

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

September 13, 2018 – 2:00 P.M., E.D.S.T.

Members Present: Acklin, Hall-Russell, Williamson, Lavelle, Gainey

Members Absent: None

Staff Present: Rubinstein, Cummings, Short, Nemani-Stanger, Kaminski, Clark, Link, Chintalapalli,  
Hobbes, Walker, Smith Perry, Brooks, Powell, Saladna, Moses, Edwards, Meier, Mitchell, Miller,  
McKeon, Mathews, Bohince, Pawlak, O'Leary, Siel, Wasler, Thomas and Schacht

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

1. General

- a. Approval of the Minutes of the Regular Board Meeting of August 16, 2018.

2. Announcements

a. RFP's, RFQ's and Bids

- i. Request for proposals (RFP) for Fifth and Dinwiddie.
- ii. Request for qualifications (RFQ) for a slate of property managers for URA – owned structures.
- ii. Request for bids for building demolition and site clearance on the following URA owned properties. The work will include asbestos, hazardous materials, remediation and demolition:
  - 2 story single family townhouse located at 1717 Colwell Street.
  - 2 ½ story single family house located at 7009 Frankstown Avenue.

- b. Lexington Technology Park – Community Update meeting will be held on September 27, 2018 at the Carnegie Library in Homewood, 7101 Hamilton Avenue, from 6.00 PM to 8:00 PM a survey will be circulated in advance.

- c. Mr. Rubinstein announced the resignation of Jake Pawlak.

3. Housing Opportunity Fund

- a. Presentation and approval of the 2018 Housing Opportunity Fund Annual Allocation Plan.

- b. Amendment of Agreement with HR&A Advisors, Inc., dated June 25, 2018 to assist the Authority draft the policies and procedures for the HOF, for an increase not to exceed \$62,000.00, for a total Agreement amount not to exceed \$138,000.00.

Mr. Rubinstein requested Board approval of the above items.

Ms. Jessica Smith Perry, Director of the Housing Opportunity Fund stated that the Housing Opportunity Fund (HOF) was created in 2016 (via City Council Ordinance #37). The HOF was established to support the development and preservation of affordable and accessible housing within the City. In December 2017, City Council passed 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 HOF and authorizing the assignment to the Authority of up to 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 HOF.

For the administration of the fund, Authority staff is working with a 17-member Advisory Board that was appointed by the Mayor and approved by City Council in June 2018. According to the HOF enabling legislation, the Advisory Board will work with URA staff to create and approve an annual allocation plan that outlines proposed funding levels by programmatic category. The Advisory Board will then recommend approval of the allocation plan to the URA Board of Directors (which serves as the HOF Governing Board) for final approval. After the URA Board of Director's approves the allocation plan, it will be presented to City Council.

Earlier this year, the URA retained HR&A Advisors to help create a 2018 Annual Allocation Plan and proposed Programs, Policies, and Procedures. The HR&A team helped URA staff and the Advisory Board identify program priorities and create an annual allocation plan in accordance with the enabling legislation. The Advisory Board had its first meeting on July 13, 2018. The Board identified the first Thursday of each month as its regular meeting time. Prior to its August 2 meeting, HR&A Advisors and URA staff met with Advisory Board members to discuss programmatic priorities. HR&A Advisors and URA staff also interviewed more than 50 stakeholders who represent the community development, advocacy, home repair, homeless prevention, banking, and government sectors.

Additionally, throughout July and August, Pittsburgh United conducted five public meetings in the five geographic sectors of the City: North, South, East, West, and Central. Pittsburgh United staff solicited feedback from the public as to which programmatic areas of the enabling legislation are most applicable in their neighborhoods. Pittsburgh United compiled the data for use in creating the allocation plan. Several themes that emerged from the meetings are (1) there are a lot of home owners who are less than 30% AMI and who need help repairing their homes, (2) there is a shortage of deeply affordable rental units with accompanying supportive services, (3) homeownership programs such as down payment assistance are critically needed, (4) shallow (short-term) rental assistance is sorely needed, and (5) rehabilitation of vacant and abandoned housing stock for resale to homeowners helps to strengthen neighborhoods.

Throughout the second half of August, the Advisory Board members attended three committee meetings regarding the topics of rental development, homeless prevention, and homeowner programs. During these meetings, Advisory Board members began to draft program parameters. On August 29th, 11 of the 17 Advisory Board members met with URA staff and HR&A Advisors to create a draft allocation plan based on the committees' proposed program parameters. The allocation plan was presented and approved by the Advisory Board at its September 6, 2018 Advisory Board meeting.

The 2018 Allocation Plan is identified below:

The allocation must satisfy HOF legislation, thus implying the following distribution:

AMI Level:	30% AMI	50% AMI	80% AMI
Required % Allocation:	50% of \$9 million	25% of \$9 million	25% of \$9 million
Required \$ Allocation:	\$4.50 million	\$2.25 million	\$2.25 million

\$1M of the \$10M annual allocation plan will go to administrative expenses including URA staff salaries, consultant fees, annual audit, annual report, bank fees, etc.

AMI Level	30%	50%	80%	ADMIN	Total	Estimated # of units or beneficiaries:
Required Allocation, %	50%	25%	25%		100%	
Required Allocation, \$	\$4.5M	\$2.25M	\$2.25M	\$1M	\$10M	441
Homeless Rental Assistance	0.50	0.25			0.75	94
Rental Gap Financing	2.50	1.375			3.875	97
Owner-Occupied Rehab	1.50	0.625	0.25		2.375	136
Down Payment Assistance			0.75		0.75	100
For-Sale Acq/Rehab/Resale			1.25		1.25	14
Administration				1.0	1.0	

The following are brief descriptions of the five program areas identified in the annual allocation plan. These programs are all allowable programs in accordance with the legislation. The accompanying chart describes the typical funding levels, funding maximums, affordability requirements, and security and repayment (if applicable) for each of these program areas.

**Homeless Rental Assistance:**

Service providers may apply for funding to provide short term rental assistance (maximum 1 year) and associated services to households at or below 30% and/or 50% AMI who are homeless or at risk of homelessness. Rental assistance may include fixed monthly shallow subsidy or declining

balance subsidy. Homeless rental assistance also includes eviction prevention services such as legal assistance.

**Rental Gap Funding:**

The Rental Gap Funding Program will provide secured loans for the new construction and/or preservation of affordable rental units. For projects in the development process that have units serving households at or below 30 and/or 50% AMI, developers may apply for secured loans for acquisition and construction, or renovation/preservation, of rental housing projects. Developers may also apply for funding for resident supportive services to be delivered with the project.

**Owner-Occupied Renovation (OOR):**

The Owner-Occupied Renovation Program will address unsafe and unhealthy conditions in homes owned by homeowners with incomes at or below 30%, 50% AMI, and/or 80% AMI. Non-profits may apply for funds for renovation and associated services, or households may apply directly to the URA. Examples of eligible repairs are new roofs, furnace replacement, weatherization repairs, and/or accessibility modifications. The Owner-Occupied Renovation program also includes funding for homeowner services such as tangled title assistance, estate planning, and foreclosure prevention.

