

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

January 11, 2018 – 2:00 P.M., E.S.T.

Members Present: Messrs. Acklin, Lavelle, Gainey, Williamson, Mmes. Dr. Hall-Russell

Members Absent: None

Staff Present Messrs. Rubinstein, Cummings, Short, Clark, Link, Kaminski, Hobbes, Pawlak, Brooks, Alcorn, Mmes. Walker, Saladna, Bohince, Healey, Nemani-Stanger, Fitzgibbons, Smith-Perry, Meier, Mitchell, Madden, O’Leary, Kwagh, Bateman, Davidson, Davidson-Wagner, Edwards and Schacht.

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

1. Executive Session

- a. Mr. Acklin announced that an Executive Session was held on January 11, 2017 regarding the 2018 Administrative Budget.

2. Sam Williamson

- a. Mr. Acklin announced and welcomed Sam Williamson, who was appointed by Mayor Peduto as the newest Authority Board Member.

3. Annual Meeting – Election of Officers

- a. Chairman Acklin called to order the URA Annual Meeting. The URA’s By-Laws provide for the election of the Chairman, Vice-Chairman and Treasurer at the annual meeting of the Board in January of each year. Mr. Lavelle entertained the motion to elect Mr. Acklin as Chairman, Representative Gainey as Vice-Chairman, and Dr. Cheryl Hall-Russell as Treasurer to serve for one year and thereafter until successors are elected.

Upon motion made by Mr. Lavelle, seconded by Mr. Williamson, and unanimously carried, the aforementioned nominees were unanimously elected to said respective offices.

4. General

- a. The minutes of the Regular Board Meeting on December 14, 2017 were approved as written and previously distributed.

5. Announcements

- a. RFP's, RFQ's and Bids
 - 1. Request for Proposals for Site Civil Engineering Services for Phase III of Summerset at Frick Park.
- b. Mr. Rubinstein acknowledged the renovations to the Authority offices.

6. Citywide – Housing Opportunity Fund

- a. Cooperation agreement with the City of Pittsburgh to accept funding of \$10 million per year for a period of 12 years to implement and administer the Housing Opportunity Fund.

Mr. Rubinstein requested Board approval of the above item.

Mr. Tom Cummings, Director of Housing stated that authorization is requested to enter into a Cooperation Agreement with the City of Pittsburgh to accept City funds of \$10 million per year and use those funds to implement and administer the Housing Opportunity Fund (the "Fund").

In December 2017, City Council authorized a resolution approving the terms of and authorizing the execution and delivery of a Cooperation Agreement with the Authority relating to the administration of the Fund established by the City in 2016 and authorizing the assignment to the URA of ten million dollars (\$10,000,000) per year, for a period of twelve (12) years, commencing January 1, 2018, for the purpose of implementing the Housing Opportunity Fund.

In 2016 (via City Ordinance #37), the City established the Fund to support the development and preservation of affordable and accessible housing within the City. Additionally, the Ordinance designates the Board of Directors of the URA as the Governing Board of the Fund and contemplates the URA as the administrative entity for the Fund.

The City of Pittsburgh will primarily source the Fund by raising the Home Rule Realty Transfer Tax by .5% (from 4% to 4.5%). This increase is anticipated to yield approximately \$6.0 million per year in revenue. The City will identify the additional funds to enable the Fund to receive \$10 million per year. In 2020, the Realty Transfer Tax will increase by another .5% (up to 5%). At that time it is anticipated that the increase to the realty transfer tax will provide sufficient revenue to source the Fund in the amount of \$10 million per year.

The Fund was created in 2016 (but unfunded at the time) as a direct result of the work done by the City's Affordable Housing Task Force (the "Task Force"). In 2015 and 2016 the City of Pittsburgh commissioned the Task Force to study the availability of and the need for affordable housing in the City and to make recommendations to create and preserve affordable housing. The Task Force concluded that there is a shortage of approximately 15,000 units available to households that earn less than 30% of the Area Median Income ("AMI") in the City of Pittsburgh.

Therefore, the Task Force recommended actions such as studying incentive zoning and inclusionary housing policies, creating an affordable housing database, creating a preservation housing policy, and creating a trust fund known as the Housing Opportunity Fund.

URA staff will work with a 17-member Housing Opportunity Advisory Board (the "Advisory Board") (to be appointed by the Mayor and approved by City Council) in accordance with the Housing Trust Fund requirements identified in the Housing Opportunity Fund enabling legislation.

