

Minutes of the Regular Board Meeting of the Urban Redevelopment Authority of Pittsburgh, Wherrett Memorial Board Room, 13th Floor, John P. Civic Building, 200 Ross Street.

October 13, 2016 – 2:00 P.M., E.D.S.T.

Members Present: Messrs. Acklin, Gainey, Ferlo, Lavelle.

Members Absent: Mme. Hall-Russell.

Staff Present: Messrs. Cummings, Rubinstein, Kaminski, Short, Pawlak, Thomas, Hoyer-Winfield, Hobbes, Clark and Sandoval, Mmes. Straussman, Meier, Fitzgibbons, Smith Perry, Madden, O’Leary, Wilhelm, Mitchell, Segal and Schacht.

Mr. Acklin called the Meeting to order and declared a quorum present.

1. Awards

Mr. Rubinstein stated that the Authority received two Silver Awards at the International Economic Development Council Annual Conference, held in Cleveland Ohio. Mr. Rubinstein stated that one award was for Financing Our Future, the 2015 Tax Increment Financing Report (previously presented to the Board). The second award was for the South Side Works, under the Neighborhood Development category. Mr. Rubinstein thanked the Authority’s staff for their hard work on both projects.

Mr. Tom Cummings, Director of the Authority’s Housing Department, announced that the Authority was presented a Community Partner Award at the Homewood Concerned Citizens Council’s first annual Spirit of Excellence Award breakfast. Mr. Cummings stated that this award was not received for a specific project, but for the partnership the Authority has with the Homewood Concerned Citizens Council. Mr. Cummings stated that this award was also received for the Authority’s work with the Animal Rescue League, as well as other housing developments in that area.

Mr. Rubinstein stated that there had been a ribbon cutting ceremony for the completion of Phase I of the Larimer/ East Liberty Choice Neighborhood Initiative. Mr. Rubinstein recognized Ms. Jessica Smith-Perry, of the Authority’s Housing Department, for her hard work. Mr. Acklin stated that this project has been presented as a national model for community driven development. Mr. Acklin stated that this would not have been possible if not for the vision of the Larimer/East Liberty Choice Neighborhood Initiative. Mr. Acklin recognized the hard work of all parties involved.

2. Executive Session

Mr. Acklin stated that an Executive Session regarding the URA Employee sick leave payouts and the URA Employee Handbook updates was held on September 19, 2016.

3. General

The minutes of the Regular Board Meeting of September 8, 2016 were approved as written and previously distributed.

4. Morningside – Morningside Crossing

- a. Proposal and form of disposition contract for the sale of Block 121-K, Lot 166, in the 10th Ward, to Morningside Partners LP for \$275,000.00.

Mr. Rubinstein requested Board approval of the above item.

Mr. Tom Cummings, Director of Housing stated that at the February, 2016 Board meeting, authorization was given to enter into exclusive negotiations with a.m. Rodriguez Associates, Inc., for the sale of the former Morningside Elementary School at 1802 Jancey Street in the Morningside neighborhood. The Redeveloper was successful in its application to the Pennsylvania Housing Finance Agency for 2016 Low Income Housing Tax Credits. Authorization is now requested to approve a.m. Rodriguez's proposal and enter into a disposition contract with them for the sale of the former school. The building was built in 1897, with additions in 1910 and 2000. The building occupies an approximately 33,600 square foot site. The building has sat vacant since 2006, when it was closed by the Pittsburgh Public School Board.

The Redeveloper proposes to convert and add on to the school building, creating 46 mixed-income apartments for seniors and a new Morningside Central Community Center which will house the CitiParks senior center program currently located on President's Way. Partial demolition of a new addition on the former school will take place to make room for a new public plaza.

The residential units, which will include 40 one bedroom and 6 two bedroom apartments, will include 7 market-rate units and 39 affordable units (a 15%/85% split). Of the affordable units, 5 will be affordable to seniors with incomes up to 20% of area median income (AMI), 19 to seniors with income up to 40% of AMI, and 15 to seniors with income up to 60% of AMI. Project costs exclusive of acquisition are budgeted at \$13,208,542.

Principals of a.m. Rodriguez, Inc., have successfully completed two other projects involving former Pittsburgh school properties. The former Prospect School was converted to the Lofts of Mount Washington and the former South Hills High School was redeveloped as the South Hills Retirement Residence.

Prior to the sale of the property, this project will again be presented to the URA Board for approval of final working drawings and evidence of financing and for authorization to execute a deed.

Morningside Partners LP is a Pennsylvania limited partnership with an address at 100 West Station Square Drive, Suite 350, Pittsburgh, PA 15219. AMR Morningside Inc. is the general partner. Anthony M. Rodriguez is president and Victor M. Rodriguez vice president of AMR Morningside Inc.

Mr. Ferlo wanted to thank the Morningside Community Council, the City and the Administration for their hard work and support for this project that has been ongoing for several years. He stated that the goal for this building was placing a senior center on the first floor and dealing with the parking situation that has been an ongoing issue on Presidents Way. He wanted to thank Brian Hudson, of the Pennsylvania Housing Finance Agency (PFHA), for his continued support.

Mr. Lavelle inquired about the projected financing of this project. Mr. Anthony Rodriguez, of Morningside Partners LP, answered that currently they have received funding from tax credit equity, and have a commitment from the Authority for \$1M dollars of Home funds.

Mr. Acklin stated that Morningside Partners have done some great work in the City, and appreciates their support for this project.

Upon approval by Mr. Lavelle, seconded by Mr. Ferlo and unanimously carried, the following resolution was adopted.

RESOLUTION NO. 340 (2016)

RESOLVED: That the Redevelopment Proposal submitted by Morningside Partners LP for Block 121-K, Lot 166, in the 10th Ward, and a disposition contract by sale with Morningside Partners LP for \$275,000.00 are hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a disposition contract and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

5. Central Business District - Union Trust Building

- a. Authorization to advance a Parking Tax Diversion Plan with the City of Pittsburgh and enter into a Cooperation Agreement with the City of Pittsburgh.
- b. Authorization to enter into a Funding Agreement and Administrative Fee Agreement with The Davis Companies, or an affiliate, and related documents for the Parking Tax Diversion Plan.
- c. Authorization to enter into Trustee Agreement, and related agreements, with a Trustee.

Mr. Rubinstein requested Board approval of the above items.

Mr. Rubinstein, Acting Executive Director stated that built in 1917 by Henry Clay Frick, The Davis Companies ("Developer") has invested approximately \$100M in the building, reviving it from bankruptcy. The Union Trust Building redevelopment consists of 500,000 square feet of fully rehabilitated commercial office space and 35,000 square feet of retail in downtown Pittsburgh (the "Project"). As part of the redevelopment project, the Developer has thoughtfully rehabilitated the stained-glass dome that was first covered during World War II. The project is anticipated to create and/or retain 2,311 total jobs and is seeking LEED Silver Certification.

