

CITY OF BUFFALO URBAN RENEWAL AGENCY

Board Of Directors Meeting

Thursday, January 25, 2024

9:30 a.m.

Room 901 City Hall

The Public May Attend By Joining: www.webex.com

<https://cityofbuffalourbanrenewalagency.my.webex.com/cityofbuffalourbanrenewalagency/my/j.php?MTID=m57d0c9612520e8f249e82515653eff1d>

MEETING NUMBER

Meeting number :(access code): 2553 720 6871

Password: 5FVvybHEm52 (53889243 from phones and video systems)

JOIN BY PHONE

+1-415-655-0001 US Toll

MEMBERS PRESENT:

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

ABSENT:

Council Member Golombek

SECRETARY:

Scott C. Billman

OTHERS PRESENT:

Hope Young Watkins, BURA Senior Director, Yvonne McCray, BURA Director of Housing, Tracy Cooley, BURA Director of Finance, Savannah Figueroa, BURA Staff Attorney, Joanne Kearns, Pam Walker-Jarmon, Evelyn Rodriguez, Ronald Dixon, Jessica Starks, Tashene Eubanks

1.0 Mayor Brown called the meeting to order at 9:40 am.

2.0 Vice Chairman Mehaffy made the motion to waive the reading of the minutes of the November 16, 2023 and November 30, 2023 meeting, seconded by Commissioner Dowell and carried unanimously.

3.0 MONTHLY REPORT

3.1 FINANCIAL CONTROL OF AGENCIES UPDATE

Ms. Cooley, Director of FCA (Financial Control of Agencies), provided an update to the Board.

4.0 NEW BUSINESS

4.1 REVOLVING LOAN FUND AGREEMENT FOR BROADWAY FILLMORE NHS

Agency Members approved a request to enter into a Revolving Loan Fund (RLF) Agreement with Broadway Fillmore Neighborhood Housing Services, Inc. (Broadway Fillmore NHS) to continue the administration of the Revolving Loan Fund. As of November 2023, Broadway Fillmore NHS has 15 loans with a loan portfolio valued at approximately \$55,168.00 with \$20,836.00 in their RLF Bank Account. The term of this agreement is effective from January 1, 2024 through December 31, 2026 with an administrative fee equal to one and one half percent (1.5%) per month of the aggregate principal balance of all active loans administered in the RLF Program. By mutual agreement of both parties, the agreement may be extended for one (1) additional year.

Motion made by Corporation Council Chambers to approve Item 4.1, seconded by Council President Scanlon, and carried unanimously.

4.2 PROFESSIONAL SERVICE AGREEMENTS FOR 667 MAIN STREET AND 664 WASHINGTON ST.

Agency Members approved a request to enter into agreements with three consultant firms to provide professional services for the stabilization and development of Agency property located at 667 Main Street/664 Washington Street (Property). On November 30, 2023 the BURA Board approved and committed funding in an amount not to exceed two million dollars (\$2,000,000) for stabilization of the Property. Due to the immediate need, preliminary work began on December 5th, 2023.

Agreements would be entered into with the following firms:

1. DiDonato Associates (Architecture and Engineering Services) \$36,286.00 (fixed contract amount). The services to be provided include but are not limited to architectural drawings accessible for construction and procuring for any necessary contractors for the entirety of this project.
2. Watts Architecture and Engineering (Abatement) in an amount not to exceed \$29,000. The services to be provided include but are not limited to abatement, air monitoring, materials, and safely removing hazardous materials off site.
3. Buffalo Engineering MEP (Mechanical, Electrical, Plumbing) \$7,000 (fixed contract amount). The services to be provided include but are not limited to the design the integration of mechanical, electrical, and plumbing to the scope.

The above agreements will be funded from those previously committed funds with a total not to exceed amount of \$72,286.

Motion made by Vice Chairman Mehaffy to approve Item 4.2, seconded by Corporation Counsel Chambers, and carried unanimously.

4.3 SUBRECIPIENT AGREEMENT FOR ARP ADMINISTRATIVE FEES

Agency Members approved a request to enter into a subrecipient agreement with the City of Buffalo for the utilization of grant funds appropriated under section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) ("ARP") for the HOME Investment Partnerships Program (HOME). The City of Buffalo received funds pursuant to the American Rescue Plan Act of 2021 to be utilized to provide direct relief to those negatively impacted by COVID-19 (ARP Funds). The City of Buffalo will provide \$200,000.00 in ARP funds to BURA to fund administrative and management costs to design, administer and manage resident driven crime prevention programs in the City of Buffalo.

Motion made by Commissioner Dowell to approve Item 4.3, seconded by Council Member Everhart, and carried unanimously.

4.4 MONITORING AGREEMENT FOR ARP PROJECTS

Agency Members approved a request to enter into a subrecipient agreement with the City of Buffalo ("City") to monitor projects funded with American Rescue Plan Funds (ARP Funds) and to establish a fee for monitoring each project. BURA will monitor projects for compliance with City MWBE goals, ARP rules and guidelines for proper eligible use of the funding, timely completion of any phase of the project using ARP funds, overall project completion and any Project close out as required by the City. The City in its sole discretion may reduce the fee if it determines it is unreasonable based on the work performed.

<u>ARP Funds Allocated to Project</u>	<u>Monitoring Fee</u>
\$250,000.00 or less	\$20,000.00
\$499,999.00 or less	\$30,000.00
\$500,000.000 or more	\$50,000.00
\$800,000.00 or more	\$75,000.00

Motion made by Vice Chairman Mehaffy to approve Item 4.4, seconded by Commissioner Dowell, and carried unanimously.

5.0 EXECUTIVE SESSION

6.0 ADJOURNMENT

There being no further business to discuss, Corporation Counsel Chambers made the motion to adjourn the meeting, seconded by Vice Chairman Mehaffy and carried unanimously. The meeting was adjourned at 10:10 am.

Scott C. Billman
Scott C. Billman, BURA Secretary

Reported by: Risë Geller