Fund disbursements shall be consistent with an annual allocation plan ("AAP") created by the Advisory Board and the Governing Board. The AAP shall outline the types of programs, projects and activities that are eligible for Fund investment. Such programs and activities shall:

- Preserve existing affordable resources through investments such as home rehabilitation and repair, down payment closing cost assistance, homeownership counseling, foreclosure prevention and mitigation, tangled title assistance, energy efficiency, tenant purchase of expiring affordable housing assets;
- Rehabilitate, redevelop and/or replace deed restricted housing;
- Increase the accessibility of new and existing affordable housing for seniors and persons with disabilities;
- Increase the production of affordable for sale and rental housing;
- Prevent or reduce homelessness including programs for rental assistance, rapid re-housing, permanent supported housing, housing first and/or other homeless housing purposes;
- Provide for funding projects that promote permanent affordability;
- Stabilize mid and lower market neighborhoods through activities such as making affordable loan products and grants available for the construction or rehabilitation of owner-occupied homes; and
- Advance additional housing needs and leverage additional funding opportunities for affordable housing and neighborhood stabilization.

The Authority's role in administering the Fund will include, but not be limited to:

- Administration and Fund management;
- Issuing requests for proposals for Fund assistance;
- Technical review and underwriting of proposals;
- Making final decisions regarding the disbursement of Fund assets based on recommendations of the Advisory Board;
- Construction review and monitoring;
- Approval of draw requests and disbursement of funds;
- Loan management and servicing;
- Compliance monitoring and enforcement;

- Establishing priorities for inclusion in the AAP based on recommendations of the Advisory Board;
- Ensuring the alignment of Fund disbursements with the City's other affordable housing resources;
- Seeking contributions from non-City sources to supplement the assets of the Fund;
- Providing staff support to the Advisory Board and the Governing Board; and
- Commissioning annual audits and reports.

Up to ten percent (10%) of annual Fund expenditures may be used for administrative expenses which shall include the Authority's reasonable and necessary cost of administration and the preparation of the annual audit and report.

Mr. Cummings recognized Councilman Lavelle's hard work as part of the Task Force. Mr. Acklin recognized Mr. Lavelle and Mr. Williamson for their leadership roles with this project. Dr. Hall-Russell recognized the collaborative effort on this project. Mr. Lavelle thanked Mr. Acklin and the Mayor for their hard work on this project. Mr. Williamson stated that it is gratifying to vote on items that help address the City's affordable housing need.

Upon a motion to approve by Mr. Lavelle, seconded by Mr. Gainey and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 1 (2018)

RESOLVED: That a cooperation agreement with the City of Pittsburgh to accept funding of \$10 million dollars annually for 12 years for the Housing Opportunity Fund, and to implement and administer the Housing Opportunity Fund, is hereby approved, and the Executive Director or Director of Finance, on behalf of the Authority, is authorized to execute a cooperation agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

7. East Liberty - Liberty Green Park

- a. Agreement with the Pittsburgh Water and Sewer Authority to receive funds in the amount of \$500,000.00 for Liberty Green Park.
- b. Agreement with Pittsburgh Parks Conservancy to receive funds in the amount of \$190,000.00 for Liberty Green Park.

Mr. Rubinstein requested Board approval of the above items.

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. The Authority is charged with implementing the neighborhood component which seeks to address issues of vacant land, public infrastructure needs, and greening/park goals.

As part of the planning process for Choice Neighborhoods a network of parks was recommended as a strategy. The first phase park, Liberty Green, has been identified as the approximate 3.75-acre site at the corner of Larimer Avenue and Station Street in the East Liberty neighborhood. This site is adjacent to the recently completed 85-unit phase 1 mixed income housing development and the 150-unit phase 2 mixed income housing development that is under construction.

The Authority is seeking authorization to enter into an agreement with Pittsburgh Water & Sewer Authority ("PWSA") to receive funds in the amount of \$500,000.00. Funds will be used for the construction of stormwater infrastructure within the park.

The Authority is also seeking authorization to enter into a subgrant Agreement with Pittsburgh Parks Conservancy to receive funds in the amount of \$190,000.00. In partnership with the URA, Pittsburgh Parks Conservancy received a grant from an anonymous donor to support design, construction documentation, permitting and construction administration for Liberty Green Park and River Roots, a community led art project to be developed within Liberty Green Park. Pittsburgh Parks Conservancy will subgrant a portion of this funding to reimburse the URA for costs related to Liberty Green.

There was no discussion among the Members.

Upon a motion to approve by Mr. Gainey, seconded by Dr. Hall-Russell and unanimously carried, the following resolutions were adopted:

RESOLUTION NO. 2 (2018)

RESOLVED: That an agreement with the Pittsburgh Water and Sewer Authority (PWSA) to receive funds in the amount of \$500,000.00, for the construction of stormwater infrastructure within Liberty Green Park, is hereby approved, and the 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 the same and affix the seal of the Authority thereto.

RESOLUTION NO. 3 (2018)

RESOLVED: That an agreement with the Pittsburgh Parks Conservancy to receive funds in the amount of \$190,000.00, for costs related to the Liberty Green Park Project, is hereby approved, and the 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 the same and affix the seal of the Authority thereto.

8. Fund Upper Lawrenceville – Affordable Housing

- a. Execution of a Memorandum of Understanding and related documents to receive funds and manage an Upper Lawrenceville affordable housing fund.

Mr. Rubinstein requested Board approval of the above item.

