

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
Thursday, July 27, 2017
200 Ross Street
13th Floor Wherrett Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (HACP) held a regular Board meeting on Thursday, JULY 27, 2017, at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Valerie McDonald-Roberts, Chairperson, called the meeting to order. The Commissioners in attendance were: Valerie McDonald-Roberts, Richard Butler, Mr. Peter Kaplan, Rev. Ricky Burgess, Mr. Leroy Morgan, Ms. Janet Evans and Ms. Enid Miller

Next, the Chair noted that the Board members had previously received a copy of the June 22, 2017, Board Meeting Minutes and asked for a motion to approve the minutes. Janet Evans made a motion to approve the minutes and Leroy Morgan seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, and Richard Butler

“NAYS”: None

“ABSTENTION”: Valerie McDonald-Roberts

The Chair declared the motion carried and the minutes approved.

The Board had previously received the Activity Report for June 2017. Ms. McDonald-Roberts asked for a motion to approve the Activity Report. Peter Kaplan made a motion and Enid Miller seconded the motion to approve the Activity Report.

Michelle Sandidge introduced the summer interns who then took a photo with the Board.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”: None

Ms. McDonald-Roberts declared the motion carried and the Activity Report approved.

The Chair next asked if there were any comments or questions from Tenant Council Presidents, Section 8 Representatives or other public comments.

Larry Blair of the Oak Hill Resident Council addressed the board regarding concerns about the Oak Hill RAD deal.

Nikkilia Lu of SEIU: Local Janitors , Food Service and Security Union (Local 32BJ) address the Board to thank Mr. Binion for his leadership and to thank the board for their support of the prevailing city wage issue.

Ms. Valerie McDonald-Roberts asked if there were other public comments. There were none.

At this time Ms. Valerie McDonald-Roberts introduced the following resolutions:

RESOLUTION No. 34 of 2017

A Resolution - Reallocation of Grant Funds in the Project-Based Voucher and Gap Financing Program to increase its award to \$7,994,993 for Crawford Square and Authorizing the Executive Director or his Designee to Enter Into a Grant Agreement with ARMDC to Make an Additional Investment for the Preservation of 194 Units at Crawford Square

WHEREAS, one of the core objectives of the Housing Authority of the City of Pittsburgh (HACP) is to “expand affordable housing options” within the City of Pittsburgh; and

WHEREAS, at its January 28, 2016 board meeting with Resolution No. 4, the Board of Commissioners authorized the selection of multiple Owners/Developers as a part of HACP’s new initiative, the Project-Based Voucher (PBV) and Gap Financing program, aimed to preserve and increase affordable housing units throughout the City of Pittsburgh; and

WHEREAS, HACP selected McCormack Baron Salazar (MBS) as one member of the slate of Owners/Developers to participate in the PBV and Gap Financing program specifically for the preservation of 194 housing units within its Crawford Square community; and

WHEREAS, between 1993 and 1999, Crawford Square was developed as a three (3) phased mixed-income community with a total of 348 units; 194 of the 348 units are affordable Low Income Housing Tax Credit (LIHTC) units, and several of the units are occupied by HACP’s tenant-based voucher holders; and

WHEREAS, in furtherance of the HACP mission, HACP also selected its non-profit instrumentality, Allies & Ross Management and Development Corporation (ARMDC), to assist HACP to achieve its objectives; and

WHEREAS, in November 2015, the Urban Redevelopment Authority of Pittsburgh (URA), a governmental entity and partner to HACP on several other housing development projects, invited HACP to partner with the URA to preserve 194 affordable housing units at Crawford Square since the majority partner of the previous owner advertised to sell the property on the open market; and

WHEREAS, the Tax Credit Compliance Period for all three (3) phases has expired, and if the property were to be sold to a third party, the new owner potentially had the ability to transform all of the 194 affordable units into market rate units; and

WHEREAS, in order for the URA to protect its outstanding investment in Crawford Square and the City of Pittsburgh’s desire to continue to keep 194 units out of the 348 units affordable for the next 30 years, URA requested that HACP become a partner in a new ownership entity; and

WHEREAS, the transactions requires a two (2) step process with the proposed first step having taken place in August 2016 with the acquisition of the property though bridge loans from third party financial institution(s); and

WHEREAS, the second step will involve an application for a 4% tax credit and preparation for financial closing requiring HUD’s approval of a mixed-finance proposal, whereby ARMDC will increase its existing \$6,000,000 loan to \$7,994,993, an increase of \$1,994,993, and convert its existing bridge loan investment to a permanent loan subordinated to a new first mortgage, resulting in a new affordability period of thirty (30) years for the 194 units at Crawford Square; and