The Authority is seeking authorization to advance a Parking Tax Diversion Plan ("Plan") for the Union Trust project with the City of Pittsburgh. The Plan seeks to divert 75% of incremental parking taxes from the City of Pittsburgh, generated by the integral 190-space underground parking garage for the Project for up to 18 years on development parcels 2-E-184 and 2-E-184-A. It is projected that the diverted parking taxes could generate up front debt of approximately \$3.2M to fund public space improvements and historic preservation efforts for the building.

Pursuant to the Parking Tax Diversion Guidelines, the 18th year will be diverted into an Affordable Housing Fund.

Use of Parking Tax Diversion Funds: The proposed Parking Tax Diversion for the Union Trust Building will be used to fund public realm improvements including streetscape improvements, lighting, sidewalks, curbs, streetscape canopies, and historic preservation of the stained-glass dome.

The Developer's M/WBE plan will be presented in 2016 or early 2017. Parking Tax Diversion plans are subject to approval of City Council.

Principals:

Jonathan Davis
The Davis Companies
125 High Street, 21st Floor
Boston, MA 02110
Phone 617-451-1300

Christopher Lasky, of The Davis Companies, was present. Mr. Lasky thanked the Board, the Mayor's Office and the URA staff for considering their company for this project. He said that this is a \$100MIL dollar project. Mr. Lasky said they had purchased this building through the bankruptcy process. Mr. Lasky said there is substantial investments being put into restoring this historical building, and parking tax diversion funds will help with public rental improvements.

Mr. Ferlo stated that this is a very exciting project. Mr. Ferlo said that this building is historically significant, and that he is very supportive of this project. Mr. Ferlo asked if the deed to this property had been registered by The Davis Companies for realty transfer tax purposes. Mr. Lasky

answered that the deed had been registered. Mr. Ferlo stated that this is a key building for the History and Landmarks Foundation walking tour. Mr. Ferlo asked if the parking spaces had been completed, and will the execution of the parking tax funds be following the availability of these spaces. Mr. Rubinstein answered that he was not sure if the parking spaces were completed. Mr. Lasky stated that the parking spaces were complete, and the parking garage had opened two months ago. Mr. Ferlo wanted to know if there were any structural problems with the parking garage. Mr. Lasky answered that the garage is made up of two basement levels, and each level has three separate elevations similar to the lobby, and there will be six different elevated plains that have to be connected. Mr. Lasky said the foundation walls that used to be two-foot-thick were eroded back about ten inches. Mr. Ferlo asked if they are getting Historic Tax Credits for the interior, and maintaining the important historical elements of this building. Mr. Lasky answered they have applied for Federal Historic Tax Credits.

Mr. Acklin stated that the Board is very happy that The Davis Companies has purchased this building, and commended them for the work on this project.

Upon approval by Mr. Lavelle, seconded by Mr. Ferlo and unanimously carried, the following resolutions were adopted.

RESOLUTION NO. 341 (2016)

RESOLVED: That the advancement with the City of Pittsburgh of a Parking Tax Diversion Plan for the Union Trust Building project is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a cooperation agreement therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 342 (2016)

RESOLVED: That the execution of a Funding Agreement and an Administrative Fee Agreement with The Davis Companies, or an affiliate, to include, among other things, an administrative fee, is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute said agreements, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 343 (2016)

RESOLVED: That the engagement of a Trustee to administer the parking tax fund related to the Parking Tax Diversion Plan for the Union Trust Building project is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute one or more agreement(s) therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

6. South Oakland - Pittsburgh Technology Center

- a. Ratification of September 29, 2016 Board approval of submission of final drawings, evidence of financing and execution of deed for the sale of a portion of Block 29-B, Lot 315, at the Pittsburgh Technology Center Lot 8a, in the 4th Ward, to PTC Lodging, LLC for \$525,000.00.

Mr. Rubinstein requested approval of the above item.

Mr. Rubinstein stated that at its meeting of August 2015, the Board of this Authority approved the Proposal and form of disposition contract with Northpointe Development Group, LLC, or a related entity now identified as PTC Lodging LLC, for the redevelopment of Pittsburgh Technology Parcel 8a, which is a portion of current Block 29-B, Lot 315, in the 4th Ward (the "Property"). At this time, we are requesting authorization to execute a deed for the conveyance of the Property. The Property contains a land area of approximately 1.6 acres or 70,175 square feet, and will include a portion of Technology Drive Extension that will be vacated by the City of Pittsburgh. The Property will be sold for a purchase price of \$525,000.00.

As shown in the attached site plan and schematic drawings the Redeveloper will construct a 111 room Hotel Indigo with 2,400 square feet of meeting space and a full service restaurant. At present the Pittsburgh Technology Center has neither a hotel nor a restaurant to service its approximately 1,200 employees. Development costs are estimated at \$14,715,000. Primary parking demand will be accommodated by a 70 space surface lot owned by PTC Lodging to be built to the immediate west of the hotel with additional parking when needed in the adjacent garage owned by the URA and leased at market rate terms.

The Redeveloper's final construction drawings and construction costs have been approved by the URA's Engineering and Construction Department and evidence of financing has been approved by the URA's Real Estate Department. The Acting Executive Director has approved the Redeveloper's MWBE plan.

Redeveloper is an experienced hotel developer, owner and operator since 1956. Its properties include Hampton Inns in Greensburg, West Mifflin and Johnstown along with a Holiday Inn Express and Suites at Southpointe which used the latest up scale model for this brand.

Redeveloper is a woman owned Pennsylvania limited liability company, having a mailing address of 985 Towne Square Drive, Suite 200, Greensburg, PA, 15601. Laura W. Aftosmis is the majority owner.

Mr. Ferlo stated that he is very supportive of this project, but is confused about the sale price. Ms. Kyra Straussman, Director of Real Estate, stated that the developer had purchased this property for the appraised price from an RFP that was issued several years ago. She stated that the remaining PTC parcels will be reappraised because of the potential housing and commercial purposes, and will reflect a new price in the coming months. Mr. Ferlo stated that his concern is the accumulative total of what the public investment is on this infrastructure. Ms. Straussman

stated that the Board uses a lot of discretion in determining pricing. Ms. Straussman stated that at times prices are lowered because of the market, which is not the case with this project. Ms. Straussman stated that the market in this area is viable, and parcels can be purchased at the market rate. Mr. Acklin stated that the RFP should have a stated price, or a negotiated price. Ms. Straussman added that the Authority had anticipated housing use in the last appraisal. She stated that it would be at the Board's discretion if there would be a revision on a pricing scheme. Mr. Ferlo asked how many jobs this project would create. Mr. Rubinstein did not have a figure to share.