Mr. Cummings stated that Craft Development Corp., or its affiliate in cooperation with the Lawrenceville Corporation and Lawrenceville United, has requested the URA serve as agent for the administration of an Upper Lawrenceville affordable housing fund.

The developer is about to begin construction on the Mews on Butler, a market rate development of approximately 68 townhouses on the former Hanlon-Gregory property located at 55th and Butler Streets. The developer has applied for Act 42 Enhanced tax abatement on the properties. Although the development does not contain an affordable housing component, the developer has proposed a mechanism to provide funding for affordable housing in the community.

The developer will record a covenant on the properties, and include provisions in each deed of sale, requiring purchasers of property within the development to make fixed payments, in amounts less than the amount of abated taxes, which payments will be deposited in an Upper Lawrenceville affordable housing fund. The developer has asked the URA, through a trustee, to create, maintain, and administer the fund. The fund will pay any fees associated with its administration as well as an annual administrative fee to the URA. The developer of the project is Craft Development Corporation located at 10 Queen Elizabeth Blvd, Etobicoke, ON M8Z 1L8, Canada. Its principal is Larry Regan.

There was no discussion among the Members.

Upon motion to approve by Dr. Hall-Russell, seconded by Mr. Lavelle and unanimously carried the following resolution was adopted:

RESOLUTION NO. 4 (2018)

RESOLVED: That an agreement with Craft Development Corporation or an affiliate to fund and manage an Upper Lawrenceville affordable housing fund is hereby approved, and the Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute an agreement and related documents therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

9. Hill District – Schenley Heights Collaborative

- a. Acquisition of the following publicly-owned properties for \$1.00, plus costs:

<u>Ward</u>	<u>Block/Lot</u>	<u>Property Address</u>
5 th	27-B-53	811 Bryn Mawr Road
5 th	27-B-54	809 Bryn Mawr Road
5 th	27-B-72	800 Bryn Mawr Road
5 th	27-B-166	748 Anaheim Street
5 th	27-B-200	902 Anaheim Street

Mr. Rubinstein requested Board approval of the above item.

Mr. Nathan Clark, Interim Real Estate Director stated that authorization is requested to acquire the above-listed properties owned by the City of Pittsburgh as Trustee for the Three Taxing Bodies. The properties include three vacant structures and two lots, with a total land area of approximately 10,596 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 Hill District Project Funds (internal UDAG loan).

Dr. Hall-Russell asked for the current status of these lots. Mr. Lavelle stated that some of the lots will become potential infill housing.

Upon motion to approve by Mr. Lavelle, seconded by Dr. Hall-Russell and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 5 (2018)

RESOLVED: That the acquisition of the following properties, from the City of Pittsburgh, for a purchase price of \$1.00 each, plus costs, payable from the Hill District Project Funds, is hereby approved, and the Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute an agreement of sale and all documents required for said acquisition, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto:

<u>Ward</u>	<u>Block/Lot</u>	<u>Property Address</u>
5 th	27-B-53	811 Bryn Mawr Road
5 th	27-B-54	809 Bryn Mawr Road
5 th	27-B-72	800 Bryn Mawr Road
5 th	27-B-166	748 Anaheim Street
5 th	27-B-200	902 Anaheim Street

10. Larimer – Habitat for Humanity Veterans’ Housing

- a. Acquisition of the following publicly-owned properties for \$1.00, plus costs:

<u>Ward</u>	<u>Block/Lot</u>	<u>Property Address</u>
12 th	124-N-52	132 Mayflower Street
12 th	124-N-53	134 Mayflower Street
12 th	125-B-145	406 Lowell Street

Mr. Rubinstein requested Board approval of the above item.

Mr. Clark stated that in October 2016, the Board authorized execution of a Memorandum of Understanding amongst the Authority, Habitat for Humanity of Greater Pittsburgh (Habitat), and the City of Pittsburgh (COP). Habitat, the COP, and the Authority agreed to collaborate in a partnership to offer homeownership opportunities to veterans. This initiative will focus exclusively on homeless and disabled veterans in the City of Pittsburgh. The Authority agrees to sell properties to Habitat that are in the City or URA's portfolio at a discounted price, not to exceed \$5,000. Habitat will in turn rehabilitate the properties and sell them to eligible homeowners with incomes below 60% of the area median income (AMI). Habitat will offer a zero percent, 30 year fixed-rate mortgage, with only a \$950 down payment with no private mortgage insurance premium requirement. Properties sold to Habitat will comply with URA disposition procedures.

This initiative will work with established veteran organizations and the U.S. Department of Veterans Affairs to identify veterans who desire to become homeowners. Habitat’s rehabilitation is generally completed within six to eight months, as teams of community volunteers, corporate sponsors and program participants work alongside the identified veteran and are supervised by Habitat’s construction site supervisor in the renovation and/or construction work.