**Down Payment and Closing Costs:**

First time homebuyers with incomes up to Pittsburgh Home Ownership Program (PHOP) limits may apply to the URA for down payment and closing cost assistance for the purchase of a house in Pittsburgh.

**Development of For-Sale Housing:**

The Development of For-Sale Housing Program will expand the pool of quality for-sale housing affordable to households at or below 80% AMI. Developers may apply to HOF for costs associated with the development of residential property including acquisition, rehabilitation, or new construction, and soft costs associated with the property development. Funds will help bridge the gap between total development cost and the future sales price. Funds may also be used in the form of deferred second mortgages for the future homeowners. The homeowners must reside in the property.

**Next Steps:**

After the 2018 Annual Allocation Plan is approved by the URA Board of Directors, the Plan will be submitted to City Council for review and approval. After Council approval, the program guidelines will be fully created, a scoring system will be drafted, and a Request for Proposals will be issued identifying the program areas and the corresponding levels of funding.

Authorization is also requested to increase an existing contract with HR&A Advisors, Inc. by \$62,000.00 from \$76,000.00 to \$138,000.00.

To help the Authority draft the policies and procedures for the HOF, a Request for Proposals was issued on March 16, 2018 and proposals were due on April 13, 2018. Eight (8) firms responded

to the RFP. A selection committee consisting of representatives from the Authority, City of Pittsburgh, Housing Authority of the City of Pittsburgh (HACP), City Council, and the affordable housing advocacy community reviewed all eight (8) responses and selected three (3) firms to interview. The committee reviewed several factors including: knowledge of best practices from a national perspective, knowledge of the Pittsburgh housing market, experience in the creation of affordable housing policy, proposed timeframe, the overall fee, the hourly rate, the proposed methodology, and the proposed stakeholder outreach plan. HR&A Advisors, Inc. and their subconsultant, Urban Ventures, was selected.

Once HR&A Advisors began its work, it became apparent that drafting policies and procedures could not be separated from drafting an annual allocation plan and that HR&A Advisors would be needed for both components. Additionally, HR&A needed to allocate more visits to Pittsburgh to convene working meetings with the newly appointed Advisory Board.

HR&A Advisors' subconsultant, Urban Ventures, is a certified WBE. Additionally, the partner in charge of the project from HR&A Advisors is a woman. Therefore, the contract has 100% WBE participation. The Authority also entered into a contract with Pittsburgh United in the amount of \$19,500.00, and 46% of the Pittsburgh United contract went to MBE firms.

### HOF Program Elements

	Homeless Rental Assistance	Rental Gap	Owner Occupied Rehab	Down Payment/Closing Cost	Development of For-Sale Housing
Eligible Applicant	Non-profit homeless services program providers	Developers, non-profit or for profit with non-profit applicant partner	Non-profit providers of renovation services	Individual First Time Homebuyers	Developers, non-profit or for profit with non-profit applicant partner
Funding Awarded to:	programs	projects (site specific)	programs	programs	projects (which may include multiple specified sites in a single project)
Max/unit or beneficiary	\$12,000	\$60,000 per unit or \$70,000 including a service reserve	\$30,000	Below 80% AMI -\$7,500; PHOP Guidelines - \$5,000	\$75,000
Max project or program award	\$250,000	\$1 million	\$750,000	NA	\$750,000
Type of Affordability Restriction	NA	Soft second mortgage; Right of First Refusal to URA (assignable)	<\$5,000 grant >\$5,000 Deferred lien 30-year expiration.	Forgivable 5-year grant	homebuyer gets a new URA 2 <sup>nd</sup> mortgage and/or assumes loan to developer and accepts a deed restriction for affordability period
Affordability period	NA	Minimum 35; priority for 99 years	30 years	Five years	Priority for 99 years
Repayment	NA	payable by cashflow or amortizing debt dependent on underwriting	to be repaid on conversion to rental or sale to household above 80% AMI within 30-year term	to be repaid on conversion to rental or sale to household above 80% AMI within 5-year Affordability Period	to be repaid on conversion to rental or sale to household above 80% AMI within 30-year term*

Celeste Scott, Affordable Housing Organizer, of Pittsburgh United, was present. Ms. Scott made a statement of support for the Housing Opportunity Fund Allocation Plan.

Crystal Jennings, from Pittsburgh United, was present. Ms. Jennings made a statement of support for the Housing Opportunity Fund Allocation Plan.

Joanna Deming, Executive Director of the Perry Hilltop Citizens Council, was present. Ms. Deming showed her support of the Housing Opportunity Fund Allocation Plan, and what it means for the Perry Hilltop and Fineview neighborhoods.

Mark Masterson, of the Northside Community Development Fund, was present. Mr. Masterson stated that the execution of these funds will be a challenge with City Council's timeline. He stated that if City Council were to approve this Allocation Plan in October some of the program guidelines could begin to be executed and approved at the October URA Board Meeting. He stated that this Allocation Plan will include almost all City of Pittsburgh neighborhoods.

Mr. Acklin asked if this Plan will be reallocated on an annual basis. Ms. Smith Perry answered in the affirmative. Mr. Williamson asked if this allocation plan is subject to council approval. Ms. Smith Perry answered in the affirmative. Mr. Lavelle thanked everyone involved with the execution of the Housing Opportunity Fund Allocation Plan.

Dr. Hall-Russell asked about the current number of families that will receive funding. Ms. Smith Perry answered that distribution of funding will occur as funds are deployed pending City Council approval.

Mr. Gainey acknowledged the HOF Advisory Board for their efforts.

Mr. Rubinstein acknowledged Ms. Smith Perry for her hard work on the Housing Opportunity Fund Allocation Plan.

Mr. Acklin asked about the involvement the URA Board will have in the Housing Opportunity Fund Allocation Plan. Ms. Smith Perry stated that they are currently assessing the future items that will be presented to the URA Board.

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

**RESOLUTION NO. 268 (2018)**

RESOLVED: That the 2018 Housing Opportunity Fund Annual Allocation Plan is hereby approved.

**RESOLUTION NO. 269 (2018)**

RESOLVED: That amendment of the Agreement with HR&A Advisors, Inc., dated June 25, 2018, for an increase not to exceed \$62,000.00 to assist the Authority in drafting the policies and procedures for the HOF, for a total Agreement amount not to exceed \$138,000.00, payable from the General Fund to be reimbursed by the HOF is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, 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

4. Strip District

- a. Filing an application with, and execution of a contract with, the State Budget Office for a Redevelopment Assistance Capital Program (RACP) grant of up to \$750,000.00.
- b. Sub-grant agreement for the RACP grant with Iron Workers Joint Apprenticeship & Journeyman Training Fund and corresponding administrative fee agreement.

- c. Cooperation Agreement with the City of Pittsburgh concerning the application and grant.

Mr. Rubinstein requested Board approval of the above items.