RESOLUTION NO. 339 (2016)

RESOLVED: That the approvals of this Board dated September 29, 2016 for the final drawings and evidence of financing submitted by PTC Lodging, LLC, for the sale of a portion of Block 29-B, Lot 315, Pittsburgh Technology Center Lot 8a, in the 4th Ward, are hereby ratified; and it is

FURTHER RESOLVED: That execution of a deed and all documents necessary to effectuate the sale of a portion of Block 29-B, Lot 315, Pittsburgh Technology Center Lot 8a, in the 4th Ward to PTC Lodging LLC, for the sum of \$525,000.00 is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a deed and all documents necessary to effectuate said sale, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

7. Homewood – Tioga Parklet

- a. Final drawings, evidence of financing and execution of deed for the sale of Block 174-P, Lots 47 and 48, in the 13th Ward, to Operation Better Block, for \$2,000.00.
- b. Authorization to issue a Certificate of Completion to Operation Better Block for Block 174-P, Lots 47 and 48, in the 13th Ward, and authorization to return the Good Faith Deposit.

Mr. Rubinstein requested Board approval of the above items.

Ms. Kyra Straussman, Director of Real Estate stated that at its meeting of December 10, 2015, the Board of this Authority accepted the Proposal and authorized execution of a disposition contract with Operation Better Block (OBB) for the purchase of vacant land located at 7415 and 7417 Tioga Street in Homewood. At this time, we are requesting authorization to execute a deed for the conveyance of the Property to OBB. The site will be used to maintain the Tioga Street Flower and Food Garden, as a greenspace to serve the community. The property will be sold for a purchase price of \$2,000.00. Development costs for fencing, timber-lined mulch pathways, brick edged planters, raised bed planters, picnic tables, a flowering tree and mixed perennials

totaled approximately \$5,000.00. URA staff has reviewed and approved final working drawings and evidence of financing for this project, which has already been completed under a License Agreement with this Authority. At this time, we are also requesting authorization to issue a Certificate of Completion for the completed project.

Operation Better Block is a nonprofit organization with a mailing address at 801 North Homewood Avenue, Pittsburgh, PA 15208. Mr. Jerome M. Jackson is the Executive Director.

There was no discussion among the Members.

Upon approval by Mr. Ferlo, seconded by Mr. Lavelle and unanimously carried, the following resolutions were adopted.

RESOLUTION NO. 344 (2016)

RESOLVED: That the final drawings and evidence of financing submitted by Operation Better Block for Block 174-P, Lots 47 and 48, in the 13th Ward, are hereby approved; and it is

FURTHER RESOLVED: That execution of a deed and all documents necessary to effectuate the sale of Block 174-P, Lots 47 and 48, in the 13th Ward, to Operation Better Block, for the sum of \$2,000.00 is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a deed and all documents necessary to effectuate said sale, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 345 (2016)

RESOLVED: That issuance of a Certificate of Completion to Operation Better Block for Block 174-P, Lots 47 and 48, in the 13th Ward, and the return of the Good Faith Deposit are hereby approved.

8. East Liberty – Former Detective Building
 - a. Final drawings, evidence of financing, and execution of a deed for the sale of a portion of Block 83-P, Lot 165 in the 11th Ward, that includes the structure known as the Detective Building, to Detective Building LLC, for \$250,000.00.

Mr. Rubinstein requested Board approval of the above item.

Ms. Straussman stated that at its meeting of April 2016, the Board of this Authority approved the Proposal and form of disposition contract with Schoolhouse Electric & Supply Co, or a related entity to be formed, for the purchase of a to-be-subdivided portion of Block 83-P, Lot 165, known

as 224 N. Euclid Avenue in East Liberty in the 11th Ward, and the redevelopment of and renovation of the Detective Building thereon. Block 83-P, Lot 165 has now been subdivided to create the Parcel known as Parcel A of the Subdivision Plan of Block and Lot 83-P-165 recorded in the Office of the Department of Real Estate of Allegheny County, in Plan Book Volume 290, page 4 (the "Property"). Authorization is now requested to execute a deed for the conveyance of the Property. The Property contains a land area of approximately 26,700 square feet. The Detective Building is a four-floor structure, with a usable basement and a total of approximately 35,600 square feet. The Property and the Detective Building will be sold for a purchase price of \$250,000.00.

The URA is retaining the remainder of Block 83-P, Lot 165 for reconnection of Harvard Street as part of the larger Mellon's Orchard development.

Redeveloper proposes to initially conduct internal demolition and roof repair activities at the Detective Building. Following this securing of the structure, Redeveloper will finalize its internal layout plans, submit final plans to the Authority Staff, and begin a renovation of the Detective Building that will include basement distribution space, ground-floor retail and coffee shop, and second- through fourth-floor creative office space. The renovated building is also planned to contain a design library and community space. The estimated cost of construction is \$6,989,780.

This authorization is subject to ongoing staff review and approval of Redeveloper's drawings, evidence of financing, and MWBE plan, and subject to a reverter deed.

Detective Building LLC is an Oregon limited liability company controlled by the principal of Schoolhouse Electric & Supply Co. Schoolhouse Electric & Supply Co. is an Oregon business corporation having a mailing address of 2181 NW Nicolai Street, Portland, OR 97210. Brian Faherty is the founder and owner.

Mr. Ferlo asked why the Authority is still involved with this building even though the property is being sold. Ms. Straussman answered that the Authority is still involved because while Mr. Faherty does not have a fully developed set of interior specifications for this project, the Authority did not want to hold up construction of the interior. Ms. Straussman added that the process for this project is unusual, but the Authority has the known budget parameters for the interior construction, so evidence of financing will not be reviewed for the entire project. Mr. Ferlo is concerned about the financial ability of Mr. Faherty to complete this project. Mr. Rubinstein stated that after discussions with the lender, the Authority understands the estimated costs will be short of having construction drawings, but believes there is the ability to complete this project. Mr. Rubinstein stated that as a precaution, this project will come back to the Board once the interior construction is complete, so evidence of financing can be proven at that time. Mr. Acklin suggested that the alternative would be to hold this vote until there are completed specs for this project. Mr. Acklin stated that this project could not wait because of this building's deteriorating condition.

Upon approval by Mr. Ferlo, seconded by Mr. Gainey and unanimously carried, the following resolution was adopted.

RESOLUTION NO. 346 (2016)

RESOLVED: That the drawings and evidence of financing submitted by Detective Building LLC for a portion of Block 83-P, Lot 165, in the 11th Ward, that includes the structure known as the Detective Building, are hereby approved; and it is

FURTHER RESOLVED: That subject to a reverter deed in the event final drawings and final evidence of financing are not satisfactory to the Authority, execution of a deed and all documents necessary to effectuate the sale of a portion of Block 83-P, Lot 165, in the 11th Ward, that includes the structure known as the Detective Building, to Detective Building LLC, for the sum of \$250,000.00 is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a deed and all documents necessary to effectuate said sale, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

9. Larimer/East Liberty – Choice Neighborhood Initiative Phase II

- a. Proposal and form of disposition contract for the sale of Block 84-C, Lots 360, 362, 362A, 363, and 364, and Block 84-D, Lot 155, in the 11th Ward, to the Housing Authority of the City of Pittsburgh for \$1.00 each, plus costs.

Mr. Rubinstein requested Board approval of the above item.