Habitat has identified three rehabilitation candidates in Larimer, and authorization is now requested to acquire the above-listed properties owned by the City of Pittsburgh as Trustee for the Three Taxing Bodies. The properties are vacant structures located on parcels containing a total land area of approximately 5,630 square feet. The properties are being acquired for \$1.00, plus costs, for conveyance to Habitat for the veterans’ housing initiative. The costs associated with acquiring these properties will be paid using Larimer Project Funds (internal UDAG loan).

There was no discussion among the Members.

Upon motion to approve by Mr. Lavelle, seconded by Dr. Hall-Russell and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 6 (2018)

RESOLVED: That the acquisition of the following properties, from the City of Pittsburgh, for a purchase price of \$1.00 each, plus costs, payable from the Larimer Project Funds, is hereby approved, and the Executive Director or Director of Finance, on behalf of the Authority, is hereby authorized to execute an agreement of sale and all documents required for said acquisition, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto:

<u>Ward</u>	<u>Block/Lot</u>	<u>Property Address</u>
12 th	124-N-52	132 Mayflower Street
12 th	124-N-53	134 Mayflower Street
12 th	125-B-145	406 Lowell Street

11. California-Kirkbride

1. Agreement of sale, and/or an assignment of agreement of sale, with North Side Church of God, Independent of Pittsburgh for the acquisition of Block 22-G, Lots 8, 116, 117, 118, 119, 120, 121, 122, 123, and 127 in the 21st Ward for \$125,000.00, plus costs.

Mr. Rubinstein requested Board approval of the above item.

Mr. Clark stated that using funds from a URA predevelopment loan for the \$10,000.00 deposit, Northside Coalition for Fair housing (NCFH) entered into an agreement of sale with North Side Church of God, Independent of Pittsburgh to purchase ten vacant parcels totaling approximately 37,719 square feet located along Sedgwick, Lamont, Saint Ives, and Kirkbride streets in California-Kirkbride.

NCFH no longer has the staff capacity to follow through with the acquisition, and we are requesting authorization to accept assignment of NCFH's sales agreement and acquire the property for \$125,000.00, plus costs. The funding source for this acquisition is Residential Land Reserve Fund and/or other to-be-identified URA sources.

North Side Church of God, Independent of Pittsburgh, Inc., is a Pennsylvania non-profit with a mailing address of 2131 Wilson Avenue, Pittsburgh, PA 15214. Jerry Thorpe is the Board Chair.

Mr. Acklin asked about the Authorities past involvement. Mr. Rubinstein stated that the Authority funded the predevelopment.

Upon a motion to approve by Mr. Lavelle, seconded by Mr. Gainey and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 7 (2018)

RESOLVED: That the acquisition of Block 22-G, Lots 8, 116, 117, 118, 119, 120, 121, 122, 123, and 127 in the 21st Ward, from North Side Church of God, Independent of Pittsburgh, for \$125,000.00 plus costs, payable from the Residential Land Reserve Fund and/or other to-be-identified URA sources, is hereby approved, and the Executive Director or Director of Finance, on behalf of the Authority, is authorized to execute an agreement of sale/and or an assignment of agreement of sale and all documents required for said acquisition, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

12. Larimer – Former Larimer School

- a. Engagement of Pfaffmann & Associates, P.C. d/b/a Pfaffmann + Associates for architectural services, for an amount not to exceed \$80,000.00.

Mr. Rubinstein requested Board approval of the above item.

Mr. Clark stated that at its September 14, 2017, meeting, the Board authorized issuance of a Request for Proposals (RFP) for architectural services for the former Larimer School Property. An RFP was issued on October 5, 2017, and proposals were due on November 8, 2017. The URA received a total of 13 proposals. A review committee comprised of seven URA staff and two members of the Larimer Consensus Group was established to review the proposals. The proposals were evaluated based on technical expertise and experience; procedures and methods; project schedule; a fee proposal; and MWBE Participation. Of the 13 proposals received, nine incorporated MWBE participation.

Based on their review of the proposals, the committee recommends Pfaffmann + Associates. Authorization is now requested to enter into an agreement with Pfaffmann + Associates to provide architectural services at the former Larimer School. Pfaffmann + Associates is proposing 25% MWBE participation in the project. The scope of services will include:

- The creation of exterior measured drawings of the building;
- An existing condition assessment that includes documentation of the building's deficiencies;
- A preliminary treatment plan that includes prioritized repairs for building stabilization;
- Approximate cost estimates for repairs deemed urgent;
- A bid document for the solicitation of competitive bids from contractors for urgently needed work that will clearly define recommended urgent repairs and/or stabilization procedures; and
- The preparation and coordination of an informational community meeting.

Pfaffmann + Associates is located at 223 Fourth Avenue, Suite 800, Pittsburgh PA, 15222. Robert S. Pfaffmann is Principal in Charge.

The funding source for this agreement is 2015 Paygo funds and/or other Larimer Project funds.

Mr. Acklin thanked Representative Gainey for his partnership with this project. He stated that the acquisition of this property last year will provide more community opportunities. He acknowledged Robert Pfaffmann for his dedication to this project. Mr. Gainey stated that he approves of this project, and would like to see a peaceful resolution of any issues with the former property owner. He also would like to see more dialog with the community. Mr. Acklin stated that he will work hard to resolve the dispute regarding the prior property owner.