Ms. Susheela Nemani- Stanger, Director of Economic Development stated that the Iron Workers Local No. 3 Training Center Expansion project has been authorized to receive \$750,000.00 in Commonwealth RACP funds. The project to be undertaken will double their existing building space in the Strip District for training. The total project costs are anticipated at \$4.2 million.

The project is on track to achieve 19% minority business participation and 7% women business participation.

Principal:

James Gallik

Training Director

Iron Workers Joint Apprenticeship & Journeyman Training Fund

2315 Liberty Avenue

Pittsburgh, PA 15222

412-471-4535

[jgallik@iwlocal3.com](mailto:jgallik@iwlocal3.com)

Ms. Nemani Stanger acknowledged Anita Stec, of the Authority's Economic Development Department for her hard work on this RCAP.

Mr. Rubinstein thanked Mr. Gainey for his support of this project.

James Gallik, Training Director of the Iron Workers Join Apprenticeship & Journeyman Training Fund, was present. Mr. Gallik stated that this project will entail expansion of their space.

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



**RESOLUTION NO. 270 (2018)**

RESOLVED: That application to the Commonwealth of Pennsylvania Budget Office for a Redevelopment Assistance Capital Program (RACP) grant, for an amount not to exceed \$750,000.00, for the Iron Workers Local No. 3 Training Center Expansion project, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an application therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto; and it is

RESOLVED FURTHER: That acceptance of a Redevelopment Assistance Capital Program (RACP) grant from the Commonwealth of Pennsylvania Budget Office, for an amount not to exceed \$750,000.00, for the Iron Workers Local No. 3 Training Center Expansion project, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, 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 the same and affix the seal of the Authority thereto.

**RESOLUTION NO. 271 (2018)**

RESOLVED: That a Redevelopment Assistance Capital Program (RACP) subgrant to the Iron Workers Joint Apprenticeship & Journeyman Training Fund for the Iron Workers Local No. 3 Training Center Expansion project, for an amount not to exceed \$750,000.00, and an administrative fee to be paid to the Authority, are hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is authorized to execute a subgrant agreement and an administrative fee agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

**RESOLUTION NO. 272 (2018)**

RESOLVED: That a cooperation agreement with the City of Pittsburgh for the Redevelopment Assistance Capital Program (RACP) application and grant for the Iron Workers Local No. 3 Training Center Expansion project is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute said cooperation agreement, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

5. South Side and Oakland

- a. Engagement with ARM Group, Inc. in order to undertake a solar canopy feasibility study for URA-owned parking garages, in an amount not to exceed \$35,000.00.

- b. Acceptance of a \$25,000.00 grant from the Heinz Endowments and enter into related agreement(s) to undertake a solar canopy feasibility study for URA-owned parking garages.

Mr. Rubinstein requested Board approval of the above items.

Ms. Nemani-Stanger stated that in 2015, the URA began a process to retrofit its five parking garages with LED lighting and motion sensors. This process reduced energy costs by 60% and quickly paid off the initial investment. Sharing best practices from this process has led the Sports & Exhibition Authority (SEA) and Pittsburgh Parking Authority (PPA) to execute similar retrofits. The purpose of this new study is to explore the potential of solar on the URA garages as a means of generating enough electricity on-site to eliminate electricity costs.

Many parking garages around the nation are installing solar canopies on top of parking garages while maintaining most, if not all, of the existing parking capacity. The complication often relates to the lift on these panels from updrafts and the weight of the canopy structures placed on top of the parking structures. This study will focus on the weight-bearing capacity of existing parking garages.

This feasibility analysis, to be undertaken by ARM Group, Inc., will also examine potential electricity production, the existing electrical infrastructure, the structural integrity, and payback period for the initial investment.

The Heinz Endowments has extended a grant to the URA in the amount of \$25,000.00 in order to initiate this review and provide additional best practices regarding clean energy generation. The URA will fund the remaining \$10,000.00 using the revolved PEDDA grant in the URA's Business Energy Savings account or related project funds.

**Principals:**

Tim Mills  
Program Manager, Renewable Energy & Distributed Generation  
ARM Group Inc.  
1129 West Governor Road  
P.O. Box 797  
Hershey, PA 17033  
717-533-8600

Rob Stephany  
Heinz Endowments  
30 EQT Plaza  
625 Liberty Avenue  
Pittsburgh PA 15222  
412-281-5777

Mr. Williamson asked about the number of URA owned garages. Mr. Rubinstein answered there are six owned garages, and five will be assessed. Dr. Hall-Russell asked about the parking garages electricity costs. Mr. Rubinstein stated that the electricity costs have been significantly lower with the installation of LED lighting. Ms. Nemani-Stanger stated that she would investigate the lighting costs.

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

**RESOLUTION NO.273 (2018)**

RESOLVED: That engagement of ARM Group, Inc. to undertake a solar canopy feasibility study for URA-owned parking garages, for an amount not to exceed \$35,000.00, payable from the Heinz Endowments grant and revolved PEDDA grant in the URA's Business Energy Savings account or related project funds, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, 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. 274 (2018)**

RESOLVED: That acceptance of a grant from the Heinz Endowments, in the amount of \$25,000.00, to be used to undertake a solar canopy feasibility study for URA-owned parking garages, is hereby approved and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is authorized to execute an agreement(s) therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

6. Lawrenceville

- a. Acceptance of an Industrial Sites Cleanup Fund (ISRP) Grant, in the amount of \$198,425.00, from the Commonwealth's Department of Community and Economic Development for use on the 62<sup>nd</sup> Street site.
- b. Subgrant Agreement with Friends of the Pittsburgh Urban Forest dba Tree Pittsburgh, or a related entity, and to Contract for an Administrative Fee.

Mr. Rubinstein requested Board approval of the above items.

Ms. Nemani-Stanger stated that working on behalf of Friends of the Pittsburgh Urban Forest dba Tree Pittsburgh (Tree Pittsburgh), the URA was awarded \$198,425.00 in ISRP grant funds from the State to help address the site work costs related to the new Tree Pittsburgh facility on the 62<sup>nd</sup> Street site location. The ISRP grant funds will come to the URA to be used to reduce the UDAG loan balance issued to Friends of the Pittsburgh Urban Forest dba Tree Pittsburgh.

**Principal:**

Danielle Crumrine  
Executive Director  
Tree Pittsburgh  
5401 Butler Street  
Pittsburgh, PA 15201  
412-781-8733  
danielle@treepittsburgh.org

Mr. Acklin asked for the status of the remaining parcels on this site. Mr. Rubinstein stated that the Mayor's office has asked to consider a modern industrial site development. Mr. Acklin asked about risks of state financing received for the remaining parcels. Mr. Rubinstein answered that because of the URA internal debt on the property and job creation obligations to the State pursuant to the grant as well as offsite preparation the Authority does not want to wait too long for an acquisition of those parcels.

Upon a motion to approve by Mr. Williamson, seconded by Mr. Lavelle, and unanimously carried, the following resolutions were adopted:

**RESOLUTION NO. 275 (2018)**

RESOLVED: That acceptance of a grant from a DCED Industrial Sites Cleanup Fund (ISRP), in the amount of \$198,425.00, to reduce the Tree Pittsburgh UDAG loan balance for its facility on the 62<sup>nd</sup> Street site location, is hereby approved and the Executive Director, Director of Finance, and/or Chief Financial Officer, 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.

