

**CITY OF BUFFALO URBAN RENEWAL AGENCY
BOARD MEETING MINUTES
May 27, 2021**

REMOTE MEETING VIA WEBEX CONFERENCE CALL

<https://cityofbuffalourbanrenewalagency.my.webex.com/cityofbuffalourbanrenewalagency.my/j.php?MTID=madc4a042c36f8177858e53cda0df1842>

MEETING DATE: May 27, 2021

MEMBERS PRESENT: Mayor Byron Brown, BURA Chairman
Brendan R. Mehaffy, BURA Vice Chairman
Commissioner Donna Estrich
Council Member Joseph Golombek
Council Member Christopher Scanlon

MEMBERS EXCUSED: Council President Darius Pridgen
Timothy Ball, Corporation Counsel

SECRETARY: Scott C. Billman

OTHERS PRESENT: Yvonne McCray, BURA Director of Housing, Jenna Bichler, BURA Director of Operations, Tracy Cooley, BURA Deputy Director of FCA, Jessica Brown, Director of Administration & Finance, Dana Harris, Maria Melchiorre, Tony Chestnut, Leslie Vishwanath, Pam Walker-Jarmon, Evelyn Rodriguez, Anthony Sheppard, , Nate Newman, Malika Lee, Gina Granville, Theresa Farrell, Joanne Kearns, Ty Eubanks

1. Mayor Brown called the meeting to order at 9:35 am.
2. Council Member Golombek made the motion to waive the reading of the minutes of the April 22, 2021 meeting, seconded by Mr. Mehaffy and carried unanimously.
3. **BURA FISCAL UPDATE REPORT (Information)**
3a. Ms. Cooley, Director of FCA (Financial Control of Agencies) provided a Divisional report to the Board.

4. **CDBG/GENERAL/HOME**
4a. **APPROVAL OF THE BUDGET AND FOUR YEAR PLAN**
Agency Members approved the request to approve the Budget and Four Year Plan.

Motion made by Commissioner Estrich to approve Item 4a, seconded by Council Member Scanlon and carried unanimously

5. **HOME**
5a. **FOLWELL APARTMENTS 219 BRYANT STREET, PEOPLE INCORPORATED**
Agency Members approved a request to enter into a contract with a developer or an entity formed by the developer to allocate an amount not to exceed \$520,000 in HOME funds to be allocated to the \$20,000 of the not to exceed amount will be utilized for Project Delivery Costs for the specific completion of the project at 219 Bryant Street. The Folwell Apartments project is a \$14.8 million-dollar single phase affordable rental housing project that involves the adaptive reuse of approximately 56,000 square feet in the 5-story Maternity building. There will be a total of forty-four (44) apartments for seniors. Thirty-four (34) units will have 1-bedroom and ten (10) will have 2-bedrooms. Ten (10) units will be HOME assisted. The Folwell Apartments is part of a larger multi-phase redevelopment plan for the former Women and Children's Hospital campus known as Elmwood Crossing. This project will complement the market rate housing and commercial uses planned for the site.

Motion made by Mr.Mehaffy to approve Item 5a, seconded by Commissioner Estrich and carried unanimously.

6. OFFICE OF TEMPORARY & DISABILITY ASSIST. FUNDED CONTRACT MODIFICATION**6a. COMMUNITY PARTNERSHIPS INITIATIVE BUDGET & SCOPE OF SERVICES MODIFICATION #2**

Agency Members approved a contract budget and Scope of Services modification between BURA and the four Community Based Organizations (CBO) currently administering the programs and services associated with the Community Partnerships Initiative (CPI) contract. The four agencies are Heart of City Neighborhoods, Inc., Polish Community Center (Lt. Col. Matt Urban Center), Old First Ward Community Association, Inc. and University District Community Development Association, Inc. This contract modification will allow the above agencies to assist with the administration of the Emergency Rental Assistance Program (ERAP), operated by New York State Office of Temporary and Disability Assistance (NYS OTDA). The budget modification will provide for 100 slots/applications available to residents of the City of Buffalo and the CBOs will be eligible to receive up to \$400 per application. The total funding amount, previously set at \$527,500 will be amended to \$567,500, with the increase of funds in the amount of \$40,000. There is no change in the contract period of November 1, 2020 through October 31, 2021. Partner contract execution will be contingent on agreement execution between the City and OTDA.

Motion made by Commissioner Estrich to approve Item 6a, seconded by Council Member Scanlon and carried unanimously.

