maintenance and support related to the Application. It also presents Ingenuity's approach, requirements and assumptions.

Ingenuity will provide a Registration and License Application for Vestavia Hills with:

- Features to allow for the new registration and renewal of motor vehicle registrations
- Features to allow for the renewal of boat registrations
- Integrated functionality for the appropriate State of Alabama applications
- Functionality to capture renewal-related payment information and provide relevant reports and data exports
- Features to print forms used by Vestavia Hills, including the option for facilitating an outsourced renewal notice process and providing email renewal notices to customers who have email addresses on file
- Administrative functionality such as reporting, transaction management and data maintenance
- A detailed month-end reconciliation procedure including creation of all mandated reports and corresponding remittance checks

The Application will take advantage of web-based technologies.

2 Ingenuity Services and Approach

Ingenuity will work with Vestavia Hills in a collaborative manner to achieve the objectives of the Registration and License Application Initiative based on the requirements presented in the Functional Requirements Section below. Ingenuity will also provide ongoing Application maintenance and support for Vestavia Hills. The support services will include support via phone calls, chat sessions and emails, as well as periodic Application updates required by the State of Alabama.

3 Functional Requirements

The Application has four primary components:

1. An intuitive and web-based interface, providing the following features and functionality:
 - Allow creation, renewal and updating of automobile registrations
 - Allow renewal and updating of boat registrations

2. An Administrative console, including features to:
 - View and update transaction details
 - Create and manage users, roles, and privileges
 - Run reports
 - Perform other miscellaneous administrative tasks necessary for the normal operation of the Application
 - View and modify any registrations with incomplete assessment information. The primary use for this feature is to allow Vestavia Hills personnel to verify and correct registrations prior to renewal notice generation.
3. The Ingenuity Online Renewal and Payment system will allow customers to renew automobile and boat registrations online.
4. The Ingenuity Online Registration/Transfer system ("EasyTag") that allows Vestavia Hills residents and/or Alabama dealerships to submit relevant documents and information to facilitate new registration and registration transfer over the Internet.

3.1 Basic Features

The following features will be provided for Vestavia Hills:

3.1.1 Search options

To facilitate the renewal activities, the application will support searching by:

- Tag Number
- Decal Number
- Name
- VIN
- Boat Decal Number
- Boat HIN
- Driver's License Number
- Address

3.1.2 Payment Options

- Cash, check, and credit card transactions will be accepted

3.2 Online Renewals

The integrated Online Renewal system also contains an administrative console for Vestavia Hills personnel to manage online renewals. This console allows for the review, updating, and printing of all online renewal registration receipts. In addition to the administrative console, Ingenuity has created several reports that Vestavia Hills personnel may use to further manage and streamline the online renewal fulfillment process.

3.3 Online New Registrations/Transfers (“EasyTag”)

The Ingenuity EasyTag system provides the capability for automobile dealerships and/or Vestavia Hills customers to electronically submit information and documents pertaining to the purchase of a vehicle to Vestavia Hills. With the EasyTag system, Vestavia Hills personnel may complete initial vehicle registrations and registration transfers for these customers over the Internet.

Using EasyTag, a customer or dealership would perform the following steps:

- Enter a valid Alabama title application number and customer name
- Verify automobile information (via link to ALTS)
- Input/Verify driver’s license, insurance, and current registration information
- Provide copies of all relevant/required documentation (including: Bill of Sale, Title Application, Dealers Affidavit, Proof of Residency)

Once the data has been input by the customer or dealership, Vestavia Hills can review and process the transaction using the Application’s online renewal management console.

After the registration transaction has been successfully completed by Vestavia Hills, the EasyTag system will:

- Provide automated feedback to the customer via text message and email to prompt the customer to pay the applicable fees and taxes
- Accept payment from the customer online via a third-party provider utilizing SSL
- Update the Application to show that the transaction has been completed/paid and enter the transaction into a queue for Vestavia Hills to perform final fulfillment, including mailing applicable receipts, decals, and/or metal plate.

3.4 Reporting and Other Features

3.4.1 Reports

The following will be provided for Vestavia Hills:

- Reports mandated by the Alabama Department of Revenue (ADOR) in support of registration fees and Ad Valorem taxes collected and remitted, and related supporting details as required by ADOR/Examiners Office
- The ability to create additional (non-ADOR-mandated) ‘local’ reports that facilitate internal reconciliation processes and administrative requirements
- Distribution reports that can facilitate deducting the applicable credit card processing fees from the monies that Vestavia Hills remits to other governmental entities so that each governmental entity can be assessed

the percentage of the cost equivalent to its pro rata share of the applicable payments based on ALA. CODE §11-103-1 (1975)

3.4.2 Maintenance and Support Services

Ingenuity will provide the following maintenance functionality and support services on behalf of Vestavia Hills:

- Ingenuity will import VINVAL and similar external source files needed to maintain the Application
- Automatic FTP uploads of daily registration data to the State of Alabama
- Automatic transmission of select end of month reports in lieu of requiring Vestavia Hills to mail those reports (e.g., Comptrollers and DOT reports)

4 Vestavia Hills Responsibilities

- Vestavia Hills will be responsible for the maintenance and support of any hardware (such as desktop computers, printers or scanners) used by Vestavia Hills personnel in processing registrations and the related remittance and reporting activities.
- Vestavia Hills will appoint a representative to be responsible for coordinating resources and support for the Services.
- Vestavia Hills will provide information that can be used to validate a customer's residency. This will be provided by an initial data file from the E911 system and will be maintained by providing Ingenuity with regular updates as the E911 system is updated.