WHEREAS, ARMDC will receive grant funds in the amount of \$7,994,993 of the 194 units designated Program Income and/or Capital Funds from HACP, of which ARMDC will utilize to consummate the transactions contemplated herein at reasonable, commercial rates and terms.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized to make a grant from HACP to ARMDC in the aggregate amount of \$7,994,993 which ARMDC shall utilize to invest for the preservation of 194 affordable housing units at Crawford Square in the Hill District, City of Pittsburgh; and

Section 2. The Executive Director or his Designee shall execute a grant agreement with ARMDC enabling ARMDC to make a permanent loan to the URA and/or new ownership entity for Crawford Square as part of a mixed-finance closing with PHFA/URA subject to HUD’s approval; and

Section 3. The Executive Director or his Designee is hereby authorized and directed, in the name of and on behalf of HACP to (i) negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as he shall determine to be necessary or desirable in order to effect the loans to carry out the Crawford Square Investment Activities and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to effect the loans to the URA and/or the new ownership entity of Crawford Square to carry out the Crawford Square Investment Activities contemplated herein.

Ms. Valerie McDonald-Roberts asked for a motion to approve the resolution. Leroy Morgan made a motion to approve and Richard Butler seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”:
Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”:
None

Ms. McDonald-Roberts declared the motion carried and the resolution approved.

RESOLUTION No. 35 of 2017

A Resolution – Authorizing the Transfer of Property from ARMDC to HACP in order to provide a consolidated site for the Addison Phase 4/Homewood Development

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is in the process of redeveloping Addison Terrace into a mixed-income community, to be redeveloped in several phases, consisting of a total of 400 units (Addison Development); and

WHEREAS, ARMDC has been created as an Instrumentality of HACP, as authorized and encouraged by HUD, for the purpose of PHA’s to take innovative approaches to implementation of public and mixed- income housing programs, including the creation of partnerships to increase the capacity of PHA’s to assist in the development of public and mixed-income housing; and

WHEREAS, Addison Phase 4 with 58 units (42 Low Income Housing Tax Credit/Project Based Voucher and 16 Market Rate) will be developed in the Homewood neighborhood of the City of Pittsburgh to include, the former Kelly Street High-rise location; and

WHEREAS, in order to facilitate the process of gaining site control for the purpose of providing a consolidated site for the Addison Phase 4/Homewood Development, ARMDC, as HACP’s selected developer, has purchased two (2) critical privately-owned parcels, 7007 & 7018 Hamilton Avenue, and now desires to transfer ownership of these two (2) parcels to HACP, so that they may be included in the Ground Lease between HACP and the owner entity, Addison Terrace Phase 4 L.P.; and

WHEREAS, in ARMDC Resolution #14 of 2017, ARMDC approved the transfer of the property to HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized and directed to enter into agreements with ARMDC to facilitate a no-cost transfer of ownership to HACP of two (2) ARMDC-owned properties, 7007 & 7018 Hamilton Avenue, for the purpose of including these two (2) parcels in the Ground Lease to be executed between HACP and Addison Terrace Phase 4 L.P.

Ms. Valerie McDonald-Roberts asked for a motion to approve the resolution. Leroy Morgan made a motion to approve and Enid Miller seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”: None

Ms. McDonald-Roberts declared the motion carried and the resolution approved.

RESOLUTION No. 36 of 2017

A Resolution – Accepting the Audited Financial Statements as of and for the year ended December 31, 2016 and the related Independent Auditor’s Reports

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required by the United States Department of Housing and Urban Development (HUD) to have its financial statements and programmatic compliance audited by Independent Certified Public Accountants; and

WHEREAS, Maher Duessel was properly procured and approved by the Board of Commissioners to complete the required financial statement and compliance audits for the fiscal year ended December 31, 2016; and

WHEREAS, Maher Duessel has completed its audit work and prepared; an Independent Auditor’s Report on the financial statements of the HACP, an Independent Auditor’s Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*, as well as, an Independent Auditor’s Report on Compliance for its Major Program and on Internal Control Over Compliance Required by OMB Circular A-133; and

WHEREAS, representatives of the Board of Commissioners have maintained regular direct contact with Maher Duessel during the planning, execution and review phases of the audit and recommends these reports for acceptance; and

WHEREAS, Maher Duessel has issued an unqualified opinion on the financial statements, thus indicating the financial statements present fairly, in all material respects, the financial position of the HACP.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Board of Commissioners formally accepts the aforementioned independent auditor reports for the year ending December 31, 2016.

Ms. Valerie McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve and Peter Kaplan seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,

Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”: None

Ms. McDonald-Roberts declared the motion carried and the resolution approved.

