Allegheny Regional Asset District
Board of Director's Special Meeting Public Hearing
December 15, 2015
425 Sixth Avenue, Suite 402
Pittsburgh, Pa.

The Board of Directors met at 2:30 PM on Tuesday, December 15, 2015 in the conference room of the Regional Asset District office in Pittsburgh. Present were Board members: Chair, Ms. Dusty Kirk, Ms. Jackie Dixon, Ms. Sylvia Fields, Mr. Don Linzer, Mr. Tony Ross (via telephone) and Mr. Dan Rosen (via telephone), Chief Counsel Mr. James Norris and Executive Director Richard Hudic. Notice of the meeting was published in accordance with the Act and By-laws and the agenda was posted on the District website the week prior to the meeting.

Public Comment/Hearing Period

The Chair opened the meeting for public comment prior to proceeding with the agenda. No one registered to speak.

Executive Committee Report

The Chair called on Ms. Fields to give the report.

Board members:

The Executive Committee met on both November 30th and on December 3rd to hear and evaluate the Regional Asset District office’s relocation options. Staff at RAD has undertaken a very deliberative process at examining office space that will accommodate our future needs. This process began in August. RAD’s current lease at 425 6th Avenue suite 402 expires in March 2016. Executive Director Hudic engaged real estate broker Jones Lang LaSalle to explore options throughout the city based on a number of criteria including:

- Space should have a minimum of 3,000 Square Feet
- Accommodations for a minimum of 5 operational offices
- Internal conference room for a minimum of 16 users
- Work space to accommodate interns
- On site conference facilities to accommodate large meetings
- Reasonable costs within budget

Staff was presented with multiple options and site visits were made to determine further interest. After an exhaustive review, space was narrowed to two: the Koppers Building and the Heinz 57 Center. On November 30th, the Executive Committee reviewed both options comparing and contrasting their attributes. We directed Rich through our JLL broker to seek one last Best & Final offer from both entities.

On December 3rd, our broker provided the Executive Committee with a detailed presentation on both properties. After considerable discussion, we have determined that the Koppers Building represents the best option for RAD’s needs moving forward. Therefore, we are recommending to the RAD board for
approval that the Executive Director may enter into a multi-year lease to secure this property for the terms and conditions represented to the committee that include but are not limited to:

- 3,028 rentable square feet
- Turnkey space (complete redesign & renovation of space)
- Term – 7 years 6 months
- Net Effective Rental Rate - annualized square footage over lease term - $17.49
- On site conference space that will be renovated & updated during the term

We further recommend that the Executive Director take the necessary steps to relocate the offices subject to the provisions of the Administrative Guidelines. This includes the hiring of professional movers, relocation of equipment and purchase of furnishings if needed.

Sincerely,
Dusty Kirk, Chair
Dan Griffin, Vice Chair
Sylvia Fields, Treasurer

Ms. Dixon inquired about parking option in close proximity to the new office space.

Mr. Ross inquired about furnishings and suggested RAD staff should meet with landlord to review furniture options & layout. Discussion regarding furniture options ensued.

Chief Counsel stated the Executive Director now has the authority to execute the lease agreement.

The motion to accept to the Executive Committee’s recommendation was made by Mr. Griffin and seconded by Ms. Fields. The motion carried with six votes in the affirmative and one abstention (Linzer) due to a client relationship with the building owner that was previously divulged.

Chair Kirk asked if there is any new / old business. Chief Counsel Norris reported that he reviewed the Board’s conditional approval of two change of purpose requests at the November 23, 2015 meeting and determined that each request was made and approved at a formal board meeting and can proceed with simple contract language changes. This is for the Allegheny Land Trust - Friends of the Riverfront and the City Theatre.

There being no further business, the meeting was adjourned at 3:00 PM.