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City of North Tonawanda

OFFICE OF THE CITY CLERK - TREASURER
VITAL STATISTICS
CITY HALL
216 PAYNE AVENUE
NORTH TONAWANDA, N.Y. 14120

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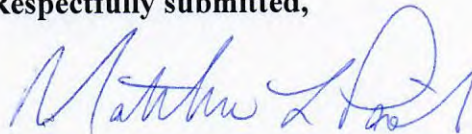
COMMON COUNCIL WORKSHOP AGENDA

July 3, 2019

The following meeting has been scheduled for **TUESDAY JULY 9, 2019:**

- | | | |
|---|---|--|
| 6:30 P.M. Mike Zimmerman
Dir. of Community Development | - | Re: 2019 New York State Consolidated
Funding Applications & Downtown
Placemaking presentation |
| 6:45 P.M. Eric Salisbury
Dog Control Officer | - | Re: A Dog Census |
| 7:00 P.M. William Davignon
Supt. Water/Wastewater | - | Re: Median Household Income Survey
Proposal |
| 7:15 P.M. Common Council | - | Re: General Discussion |

Respectfully submitted,



**Matthew L. Parish
City Clerk-Treasurer**



City of North Tonawanda

Department of Community Development
500 Wheatfield Street
North Tonawanda, New York 14120
716-695-8580
716-614-0519 (fax)

July 1, 2019

Honorable Mayor and Common Council
City Hall
216 Payne Avenue
North Tonawanda, NY 14120

Re: Downtown Placemaking presentation

Dear Honorable Body;

In 2018 the City was awarded \$2.5 million in Smart Growth Community Funding from the Western New York Regional Economic Development Council. This funding is being used on a number of initiatives to make public improvements in the Downtown corridor. One of the initiatives is the Downtown Placemaking project.

The Placemaking project will design and construct a number of improvements in Downtown with the goal of improving the walkability, pedestrian safety, aesthetic quality, and economic vibrancy of the area. In 2018 the City contracted with Joy Kuebler Landscape Architect, PC. (JKLA), to design the Placemaking improvements. As this design is substantially complete with the expectation that the construction work will be bid later this summer, JKLA has requested an opportunity to present these designs to this Honorable Body for review and discussion.

I look forward to discussing this important initiative with you. Thank you for your time and consideration.

Kindest regards,

Michael Zimmerman
Director



City of North Tonawanda

Department of Community Development
500 Wheatfield Street
North Tonawanda, New York 14120
716-695-8580
716-614-0519 (fax)

July 1, 2019

Honorable Mayor and Common Council
North Tonawanda City Hall
216 Payne Avenue
North Tonawanda, NY 14120

Re: 2019 New York State Consolidated Funding Applications

Dear Honorable Body:

As you may be aware, the ninth round of state-wide economic development funding through the New York State Regional Economic Development Councils has been announced. \$800 Million is available through a pool of over 20 state programs. In previous rounds, North Tonawanda submitted 23 applications and secured over \$2 million. This year's application deadline is July 26th, 2019.

In consultation with various City departments, we have identified two potentially viable projects. These projects were selected based on a number of factors including project feasibility, project need, funding availability, and project readiness.

1.) BOA Implementation Funds

The City of North Tonawanda has completed the New York State Brownfield Opportunity Area (BOA) program and received designated BOA status in 2015. For the first time, the State is providing funding in the CFA to advance designated Brownfield Opportunity Areas. These funds can be used for a variety of pre-development activities such as market studies, infrastructure analyses, building condition surveys, site development plans, etc. The maximum grant awards available are \$300,000.

We are recommending the City apply for funding to complete a Phase 2 environmental study of 78 Bridge Street (former fire training facility) and an infrastructure analysis of Tonawanda Island to determine the infrastructure capacity on the Island and if there are deficiencies that would hinder future development.

We have estimated the total budget for the project is likely to be between \$75,000 - \$100,000. The BOA grant will provided up to 90% of the project funding with the City required to provide the remaining 10% match. We anticipate the City's required match would be between \$7,500 and \$10,000.

Michael Zimmerman
Director



**LETTER OF AGREEMENT
BETWEEN
RELENTLESS FORWARD PROGRESS
And
CITY OF NORTH TONAWANDA, NEW YORK
MARCH 30, 2019**

3-30-2019

City of North Tonawanda
Hon. Arthur G. Pappas, Mayor
216 Payne Ave.
North Tonawanda, NY 14120

Mayor Pappas:

Please accept this proposal for an income survey in your city. I have 18 years of experience as a federal employee working in the field of economic development. My company has many facets (governmental, research, retail) and we are looking to grow in the area of municipal grant funding and feasibility studies.