Robert Pfaffmann, of Pfaffmann + Associates, was present. Mr. Pfaffmann thanked the Board for this opportunity, and stated that he is looking forward to working with the community.

Upon a motion to approve by Mr. Gainey, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 8 (2018)

RESOLVED: That engagement of Pfaffmann & Associates, P.C. d/b/a Pfaffman + Associates for architectural services, for an amount not to exceed \$80,000.00, payable from 2015 Paygo funds and/or other Larimer Project funds, is hereby approved, and the 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 the same and affix the seal of the Authority thereto.

13. Urban Agriculture

a. Presentation of Policy

Mr. Rubinstein requested presentation of the above item.

Mr. Clark stated that in 2014 the City of Pittsburgh created the Adopt-A-Lot program to address policy recommendations in the 2013 citywide Open Space, Parks, and Rec Plan. This program meets needs around temporary access to city-owned vacant land while leaving a gap around food production and longer-term, larger scale economic development. As part of modernizing URA programming to address the changing land-based economic development needs of the City, URA Real Estate has developed a policy to provide for this use. The proposed policy is being presented today; we will request formal adoption at February's meeting.

Policy Overview

The URA will operate a lease program on a sub-set of its real property portfolio for eligible urban agriculture activities, primarily but not exclusively for commercial agriculture, reflecting the following principles:

- Compliance with section 912.07 of the Pittsburgh Zoning Code, providing for various urban agriculture activities in certain residential zoning classifications.
- Full business plan review for feasibility and sustainability by the Center for Innovation and Entrepreneurship.
- Long-term leases of a period of no less than five and no more than ten years, with possible renewal and lease-to-own options.
- Standard pricing structure with tiers and options to increase rates based on pre-set criteria, including land typology, lessee investment, and operating revenue.
- Utility costs being the sole responsibility of the lessee.
- Real property tax status and satisfaction being the sole responsibility of the lessee.
- Abandonment clause, allowing for level of agricultural activity to change during the lease period. No activity occurring for a period of eight months constitutes abandonment and termination of the lease, including notice, written acknowledgement, and a 30-day curative period prior to termination.

Mr. Acklin asked about addressing environmental concerns. Mr. Clark answered that properties available for this program will be carefully reviewed by Authority staff. He stated that over the last couple of years, the Authority has obtained data on environmental conditions throughout the City. He also stated that there will be a requirement for certain environmental testing as part of the plan review process. Mr. Rubinstein stated that the Authority was involved with the Penn State Corporative Extension that involved land testing and is now developing a process. Dr. Hall-Russell stated that she is excited about this project.

14. Lawrenceville

- a. Amendment to Agreement with Next Construction, Inc. for 62nd Street Industrial Park – Site Preparation Contract No. 3 for an increase of up to \$105,000.00, for a new total not to exceed \$880,375.87
- b. Amendment to Agreement with Management Engineering Corporation for 62nd Street Industrial Park – Site Preparation Contract Nos. 2 and 3 for an increase of up to \$40,000.00, for a new total not to exceed \$210,000.00.

Mr. Rubinstein requested Board approval of the above item.

1. Mr. Marty Kaminski, Director of Engineering and Construction stated that authorization is requested to amend the October 20, 2016 Agreement with Next Construction Inc., by an amount not to exceed \$105,000.00. Subsequent to entering into an Agreement with Next Construction

Inc. (Next) for the improvements to the intersection of the URA's 62nd Street Industrial Park and Butler Street, changes to the previously recognized site conditions were realized. Multiple subsurface water lines and utility lines present beneath Butler Street, required a revision to the planned conveyance of stormwater from the new inlets, to the existing combined sewer located along the opposite side of Butler Street. A revised system of stormwater conveyance included connecting the newly installed inlets longitudinally along the length of the street and connections to existing storm pipes located across Butler Street, resulting in longer pipe runs than originally designed. In addition, a remnant of a building foundation at the site entrance road was uncovered during construction, requiring removal of demolition material, basement walls, and the backfilling and compaction of the area with subbase material. Finally the actual quantity of electrical conduit that was required for the traffic signals exceeded the bid quantity for the project.

The total amount of the Agreement after the amendment will not exceed \$880,375.87.

Next Construction Inc. is located at 2289 Cramden Road, Pittsburgh, PA 15241. James Deluliis is the President.

Project Funding will be provided by 62nd St. Project Fund via internal UDAG Fronting Loan.