Mr. Tom Cummings stated that authorization is requested to accept the Proposal and enter into a Disposition Contract with the Housing Authority of the City of Pittsburgh (HACP) for the sale of vacant land located at the corner of Larimer Avenue and Broad Street in the East Liberty/Larimer area. These properties are being conveyed to HACP as part of a site they are assembling for development of rental housing under the Larimer Choice Neighborhoods Project. Under this second phase of the Project, HACP intends to acquire the adjacent East Liberty Gardens property and the former Larimer Avenue Park, which, together with the parcels being purchased from URA, will be used for construction of 150 mixed-income housing units. The property will be owned by HACP and transferred to the project's owner entity through a long-term ground lease which will maintain a long-term affordability use restriction on the site. The URA parcels will be sold to HACP for \$1.00 each, plus costs. Total costs for development of the assembled site are estimated at \$39,806,386.00. Prior to the sale of the property, this project will again be presented to the URA Board for approval of final working drawings and evidence of financing and for authorization to execute a deed.

The HACP is a public-housing authority with a mailing address at 200 Ross Street, Pittsburgh, PA 15219. Caster D. Binion is the Executive Director. The development/ownership entity,

Larimer/East Liberty Phase II, LP, is a partnership being formed by HACP and McCormack Barron Salazar, a Missouri corporation with a mailing address at 720 Olive Street, Suite 2500, St. Louis, MO 63101.

There was no discussion among the Members.

Upon approval by Mr. Ferlo, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted.

RESOLUTION NO. 347 (2016)

RESOLVED: That the Redevelopment Proposal submitted by the Housing Authority of the City of Pittsburgh for Block 84-C, Lots 360, 362, 362A, 363, and 364, and Block 84-D, Lot 155, in the 11th Ward, and a disposition contract by sale with the Housing Authority of the City of Pittsburgh for \$1.00 each plus costs, are hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a disposition contract therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

10. Beechview – 1600 and 1602 Broadway

- a. Proposal and form of disposition contract for the sale of Block 35-F, Lots 266 and 267, in the 19th Ward, to 1601 Broadway Ave., LP, LP, for \$100,000.00.

Mr. Rubinstein requested Board approval of the above item.

Ms. Kyra Straussman, Director of Real Estate stated that at the May, 2016 Board meeting, authorization was given to enter into exclusive negotiations with Atlas Development Co. for the sale of 1600 and 1602 Broadway Avenue in Beechview. Authorization is now requested to approve Atlas's proposal and enter into a disposition contract with them for the sale of these properties, a vacant three-story commercial structure on an approximately 3,000 square foot site (1600 Broadway Avenue) and an adjoining vacant parcel also containing approximately 3,000 square feet (1602 Broadway Avenue).

Atlas Development Company is a new management company specifically formed for the development of Beechview. Daniel Berkowitz and Ben Samson are the partners. 1601 Broadway Ave., LP, LP, will be the owner entity of 1600 and 1602 Broadway Avenue, as well as of Atlas's other Beechview URA projects.

The Redeveloper's proposal calls for renovation of the existing structure and construction of a new three-story addition that would wrap around two sides of the existing building, making use of the adjoining vacant parcel. The renovated/new building will total approximately 16,000 square feet, and house a basement level music venue, ground-floor restaurant, and upper level

residential and boutique hostel/hotel space. The residential/hotel space will include three long term rental units (two bedrooms, one bath) 9 micro-suites, and 2 hostel-type bunk rooms. There will be integral parking for seven cars as well as on-site parking for 14 bicycles; the project will also include a green rooftop deck. Project costs exclusive of land acquisition are budgeted at approximately \$4,025,000. Prior to the sale of the property, this project will again be presented to the URA Board for approval of final working drawings and evidence of financing and for authorization to execute a deed.

1601 Broadway Ave., LP, LP, has a mailing address of 1500 Broadway Avenue, Suite 100, Pittsburgh, PA 15216. Daniel Berkowitz is Member/Manager of its General Partner.

Mr. Acklin stated that this development was long overdue for Beechview's main corridor. He is pleased to see this community driven project moving forward.

Upon approval by Mr. Ferlo, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted.

RESOLUTION NO. 348 (2016)

RESOLVED: That the Redevelopment Proposal submitted by 1601 Broadway Ave., LP, LP, for Block 35-F, Lots 266 and 267, in the 19th Ward, and a disposition contract by sale with 1601 Broadway Ave., LP, LP, or an entity to be formed, for \$100,000.00 are hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a disposition contract and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

11. Hill District – Schenley Heights Collaborative

- a. Authorization to acquire the following publicly-owned properties for \$1.00 each, plus costs:

<u>Ward</u>	<u>Block/Lot</u>	<u>Property Address</u>
5 th	26-P-185	830 Adelaide Street
5 th	27-B-95A	3212 Camp Street
5 th	27-B-96	3214 Camp Street
5 th	27-B-204	912 Anaheim Street
5 th	27-B-318	912 Cherokee Street
5 th	27-B-319	914 Cherokee Street

Mr. Rubinstein requested Board approval of the above item.

Ms. Straussman stated that authorization is requested to acquire the above-listed properties owned by the City of Pittsburgh as Trustee for the three taxing bodies. These properties are

vacant residential structures situated on lots containing a combined total of approximately 10,454 square feet. These properties are being acquired for \$1.00, plus costs, for conveyance to the Pittsburgh Housing Development Corporation for residential rehabilitation as part of a re-sale initiative being carried out in conjunction with the Schenley Heights Collaborative. The costs associated with acquiring these properties will be paid using UDAG Repayments/Hill District Project Funds.

Schenley Heights Collaborative managing principal is Phyllis Lavelle.

Pittsburgh Housing Development Corporation (PHDC) managing principal is Aggie Brose.

There was no discussion among the Members.

Upon approval by Mr. Gainey, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted.

RESOLUTION NO. 349 (2016)

RESOLVED: That the acquisition of the following publicly owned properties from the City of Pittsburgh as Trustee for \$1.00 each, plus costs, is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute all documents required for said acquisition, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto:

<u>Ward</u>	<u>Block/Lot</u>	<u>Property Address</u>
5 th	26-P-185	830 Adelaide Street
5 th	27-B-95A	3212 Camp Street
5 th	27-B-96	3214 Camp Street
5 th	27-B-204	912 Anaheim Street
5 th	27-B-318	912 Cherokee Street
5 th	27-B-319	914 Cherokee Street

12. Larimer/East Liberty Choice Neighborhood Parks

- a. Authorization to amend the Agreement dated October 19, 2015 with Wallace Roberts and Todd, LLC for an increase not to exceed \$150,000.00 for a total of \$539,993.00 for additional Larimer/East Liberty Park design services.

Mr. Rubinstein requested Board approval of the above item.

Background

Mr. Cummings stated that the neighborhoods of Larimer and East Liberty are the site of a Federal Choice Neighborhoods Implementation Grant award in the amount of \$30 million for the

comprehensive redevelopment of the Choice Neighborhoods area. The comprehensive redevelopment will focus on three core goals/components: housing, people, and neighborhood. Parks planning and development is a key strategy for the neighborhood component, which seeks to address issues of vacant land, combined sewer overflow and aging infrastructure, as well as greening and recreation goals.