**RESOLUTION NO. 276 (2018)**

RESOLVED: That a DCED Industrial Sites Cleanup Fund subgrant to the Friends of the Pittsburgh Urban Forest dba Tree Pittsburgh, or a related entity for the new Tree Pittsburgh facility on the 62<sup>nd</sup> Street site location, for an amount not to exceed \$198,425.00, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is authorized to execute a subgrant agreement and an administrative fee agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

7. Squirrel Hill - Squirrel Hill Gateway Lofts

- a. First Amendment to Rental Housing Development and Improvement Program (RHDIP) loan agreement with Squirrel Hill Gateway Lofts LP, for an increase not to exceed \$200,000.00 (for a new total not to exceed \$700,000.00).

Mr. Rubinstein requested Board approval of the above item.

Mr. Tom Cummings, Director of Housing stated that authorization is requested to enter into the above loan agreement amendment with Squirrel Hill Gateway Lofts, LP, for the Squirrel Hill Gateway development to increase the Authority financing for the project from \$500,000.00 to \$700,000.00. The additional requested \$200,000.00 will assist the project in partially covering cost overruns due to a variety of construction issues.

This project was awarded a 2016 Low Income Housing Tax Credit (LIHTC) allocation through the Pennsylvania Housing Finance Agency (PHFA) and closed on its construction financing on July 12, 2017. The new building, located at 2615 Murray Avenue, will be a six-story structure at the site of the former Poli's restaurant. The upper four floors will have 33 affordable rental units, half of which will have a preference for those with intellectual and/or mental health disabilities. The first two floors will be developed for Jewish Residential Services, Inc. (JRS) for an expanded Howard Levin Club House and administrative offices.

Of the 33 residential units, 29 will be one bedroom apartments, four (4) units at or below 20% area median income ("AMI"), 13 at or below 50% AMI, and 12 at or below 60% AMI and the remaining four units will be two-bedroom apartments, renting to households at or below 60% AMI. The one bedroom units will average 660 square feet and the two bedrooms are at 950 square feet. Additionally, a two story, 23 space, parking structure is being constructed across the street from the new building on the triangular lot.

The additional requested \$200,000.00 will partially fund expenses related to the design changes that have been attributed to the constrained construction site and unexpected problems with construction. These line item expenses include additional costs related to prolonged winter weather, relocating found underground utility lines, redesign of the third floor due to discovered structural issues, and site problems for the parking structure, among other expenses. Construction is expected to be complete in November, 2018.

Details of the development are as follows:

Developer:	Squirrel Hill Gateway Lofts, LP (a partnership with CHI-Squirrel Hill Gateway Lofts LLC and NEF Assignment Corporation)
Location:	2615 Murray Avenue, Pittsburgh, PA 15217 in the Squirrel Hill neighborhood
Ward:	14 <sup>th</sup> Ward
Description:	Construction of a new six-story building in Squirrel Hill, with the four upper floors consisting of 33 affordable rental units. The first two floors will be developed for Jewish Residential Services, Inc. (JRS)

for an expanded Howard Levin Club House and administrative offices.

Architect: FortyEighty Architecture  
Jeffrey Davis and Kent Suhrbier, Principals  
4 Smithfield Street, 6th Floor  
Pittsburgh PA 15222

General Contractor: Mosites Construction Company  
Dean Mosites, owner  
4839 Campbells Run Road  
Pittsburgh, PA 15205

Total Development Costs: \$ 16,776,263.00

Requested additional URA Financing

URA RHDIP loan \$ 200,000.00 (5% compounding interest;  
30-year term)

Previously approved URA Financing:

URA RHDIP loan \$ 500,000.00 (5% compounding interest;  
30-year term)

Total URA Financing \$ 700,000.00

Other Financing Sources:

LIHTC Equity \$ 12,063,830.00

JRS Commercial Condo Purchase \$ 3,620,875.00

Reinvested Developer Fee \$ 391,558.00

Total Other Financing \$ 16,076,263.00

Program Benefit: Infill new construction, mixed use building on vacant land for affordable housing in a neighborhood becoming increasingly more expensive, with preference for residents with disabilities.

Real Estate Loan

Review Committee: Loan increase to be presented at the September 12, 2018 Real Estate Loan Review Committee.

M/WBE Review: Plan previously approved

Linda Metropulos, of Action Housing, was present. Ms. Metropulos stated that there are 175 applications for rental units received within the first two days.

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

**RESOLUTION NO.277 (2018)**

RESOLVED: That a first amendment of the Rental Housing Development and Improvement Program (RHDIP) loan agreement with Squirrel Hill Gateway Lofts, LP., dated July 12, 2017, for an increase not to exceed \$200,000.00 for the Squirrel Hill Gateway development, for a total Agreement amount not to exceed \$700,000.00, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, 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.

8. California-Kirkbride – Northside Properties Residences II LLC

- a. Acquisition of a publicly owned property known as Block 22-H, Lot 49, and Block 22-M, Lot 35, in the 25<sup>th</sup> Ward, for \$1.00 plus costs.
- b. Proposal, form of contract, final drawings, final evidence of financing, and execution of deed for the sale of Block 22-H, Lot 49, and Block 22-M, Lot 35, in the 25<sup>th</sup> Ward, to Northside Properties Residences II LLC or a related entity to be formed for \$1.00 plus costs.

Mr. Rubinstein requested Board approval of the above items.

Mr. Nathan Clark, Director of Real Estate stated that authorization is requested to acquire the above-listed parcels, which are owned by the City as Trustee for the Three Taxing Bodies (3TB) by virtue of Treasurer's Sale for tax delinquency. The parcels, which are located at 906 California Avenue and 1517 Brighton Place in California-Kirkbride, contain a total of approximately 5,780 square feet. They will be acquired for \$1.00 plus costs using LLEA and/or Residential Land Reserve Funds.

The parcels are being acquired for conveyance to Northside Properties Residences II LLC or a related entity to be formed and will be used as side yards to accommodate ADA-compliant access to the redeveloper's residential buildings at 904 California Avenue and 1515 Brighton Place, which are to be renovated.

Authorization is also requested to approve the Northside Properties Residences II redevelopment proposal, as well as to enter into a disposition contract, approve the final drawings and evidence of financing, and to execute a deed. The sale price will be \$1.00 plus costs. Total side yard and ramp development costs are budgeted at \$25,000.00.

Northside Properties Residences II LLC is a Pennsylvania limited liability company with a mailing address of 1300 Brighton Road, Pittsburgh, PA 15233. Robert Mistick and Sarah Mistick are the principals of the managing member.

There was no discussion among the Members.

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

**RESOLUTION NO.278 (2018)**

RESOLVED: That the acquisition of Block 22-H, Lot 49, and Block 22-M, Lot 35, in the 25<sup>th</sup> Ward, for \$1.00, plus costs, payable from LLEA and/or Residential Land Reserve Funds, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is authorized to 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.