2. Authorization is requested to amend the June 26, 2012 Agreement with Management Engineering Corporation (MEC) by an amount not to exceed \$40,000.00. The URA contracted with Management Engineering Corporation (MEC) in June of 2012 to provide Construction Management/Construction Inspection services for Site Preparation Contracts Nos. 2 and 3 at the 62nd Street Industrial Park. Site Preparation Contract No. 2 was completed in 2014; Site Preparation Contract No. 3 commenced in October 2016. Delays in obtaining the PADOT highway occupancy permit for the Butler Street traffic signals at the URA's 62nd Industrial Park caused delays in the issuance of a contract to complete the work. Further, unforeseen obstructions within Butler Street caused additional delays in obtaining approval for revisions to the stormwater system conveyance described previously. These delays resulted in additional time being required to perform the construction work and the associated construction management/inspection. The total amount of the Agreement, after the amendment, will not exceed \$210,000.00.

MEC is located at 1370 Washington Pike, Bridgeville, PA 15017 and George Clendaniel is the President.

Project funding will be provided by 62nd St. Project Fund via internal UDAG Fronting Loan.

Mr. Acklin asked whether the funds are monies recovered from this development. Mr. Rubinstein stated that the eventual goal is to recover the Authority's investment, but that these funds are Authority internal loans. Mr. Acklin asked about the timeline for completion of this project. Mr. Kaminski answered that it will be completed in May, 2018.

Upon approval by Dr. Hall-Russell, seconded by Mr. Williamson and unanimously carried, the following resolutions were adopted:

RESOLUTION NO. 9 (2018)

RESOLVED: That amendment of the Agreement with Next Construction, Inc., dated October 20, 2016, for an increase of up to \$105,000.00, for the 62nd Street Industrial Park – Site Preparation Contract No. 3, payable from the 62nd St. Project Fund, for a total Agreement amount not to exceed \$880,375.87, is hereby approved, and the 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 the same and affix the seal of the Authority thereto.

RESOLUTION NO. 10 (2018)

RESOLVED: That amendment of the Agreement with Management Engineering Corporation, dated June 26, 2012, for an increase of up to \$40,000.00, for the 62nd Street Industrial Park – Site Preparation Contract Nos. 2 and 3, payable from the 62nd St. Project Fund, for a total Agreement amount not to exceed \$210,000.00, is hereby approved, and the 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 the same and affix the seal of the Authority thereto.

15. South Oakland - Pittsburgh Technology Center

1. Amendment to the Agreement with SAI Consulting Engineers, Inc. for professional engineering services to provide additional Construction Management / Construction Inspection (CM/CI) Services - for an increase of up to \$3,500.00 for a new total not to exceed \$48,500.00.

Mr. Rubinstein requested Board approval of the above item.

Mr. Kaminski stated that authorization is requested to amend the July 11, 2017 Agreement with SAI Consulting Engineers, Inc. (SAI), for CM/CI services by an amount not to exceed \$3,500.00. SAI is providing CM/CI services for the Technology Drive (East Access) Improvements project. As a result of an unforeseen utility relocation delay by a gas company, the construction of this project has taken longer than anticipated. This has resulted in an increase in the number of hours required by SAI to manage/inspect the project.

The total amount of the Agreement, after the amendment, will not exceed \$48,500.00.

SAI Consulting Engineers, Inc. is located at 1350 Penn Avenue, Suite 300, Pittsburgh, PA 15222-4211. Mr. James J. Lombardi, P.E. is the Executive Vice President.

Funding will be from the Pittsburgh Technology Center fund.

There was no discussion among the Members.

Upon motion to approve by Dr. Hall-Russell, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 11 (2018)

RESOLVED: That amendment of the Agreement with SAI Consulting Engineers, Inc., dated July 11, 2017, for an increase of up to \$3,500.00, for professional engineering services to provide additional Construction Management / Construction Inspection (CM/CI) Services, payable from the Pittsburgh Technology Center fund, for a total Agreement amount not to exceed \$48,500.00, is hereby approved, and the 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 the same and affix the seal of the Authority thereto.

16. 2018 - 2019 Community Development Block Grant (CDBG) cooperation agreement with the City of Pittsburgh for an amount up to \$4,240,800.00.

Mr. Rubinstein requested Board approval of the above item.

Mr. Tom Short, Finance Director stated that authorization is requested to enter into a Cooperation Agreement with the City of Pittsburgh providing for the transfer to the Authority of up to \$4,240,800 to be used for the CDBG programs. Funds will be used to provide direct support of efforts and programs that encourage housing rehabilitation and construction, new business creation and expansion. The programs utilize a comprehensive approach to working with commercial areas throughout the City in an effort to support revitalization efforts.

Housing Initiatives and Economic Development initiatives (\$1,150,000) include programs such as the Pittsburgh Home Rehabilitation Program, Rental Housing & Development, and Pittsburgh Housing Construction, Community Development Investment Fund, and Residential Façade Program as well as New Business Start Up, Business Expansion and Business Attraction. A portion of the allocation (\$1,090,800) will be targeted to the Larimer and East Liberty neighborhoods for the Choice Neighborhoods program to act as a match for the \$30 million HUD grant. Last, funds are utilized for providing staff support in the management and delivery costs (\$2,000,000) of the above-referenced programs and projects.