In August of 2015, the Authority board authorized a contract with Wallace Roberts & Todd, LLC (WRT) following an extensive consultant selection process. The original scope of work for this agreement included conceptual designs for the overall park network envisioned in the Choice Neighborhoods Implementation Plan, as well as schematic, final design, preconstruction services, and construction administration for the first phase of the park system (Zone A). Zone A is the approximately 3-acre vacant site bordered by Station Street, Princeton Place, Kalida Drive and Larimer Avenue.

Through a robust community process, conceptual design for the Larimer/East Liberty Park system has been completed. The conceptual park design evokes themes of nature, water, and play with a focus on equitable and sustainable design. Central to the park design is the opportunity to incorporate green infrastructure to manage stormwater at a district level. Stormwater from surrounding development will be directed towards the first phase park and an engineered stormwater utility, known as Little Negley Run, located in the historic Negley Run Stream Valley. Over time, the plan is for this utility to tie into the work that was completed through Project 15206 and The Penn State Center along Washington Boulevard. Pittsburgh Water and Sewer Authority has raised \$1.2 million through the Army Corp of Engineers for the engineering and design of Little Negley Run.

Reason(s) for Requested Increase

During conceptual design, the area of land known as Zone A, (block and lot 83-S-202), was identified as a fundamental part of the stormwater management system. Zone A' is a key connection point between the upper park (Zone A) and the future Little Negley Run. It is a vital entry point for the system to maximize stormwater capture from the park itself, the surrounding streets, and adjacent development. Additionally, the community has identified this area as the future location of the Well project. The Well project will utilize local artists to create a piece that celebrates stormwater capture and is a physical symbol of the community vision for eco-centered redevelopment.

Authorization is requested to amend the Agreement dated October 19, 2015 with WRT. The services under this amended agreement will expand the project scope for the additional area to include final design, preconstruction services, and construction administration for the area known as Zone A' in order to have a complete set of construction documents for the first phase of the park. Final design, construction documents and construction administration for Zone A' were not included in the original contract scope of work for WRT. The additional services will also include environmental services for the phase 1 site, as well as additional engineering and design documentation for the expanded first phase.

WRT is located at 1700 Market Street, Suite 2800, Philadelphia, PA 19103. Its managing principal is Joseph W. Healy.

The original agreement amount is \$389,993.00. The amended agreement amount, if authorized, would increase the contract amount not to exceed \$150,000.00 for a total not to exceed amount of \$539,993. The funding source(s) for the requested contract increase are City Larimer capital funds, federal Choice Neighborhood Implementation Grant (CNIG) funds, and/or Authority Larimer or East Liberty Project funds.

Mr. Ferlo wanted clarification of what was being voted on today. Mr. Cummings stated that today's vote is strictly for an increase in the architect's contract.

John Coyne, of GAI Consultants, was present. Mr. Coyne stated that they are capturing and slowing down the stormwater, and slowly releasing it into an open stream. Mr. Coyne stated that to date, the work on this project has been conceptual, and the next step will be the final design of both phases, which will then allow for more hard financial calculations. Mr. Acklin asked if this project is included in the Pittsburgh Water and Sewage Authority's (PWSA) Citywide green infrastructure study. Mr. Coyne answered that it was. Mr. Acklin stated that the EPA and Alcosan are trying to define the adaptive management procedure, so that plans can be made to devote more time for projects like this. Mr. Acklin stated that this is not just a City problem, as the water that is taken out of the City's system benefits surrounding neighborhoods.

Upon approval by Mr. Ferlo, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted.

RESOLUTION NO. 350 (2016)

RESOLVED: That amendment of the Agreement with Wallace Roberts and Todd, LLC, dated October 19, 2015, for additional Larimer/East Liberty Park design services, for an increase of up to \$150,000.00, payable from City Larimer Capital funds, Federal Choice Neighborhood Implementation Grant (CNIG) funds, and/or Authority Larimer or East Liberty Project funds, for a total Agreement amount not to exceed \$539,993.00, is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

13. Pennsylvania Department of Community and Economic Development Keystone Communities Program 2016-2017 Applications.
 - a. Ratification of September 29, 2016 Board approval of submission of the following Keystone Communities Program applications and execution of contracts with the Commonwealth of Pennsylvania Department of Community and Economic Development (DCED):

- i. Choice Neighborhood Homeowner Assistance Program – up to \$250,000.00;
 - ii. Accessible Housing Program/Home Accessibility Program for Independence –up to \$250,000.00;
 - iii. 2016 Neighborhood Business Districts Program – up to \$500,000.00.
- b. Ratification of September 29, 2016 Board approval of Cooperation Agreements with the City of Pittsburgh for the Authority’s administration of the aforesaid DCED Keystone Communities Program funds.
- c. Authorization to appropriate matching funds for the aforesaid Keystone Communities Program requests as follows:
 - i. HUD Choice Neighborhood Implementation Grant (CNIG) funds for Choice Neighborhood Homeowner Assistance Program - \$800,000.00;
 - ii. City Housing Paygo funds for Accessible Housing - \$100,000.00;
 - iii. CDBG Housing Program Income funds for Accessible Housing - \$150,000.00.
- d. Presentation and approval of the revised Home Accessibility Program for Independence (HAPI) Guidelines.

Mr. Rubinstein requested Board approval of the above items.

Mr. Tom Cummings stated that the Commonwealth of Pennsylvania Department of Community and Economic Development (DCED) Keystone Communities Program provides grants in support of residential, commercial and mixed use developments. There are six categories of grants: planning, implementation, façade, development, public improvements, and accessible housing. There is \$12.6 Million allocated statewide for the Keystone Communities Program. Applications are due to DCED on or before October 14, 2016.

Items 1 and 2

At this time the Authority is requesting ratification of the following authorizations which were previously approved by the Authority Board at a Special Meeting of the Members held electronically on September 29, 2016.

1. To submit the above three (3) applications to DCED and to enter into contract(s) with DCED if the funds are awarded;
2. To enter into Cooperation Agreement(s) with the City of Pittsburgh for the administration of the funds.

Items 3 and 4

At this time the Authority is requesting authorization to:

3. Commit matching funds for the Keystone Communities Program requests as identified above.
4. Approve revised program guidelines for the Home Accessibility Program for Independence (HAPI).

Details of the three (3) applications are as follows:

Choice Neighborhood Homeowner Assistance Program

The main objective of the Larimer / East Liberty Choice Neighborhood Homeowner Assistance Program (CNHAP) is to provide financial and technical assistance to eligible homeowners for the purpose of rehabilitating and improving residential owner-occupied properties located within the Larimer / East Liberty Choice Neighborhoods boundary. Through CNHAP, the Authority provides grants to assist homeowners obtain necessary façade improvements to their home including roof improvements and, if necessary, interior repairs required to address fundamental health and safety concerns.