This Letter of Agreement (hereafter referred to as the "Agreement") serves to outline the terms under which Relentless Forward Progress (hereinafter referred to as "RFP") with an address of PO Box 23954 Rochester, NY 14692 will perform services for the City of North Tonawanda, New York ("the City") with an address of 216 Payne Ave, North Tonawanda, NY 14120 and the reciprocating responsibilities to be provided by the City to ensure the success of the project.

AGREEMENT PURPOSE

It is agreed that RFP shall conduct an Income Survey ("survey") to determine the Median Household Income (MHI) of the entire city of North Tonawanda, NY. The MHI is used by State and Federal programs such as USDA Rural Development (RD), and New York State's Clean Water State Revolving Fund (CWSRF) as well as New York State Environmental Facilities Corporation (EFC) to assess funding program eligibility. While RFP guarantees that the methodology used shall meet the requirements of the aforementioned agencies as well as all relevant state and federal privacy rules and regulations, RFP does not guarantee the results of the survey, nor does it guarantee that the response rate necessary to meet funding requirements will be achieved.

DELIVERABLES

RFP will perform the following:



1. Attend one City meeting at the City to explain the purpose and benefits of the survey, explain the survey form, outline the survey strategy, and answer questions.
2. Prior to distribution, RFP will randomly number each survey to be with the correlated to address so that households will not be resurveyed,
3. Conduct two survey mailings. The initial mailing shall go out to all residents of the service area (estimated at 13,600 households). The exact number of surveys to be mailed in the second round will depend on how many surveys have been returned two to three weeks after the initial mailing. RFP will provide self-addressed envelopes for survey returns. The survey mail-out will include a cover letter (to be provided by the City), the survey form and a Self-Addressed Stamped Envelope (SASE).
4. Conduct five door-to-door canvassing events of non-respondents in an attempt to ensure that the required return rate of 38% is achieved.
5. Tabulate all survey returns, and calculate the median household income (MHI).
6. Provide to the City a findings summary, letter report, survey methodology and any other documentation required by the funding agencies.
7. All surveys shall be handed over to the City in a sealed box marked "confidential." The City is required by the funding agency to maintain this documentation. All information collected by RFP through this survey shall be kept confidential and only released upon the expressed written consent of the City Mayor. The City is required by the funding agencies to maintain this documentation.

The City agrees to perform/provide the following:

1. Provide a Master List of all residences in the survey area in spreadsheet format, including:
 - a. Property code
 - b. Tax map Section, Block and Lot (SBL) number
 - c. Property location (no post office box).
 - d. Mailing address, if different
 - e. Property owner
 - f. Whether the residence is a rental
 - g. In the case of multiple residences on one parcel:
 - i. Number of residential units
 - ii. Which unit, if any, the property owner inhabits
 - h. The survey list will not include businesses, schools or their students.
 - i. The list will include group homes.
 - j. If the residence is subsidized, for example a senior apartment complex or a HUD residence, the City will provide, for each unit:
 - i. The maximum allowable income for eligibility for that unit



2. Provide a clear and concise map of the households in the area to be surveyed including house numbers. Alternately, tax map pages can be used, as long as the SBL numbers are readable.
3. Promote and advertise that RFP is performing the survey and urge all residents receiving a survey to accurately complete and return the survey form in a timely manner. The survey will be noted at City Council meetings, local newspapers, and/or other methods as appropriate. RFP will provide a sample press release if necessary.
4. Review and revise as appropriate the draft cover letter created by RFP promoting the purpose and importance of completing the survey form. The cover letter will be on City letterhead and signed by the mayor, and will be used with the mailing of the survey.
5. Provide 13,600 envelopes with the return address of the City. Unused envelopes will be returned to the City.
6. Provide at least 27,200 stamps. Unused stamps will be returned to the City.
7. Provide a knowledgeable resident for up to five canvassing events to drive or accompany RFP staff during door-to-door canvassing for maximum efficiency. The resident will not be required to participate in the actual surveying. RFP will conduct the canvassing between the hours of 4 pm and 7:30 pm. on weekdays and 11am and 7:30pm on weekends.
8. Assist RFP in contacting any remaining residents that have not responded, either by telephone and/or to set up appointments for a site visit until the required 38% return rate is satisfied.
9. Provide **all** additional postage stamps and envelopes as necessary for the second mailing.

PAYMENT

The City hereby agrees to pay RFP the amount of \$34,500.00 of which \$17,250.00 is due and payable upon execution of this contract with the remaining \$17,250.00 and due upon delivery of the final results of the survey. **All postage is the responsibility of the City.**

Signed contract and payment should be mailed to:

Relentless Forward Progress
PO Box 23954
Rochester, NY 14692

Electronic Copy of Contract to:
relentlessprogress2018@gmail.com



Either party may terminate the contract. Termination must be requested in writing to the other party thirty (30) days prior to execution stating the reason and circumstance.