5 Ingenuity Responsibilities

- Ingenuity will be responsible for the overall management of the Services addressed in the SOW and this Scope Document.
- Ingenuity will host the Application and online renewal site and will maintain the server used for these applications at no additional cost to Vestavia Hills. Ingenuity cannot guarantee continuous and uninterrupted availability of the Application or the reliability of the related internet services and therefore cannot be liable for any unavailability of these applications. However, the availability of Ingenuity's hosted applications has been consistently high in the past and will continue to be a very important priority for Ingenuity.



**Statement of Work – 04
Registration and License Services**

This Statement of Work (“SOW”) dated March 1, 2023 references and is incorporated within the Master Agreement (“Agreement”) between The City of Vestavia Hills (“Vestavia Hills”) and Ingenuity, Inc. (“Ingenuity”) dated April 30, 2003 and also extends the term of the Agreement by making it co-terminus with this SOW. This SOW replaces and supersedes SOW – 03 dated March 1, 2014.

Services: Ingenuity will provide and maintain its Registration and Licensing Application (the “Application”) for Vestavia Hills. The Application includes functionality for processing registration renewals, as well as of new registrations, for both automobiles and boats. The Application also includes integrated functionality that provides Vestavia Hills residents an option to renew their automobile and boat registrations via the internet, as well as initially register automobiles via the internet. Alabama Act 2016-324 enables Vestavia Hills to complete new automobile registrations and process related changes in ownership, as well as complete automobile and boat registrations, for its residents.

Vestavia Hills shall not provide (and shall not allow any of its employees, contractors or agents to provide) the Application, any related object or source code, or any related documentation to any other person or entity. Ingenuity shall retain all intellectual property rights and interests in the Application on a worldwide basis, including (1) all ideas, designs, concepts, techniques, inventions, discoveries, and improvements, regardless of patentability, but including patents, patent applications, trade secrets, and know-how; (2) all works of authorship regardless of copyright ability but including copyrights and any moral rights recognized by law; and (3) all other similar rights.

These Services are further described in Attachment 1 - Scope Document.

Price for Services: Vestavia Hills will pay Ingenuity 40% of the fees and commissions retained by Vestavia Hills (including a \$5 local issuance fee) in accordance with Alabama Act 2016-324. There will be no additional charge to Vestavia Hills for onsite training, help desk contacts or other support. Help desk contacts include phone calls, instant message chats and emails. Trussville customers who choose to take advantage of the EasyTag service will pay an additional convenience fee directly to Ingenuity.

Term Start Date: 3/1/2023

Term End Date: 2/28/2026 - this Term End Date will be automatically extended in two-year increments unless terminated in writing by either party at least six months in advance of the then-current Term End Date.

Payment Schedule: Vestavia Hills will pay Ingenuity their share of the fees and commissions within 30 days of receipt of the applicable invoice from Ingenuity. Vestavia Hills will pay all Ingenuity invoices in accordance with the terms of the Agreement.

Vestavia Hills
Representatives: Chief Accountant/Deputy Finance Director

City of Vestavia Hills

Signature: _____

By: Ashley Curry

Title: Mayor

Ingenuity, Inc.

Signature: _____

By: Rick A. Hayes

Title: President

Signature: _____

By: Jeff Downes

Title: City Manager



**CITY OF VESTAVIA HILLS
PUBLIC SERVICES
INTER-DEPARTMENT MEMO**

February 27, 2023

To: Jeff Downes, City Manager

Cc:

From: Brian Davis, Public Services Director

RE: Ordinance Number 3154 - An Ordinance Authorizing and Directing the Approval and Acceptance of an Offer by Gresham Smith Dated October 5, 2022 Proposing to Redesign the Pedestrian Bridge and to Update the Construction Plans Thereof; To Authorize and Direct That The Mayor And City Manager Execute and Deliver the Third Supplemental Agreement by and between the City Of Vestavia Hills, Alabama ("City"), as 'Owner," and Gresham Smith, as "Architect/Engineer," a Copy of which is attached hereto, marked as Exhibit One and Incorporated into this Ordinance Number 3154 verbatim as though set out fully herein; and to Authorize and Direct the City Manager to take such other, further and additional actions necessary for Gresham Smith to commence with the Professional Design, Engineering and Architectural Services

Background:

Previously, the City Council authorized the Mayor and City Manager to execute and deliver a Second Supplemental Agreement with Gresham Smith (formerly Gresham Smith and Partners) ("GSP") for redesigns necessary for the proposed pedestrian bridge over US Highway 31. This Ordinance is the Third

Supplemental Agreement needed due to updates from Alabama Department of Transportation (ALDOT) reducing the contract fee to \$246,830.00.

Recommendation:

City Attorney, Patrick H. Boone met with Gresham Smith and has recommended that the previous agreement and ordinance be repealed and replaced with this Third Supplemental Contract. I agree with his recommendation.

Fiscal Impact:

Reduces monies previously approved in Second Supplemental Contract.

Attachments:

1. Ordinance 3154
2. PH Boone Letter to City Clerk February 22, 2023