CNHAP is one of six Critical Community Improvements (CCI) being completed in the Choice Neighborhood area as a complement to the 334 mixed income rental housing units being built in the East Liberty and Larimer neighborhoods. The requested DCED funds will be used to fund required interior health and safety repairs. HUD Choice Neighborhood Implementation Grant (CNIG) funds in the amount of up to \$800,000 will serve as the match.

Accessible Housing Program/Home Accessibility Program for Independence

The main objective of the Home Accessibility Program for Independence (HAPI) is to provide housing grants to make accessible improvements to Pittsburgh's aging housing stock.

Matching funds in the aggregate amount of \$250,000 will be sourced from City of Pittsburgh Housing Paygo Funds and CDBG housing program income.

Proposed program guidelines for the HAPI Program are attached. The program guidelines are also subject to approval by DCED (if the Keystone Communities funds are awarded).

Major program elements are as follows:

- The maximum amount of the grant is \$10,000 for owner occupied property or \$5,000 per rental unit, not to exceed \$20,000 per multi-unit rental building.
- Eligible applicants include owner occupants with incomes below 120% of area median income (AMI) or owners of rental property undertaking accessibility modifications for tenants with incomes below 120% AMI.
- Eligible adaptive modifications include but are not limited to:
 - Exterior (e.g. ramps for accessible entry and exit, chair lifts, door widening, etc.)
 - Bathroom modifications (e.g. walk-in shower, first floor bathroom, grab bars, hand-held flexible shower head, etc.)
 - Interior stair glides or lifts
 - Lowering kitchen counters
 - Sliding shelves and lazy susan in corner cabinet
 - C or D ring handles on cabinet doors
 - Visual door bells
 - Visual phone signalers
 - Other items that clearly demonstrate as being integral to the resident remaining in the home

2016 Neighborhood Business Districts Program

The URA Neighborhood Business Districts program has historically provided operational and project support for up to 10 designated Main Street communities throughout the City of Pittsburgh. Prior to 2012, these funds covered operation, promotion, marketing, planning and development activities for up to five years. However, the focus and guidelines for the DCED Keystone Communities program has changed over the past three years. Operation and promotion funds are no longer available, and the provision for evidence of community matching funds has become stricter. This has prevented some communities from accessing this funding source.

To bridge this gap, the URA has expanded our reach to business districts throughout the City. Our Biz Buzz grant program has enabled communities to implement small, unique promotion and marketing activities. URA staff has also worked with several communities to provide technical assistance in planning and business outreach activities.

However, several of our business district groups have begun to plan and implement projects that would qualify for funding under the current Keystone Communities guidelines. In addition, groups such as the Hilltop Alliance and Economic Development South have emerged in the past couple of years as high capacity organizations that are ready to undertake larger projects, and have raised other funds, either through private sources or through DCED's Neighborhood Partnership Program, that will qualify as community matching funds.

A Request for Proposals (RFP) was distributed to neighborhood business district organizations within the City of Pittsburgh in September, 2016. Applications were due to URA staff on October

5, 2016 and were reviewed on October 7, 2016 by a committee that includes representatives from the URA, The Department of City Planning, the Mayor's Office, Neighborhood Allies, DCED and the Design Center.

Mr. Ferlo asked about the Authority's application process and distribution of funds. Ms. Straussman stated that the Authority applies for funding for specific projects, and returns to the Board to make specific awards, and the funds would be committed to the Authority. Mr. Rubinstein stated that the Authority probably will not receive close to the amount that was applied for. Ms. Straussman stated that through the State budget there had been an allocation available, that would only be offered for a short period of time. Mr. Ferlo wanted to clarify that the Authority does not know how much will be approved from the applications submitted. Mr. Ferlo asked if the developer is contributing to the neighborhood restoration. Mr. Cummings answered it is not.

Upon approval by Mr. Ferlo, seconded by Mr. Lavelle and unanimously carried, the following resolutions were adopted.

RESOLUTION NO. 333 (2016)

RESOLVED: That the approval of this Board dated September 29, 2016 of the Authority's application to the Commonwealth of Pennsylvania's Department of Community and Economic Development (DCED) for a 2016-2017 Pennsylvania DCED Keystone Communities Program grant for an amount not to exceed \$250,000.00 for the Choice Neighborhood Homeowner Assistant Program is hereby ratified; and it is

RESOLVED FURTHER: That acceptance of a 2016- 2017 Pennsylvania Department of Community and Economic Development Keystone Communities Program grant from the Commonwealth of Pennsylvania's Department of Community and Economic Development (DCED) for an amount not to exceed \$250,000.00 for the Choice Neighborhood Homeowner Assistant Program, is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a grant agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 334 (2016)

RESOLVED: That the approval of this Board dated September 29, 2016 of the Authority's application to the Commonwealth of Pennsylvania's Department of Community and Economic Development (DCED) for a 2016-2017 Pennsylvania DCED Keystone Communities Program grant for an amount not to exceed \$250,000.00 for the Accessible Housing Program is hereby ratified; and it is

RESOLVED FURTHER: That acceptance of a 2016- 2017 Pennsylvania Department of Community and Economic Development Keystone Communities Program grant from the Commonwealth of Pennsylvania's Department of Community and Economic Development (DCED) for an amount not to exceed \$250,000.00 for the Accessible Housing Program, is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a grant agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 335 (2016)

RESOLVED: That the approval of this Board dated September 29, 2016 of the Authority's application to the Commonwealth of Pennsylvania's Department of Community and Economic Development (DCED) for a 2016-2017 DCED Keystone Communities Program grant for an amount not to exceed \$500,000.00 for the 2016 Neighborhood Business Districts Program is hereby ratified; and it is

RESOLVED FURTHER: That acceptance of a 2016- 2017 Pennsylvania Department of Community and Economic Development Keystone Communities Program grant from the Commonwealth of Pennsylvania's Department of Community and Economic Development (DCED) for an amount not to exceed \$500,000.00 for the 2016 Neighborhood Business Districts Program is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute a grant agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 336 (2016)

RESOLVED: That the approval of this Board dated September 29, 2016 for a cooperation agreement with the City of Pittsburgh for the Authority's administration of a 2016-2017 Pennsylvania Department of Community and Economic Development Keystone Communities Program grant fund for the Choice Neighborhood Homeowner Assistant Program is hereby ratified, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of

the Authority, is hereby authorized to execute said cooperation agreement, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 337 (2016)

RESOLVED: That the approval of this Board dated September 29, 2016 for a cooperation agreement with the City of Pittsburgh for the Authority's administration of a 2016-2017 Pennsylvania Department of Community and Economic Development Keystone Communities Program grant fund for the Accessible Housing Program is hereby ratified, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute said cooperation agreement, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 338 (2016)

RESOLVED: That the approval of this Board dated September 29, 2016 for a cooperation agreement with the City of Pittsburgh for the Authority's administration of a 2016-2017 Pennsylvania Department of Community and Economic Development Keystone Communities Program grant fund for the for the 2016 Neighborhood Business Districts Program is hereby ratified, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute said cooperation agreement, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

RESOLUTION NO. 351 (2016)

RESOLVED: That appropriation of up to \$800,000.00 of the HUD Choice Neighborhood Implementation grant as matching funds for the Pennsylvania Department of Community and Economic Development Keystone Communities Program Grant for the Choice Neighborhood Homeowner Assistance Program is hereby approved.