The City of North Tonawanda represents and warrants to Relentless Forward Progress that the individual executing this Letter of Agreement on behalf of the City is duly authorized to execute and deliver this agreement, and that the terms enclosed are binding on the City. Prior to RFP commencing work in accordance with this agreement the City shall furnish to RFP a certified copy of the resolution of the City of North Tonawanda authorizing the execution of this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement as of the date of its signing.

City of North Tonawanda:

Name:

Print _____ Signature _____

Date _____

Title _____

RFP:

Print _____ Signature _____

Date _____

Title _____

1-30-2019

City of North Tonawanda
Hon. Arthur G. Pappas, Mayor
216 Payne Ave.
North Tonawanda, NY 14120

Re: Median Household Income (MHI) Survey-Low/Moderate Income Survey (LMI)

Mayor Pappas:

This letter of agreement serves to outline the terms under which G&G Municipal Consulting and Grant Writing (hereinafter referred to as “G&G”) would perform services for the City of North Tonawanda (“the city”) and the reciprocating responsibilities to be provided by the Village to ensure success of the project.

PURPOSE

G&G shall conduct an Income Survey (“survey”) to determine the Median Household Income (MHI) and the Low/Moderate Income (LMI) of the city.

The MHI/LMI is used by State and Federal programs such as USDA Rural Development (RD), NYS EFC and Community Development Block Grant (CDBG) to assess funding program eligibility.

DELIVERABLES

G&G will perform the following:

1. Explain the purpose and benefits of the survey, explain the survey form, outline the survey strategy, and answer questions.
2. Obtain survey authorization if necessary.
3. Draft the survey per State and Federal guidelines and confidentiality mandates.
4. Prior to distribution, G&G will randomly number each survey with the correlated address so that households will not be resurveyed.
5. Conduct and coordinate the survey mailing. Each mailing to all known households (including rentals) in the service area will include a cover letter (approved by the city), the survey form, and a self-addressed stamped envelope (SASE).
6. **If necessary, conduct at least ten (10) door to door canvassing events of non-respondents to ensure the necessary return rate percentage (per state and federal guidelines) is achieved. G&G firmly believes the only way to obtain a favorable MHI/LMI is by going door to door.**
7. Tabulate all survey returns to calculate the MHI/LMI.

8. Provide to the City and NYS EFC, a findings summary, letter report, survey methodology, and any other documentation required by the funding agencies.
9. Carry business insurance, errors and omissions insurance, workers compensation, and vehicle insurance.

City Responsibilities:

1. Provide a master list of all residences in the survey area in spreadsheet format. A fee of up to \$500.00 may apply if the municipality is unable to supply the list.
2. Promote and advertise that G&G is performing the survey and urge all residents receiving a survey to accurately complete and return the survey form in a timely manner. The survey will be noted at city meetings, posted in city offices, local print and/or other methods as appropriate. G&G will provide a sample press release.
3. Review and revise as appropriate, the draft cover letter created by G&G promoting the purpose and importance of the survey. The cover letter will be on city letterhead and used with the mailing of the survey.
4. Assist G&G with suggestions to maximize response efficiency.

COST

There are approximately **13,667** occupied households in the city. This quote will tentatively be based on the number of households provided. Survey fees may be reimbursable under certain grant programs. *A response rate of 38% (5,193 households) will be necessary for a successful survey and will require **extensive** door to door canvassing by G&G staff.*

FEES:

\$31,750 + postage

In rare circumstances a second targeted mailing (usually 5% of the initial mailing) is necessary in large surveys. This second mailing to approximately 750 households (likely demographic respondents) would only be conducted if absolutely necessary and with prior city approval. This cost would be discounted to \$975.00 + postage.

Thank you for your consideration. I look forward to being of service to you and your municipality. Please don't hesitate to contact me with any questions.

Respectfully,

Jay Grasso

The City of North Tonawanda represents and warrants G&G Municipal Consulting and Grant Writing, that the individual executing this Letter of Agreement on behalf of the city is duly authorized to execute and deliver this agreement, and that the terms enclosed are binding on the city.

TERMS:

\$23,000.00 down payment (includes preparation, printing, postage and mailing)

Remaining balance due upon completion of survey and submission of report to the city

IN WITNESS WHEREOF, the parties hereto have executed this Letter of Agreement as of the date of its signing.