**RESOLUTION NO. 279 (2018)**

RESOLVED: That the Redevelopment Proposal submitted by Northside Properties Residences II LLC or a related entity to be formed, of Block 22-H, Lot 49, and Block 22-M, Lot 35, in the 25<sup>th</sup> Ward, and execution of a disposition contract by sale to Northside Properties Residences II LLC or a related entity to be formed, for \$1.00, plus costs are hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute said disposition contract and related documents to effectuate said sale, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto; and it is

RESOLVED FURTHER: That the final drawings and evidence of financing submitted by Northside Properties Residences II LLC or a related entity to be formed for Block 22-H, Lot 49, and Block 22-M, Lot 35, in the 25<sup>th</sup> Ward, are hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute a deed and all documents necessary to effectuate the sale thereof, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

9. Homewood – 625 and 627 N. Homewood Avenue
  - a. Acquisition of a publicly owned property known as Block 174-J, Lots 96 and 97, in the 13<sup>th</sup> Ward, for \$1.00 plus costs.



Mr. Rubinstein requested Board approval of the above item.

Mr. Clark stated that authorization is requested to acquire the above-listed parcels, which are owned by the City as Trustee for the Three Taxing Bodies (3TB) by virtue of Treasurer's Sale for tax delinquency. The properties, located at 625 and 627 N. Homewood Avenue in Homewood, include a three-story structure (Block 174-J, Lot 97) and a vacant parcel (Block 174-J, Lot 96) and contain a total land area of approximately 5,460 square feet. They will be acquired for \$1.00 plus costs using Homewood Project funds.

The parcel is being acquired for conveyance to Operation Better Block for a multi-unit/mixed-use affordable residential development.

There was no discussion among the Members.

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

**RESOLUTION NO.280 (2018)**

RESOLVED: That the acquisition of Block 174-J, Lots 96 and 97, in the 13<sup>th</sup> Ward, for \$1.00, plus costs, payable from the Homewood Project funds, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is authorized to execute 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.

10. Lincoln Place – 1201 Mifflin Road

- a. Acquisition of a publicly owned property known as Block 184-E, Lot 80, in the 31<sup>st</sup> Ward, for \$1.00 plus costs.

Mr. Rubinstein requested Board approval of the above item.

Mr. Clark stated that authorization is requested to acquire the above-listed parcel, which is owned by the City of Pittsburgh. The property, located at 1201 Mifflin Road in Lincoln Place, is vacant and contains approximately 7.19 acres. It will be acquired for \$1.00 plus costs using the Industrial Land Reserve Fund.

The parcel is being acquired for subdivision and eventual redevelopment, possibly by multiple developers.

Mr. Acklin asked if this property will be a commercial use development. Mr. Clark answered that a portion will be for commercial use. Mr. Acklin asked what role the Authority will have in this future City development Mr. Clark answered that an RFP will be issued that would include specs and a financial commitment from the City so a developer could sub divide and allow the City to

build or obtain the specs and work out a funding agreement that would allow them to build as a part of their development.

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

**RESOLUTION NO.281 (2018)**

RESOLVED: That the acquisition of Block 184-E, Lot 80, in the 31<sup>st</sup> Ward, for \$1.00, plus costs, payable from the Industrial Land Reserve Fund, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is authorized to execute 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.

11. Citywide Property Maintenance – LandCare Tier 2

- a. Intergovernmental agreement with the Housing Authority of the City of Pittsburgh for funds in an amount up to \$16,050.00.

Mr. Rubinstein requested Board approval of the above item.

Mr. Clark stated that at the August 2018 Board Meeting, contracts with eight firms/organizations to participate in the third year of the LandCare program (September 2018 through August 2019) were authorized. As described in the August 2018 Director’s Report, approximately 35 lots owned by the Housing Authority of the City of Pittsburgh (HACP) are included in this year’s LandCare program. An intergovernmental agreement allowing for HACP to reimburse the URA for maintenance services performed on HACP owned lots must now be executed. These funds will be used to pay LandCare contractors during Year 3, as well as helping to cover URA administrative/technology costs related to the program.

There was no discussion among the Members.

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

**RESOLUTION NO. 282 (2018)**

RESOLVED: That an agreement with the Housing Authority of the City of Pittsburgh to reimburse the URA for maintenance services performed on HACP owned lots, in an amount of \$16,050.00 is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute an intergovernmental agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

12. Streetface Loan Fund – 502 E. Ohio Street; Northside Leadership Conference, or related entity.
  - a. Wavier of Streetface Program guidelines to lend more than \$31,500.00 to provide an up to \$40,000.00 forgivable loan to the NSLC or related entity for the facade renovation of 502 E. Ohio Street.

Mr. Rubinstein requested Board approval of the above item.

Mr. Tom Link, Director of the Center for Innovation and Entrepreneurship stated that this action provides financing to support the façade renovation of 502 East Ohio Street by the Northside Leadership Conference, or related entity. The building is located at the corner of East Ohio and James Streets, in the City’s East Allegheny neighborhood. The renovation of the current commercial storefront includes an existing, locally owned, small business on the first floor, Arnold's Tea. The forgivable Streetface loan will support the \$100,000.00 total project cost for the façade restoration, recreating the historic storefront.

Funding sources for this Streetface forgivable loan will be CDBG.

Contact:

Mark T. Fatla, Esq.  
Executive Director  
1319 Allegheny Avenue, 2<sup>nd</sup> Floor  
Pittsburgh, PA 15233

Project Address  
502 East Ohio Street  
Pittsburgh, PA 15212

Mr. Acklin asked about the ownership of this property. Mark T. Fatla, Executive Director, of NSLC, was present. Mr. Fatla stated that NSLC is an equity partner with Historic Deutschtown Development Corporation and the title owner is private. Dr. Hall-Russell asked about the entity change. Mr. Fatla stated that they are currently in negotiations with a gentleman who will purchase the business and maintain the current entity.

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

**RESOLUTION NO. 283 (2018)**

RESOLVED: That the Streetface Program Guidelines are hereby waived and a forgivable Streetface loan to Northside Leadership Conference (NSLC), or a related entity for 502 E. Ohio Street, for an amount not to exceed \$40,000.00, payable from CDBG funds, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, 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.

13. Community Development Investment Fund Grant - 431-433 E. Ohio Street; Northside Leadership Conference, or related entity
  - a. Community Development Investment Fund (CDIF) grant agreement in the amount of \$40,000.00 with the Northside Leadership conference (NSLC), or related entity for the purchase of an ownership stake in the property located at 431-433 E. Ohio Street.

Mr. Rubinstein requested Board approval of the above item.

Mr. Link stated that this action provides financing to allow The Northside Leadership Conference, or related entity to purchase a 49% ownership stake in the property located at 431-433 E. Ohio Street from the Historic Deutschtown Development Corporation. This is a mixed use building with two commercial storefronts on the first floor and two apartments on the second floor and is located in the City's East Allegheny neighborhood. The building is currently fully occupied.