6b. STAND UP EVICTION PREVENTION BUDGET & SCOPE OF SERVICES MODIFICATION #1

Agency Members approved a contract budget and Scope of Services modification for the four Community Based Organizations (CBOs) currently administering the programs and services associated with the STAND UP Rental Assistance and Eviction Prevention contracts. The agencies are 211, Matt Urban Center, Restoration Society, Belmont, Center for Elder Law and Justice, and Catholic Charities. The contract modifications will allow the above agencies to assist with the administration of the Emergency Rental Assistance Program (ERAP), operated by New York State Office of Temporary and Disability Assistance (NYS OTDA). The total funding amount, previously set at \$1,043,000.00 for the twelve-month budgets, will be amended, with additional OTDA resources, not to exceed \$445,000.00. The total contract amounts would not exceed \$1,488,000.00. There is no change to the current contract period. Partner contract modification execution will be contingent on agreement execution between the City and OTDA.

Motion made by Mr. Mehaffy to approve Item 6b, seconded by Council Member Golombek and carried unanimously.

7. CDBG-CV & OTDA ERAP (ACTION)**7a. AUTHORITY TO CONTRACT WITH INSIGHT COMMUNICATIONS LLC FOR PUBLIC RELATIONS AND MARKETING SERVICES**

Agency Members approved for BURA to enter into a contract with Insight Communications LLC for an amount not to exceed \$165,000 for the marketing and promotion of the Agency and its related programs and initiatives including but not limited to CARES Act programs, OTDA ERAP programs, Treasury and programs administered and managed by BURA. Insight Communications LLC is a strategic branding, marketing, and public relations agency and a certified MWBE, woman-owned small business. Insight Communications LLC will provide a comprehensive marketing assessment, advertising and marketing services as requested and authorized by the BURA Communications Team, including, but not limited to:

- A. Marketing and outreach strategy with recommendations for reaching targeted audiences;
- B. Promote and advertise the Buffalo Urban Renewal Agency and related campaigns to the public, potential partners, stakeholders;
- C. Utilize previously developed printed materials, including but not limited to flyers, postcards, print and web ads, and social media ads for distribution;
- D. Conceive and produce additional text, printed, audio, video, digital, and mobile materials;
- E. Provide support and assistance to BURA in the creation, maintenance, look, and content of related websites, including www.buffalourbanrenewal.com work with BURA to update design and content as requested; and
- F. Assist with other marketing, advertising, and public relations duties as requested.

A review committee with representatives from the City and BURA evaluated six local responses to the Request for Proposal (RFP). The RFP was circulated to a wide range of marketing and public relations agencies with a

focus on agencies that operated in the City of Buffalo and/or MWBE certified. Insight International was selected as the strongest respondent to provide a comprehensive cost-effective, and expedited communications strategy that enhances BURA's capacity for communications.

Motion made by Commissioner Estrich to approve Item 7a, seconded by Council Member Scanlon and carried unanimously.

8. RECORDS RETENTION (ACTION)

8a. ADOPTION OF THE RECORDS RETENTION POLICY

Agency members approved the recommendation from the BURA Governance Committee meeting on May 11, 2021 the approval and adoption of the BURA Records Retention Policy. To organize your records, a records inventory must be conducted first to assess the volume and type of records your department currently holds. Record types include paper files, maps, electronic records or any other recorded format. Active Records are those used more than or at least once a month. Inactive Records refer to records used less than once a month. The LGS-1 Retention and Disposition Schedule ("Schedule") indicates the minimum length of time that local governments must retain their records before they may be disposed of legally. The State Archives has prepared and issued this Schedule in accordance with state law and regulation. The Schedule was formally adopted by the Mayor and Common Council of the City of Buffalo in 2021.

Motion made by Mr. Mehaffy to approve Item 8a, seconded by Commissioner Estrich and carried unanimously.

9. OPERATIONS UPDATE (INFORMATION)

9a. BURA OPERATIONAL UPDATE

Jenna Bichler, Director of Operations, provided an update to the Board.

10. CARES ACT FUNDING (INFORMATION)

10a. CARES ACT FUNDING UPDATE

Leslie Vishwanath, Director of Program Management, provided an update to the Board.

10b. RENT ASSISTANCE/ EVICTION PREVENTION PROGRAM UPDATE

Malika Lee, Project Manager, provided an update to the Board.

11. LISC GRANT (INFORMATIONAL)

11a. Exterior Property Condition Survey

Christine Marino, Special Projects Manager, provided an update to the Board.

12. AGENCY UPDATES (INFORMATION)

12a. COMMUNICATIONS UPDATE

Dana Harris, Communications Manager, provided an update to the Board.

13. ADJOURNMENT

There being no further business to discuss, Mr. Mehaffy made the motion to adjourn the meeting, seconded by Commissioner Estrich and carried unanimously. The meeting was adjourned at 10:35 am.

Scott C. Billman

Scott C. Billman, BURA Secretary

Reported By: Risë Geller