City of North Tonawanda

By: _____ (print) _____ (signature)

Date: _____

Title: _____

G&G Municipal Consulting and Grant Writing

By: _____ (print) _____ (signature)

Date: _____

Title: _____

WCP CONSULTANTS

We Create Possibilities
Scott M Burto, Owner

March 14, 2019

LETTER OF AGREEMENT BETWEEN WCP Consultants and the City of North Tonawanda, New York

City of North Tonawanda
Hon. Arthur G. Pappas, Mayor
216 Payne Ave.
North Tonawanda, NY 14120

This Letter of Agreement (hereafter referred to as the "Agreement") serves to outline the terms under which, WCP Consultants, (hereinafter referred to as "WCP") will perform services for the City of North Tonawanda, New York ("the City") and the reciprocating responsibilities to be provided by the City to ensure the success of the project.

PURPOSE

It is agreed that WCP shall conduct an Income Survey ("survey") to determine the Median Household Income (MHI) of the City's proposed wastewater system service area. The MHI is used by State and Federal programs such as USDA Rural Development (RD) and New York State's Clean Water State Revolving Fund (CWSRF) to assess funding program eligibility. While WCP guarantees that the methodology used shall meet the requirements of the aforementioned agencies as well as all relevant state and federal privacy rules and regulations, WCP does not guarantee the results of the survey.

WCP will perform the following:

1. Explain the purpose and benefits of the survey, explain the survey form, outline the survey strategy, and answer questions.
2. Prior to distribution, WCP will randomly number each survey to be with the correlated address so that households will not be resurveyed,
3. Conduct two survey mailings. The initial mailing shall go out to all residents of the service area (estimated at 13,500 households). The exact number of surveys to be mailed in the second round will depend on how many surveys have been returned two weeks after the initial mailing. WCP will provide self-addressed envelopes for survey returns. The survey mail-out will include a cover letter, the survey form and a Self-Addressed Stamped Envelope (SASE).
4. If absolutely necessary conduct two "door-to-door" canvassing events of non-respondents to attempt to ensure that a 40% return rate is achieved.
5. Tabulate all survey returns, and calculate the median household income (MHI).

6. Provide to the City a findings summary, letter report, survey methodology and any other documentation required by the funding agencies.
7. Parts of the survey may be subcontracted out.

The City agrees to perform/provide the following:

1. Provide a Master List of all residences in the survey area in spreadsheet format, including:
 - a. Property code
 - b. Tax map Section, Block and Lot (SBL) number
 - c. Property location (no post office box).
 - d. Mailing address, if different
 - e. Property owner
 - f. Whether the residence is a rental
 - g. In the case of multiple residences on one parcel:
 - i. Number of residential units
 - ii. Which unit, if any, the property owner inhabits
 - h. The survey list will not include businesses, schools or their students.
2. Provide a clear and concise map of the households in the area to be surveyed including house numbers.
3. Promote and advertise that WCP is performing the survey and urge all residents receiving a survey to accurately complete and return the survey form in a timely manner. The survey will be noted at City meetings, local newspapers, and/or other methods as appropriate
4. Review and revise as appropriate the draft cover letter created by WCP promoting the purpose and importance of completing the survey form. The cover letter will be on City letterhead and signed by the mayor, and will be used with the mailing of the survey.
5. Assist WCP in contacting any remaining residents that have not responded, either by telephone and/or to set up appointments for a site visit until the required 85% return rate is satisfied.

Payment:

The City hereby agrees to pay to WCP the amount of \$38,000.00 of which \$19,000.00 is due and payable upon execution of this contract with the remaining \$19,000.00 due upon delivery of the final results of the survey and the submission of a final bill. The city is responsible for all postage. Payments are due within thirty days of the invoice date. Failure to pay within thirty days will result in a late fee of 1.5%. Additional postage is the responsibility of the City. Either party may terminate the contract. Termination must be requested in writing to the other party thirty (30) days prior to execution stating the reason and circumstance.

City of North Tonawanda:

Name:

Print _____ Signature _____ Date _____

Title _____

WCP Consultants:

Print _____ Signature _____ Date _____

Title _____

**MHI Survey
Price Quotes**

COMPANY	(MHI) Median Household Income Survey CONTRACT Cost	CITY COST(S)	TOTAL
G&G Municipal Consulting	\$31,750.00	13,667 stamps (\$7,517)	\$39,267
WCP Consultants	\$38,000.00	13,500 stamps (\$7,425)	\$45,425
Relentless Forward Progress	\$34,500.00	13,600 envelopes (est. \$800); 27,200 stamps (\$14,960)	\$50,260
<u>Low CONTRACT Bidder:</u> G&G Municipal Consulting	\$31,750.00		