The current commercial tenant is a locally owned small business, Farmer's Daughter Flowers.

The acquisition of an ownership stake in the building will allow NSLC, or related entity to unlock resources to stabilize 431-432 E. Ohio Street and continue development projects in the Historic Deutschtown Business District.

Funding sources for the CDIF grant will be City Bond and/or City Paygo funds.

Contact:

Mark T. Fatla, Esq.  
Executive Director  
1319 Allegheny Avenue, 2<sup>nd</sup> Floor  
Pittsburgh, PA 15233

Project Address  
431-433 East Ohio Street  
Pittsburgh, PA 15212

Mark T. Fatla, Executive Director, of NSLC, was present. Mr. Fatla stated that this property is currently owned by Historic Deusstown Development Corporation. He stated that the apartments above provide additional equity. He stated that the building requires additional investments, and they are looking to obtain an equity position in this development. He stated that this is a streetface project. Mr. Acklin asked if purchase money will be used. Mr. Fatla answered in the affirmative.

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

**RESOLUTION NO. 284 (2018)**

RESOLVED: That a Community Development Investment Fund grant to the Northside Leadership Conference (NSLC), or related entity for the purchase of an ownership stake in the property located at 431-433 E. Ohio Street, for an amount not to exceed \$40,000.00, payable from City Bond and/or City Paygo funds. is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute a Community Development Investment Fund grant 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.

14. URA Business Loan Programs – Loan Review Committees

1. Approval of new members to the Business Loan Review Committee.
2. Approval of new members to the Pittsburgh Entrepreneur Fund Loan Review Committee.

Mr. Rubinstein requested Board approval of the above items.

Mr. Link stated that through a suite of loan programs, The Center for Innovation and Entrepreneurship helps businesses leverage the capital necessary for their growth and success. Each of the URA's loan programs, utilize a 3<sup>rd</sup> party advisory committee. These committees support the lending programs by providing underwriting advisory services.

We are proposing adding new committee members to enhance the skills of the committee and replace individuals that have resigned.

a. Business Loan Review Committee

The Business Loan Review Committee is a 3<sup>rd</sup> party advisory committee that provides independent recommendation and underwriting guidance for the URA's core business lending programs, including the Pittsburgh Business Growth Fund (PBGF), Urban Development Fund (UDF), Pittsburgh Enterprise Zone Revolving Loan Fund (EZRLF), and New Markets Tax Credits Loan Fund (NMLF). The

programs provide gap financing to commercial businesses and commercial real estate projects where the applicant is unable to fully finance the proposed project with equity, bank financing and other private and public financing. Current members include Art Tintori, Stephen Bilko, Jo Ann Forrester, James Harpur, Rebecca Harris, Anthony McCartney, Anthony Rocco, Raymond Vargo, Doris Carson Williams, Mary T. McKinney and Joel Simmons. Proposed new members include:

- Anthony Basilone – Assistant Vice President Business Banking, Dollar Bank
- Fancine Cameron – President & CEO, Cameron Professional Services Group
- Zak Thomas – Attorney and Community Development Consultant, Buchanan Ingersoll & Rooney PC; Senior Program officer-Lending, Local Initiatives Support Corporation (LISC)
- Jeni Cooper – Vice President, Relationship Manager II, Community Development Banking, PNC Bank

b. Pittsburgh Entrepreneur Fund Loan Review Committee

The Pittsburgh Entrepreneur Fund allows the URA to invest in promising, early stage, high growth potential technology companies. The Fund leverages a 3<sup>rd</sup> party review committee made up of outside experts to provide independent underwriting guidance and recommendations on potential investments through the program. Current committee members include Donald Bonk, Mike Matesic, Reed McManigle, Steve Robinson, Alan Seadler, Art Tintori, Stephan Mueller, Susan Altman, and Ilana Diamond. Proposed new members include:

- Jeff McDaniel – Executive-In-Residence, Innovation Works
- Yvonne Campos – President, Next Act Fund
- Pam Eichenbaum – Business Development Specialist, Innovation Works
- Zach Malone – Partner, Draper Triangle Ventures

These new committee members will enhance the skills of the respective committees and replace individuals that have resigned.

There was no discussion among the Members.

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

**RESOLUTION NO. 285 (2018)**

RESOLVED: That the appointment of the following individuals to the Business Loan Review committee is hereby approved:

- Anthony Basilone – Assistant Vice President Business Banking, Dollar Bank
- Fancine Cameron – President & CEO, Cameron Professional Services Group

- Zak Thomas – Attorney and Community Development Consultant, Buchanan Ingersoll & Rooney PC; Senior Program officer-Lending, Local Initiatives Support Corporation (LISC)
- Jeni Cooper – Vice President, Relationship Manager II, Community Development Banking, PNC Bank

**RESOLUTION NO. 286 (2018)**

RESOLVED: That the appointment of the following individuals to the Pittsburgh Entrepreneur Fund Loan Review committee is hereby approved:

- Jeff McDaniel – Executive-In-Residence, Innovation Works
- Yvonne Campos – President, Next Act Fund
- Pam Eichenbaum – Business Development Specialist, Innovation Works
- Zach Malone – Partner, Draper Triangle Ventures

15. Property Maintenance - Citywide

- a. Engagement with DePasquale Construction Services, LLC for concrete sidewalk replacement for up to \$66,078.26.

Mr. Rubinstein requested Board approval of the above item.

Mr. Mary Kaminski, Director of Engineering and Construction stated that authorization is requested to enter into an Agreement with DePasquale Construction Services, LLC (DePasquale) for concrete sidewalk replacement at various locations throughout the City of Pittsburgh. The project was publicly bid by URA on the Public Purchase website and bids were opened on August 22, 2018. Two bids were received for the work. DePasquale Construction Services, LLC submitted the lowest responsible bid at a price of \$66,078.26. The work will include sidewalk replacement at 154 Devilliers Street, 1908 Centre Avenue, 314 Jacksonia Street, 341 Amber Street, Soho Street, and East Liberty Boulevard. All of the above locations are adjacent to URA owned properties.

DePasquale Construction Services, LLC is located at 2111 Orchard Street, Munhall, PA 15120 and Mr. Bart S. DePasquale is the president.

Funding for this project will be provided from the Industrial Land Reserve Fund (ILRF) and/or Residential Land Reserve Fund (RLRF).

Mr. Acklin asked if the Authority had engaged with this entity in the past. Mr. Kaminski answered in the affirmative. Dr. Hall-Russell asked if the work was similar. Mr. Kaminski answered in the affirmative.

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

**RESOLUTION NO. 287 (2018)**

RESOLVED: That the engagement of DePasquale Construction Services for concrete sidewalk replacement at various locations throughout the City of Pittsburgh, for an amount not to exceed \$66,078.26, payable from the Industrial Land Reserve Fund (ILRF) and/or Residential Land Reserve Fund (RLRF), is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, 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.

16. Authorization to reappropriate an amount not to exceed \$2,500,000.00 from the URA General Fund to the URA Administrative Revolving Fund (ARF)

Mr. Rubinstein requested Board approval of the above item.