There was no discussion among the Members

Upon motion to approve by Dr. Hall-Russell, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 12 (2018)

RESOLVED: That a 2018-2019 Cooperation Agreement with the City of Pittsburgh, for the provision of Community Development Block Grant (CDBG) funds to the Authority in an amount up to \$4,240,800.00., is hereby approved, and the Executive Director or Director of Finance, on behalf of the Authority, is authorized to execute an agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

17. 2018 PAYGO cooperation agreement with the City of Pittsburgh for an amount up to \$3,286.320.00.

Mr. Rubinstein requested Board approval of the above item.

Mr. Short stated that authorization is requested to enter into a Cooperation Agreement with the City of Pittsburgh for the transfer to the Authority of up to \$3,286,320.00 of City PAYGO used in the Economic Development and Housing Development Departments (\$1,800,000.00) and includes a 10% Administration fee for all line items except Larimer Choice. In addition, the PAYGO source will provide funding for the management and maintenance of properties (\$400,000.00) owned by the URA throughout the City. A portion (\$436,320.00) of these above referenced funds may also will be utilized for the Larimer Choice neighborhood match. Major Development items include strategic developments (\$450,000.00) which includes site assembly, site preparation, environmental remediation, development financings and related professional services and Center for Innovation and Entrepreneurship (\$200,000.00) for business expansion and attraction activities.

There was no discussion among the Members

Upon motion to approve by Dr. Hall-Russell, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 13 (2018)

RESOLVED: That a 2018 Cooperation Agreement with the City of Pittsburgh, for the provision of Paygo funds to the Authority in an amount up to \$3,286.320.00, is hereby approved, and the Executive Director or Director of Finance, on behalf of the Authority, is authorized to execute an agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

18. 2018 - 2019 HOME Cooperation Agreement with the City of Pittsburgh for an amount up to \$1,700,000.00, and the Authority's use of an estimated \$300,000.00 of HOME program income.

Mr. Rubinstein requested Board approval of the above item.

Mr. Short stated that authorization is requested to enter into a Cooperation Agreement with the City of Pittsburgh to provide for the transfer of up to \$1,700,000.00 for the Federal HOME program. Funding provides affordable housing production to low and moderate incomes residents. Funds will be used primarily through the Rental Housing Development and Improvement Program (RHDIP), CHDO Operating, Pittsburgh Housing Construction Fund (PHCF) and Program Administration.

There was no discussion among the Members

Upon motion to approve by Dr. Hall-Russell, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 14 (2018)

RESOLVED: That the transfer to the Authority from the City of Pittsburgh of up to \$1,700,000.00 of the 2018 Federal HOME allocation, and the Authority's use of an estimated \$300,000.00 of HOME program income, are hereby approved, and the Executive Director or the 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 the same and affix the seal of the Authority thereto.

19. Adoption of an updated Code of Ethics and Conflicts of Interest Policy for Authority employees and members of the Board of Directors.

Mr. Rubinstein requested Board approval of the above item.

Mr. Short stated that authorization is requested to adopt an updated Code of Ethics and Conflicts of Interest Policy for Authority employees and members of the Board of Directors. The updated policy incorporates best practices in avoiding conflicts and the appearance of any impropriety and includes references to relevant statutes, including the Pennsylvania Public Official and Employee Ethics Act and the Pennsylvania Urban Redevelopment Law.

There was no discussion among the Members

Upon motion to approve by Dr. Hall-Russell, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted:

RESOLUTION 15 (2018)

RESOLVED: That adoption of an updated Code of Ethics and Conflicts of Interest Policy for Authority employees and members of the Board of Directors is hereby approved.

20. Adoption of the 2018 Administrative Budget

A report was made at the Board Meeting.

Mr. Acklin acknowledged the Authority staff and their hard work. Dr. Hall-Russell acknowledged the Authority's Human Resources Department and its hard work. Mr. Gainey acknowledged Mr. Rubinstein and his hard work.

Upon motion to approve by Dr. Hall-Russell, seconded by Mr. Lavelle and unanimously carried, the following resolution was adopted:

RESOLUTION NO. 16 (2018)

RESOLVED: That the 2018 Administrative Budget, as presented to the Board, is hereby approved; and it is

RESOLVED FURTHER: That the Executive Director is hereby authorized to adjust individual line items, provided that such adjustments do not exceed the total amount approved.

AGENDA "B"

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

1. Fox Rothschild LLP

- a. Amendment of Agreement with Fox Rothschild LLP, dated June 21, 2017, for legal services regarding the Mansions at Fifth transaction, for an increase of \$20,000.00, for a total Agreement amount not to exceed \$40,000.00.

RESOLUTION NO. 17 (2018)

RESOLVED: That amendment of the Agreement with Fox Rothschild LLP, dated June 21, 2017, for legal services regarding the Mansions at Fifth transaction, for an increase of \$20,000.00, for a total Agreement amount not to exceed \$40,000.00, is hereby approved, and the 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.