RESOLUTION NO. 352 (2016)

RESOLVED: That appropriation of up to \$100,000.00 of the 2016 City PAYGO (Housing) allocation as matching funds for the Pennsylvania Department of Community and Economic Development Keystone Communities Program Grant for the Authority's Home Accessibility Program for Independence is hereby approved.

RESOLUTION 353 (2016)

RESOLVED: That appropriation of up to \$150,000.00 of the Community Development Block Grant Housing Program Income as matching funds for the Pennsylvania Department of Community and Economic Development Keystone Communities Program Grant for the Authority's Accessible Housing Program is hereby approved.

RESOLUTION NO. 354 (2016)

RESOLVED: That the Authority's revised Home Accessibility Program for Independence (HAPI) Guidelines, as presented to the Board, are hereby adopted.

14. Central Business District - Civic Building

- a. Authorization to amend the Agreement with Sota Construction, for an increase of \$40,650.00, for a total Agreement amount not to exceed 151,950.00.

Mr. Rubinstein requested Board approval of the above item.

Mr. Marty Kaminski, Director of Engineering and Construction stated that authorization is requested to amend the Agreement with Sota Construction Services, Inc., for Urban Redevelopment Authority Restroom Renovations, Floors 6 and 10 through 13 for additional construction work and for miscellaneous repairs due to unforeseen conditions. The new work includes the renovation of the vestibules to each restroom, which consists of plaster repairs, painting, door adjustments/modifications, and the replacement of existing light fixtures with LED energy saving type and motion detection switches. Additionally, privacy screens are to be placed between the urinals in the men's restrooms.

Sota Construction Services, Inc. is located at 80 Union Avenue, Pittsburgh, PA 15202 and Mr. Ernie Sota is President.

Funding will be through ARF Funds.

There was no discussion among the Members.

Upon approval by Mr. Ferlo, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted.

RESOLUTION NO. 355 (2016)

RESOLVED: That amendment of the Agreement with Sota Construction Services, Inc., dated May 4, 2016, for Authority restroom renovations, Floors 6 and 10 through 13, for additional construction work and for miscellaneous repairs due to unforeseen conditions, for an increase of \$40,650.00, payable from the Administrative Revolving Fund (ARF), for a total Agreement amount not to exceed \$151,950.00, is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

15. Fairywood - Chartiers Industrial Park

- a. Authorization to enter into an agreement with Skelly and Loy, Inc., d/b/a Skelly and Loy, for environmental engineering services for an amount not to exceed \$15,500.00.

Mr. Rubinstein requested Board approval of the above item.

Mr. Kaminski stated that the URA owns a parcel (107-D-12) in the Chartiers Industrial Park that it would like to sell to an interested potential buyer. The URA parcel is located adjacent to sites with known environmental (petroleum) contamination problems. Prior to selling the URA property to a potential buyer, the URA desires to investigate whether or not the contamination from the adjacent sites has affected the URA property. To that end, the URA desires to enter into an Agreement with Skelly and Loy to perform a Phase II/III Environmental Site Assessment of the URA owned parcel.

Skelly and Loy, Inc., d/b/a Skelly and Loy, was selected for this work due to their prior work performing a Phase 1 Environmental Site Assessment of the property for the potential buyer of the URA parcel.

Skelly and Loy Inc., d/b/a Skelly and Loy, is located at 3280 William Pitt Way, Pittsburgh, PA 15238 and Ms. Sandi Loy-Bell is President

Funding for this Agreement will be from the Leased Land Fund to be reimbursed when the property is sold.

Mr. Ferlo asked if the adjacent parcels that the Authority had owned previously are responsible for the contamination that is happening presently. Mr. Kaminski stated that he is meeting with the Department of Environmental Protection (DEP) later this month to get a better understanding of what our rights are. Mr. Kaminski stated that this project is to see if the contamination has reached the parcel the Authority owns.

Upon approval by Mr. Gainey, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted.

RESOLUTION NO. 356 (2016)

RESOLVED: That the engagement of Skelly and Loy, Inc., d/b/a Skelly and Loy for environmental engineering services, for an amount not to exceed \$15,500.00, payable from the Leased Land Fund, is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute an agreement therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

16. URA Employee Handbook

- a. Authorization to adopt the updated URA Employee Handbook dated September 1, 2016, to be effective January 1, 2017.
- b. Authorization to adopt the URA employee sick leave conversion/payout policy dated September 1, 2016, to be effective January 1, 2017.

Mr. Rubinstein requested Board approval of the above items.

Mr. Rubinstein stated that the URA has been working to update and modernize its human resources policies, including, among other things, by hiring Columbus Brooks as Human Resources Manager in May of 2016. An important part of this process began in 2015, when the URA's staff began reviewing the existing employee handbook for possible corrections and improvements. This process culminated with the retention of Jill Weimer, Esquire, of Littler Mendelson, to review the URA's existing employee handbook.

The goals of the handbook update process were to: (1) bring the handbook into compliance with current law; (2) update and improve benefits and leave policies; (3) incorporate current best practices in human resources; and (4) realize economic savings where possible. Attorney Weimer, in consultation with the executive, human resources, and legal departments at the URA, comprehensively reviewed the employee handbook and met with URA staff on multiple occasions to accomplish these goals.

In addition to many regulatory, stylistic, and other non-substantive changes, the new employee handbook contains the following substantive policy modifications:

Substantive Changes:

- Comprehensive updates to bring the handbook into compliance with existing employment law and regulations (including FLSA changes, etc.);

- Update to nondiscrimination policy to reflect current City ordinance and URA policy (i.e., excluding discrimination based on gender identity and gender expression, in addition to other protected classes);
- Section 1 of the existing handbook (covering General Policies) was significantly updated and replaced to comply with current law, remove unnecessary verbiage, and comply with current best practices (including policies on code of conduct, conflict of interest, safe workplace, harassment, disciplinary actions, equal opportunity, Americans with Disabilities Act, immigration compliance, drug-free workplace, no-weapons, and smoking).
- The URA added a “commitment to diversity” section that encompasses the URA’s non-discrimination and equal employment opportunity policies as well as the remedies available to employees who feel they have faced discrimination.
- An acknowledgment that background checks may be conducted by the URA prior to offers of employment.
- The proposed handbook replaces the prior “Disciplinary Action” procedure with an updated and streamlined procedure that allows the URA flexibility in taking disciplinary action while ensuring that all such actions will follow a consistent protocol.
- Section 3 of the existing handbook (“Hours of Work, Overtime, Holidays, and Leave”) has been revised to reflect changes in regulation, including the recent updates to the Department of Labor’s regulations on the Fair Labor Standards Act.
- A replacement of the URA’s current leave accrual policy (which includes separate leave for vacation, sick, and personal time) with a single paid-time-off (“PTO”) leave bank with updated accrual categories to improve recruitment and retention. This provides increased flexibility for employees, reduces administrative burden, reduces unscheduled absences, and brings the URA into line with current best practices.
- The addition of six weeks of paid parental leave to be used within six months of the birth or adoption of a child, which is consistent with the City’s policy.
- Changing sick and vacation leave accrual so that it is earned as work is completed (i.e., each employee will receive a proportionate share of their designated annual hours of leave with each paycheck). This will significantly improve the URA’s ability to accurately track leave accrual and usage and allow employee’s accrual rates to increase on their employment anniversaries.

