

**CITY OF BUFFALO URBAN RENEWAL AGENCY  
BOARD MEETING MINUTES  
209 CITY HALL**

**MEETING DATE:** November 21, 2019

**MEMBERS AND OFFICERS PRESENT:** Mayor Byron Brown  
Brendan R. Mehaffy, Executive Director of Office of Strategic Planning  
Commissioner Donna Estrich  
Council Member Joseph Golombek  
Council Member Christopher Scanlon

**MEMBERS ABSENT:** Council President Darius Pridgen  
Timothy Ball, Corporation Counsel (City Business).  
Domenic Bonifacio

**SECRETARY:** Scott C. Billman

**OTHERS PRESENT:** Yvonne McCray, BURA Director of Housing, Tracy Cooley BURA  
Deputy Director of FCA, Tremeeka Norman, Deputy Director of  
Housing, Theresa Farrell, Gina Granville, Julia Dutka, Rob Gilray, Pam  
Jarmon-Walker, Leslie Vishwanath, Joanne Kearns, Leslie Vishwanath,  
Harold Cardwell, Carley Mealey – BURA  
Luke Malecki & Carl Widmer – Drescher & Malecki CPA  
Demetrius Richards – City of Buffalo  
Barbara Miller Williams, Delano Dowell & William Ferguson – Comptroller's  
Office  
Channel 2, Susan Schulman - Buffalo News

1. Mayor Brown called the meeting to order at 9:40 am.
2. Council Member Joseph Golombek made the motion to waive the reading of the minutes of the September 26, 2019 meeting, seconded by Commissioner Estrich and carried unanimously.
3. **Drescher & Malecki 2018-2019 Audit Presentation (Informational Only)**  
Luke Malecki and Carl Widmer from the CPA group Drescher and Malecki provided a summary of the BURA 2018-2019 Financial Audit. The summary provided details of the audit including information on the Financial Statements, the Single Audit, the Management Letter, and the Auditor Communication Letter.

The information regarding the Financial Statements included a brief narrative offering a comparative of revenue and expenses between the previous Fiscal Year (FY) ended June 30, 2018 and the current FY ended June 30, 2019 for the four (4) major Funds which include the General Fund, the HOME fund, the CDBG Fund, and the Section 8 Fund.

The information regarding the Auditor Communication Letter included a brief description of recommendations made to the City of Buffalo Urban Renewal Agency as an effort to assist with the continued improvement of the agency. These recommendations focused on the formalization of additional policies and advised of new GASB announcements.

Lastly, Drescher and Malecki advised that there were no reportable findings for FY ended June 30, 2019.

4. **GOVERNANCE COMMITTEE POLICIES**

**Agenda item 4a. Re-Adoption of Governance Policies and Adoption of Procurement Policy**

Agency members approved a request adopt the City of Buffalo Urban Renewal Agency's Procurement Policy and the re-adoption of the Agency's Governance Policies. Pursuant to the New York State Public Authority Accountability Act, the Governance Committee of the City of Buffalo Urban Renewal Agency considered the

current BURA governance policies and recommends re-adoption of 1-10 and adoption of 11. The documents were recommended for adoption/re-adoption with no substantive change as recommended by the Governance Committee.

1. Mission Statement/ Performance Measures Re-Adopt
2. Governance Committee Charter Re-Adopt
3. Audit Committee Charter Re-Adopt
4. Code of Ethics and Conflict of Interest Policy Re-Adopt
5. Property Disposition Guidelines Re-Adopt
6. Whistleblower Policy Re-Adopt
7. Travel, Conferences & Entertainment Policy Re-Adopt
8. Cell Phone Policy Re-Adopt
9. Policy for Exempt Employees Rights to Fringe Benefits Re-Adopt
10. Accounting Policies and Fixed Asset Policy Re-Adopt
11. Procurement Policy Adopt

**Motion made by Council Member Scanlon to recommend Item 4a # 1-10 for re-adoption and # 11 for adoption, seconded by Commissioner Estrich and carried unanimously.**

5. **NON FEDERAL**

**Agenda Item 5a. Funding for Planning Project and Workshop: The Future of Mobility, Remaking Buffalo for the 21st Century**

Agency members approved a request to allocate \$40,000 to fund a planning project, which includes a four-day local workshop in the City of Buffalo in partnership with the Congress for New Urbanism (CNU). In 2020, CNU is partnering with the City of Buffalo, the urban designers of Stantec's Urban Places, and other CNU members to study and determine how the changes in transportation and technology can best be integrated into existing infrastructure to ensure equitable outcomes and that transportation modes used by low income residents are integrated and not displaced. CNU and its partners will host a four-day public design workshop and charrette in Buffalo, which will inform our work on a design manual and toolkit with mobility solutions for the city.

It is anticipated that the workshop will kick-off with an evening event open to the public - a presentation on future trends in mobility, technology, and transportation, with a particular focus on how they will affect cities like Buffalo. The first full-day of the workshop will be devoted to gathering input from the community. The following three days will consist of working sessions to create policy and design recommendations that address the desired outcomes and mobility issues identified by the community on day one. The workshop will close with a second presentation open to the public that showcases recommendations, with the opportunity for additional public comments.

**Mr. Mehaffy made the motion to approve Item 5a, seconded by Council Member Scanlon and carried unanimously.**

6. **DIVISION REPORTS (INFORMATIONAL ONLY)**

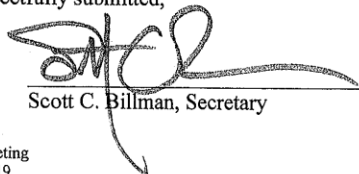
**Agenda Item 6 a, b,c - BURA Housing FCA and Planning Updates (Informational Only)**

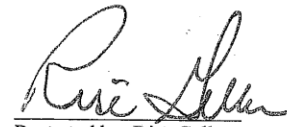
Director Yvonne McCray, Division of Housing, Tracy Cooley, Deputy Director of FCA and Keith Lucas, Director of Planning provided Divisional reports to the Board.

There being no further business to discuss, Mr. Mehaffy made the motion to adjourn the meeting, seconded by Council Member Golombek and carried unanimously. The meeting was adjourned at 10:25 am.

Respectfully submitted,

By:

  
Scott C. Billman, Secretary

  
Reported by: Risë Geller