Mr. Thomas Short, Director of Finance stated that the URA Administrative Budget (ARF) was approved at the January 2018 meeting in the amount of approximately \$11.2 Million. A significant source of revenue included in the budget is \$2.0 M of new CDBG allocation for the URA as a subrecipient of the City of Pittsburgh. This City allocation to the URA was approved in the 2018 City Capital Budget process and by City Council. However, these funds are not anticipated to be received until the end of the calendar year due to Housing and Urban Development (HUD) processes. The General Fund will be reimbursed by the allocations of HOME, CDBG, Larimer Choice, and other receivables due in the third and fourth quarter of 2018.

There was no discussion among the Members.

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

**RESOLUTION NO.288 (2018)**

RESOLVED: That the reappropriation of \$2,500,000.00 from the URA General Fund to the URA Administrative Revolving Fund (ARF) is hereby approved.

17. Professional Audit Services Agreement with Maher Duessel CPAs, for up to \$99,300.00 per year

Mr. Rubinstein requested Board approval of the above item.

Mr. Short stated that authorization is requested to enter into a three-year contract with Maher Duessel CPAs for the URA Audit from 2018 through 2020, with a two-year option to extend, for



the preparation of corresponding financial statements, Single Audit, and Mortgage Revenue Bond Program (MRBP) and possible HUD Upfront Grant audits.

The URA partnered with the City of Pittsburgh, the Pittsburgh Water and Sewer Authority (PWSA), and the Pittsburgh Parking Authority (PPA) to solicit bids for the four organizations.

The team selected and recommends Maher Duessel. This selection will translate into a savings of \$17,520.00 for the URA per year, and \$52,560.00 over the three-year term or approximately 17% from previous year's fee structure. In addition, the City, PWSA, and the PPA will save over previous years audit fees.

The RFP's were placed on the City Vendor Registration and Bid Solicitation "Beacon" website and four bid responses received.

As a result of the selection committee's review, Maher Duessel, CPAs, was the recommended choice.

The technical portion of the responses were scored based on the following: Pertinent experience (25 points), audit approach (25 points), team qualifications (25 points), MBE/WBE participation (10 points), and cost (15 points).

Maher Duessel scored highest of all respondents with 10 points for the MBE/WBE participation which will include one WBE firm, a women-owned MBE firm, a minority-owned Veteran firm, and an MBE firm. Maher Duessel has established working relationships with all four MBE/WBE/Veteran firms. Maher Duessel is currently a woman owed firm and seeking certification with the Women's Business Enterprise National Council with a determination expected within 60 days.

Please note Audit fees will not increase during the three-year term or the option years, if applicable.

Maher Duessel, CPAs is a local Pittsburgh firm located at:

503 Martindale Street, Suite 600

Pittsburgh, PA 15212

Ms. Elizabeth E. Krisher, President

Mr. Acklin asked if this is the first time that all of the City entities had engaged with this firm. David Duessel, of Maher Duessel, CPAs, was present. Mr. Duessel answered in the affirmative. Dr. Hall-Russell acknowledged their engagement with minority and woman participation. Mr. Acklin asked if there were any issues in terms of representing all of the City entities. Mr. Duessel answered in the negative.

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

**RESOLUTION NO. 289 (2018)**

RESOLVED: That the engagement of Maher Duessel CPAs for the URA Audit from 2018 through 2020, with a two-year option to extend, for an amount not to exceed \$99,300.00 per year for three years, payable from the Administrative Revolving Fund (ARF), is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, 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.

18. Amendment of Resolution No. 228 of 2018 (July 2018) increasing the CDBG allocation by \$200,000.00 (from \$4,440,800.00 to \$4,640,800.00) for year 2018-19 consistent with City Council approval and execution of a cooperation agreement and/or an amended cooperation agreement with the City of Pittsburgh for this increase.

Mr. Rubinstein requested Board approval of the above item.

Mr. Short stated that authorization is requested to increase the URA's Community Development Block Grant (CDBG) allocation from the City of Pittsburgh from \$4,440,800.00 to \$4,640,800.00 as approved by City Council on July 31, 2018. This new allocation, the second increase of \$200,000.00 during 2018, will be used for the Housing and Economic Development line item. The line item now represents \$1,550,000.00 of new CDBG money.

This line item funds programs such as the New Business Start Up, Business Attraction and Expansion, the Community Development Investment Fund, Façade related programs, One Step, Hill District planning study, and various Housing programs.

Mr. Rubinstein requested an amended of the resolution to read "up to 200,000.00".

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

**RESOLUTION NO. 290 (2018)**

RESOLVED: That Resolution No. 228 (2018) is hereby amended to increase the CDBG allocation by up to \$200,000.00 (from \$4,440,800.00 to \$4,640,800.00) for year 2018-2019 consistent with City Council approval and execution of a cooperation agreement with the City of Pittsburgh, is hereby approved, and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is hereby authorized to execute a cooperation agreement and/or amended cooperation agreement therefor, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

19. Authorization to extend the URA's existing master services agreement with Zions Bank for trustee services for an additional three years, for a base fee of \$27,000.00 per year

Mr. Rubinstein requested Board approval of the above item.

Mr. Rubinstein stated that in the fall of 2015 the URA issued a Request for Proposals (RFP) for firms to serve as trustee for its current and future activities involving collection of dedicated tax revenue and servicing of debt. These trustee services include Tax Increment Financing (TIF), Transit Revitalization Investment District (TRID), Parking Tax Diversion Trustee, and other future funds. The URA received four proposals on October 13, 2015.

The URA's TIF Committee engaged in a trustee selection process, resulting in the recommendation of Zions Bank. Zions Bank is a national banking association licensed to provide the full breadth of trust and custody services in all 50 States. Founded in 1873, Zions Bank provides corporate trust services in 10 regional locations across the United States and established an office to provide corporate trust services in Pittsburgh last year after hiring experienced, locally based managers.

The URA entered into a master services agreement with Zions Bank in January, 2016, for a term of three years with a base fee of \$27,000.00 per year (subject to fluctuation based on termination of TIF's, establishment of new funds, etc.). Eric Mitzel, Vice President, is the primary account manager for the URA. Zions Bank currently provides trustee services for: City of Pittsburgh TIFs and Parking Tax Diversions, the Housing Opportunity Fund, the East Liberty TRID, URA bond issuances, etc.

The URA is now proposing to extend the agreement with Zions Bank for an additional three years, at a base fee of \$27,000.00 per year (subject to fluctuation based on termination of TIF's, establishment of new funds, etc.) and subject to termination by the URA in the event that Zions Bank changes the primary account manager.

Contact Information:

Eric Mitzel  
Vice President and Manager  
ZB, National Association d/b/a Zions Bank  
401 Liberty Avenue, Suite 1729  
Pittsburgh, PA 15222  
[eric.mitzel@zionsbank.com](mailto:eric.mitzel@zionsbank.com)

There was no discussion among the Members.

