

**CITY OF BUFFALO URBAN RENEWAL AGENCY  
BOARD OF DIRECTORS MEETING  
Thursday, August 4, 2022, at 9:00 a.m.**

**VIA WEBEX VIDEO**

<https://cityofbuffalourbanrenewalagency.my.webex.com/cityofbuffalourbanrenewalagency.my/j.php?MTID=md861cebb5999bae2c4eb7ad8160a6446>

**Meeting number: 2557 598 5249**

**Password: 6bCmjyShq92**

**(62265974 from phones and video systems)**

**JOIN BY PHONE**

**+1-415-655-0001 US Toll**

**Access code: 255 759 85249**

**MEETING DATE:**

August 4, 2022

**MEMBERS PRESENT:**

Mayor Byron Brown, BURA Chairman  
Commissioner Delano Dowell  
Brendan R. Mehaffy, BURA Vice Chairman  
Cavette Chambers, Corporation Counsel  
Council Member Nowakowski

**MEMBERS EXCUSED:**

Council President Pridgen  
Council Member Golombek

**SECRETARY:**

Scott C. Billman

**OTHERS PRESENT:**

Yvonne McCray, BURA Director of Housing, Tracy Cooley, BURA Deputy Director of FCA, Angelica Morrison, BURA Communications Manager, Hope Young Watkins, Director of Real Estate, Anthony Chestnut, Joanne Kearns, Pam Walker-Jarmon, Evelyn Rodriguez, Ronald Dixon, Jessica Starks, Autumn Tonnesen, Daniel Pszonak, Michael Godfrey, LaDonna Clements, Pamela Jackson, Tashene Eubanks, Dalia Szarowicz, Latonya Wilson, Jermaine Jackson, Shannon O'Hara, Nate Neuman

**1.0** Mr. Mehaffy called the meeting to order at 9:10 am.

**2.0** Councilmember Nowakowski made the motion to waive the reading of the minutes of the July 7, 2022 meeting, seconded by Corporation Council Chambers and carried unanimously.

**3.0 MONTHLY REPORTS (Information)**

**Financial Control Of Agencies**

**3.1** Ms. Cooley, Director of FCA (Financial Control of Agencies) did not present a report as FCA was in the process of assembling year end.

**Communications Update**

**3.2** Ms. Morrison, BURA Communications Manager, provided an update to the Board.

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**4.0 NEW BUSINESS**

**4.1 Approval of the New Collective Bargaining Agreement between the City of Buffalo Urban Renewal Agency and The Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO**

Board Members approved a request for the City of Buffalo Urban Renewal Agency (“BURA”) to approve the new Collective Bargaining Agreement (“CBA”) between BURA and the Civil Service Employees Association, Inc., Local 1000, CSEA Unit 815-6707 (“CSEA”). The Tentative Agreement was entered into by the parties on July 15, 2022 (Tentative Agreement). The CSEA membership voted to ratify the Agreement on July 18, 2022. The new collective bargaining agreement shall incorporate the negotiated provisions contained in the Tentative Agreement and be effective for the period of July 1, 2022 thru June 30, 2026.

The substantive modifications and or changes are as follows:

1. **DURATION:** Four (4) years (July 1, 2022, thru June 30, 2026)
2. **SALARIES:** (Cost of Living Increases)
  - **YEAR ONE:** 2%                      **YEAR THREE:** 3%
  - **YEAR TWO:** 3%                      **YEAR FOUR:** 3%
3. Beginning in 2023, annual performance reviews will be conducted of all employees by management. Based upon the reviews, employees will be eligible, at management’s discretion, for performance bonuses. Performance bonuses can range, based upon review score and years of service, from \$250.00 -\$3,500.00. For 2022, there will be a one-time payment with the COLA based upon years of service.
4. Longevity payments are no longer paid each year but only to the employee upon reaching five years of service and each subsequent five-year increment of employment with the Agency.
5. A formal discretionary severance pay policy is created. The policy allows management to offer, at its discretion, severance to those employees upon retirement, layoff or resignation. Pursuant to HUD Regulations, such a policy allows, but does not require, the use of federal administrative funds.
6. A remote work policy is created which allows management to determine employee options to work remote and the conditions of such remote work.
7. New hires will now contribute 30% to healthcare upon retirement (this is a 5% increase for new hire’s contribution from the current CBA).

**Motion made by Vice Chairman Mehaffy to approve item 4.1 conditioned upon BFSA determination that the agreement is reasonable based upon BURA’s projected revenues, seconded by Commissioner Delano and carried unanimously.**

**4.2 Revised Four Year Plan**

Board Members approved the Revised Budget and Four-Year Plan as follows:

- Projected BURA 2022-2023 CDBG Budget: \$7,902,300
- Projected BURA HOME 2022-2023 Budget: 3,814,259
- Projected BURA 2022-2023 CDBG CV (Coronavirus) Budget: \$8,000,000

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- Projected BURA 2022-2023 Lead Hazard Grant Budget: \$700,000
- Projected BURA 2022-2023 ERAP Grant Budget: \$1,200,000
- Projected BURA 2022-2023 Non-Federal Budget: \$971,660
- Projected BURA 2022-2023 HOME and City ARP Budgets: \$6,700,000
- BURA is budgeted at a staffing level of 41. There are seven (7) vacant positions projected in this budget.
- Total Projected costs of salaries and fringe in FY 2022-2023 is \$4,203,140. Fringe rates are assumed at a rate of 55-57% of salaries over the course of the four (4) year plan based on average historical rates of health care costs, employer pension contributions and other miscellaneous employee benefit costs.
- Professional Services and Supplies have been projected to be \$1,219,099 which covers the operational costs of BURA including insurances, supplies, maintenance of BURA owned properties, legal costs, consulting contracts and other miscellaneous items.
- Additional staff will be hired to assist in the administration of the HOME ARP, City ARP and Health Equity grants.

**Motion made by Commissioner Delano to approve item 4.2, seconded by Corporation Counsel Chambers and carried unanimously.**

**4.3 Eight Days of Hope Residential Repair and Maintenance Program (2022- 2026)**

Board Members approved a request to enter into a subrecipient agreement with the City of Buffalo for the administration of a \$750,000 subaward to benefit Eight Days of Hope for calendar years 2022 through 2026. The program will be funded with proceeds from the American Rescue Plan (ACT ARPA) Grant funds will be made available annually and not to exceed \$150,000 per twelve-month period. BURA will track activity performance to evaluate project impact and confirm compliance. Eight Days of Hope provides residential home repairs in the City of Buffalo at no cost to the homeowners and/or residents. The work includes, but not limited to, roof repairs and replacement, exterior/interior painting, installation of drywall, landscaping, porch repair and general carpentry work. In addition, Eight Days of Hope, in consultation with the City of Buffalo Department of Public Works, Parks and Streets. Eight Days of Hope will be focused on the Broadway-Fillmore neighborhood. BURA will administer the subaward for the City of Buffalo.

The Grant Funds will be utilized by Eight Days of Hope for program expenses related to:

1. Construction materials;
2. On site dumpster service and removal of same;
3. Security at the location of the work; and
4. Freight, fuel, and signage required to complete the work.

**Motion made by Council Member Nowakowski to approve item 4.2, seconded by Corporation Counsel Chambers and carried unanimously.**

**5.0 Executive Session**

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**6.0 Adjournment**

There being no further business to discuss, Vice Chairman Mehaffy made the motion to adjourn the meeting, seconded by Corporation Counsel Chambers and carried unanimously. The meeting was adjourned at 9:42 am.

*Scott C. Billman*

Scott C. Billman, BURA Secretary

Reported by Risë Geller