



July 12, 2021

Board of Finance Meeting, Monday, July 12, 2021, 5:30 pm **In-Person at Bushor Conference Room, Room 102, 1st Floor, City Hall **

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1. Agenda

1.01 Motion to amend/adopt agenda

Type: Action, Procedural

Recommended Action: motion to adopt agenda

2. Public Forum

2.01 Verbal Comments

Type: Action, Information, Procedural

3. For Approval and Recommendation to City Council

3.01 Approval of Water Resources Assistance Program Policies for Water Resources Rebates and the Temporary Waiver of Water and Wastewater Fixed Meter Charge for Low-Income and Senior, and Non-Profit Affordable and Senior Housing Customers - DPW Water Resources Division

Type: Action

Recommended Action: to approve and recommend that the City Council approve the attached two policies to facilitate the Water Resources Assistance Program: 1) Policy for Temporary Waiver of Water and Wastewater Fixed Meter Charge for Low-Income and Senior, and Non-Profit Affordable and Senior Housing Customers; and 2) Water Resources Rebate Policy

 7-12-21_BOF CC_Bill Discount and Rebate Program Policy ApprovalPacket.pdf

 BOF CC Checklist_7-12-21_WR Bill Discount & Rebate ProgramPolicies.docx

3.02 Authorization to execute a construction contract and annual software licensing agreements for a Continuous Monitoring Adaptive (CMAC) Valve System with OptiRTC, Inc. - DPW Water Resources Division

Type: Action

Recommended Action: 1. To approve and recommend the City Council authorize Chapin Spencer, the Director of Public Works, to execute a construction contract with OptiRTC, Inc. for the installation of a valve at Englesby Brook Pond, in an amount up to \$98,000, subject to the prior review and approval of the City Attorney's Office. 2. To approve and recommend the City Council authorize Chapin Spencer, the Director of Public Works, to execute a software licensing agreement with OptiRTC, Inc. to support the installation and operation of the valve at Englesby Brook Pond for up to five years, in an amount up to a total of \$66,000 over five years, at \$13,200 per year, subject to the prior review and approval of the City Attorney's Office.

 BOF-CC Memo_Opti Contract Execution_7.7.2021.pdf

 BOF CC Checklist_Opti Contract Execution_7.7.2021.pdf



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**3.03 Authorization to Amend the Main Services Agreement with VHB for Stormwater Engineering
Services to \$500,000 - DPW Water Resources Division**

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to execute a second amendment to the Master Services Agreement with Vanasse Hangen Brustlin, Inc. (VHB) to increase the maximum limiting amount by \$127,780 to a new total of \$500,000, subject to the final review and approval of the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute and amend individual Work Assignment Contracts, which in total shall not exceed the maximum limiting amount established in the Master On-Call Agreement, to complete work authorized by the Master On-Call Agreement, subject to prior review and approval by the Chief Administrative Officer and the City Attorney's Office.

1 - BOF CC Memo VHB MSA Amendment -
related to RE Services SouthEnd_FINAL.pdf

2 - BOF CC Checklist - VHB MSA Amendment
- related to RE Services South End.pdf

**3.04 Construction Engineering Amendment for the Flynn-Fletcher Pump Station Improvements
Project - DPW Water Resources Division**

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Works to execute an amendment to the Engineering Service Agreement with Hoyle, Tanner & Associates, Inc. for additional design work on the Fletcher Place pump station, increasing the maximum limiting amount by \$13,633 to a new total of \$178,483, subject to the final review and approval of the City Attorney's Office

1 - BOF CC Memo 7.12.2021 Flynn-Fletcher
PS Construction Engineering Amendment.pdf

2 - Attachment A HTA Level of Effort -
2021-06-21.pdf

**3.05 Renewal of Main On-Call Contract for Financial Advisor Services with Raftelis Financial
Consultants - DPW Water Resources Division**

Type: Action

Recommended Action: 1. To approve and recommend that the City Council authorize the Director of Public Works to renew the Master On-Call Agreement with Raftelis Financial Consultants for on-call financial consulting services for the Water Division, for an additional two-year term, with a maximum limiting amount of \$150,000 per fiscal year during the additional term, for a new total of \$300,000 overall, subject to prior review and approval by the City Attorney's Office. 2. To approve and recommend that the City Council authorize the Director of Public Works to execute individual Work Assignment Contracts, which in total shall not exceed the maximum limiting amount established in the renewal of the Master On-Call Agreement to complete work identified in the Master On-Call Agreement, subject to prior review and approval by the Chief Administrative Officer and the City Attorney's Office.

7-12-21_BOF CC Memo_Renew Main
Agreement_Raftelis.pdf

BOF CC Checklist_7-12-21_WR Renew RFC
Main On Call Agreement.docx

3.06 FY22 Fleet Replacement Schedule - Fleet Committee

Type: Action

Recommended Action: to approve and recommend that the City Council authorize the Director of the Department of Public Works to purchase 35 pieces of equipment, for a total value of \$2,620,314, with lease financing determined by the Clerk/Treasurer's Office at a rate not to exceed 4%, for terms of 5 or 7 years, subject to review and approval by the City Attorney's Office

BOF-CC Memo FY22 Fleet Replacement Final
7-7-2021.pdf

BOF CC Checklist FY22 Fleet July 6, 2021.pdf



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3.07 Fiscal Year 2022 Equipment Master Lease approval - C/T Office

Type: Action

Recommended Action: to approve and recommend that City Council authorize Katherine Schad, Chief Administrative Officer, or designee to execute a Tax-Exempt Lease Purchase with Key Government Finance for the amount of \$3,089,590 with an annual payment of \$509,603 to be paid out of the General Fund Capital Budget, Water Resources, and Traffic Budgets within the approved Fiscal Year 2022 Budgets subject to review by the City Attorney's Office

 BoF-CC memo FY2022 Master Lease_Final
Memo +JSJ + SS.pdf

 07122021_CheckList Equipment Master
Leases Approval.docx

4. Adjournment

4.01 Motion to adjourn

Type: Action, Procedural

Recommended Action: motion to adjourn