RESOLUTION No. 37 of 2017

A Resolution – Authorizing the Executive Director or his Designee to enter in to Contract with Progressive Window and Door for the Purchase and Installation of Windows for apartments as part of the Northview Heights Apartment Modernization Project at the Northview Heights Community

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that the purchase and installation of windows is required as part of the Northview Heights Apartment Modernization Project; and

WHEREAS, on April 24, 2017, HACP issued IFB # 300-09-17 Rebid for the purchase and installation of windows in 24 units at Northview Heights; and

WHEREAS, on May 16, 2017, HACP received four (4) bids for Window Replacement in response to the IFB; and

WHEREAS, Progressive Window and Door submitted the lowest responsive, responsible bid for the purchase and installation of windows at Northview Heights; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local laws and regulations and the procurement policies and procedures of the Housing Authority of the City of Pittsburgh.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. That the Executive Director or his Designee is hereby authorized to enter into a contract with Progressive Window-and-Door for the purchase an installation of windows at Northview Heights in the amount not to exceed \$103,750.00.

Section 2. The contract will be paid from Moving-To-Work (MTW) funds.

Ms. Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve and Richard Butler seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”: None

Ms. McDonald-Roberts declared the motion carried and the resolution approved.

RESOLUTION No. 38 of 2017

A Resolution - Approving amendment of the Housing Choice Voucher Program Administrative Plan

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) adopted its current Housing Choice Voucher (HCV) Program Administrative Plan on or about November 21, 2016; and

WHEREAS, the HACP desires to support the Pennsylvania Housing Finance Agency’s (PHFA) Section 811 Program by providing dedicated Housing Choice Vouchers to program participants; and

WHEREAS, the PHFA received a grant from the U. S. Department of Housing and Urban Development (HUD) to implement the Section 811 program, which combines funding for supportive services with local housing authority HCV assistance to allow disabled individuals, ages 18-61, to live in permanent, supportive housing instead of being institutionalized; and

WHEREAS, the program will be operated locally by the Allegheny County Department of Human Services; and

WHEREAS, the amendment to the Housing Choice Voucher Program Administrative Plan is necessary to implement this initiative; and

WHEREAS, the proposed amendment to the HCV Program Administrative Plan was made available for public review and comment from June 23, 2017, through July 24, 2017 at HACP administrative offices and on the HACP website; and were the subject of public hearings held on July 10, 2017; and

WHEREAS, the proposed amendment to the HCV Program Administrative Plan was reviewed and discussed at the June 2017, Resident Advisory Board (RAB) Meeting; and

WHEREAS, the HACP gave full consideration to all comments received.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The amendment to the Housing Authority of the City of Pittsburgh Housing Choice Voucher Program Administrative Plan, attached hereto as Exhibit A, are hereby approved.

Ms. Valerie McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve and Rev. Burgess seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”: None

Ms. McDonald-Roberts declared the motion carried and the resolution approved.

RESOLUTION No. 39 of 2017

A Resolution - Authorizing the Executive Director or his Designee to enter into a Contract for Professional Services with Gans, Gans and Associates and David Gomez and Associates for the Search and Recruitment of various positions at HACP

WHEREAS, various Department Chief, Director level and other specialized positions become vacant at the Housing Authority of the City of the Pittsburgh (HACP), and

WHEREAS, the Executive Director has determined that it is in the best interest of the agency to conduct nationwide searches to recruit for these positions; and

WHEREAS, the Authority issued Request for Proposal (RFP) # 650-02-17 on May 15, 2017 for professional search and recruitment services; and

WHEREAS, the Authority received three (3) proposals in June, 2017; and

WHEREAS, an evaluation committee determined Gans, Gans and Associates and David Gomez and Associates to be the top ranked responsive and responsible Offerors; and

WHEREAS, this procurement was performed in accordance with applicable state and federal regulations and the procurement policies and procedures of the HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or his Designee is authorized to enter into agreements with Gans, Gans and Associates and David Gomez and Associates for as-needed professional search and recruitment services for a period not-to-exceed five (5) years. The total amount of the contracts is not-to-exceed \$250,000.00 over a five (5) year period; and

Section 2. This cost of this contract is to be paid for from Moving-To-Work (MTW) funds.

Ms. Valerie McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve and Janet Evans seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”:
Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”:
None

Ms. McDonald-Roberts declared the motion carried and the resolution approved.