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

**RESOLUTION NO.291 (2018)**

RESOLVED: That execution of an amendment to the master services agreement with ZB, National Association d/b/a Zions Bank for a base fee of \$27,000.00 per year for three years, to provide trustee services, is hereby approved and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is authorized to execute an agreement and/or amended agreement therefor, along with all related documents, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

20. Authorization to extend the URA's existing agreement with Baily Raabe & Associates for insurance advisory services for one year for an amount not to exceed \$12,000.00

Mr. Rubinstein requested Board approval of the above item.

Mr. Rubinstein stated that in August 2016 the URA authorized a professional services contract with Baily Raabe & Associates for insurance advisory services to objectively evaluate the URA's assets and risks, propose needed coverages, and solicit and evaluate premium proposals. Baily Raabe was selected due to, among other things, the fact that it is not an insurance broker and provides objective advice independent from insurance sales. The initial contract was for an amount not to exceed \$19,600.00.

As a direct result of the work of Baily Raabe, the URA saved in excess of \$40,000.00 on vacant building insurance coverage in 2017 alone. In addition to this and other savings on premiums, Baily Raabe identified and resolved duplicate coverage, inadequate coverage, and successfully enabled the URA to competitively select individual insurance carriers for individual policies.

After the completion of the initial contract in 2017, the URA requested that Baily Raabe provide ongoing insurance advisory services to assist it in managing its coverages while keeping costs low. The existing agreement costs \$12,000.00 per year (\$1,000.00 per month) and is up for renewal. The URA has twenty insurance policies ranging from vacant land to public officials liability to managed properties (currently, with the assistance of Baily Raabe, the URA purchases this insurance through three separate brokerage firms using five separate insurance carriers).

This authorization would extend the existing agreement with Baily Raabe for an additional year at the current cost of \$1,000.00 per month.

Baily Raabe & Associates are located at 602 Evans City Road, Suite 103, Butler, PA 16001. Its principals are Gerald Raabe and Thomas Baily.

There was no discussion among the Members.

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

**RESOLUTION NO.292 (2018)**

RESOLVED: That execution of an amendment to the agreement with Baily Raabe & Associates for one year for an amount not to exceed \$12,000.00 to provide insurance advisory services, is hereby approved and the Executive Director, Director of Finance, and/or Chief Financial Officer, on behalf of the Authority, is authorized to execute an agreement therefor, along with all related documents, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

21. Authorization to execute a services agreement with HTS LLC, or an affiliate, for financial consulting services for eighteen months for an amount not to exceed \$75,000.00

Mr. Rubinstein requested Board approval of the above item.

Mr. Rubinstein stated that Thomas Short has served the URA for over 40 years in multiple capacities, including for the last ten years as Director of Finance. Mr. Short has announced his retirement effective on December 31, 2018.

The URA is proposing an eighteen-month services agreement with Mr. Short's consulting company, HTS LLC, for an amount not to exceed \$75,000.00. Because of Mr. Short's institutional knowledge, the URA will use Mr. Short's services on a consulting basis during the transition to a new Chief Financial Officer. The agreement would begin on January 1, 2019, and continue through June 30, 2020. During this period, Mr. Short will work closely with the CFO, Executive Director, and Board to assist with the transitioning and review of the URA's financial processes, audits, etc.

Contact Information:

H. Thomas Short  
President  
HTS LLC

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 resolution was adopted:

**RESOLUTION NO.293 (2018)**

RESOLVED: That execution of an agreement with HTS LLC, or an affiliate, for eighteen months beginning on January 1, 2019, for an amount not to exceed \$75,000.00, to provide financial consulting services, is hereby approved, and the Executive Director and/or Chief Financial Officer, on behalf of the Authority, is authorized to execute an agreement therefor, along with all related documents, and the Secretary or Assistant Secretary is authorized to attest the same and affix the seal of the Authority thereto.

**AGENDA "B"**

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

1. **Assistant Secretary**
  - a. Appointment of Tynishia Powell as an Assistant Secretary for the Authority.

**RESOLUTION NO. 294 (2018)**

RESOLVED: That the appointment of Tynishia Powell as Assistant Secretary for the Authority, is hereby approved.

2. Authorization for Robert Rubinstein, URA Executive Director, to sign and for Mary Roytas, URA Legal Assistant, to attest the signature of the Multimodal Fund Grant Reimbursement Agreement for Highway and Bridge Projects related to the East Liberty Transit Center.

**RESOLUTION NO. 295 (2018)**

RESOLVED: That the execution of the Multimodal Fund Grant Reimbursement Agreement for Highway and Bridge Projects related to the East Liberty Transit Center by Robert Rubinstein, Executive Director, and Mary Roytas, URA Legal Assistant are hereby approved.

3. 9-Mile Run

- a. Certificate of Completion for MRRC Summerset II, L.P. for Lot 247, designated as Block 88-L, Lot 83 in Phase 2C, in the 14<sup>th</sup> Ward, and authorization to return the Good Faith Deposit (residential construction – 1665 Biltmore Lane).

**RESOLUTION NO. 296 (2018)**

RESOLVED: That issuance of a Certificate of Completion to MRRC Summerset II, L.P. for Lot 247, designated as Block 88-L, Lot 83 in Phase 2C, in the 14<sup>th</sup> Ward, and return of the Good Faith Deposit (residential construction – 1665 Biltmore Lane) are hereby approved, and the Executive Director or the Director of Finance/and or Chief Financial Officer, 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 same and affix the seal of the Authority thereto.

4. Hill District

- a. Amendment of Resolution No. 238 (2018), which authorized execution of an option agreement with the Housing Authority of the City of Pittsburgh, for a period of twelve months, for the sale of certain properties, to add the following properties: 297

<u>Ward</u>	<u>Parcel #</u>	<u>Address</u>	<u>Owner</u>
3 <sup>rd</sup>	11-E-306	0 Miller Street	City of Pittsburgh
3 <sup>rd</sup>	11-E-307	0 Miller Street	Urban Redevelopment Authority of Pittsburgh
3 <sup>rd</sup>	11-E-308	0 Miller Street	Urban Redevelopment Authority of Pittsburgh
3 <sup>rd</sup>	11-E-309	0 Miller Street	Urban Redevelopment Authority of Pittsburgh

**RESOLUTION NO. 297 (2018)**

RESOLVED: That Resolution No. 238 (2018) is hereby amended, to add the following properties:

<u>Ward</u>	<u>Parcel #</u>	<u>Address</u>	<u>Owner</u>
3 <sup>rd</sup>	11-E-306	0 Miller Street	City of Pittsburgh
3 <sup>rd</sup>	11-E-307	0 Miller Street	Urban Redevelopment Authority of Pittsburgh
3 <sup>rd</sup>	11-E-308	0 Miller Street	Urban Redevelopment Authority of Pittsburgh
3 <sup>rd</sup>	11-E-309	0 Miller Street	Urban Redevelopment Authority of Pittsburgh

Laura Wiens, Director of Pittsburghers for Public Transit, was present. Ms. Wiens spoke about public transportation regarding the Lexington Technology Park announcement.

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

  
Assistant Secretary