2. Cohen & Grigsby, P.C.

- a. Amendment of Agreement with Cohen & Grigsby, P.C. for legal services relating to real estate matters, for an increase of \$20,000.00, for a total Agreement amount not to exceed \$50,000.00.

RESOLUTION NO. 18 (2018)

RESOLVED: That amendment of the Agreement with Cohen & Grigsby, P.C. for legal services related to real estate matters, for an increase of \$20,000.00, for a total Agreement amount not to exceed \$50,000.00, is hereby approved, and the 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.

3. Federal North/Central Northside

- a. Certificate of Completion for COA North Side LLC for Block 23-L, Lot 80, in the 22nd Ward, and authorization to return the Good Faith Deposit (residential and commercial development).

RESOLUTION NO. 19 (2018)

RESOLVED: That issuance of a Certificate of Completion to COA North Side LLC for Block 23-L, Lot 80, in the 22nd Ward, and return of the Good Faith Deposit (residential and commercial development). are hereby approved, and the Executive Director or the Director of Finance, on behalf of the Authority, is hereby authorized to execute said Certificate of Completion, and the Secretary or the Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

4. Homewood

1. Certificate of Completion for Animal Rescue League of Western Pennsylvania Inc. for Block 125-L, Lots 288, 290, Block 125-M, Lots 371, 372, 375, 377, 378, 379, 381, 383, 391, Block 125-S, Lots 18, 19, 19-1 and 130 now known as Block 125-S, Lot 130 in the 12th Ward, and authorization to return the Good Faith Deposit (commercial construction).

RESOLUTION NO. 20 (2018)

RESOLVED: That issuance of a Certificate of Completion to Animal Rescue League of Western Pennsylvania Inc. for Block 125-L, Lots 288, 290, Block 125-M, Lots 371, 372, 375, 377, 378, 379, 381, 383, 391, Block 125-S, Lots 18, 19, 19-1 and 130 now known as Block 125-S, Lot 130, in the 12th Ward, and return of the Good Faith Deposit (commercial development). are hereby approved, and the Executive Director or the Director of Finance, on behalf of the Authority, is hereby authorized to execute said Certificate of Completion, and the Secretary or the Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

5. Woods Run/Brighton Heights

- a. Certificate of Completion for Aero Tech Designs Inc. for Block 44-S, Lot 225-1 in the 27th Ward, and authorization to return the Good Faith Deposit (commercial side yard).

RESOLUTION NO. 21 (2018)

RESOLVED: That issuance of a Certificate of Completion to Aero Tech Designs Inc. for Block 44-S, Lot 225-1, in the 27th Ward, and return of the Good Faith Deposit (commercial side yard). are hereby approved, and the Executive Director or the Director of Finance, on behalf of the Authority, is hereby authorized to execute said Certificate of Completion, and the Secretary or the Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

6. South Side

- a. Certificate of Completion for Riverside Development Group Inc. for Phase 2, Block 12-A, Lot 19, in the 17th Ward, and authorization to return the Good Faith Deposit (1847 Merriman Way Unit 31-E).

RESOLUTION NO. 22 (2018)

RESOLVED: That issuance of a Certificate of Completion to Aero Tech Designs Inc. for Block 44-S, Lot 225-1, in the 27th Ward, and return of the Good Faith Deposit (commercial side yard). are hereby approved, and the Executive Director or the Director of Finance, on behalf of the Authority, is hereby authorized to execute said Certificate of Completion, and the Secretary or the Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

7. Amendment to the Internal Larimer UDAG Program Income Fund Loan

- a. Authorization to increase the \$250,000.00 internal URA loan agreement for site acquisition in Larimer by \$250,000.00 to an amount up to \$500,000.00 (original URA Board approval was April 2011).

RESOLUTION NO. 23 (2018)

RESOLVED: That amendment of the Agreement with the Internal Larimer UDAG Program Income Fund Loan for site acquisition in Larimer, for an increase of \$250,000.00, for a total Loan Agreement amount not to exceed \$500,000.00, is hereby approved, and the 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.

8. 2014 HOME Funds

- a. Reallocation of \$125,000.00 from the Pittsburgh Housing Construction Fund (PHCF) line item to the Rental Housing Development and Improvement Program (RHDIP) line item.

RESOLUTION NO. 24 (2018)

RESOLVED: That the reappropriation of \$125,000.00 from the Pittsburgh Housing Construction Fund (PHCF) line item to the 2014 HOME Funds Rental Housing Development and Improvement Program (RHDIP) line item is hereby approved.

9. 2016 HOME Funds

- a. Reallocation of \$100,000.00 from the Pittsburgh Housing Construction Fund (PHCF) line item to the Rental Housing Development and Improvement Program (RHDIP) line item.

RESOLUTION NO. 25 (2018)

RESOLVED: That the reappropriation of \$100,000.00 from the Pittsburgh Housing Construction Fund (PHCF) line item to the 2016 HOME Funds Rental Housing Development and Improvement Program (RHDIP) line item is hereby approved.

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



Assistant Secretary