RESOLUTION No. 40 of 2017

A Resolution – Authorizing the Executive Director or his Designee to enter into a Professional Service Contract Agreement to provide Payroll and HR Management Software Services to the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is currently under agreement with Ceridian Corporation for Payroll and HR Management Software services; and

WHEREAS, the existing agreement ends in August 12, 2017; and

WHEREAS, the HACP has obtained proposals for Payroll and HR Management Software services and Ceridian Corporation was the highest ranked responsive proposer; and

WHEREAS, Ceridian Corporation has provided exemplary professional services and support to the Housing Authority of the City of Pittsburgh; and

WHEREAS, upon completion of the initial three (3) year term, the contract will be reviewed for performance prior to the execution of the option years four (4) and five (5); and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations and the procurement policies and procedures of the HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or his Designee is hereby authorized to enter into a contract with Ceridian Corporation for Payroll and HR Management Software, for a three (3) year period with the option to extend for two (2) additional 1 (one) year periods with a not-to-exceed amount of \$508,579.00.

Section 2. The contract will be paid from Moving To Work (MTW) funds.

Ms. Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve and Enid Miller seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”:
Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”:
None

Ms. McDonald-Roberts declared the motion carried and the resolution approved.

Resolution No. 41 of 2017

A Resolution-Authorizing the Executive Director or other Authorized Officer to Award Contracts for Legal Services in the following Practice Areas:

- o **Construction Contracting & Claims Resolution;**
- o **Equal Employment Opportunity & Employment Issues;**
- o **General Litigation And Representation, Including Appellate Practices;**
- o **Labor Relations & Human Resources;**
- o **Pension, Employee Benefit and Tax;**
- o **Worker’s Compensation;**
- o **Environmental Hazards;**
- o **Tax Exemption Applications And Property Assessment for Real Estate;**
- o **Public Sector Procurement;**
- o **Land Title Issues;**
- o **Non Profits;**
- o **Auditing and Compliance;**
- o **Public, Affordable And Mixed Income Developments, Including Mixed Financing Transaction;**
- o **Other General Real Estate Issues, Including Acquisition, Disposition, Leasing And Development**

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) requires legal services in the practice areas of Construction Contracting & Claims Resolution; Equal Employment Opportunity & Employment Issues; General Litigation And Representation, Including Appellate Practice; Labor Relations & Human Resources; Pension, Employee Benefit And Tax; Worker's Compensation; Environmental Hazards; Tax Exemption Applications And Property Assessment For Real Estate; Public Sector Procurement; Land; Title Issues; Non Profits; Auditing and Compliance; Public, Affordable And Mixed Income Developments, Including Mixed-Financing Transactions; Other General Real Estate Issues, Including Acquisition, Disposition, Leasing and Development; and

WHEREAS, the HACP issued a Request for Proposals, RFP700-28-17 for legal services; and

WHEREAS, the HACP received proposals from eight (8) firms, and

WHEREAS, the HACP desires to award contracts to various law firms on an as needed basis to perform services in the practice areas listed above; and

WHEREAS, each contract will have a dollar limitation for the expenditure of funds; and

WHEREAS, a senior level staff attorney will be assigned to monitor each contract, for a combined not to exceed total of \$8,200,000.00; and

WHEREAS, the procurement was conducted in accordance with the applicable federal, state and local rules and regulations and the procurement policies and procedures of the Housing Authority of the City of Pittsburgh.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or other authorized officer is authorized to enter into contracts, to be effective beginning August 1, 2017, with the Law firms listed in the attached Exhibit A as needed for legal advice and assistance in the substantive areas referenced within Exhibit A; and

Section 2. The maximum amount approved by this resolution for the sum of all contracts entered into for a period of three (3) years, subject to the applicable time period in each firm's qualification contract, is not to exceed Eight Million Two Hundred Thousand Dollars (\$8,200,000.00); and

Section 3. The funding source shall be individually identified for each contract.

Ms. Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve and Enid Miller seconded the motion.

A vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

"NAYS": None

Ms. McDonald-Roberts declared the motion carried and the resolution approved.

There were no further resolutions.

EXECUTIVE REPORT: The Executive Report was previously provided to the Board. There were no additional discussions regarding the report. At this time Ms. Janet Evans addressed the board and spoke about the ADA (Americans with Disabilities Act) which had its 27th Anniversary this week.

NEW BUSINESS: There was no new business.

At this time the representatives from Fineview and Allegheny Dwellings spoke briefly about upcoming events.

AJOURNMENT: Ms. Valerie McDonald-Roberts asked for a motion to adjourn the meeting. Leroy Morgan made a motion to approve and Peter Kaplan seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Rev. Ricky Burgess, Enid Miller, Peter Kaplan, Janet Evans,
Leroy Morgan, Valerie McDonald-Roberts and Richard Butler.

“NAYS”: None

Ms. McDonald-Roberts declared the motion carried and the meeting adjourned.

Recording Secretary