Elimination of sick leave carryover (subject to grandfathering existing balances), which was used in the past as a substitute for disability insurance, and adding employer-provided short and long-term disability policies.

Sick Leave Rollover/Conversion Policy:

The updated URA Employee Handbook includes the creation of a new category of "paid time-off" ("PTO") to replace the presently existing leave categories of "vacation," "sick," and "personal" paid leave.

Employees' existing leave balances will be converted to PTO effective on January 1, 2017. PTO balances will be filled by converting each employee's existing vacation, personal days, and sick leave into PTO (on an hour-for-hour basis for vacation and sick leave and 7.75 hours of PTO per personal day) until the employee reaches his or her rollover cap. Each employee's rollover cap will be calculated by taking the new proposed accrual categories and applying them to each employee as though they were in effect in 2016. Each employee's total annual PTO accrual, as it would have been had the new policy been in effect during 2016, will be each employee's rollover cap for purposes of conversion of existing leave to PTO.

After rolling over leave up to the applicable cap, employees' remaining sick leave balances will be frozen, and a payout process will begin. Employees will receive a payout for their remaining sick leave according to their years of service. Subject to dollar thresholds, employee will be allowed to select a payout schedule of 1, 2 or 3 years.

Sick Leave Payout Rates:

Category (based on early retirement eligibility)	Category (based on years of service)	Sick Leave Payout Percentage
0-5 years remaining until early retirement eligibility	20 years or more	50%*
5-10 years remaining until early retirement eligibility	10 years or more	40%*
10-20 years remaining until early retirement eligibility	5 years or more	30%*
20+ years remaining until early retirement eligibility	1 month or more	20%*

Note: All dates are calculated as of 1/1/2017.

*Up to a maximum of 465 hours at 2017 rates of pay, after adoption of retroactive adjustments.

Schedules for Sick Leave Payouts:

Amount of payout	Category (based on years of service)
\$10,000.00 or greater	1, 2, or 3 years
\$5,000.00 - \$10,000.00	1 or 2 years
Less than \$5,000.00	1 lump sum payout

The revised employee handbook and the revised sick leave rollover/conversion policy will be effective January 1, 2017.

Mr. Ferlo asked if the URA is legally compliant with the changes presented in this item. Mr. Rubinstein answered that the Authority has hired outside counsel specializing in Employment Law to assist with the changes.

Upon approval by Mr. Ferlo, seconded by Mr. Lavelle and unanimously carried, the following resolutions were adopted.

RESOLUTION NO. 357 (2016)

RESOLVED: That the revised URA Employee Handbook, dated September 1, 2016, is hereby adopted as the official personnel policy and employee handbook of the Authority, to be effective January 1, 2017.

RESOLUTION NO. 358 (2016)

RESOLVED: That the Authority's revised sick leave conversion/rollover policy, dated September 1, 2016, is hereby adopted, to be effective January 1, 2017.

AGENDA "B"

The Members reviewed the items on Agenda "B" Upon motion made by Mr. Lavelle, seconded by Mr. Ferlo and unanimously carried the following resolutions were adopted.

Manchester 359

RESOLUTION NO. 359 (2016)

RESOLVED: That issuance of a Certificate of Completion to D. Thomas Mistick and M. Robert Mistick for Block 22-R, Lot 159, 1110 Sheffield Street, in the 21st Ward, (residential rehabilitation), and the return of the Good Faith Deposit are hereby approved.

Southside Flats - Riverside Mews 360-361

RESOLUTION NO. 360 (2016)

RESOLVED: That Resolution No. 309 (2015), which ratified the issuance of a Certificate of Completion for 1843 Merriman Street is hereby amended to remove the reference to Unit #29 and replace it with Unit #32.

RESOLUTION NO. 361 (2016)

RESOLVED: That issuance of a Certificate of Completion to Riverside Mews for the Improvements constructed on Block 12-A, Lot 44 (formerly Part of Block 12-A, Lot 19), Phase 2B Unit 29-C3, in the 17th Ward, (residential construction -20 S. 19th Street), and the return of the Good Faith Deposit are hereby approved.

Hazelwood – ACTION-Housing project at 4847 Second Ave (former Spahr Building)

RESOLUTION NO. 362 (2016)

RESOLVED: That Resolution No. 379 (2014) is hereby amended to change the funding source for the \$81,000.00 Streetface loan from "2007 City Bond Streetface" to "CDBG Streetface."

- a. Authorization to appropriate funds from CDBG Neighborhood Business and Economic Development Program allocations, as follows:
- Appropriate up to \$25,000.00 from the 2009-10 CDBG Pittsburgh Entrepreneur Fund Program to the Streetface Program.
 - Appropriate \$50,000.00 from the 2011-12 CDBG Pittsburgh Entrepreneur Fund Program to the Streetface Program.
 - Appropriate \$25,000.00 from the 2013-14 CDBG Pittsburgh Entrepreneur Fund Program to the Streetface Program.

RESOLUTION NO. 363 (2016)

RESOLVED: That appropriation of up to \$25,000.00 of the 2009-2010 Community Development Block Grant (CDBG) Pittsburgh Entrepreneur Fund Program allocation to the Streetface Program is hereby approved.

RESOLUTION NO. 364 (2016)

RESOLVED: That appropriation of up to \$50,000.00 of the 2011-2012 Community Development Block Grant (CDBG) Pittsburgh Entrepreneur Fund Program allocation to the Streetface Program is hereby approved.

RESOLUTION NO. 365 (2016)

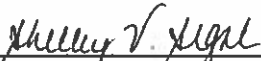
RESOLVED: That appropriation of up to \$25,000.00 of the 2013-2014 Community Development Block Grant (CDBG) Pittsburgh Entrepreneur Fund Program allocation to the Streetface Program is hereby approved.

Cohen & Grigsby, P.C

RESOLUTION NO. 366 (2016)

RESOLVED: That amendment of the Agreement with Cohen & Grigsby, P.C., dated April 13, 2016, for legal services related to the Garden Theater block, for an increase of \$10,000.00, payable from the Federal North TIF funds, for a total Agreement amount not to exceed \$40,000.00, is hereby approved, and the Executive Director, Acting Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute an amendment therefor, and the Secretary or Assistant Secretary is authorized to attest same and affix the seal of the Authority thereto.

There being no further actions to come before the Members, the Meeting was adjourned.



Assistant Secretary

