



CITY OF PITTSBURGH  
**EQUIPMENT LEASING AUTHORITY**  
CITY-COUNTY BUILDING

**MEMORANDUM**

**TO:** Guy Costa, Vice-Chair  
William Urbanic, Treasurer  
Bruce Kraus, Assistant Treasurer  
Wendell Hissrich, Secretary

**FROM:** Jennifer Presutti, Chair

**DATE:** June 25, 2020

**SUBJECT:** ELA Minutes-June 11, 2020

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**Attached please find the minutes of the Equipment Leasing Authority board meeting held on June 11, 2020.**

**Please contact me if there are any questions.**

**Attachment**

**MINUTES OF THE MEETING OF THE  
EQUIPMENT LEASING AUTHORITY  
HELD VIA CONFERENCE CALL ON JUNE 11, 2020**

**CALL TO ORDER**

The Equipment Leasing Authority board meeting of June 11, 2020 was called to order at 2:04 p.m. and was designated as the annual meeting of the Equipment Leasing Authority. The meeting was held via conference call due to safety concerns related to the Coronavirus.

Present – Jennifer Presutti, Guy Costa, Bruce Kraus, Wendell Hissrich, Bill Urbanic

In attendance: Kinsey Casey, Kevin Pawlos, David Hutchinson, Brandon Walton, Peter McDevitt, James Gladys, Jamie Jones and Kim Osterman

**ELECTION OF OFFICERS**

The next point of action was the election of officers. A motion was made to retain the current slate of officers and was unanimously approved.

The board members and positions are as follows:

Chair	Jennifer Presutti
Vice-Chair	Guy Costa
Secretary	Wendell Hissrich
Treasurer	William Urbanic
Assistant Treasurer	Bruce Kraus

**APPROVAL OF MINUTES**

The minutes from the December 5, 2019 board meeting were approved for filing.

**PUBLIC COMMENT**

Ms. Presutti asked for comments from the public. There were none.

**PURCHASE APPROVALS AND AUTHORIZATIONS**

***Authorized Interim Approval IA-19-29 amending the 2019 Plan by adding an EMS District Chief SUV and a Public Safety Assistant Director Vehicle***

The Board authorized Interim Approval IA-19-29 amending the 2019 Acquisition Plan by adding a District Chief SUV for the Bureau of Emergency Medical Services at a cost not to exceed \$90,000.00 and an Assistant Director vehicle for the Dept. of Public Safety at a cost not to exceed \$40,000.00 which will be funded via the 2019 Department of Public Safety Administrations Operating Budget. Interim approval was granted on December 9, 2019.

***Authorized Interim Approval IA-19-30 to repair accident damage to TK-33, a 2008 Pierce Arrow XT***

The Board authorized Interim Approval IA-19-30 to repair accident damage to TK-33, a 2008 Pierce Arrow XT with 25,560 miles and 3,323 hours. The estimated cost of the repair is \$116,781.00. The ELA will be reimbursed via the 2019 Bureau of Fire Operating Budget. Interim approval was granted on December 9, 2019. This truck suffered damage to the ladder assembly due to contact with an electrical line. The electricity traveled through the apparatus to the ground. The apparatus was sent to Pierce Manufacturing in Wisconsin for full tear down and repair which is included in the price.

***Authorized Interim Approval IA-19-31 amending the 2019 Plan for the Bureau of Fire by adding a Chevy Express Van***

The Board authorized Interim Approval IA-19-31 amending the 2019 ELA Plan for the Department of Public Safety, Bureau of Fire by adding a Chevy Express Van from Klick Lewis Chevrolet at a cost of \$24,207.00 and Up-fit by 911 Rapid Response at a cost of \$10,147.88 for a total cost of \$34,354.88 which will be reimbursed to the ELA from the 2019 Bureau of Fire Operating Budget. Interim approval was granted on December 9, 2019.

***Authorized Interim Approval IA-19-32 to repair accident damage to PW-219, a 2019 Hino Dump Truck***

The Board authorized Interim Approval IA-19-32 to repair accident damage to PW-219, a 2019 Hino Dump Truck with 2,926 miles and 813 hours. The cost of the repair is estimated to be \$44,366.15 and was the fault of the non-city driver. Interim approval was granted on December 12, 2019. Mr. Walton has been in contact with the insurance company and has sent an inquiry to the Finance Department regarding the payment status.

***Authorized Interim Approval IA-19-33 amending the 2019 Plan by adding a Ford Fusion Hybrid for the Department of Parks and Recreation.***

The Board authorized Interim Approval IA-19-33 to amend the 2019 ELA Plan by adding a Ford Fusion Hybrid from Jim Shorkey Ford at a total cost of \$23,877.00 for the Department of Parks and Recreation. Sufficient funds were available by utilizing the remaining \$20,000.00 from the Fuel Truck line item and \$3,877.00 from 2019 contingency funding. Interim approval was granted on December 12, 2019.

***Authorized Interim Approval IA-20-01 amending the 2020 Plan by making an Emergency Purchase of three used Crane Carrier Refuse Packers***

The Board authorized Interim Approval IA-20-01 amending the 2020 ELA Plan by making an Emergency Purchase of three used Crane Carrier Refuse Packers for the Bureau of Environmental Services at a cost of \$236,700.00 utilizing \$11,700.00 from 2020 Contingency Funds and \$225,000.00 will be reimbursed to the ELA from the Public Works Trust Fund. Interim approval was granted on January 29, 2020. The funds were transferred to the ELA on March 3, 2020.

***Authorized Interim Approval IA-20-02 amending the 2020 Plan for the Department of Public Works by adding a Galaxy R-4 Regenerative Street Sweeper***

The Board authorized Interim Approval IA-20-02 amending the 2020 ELA Plan for the Department of Public Works by adding a Galaxy R-4 Regenerative Street Sweeper from Stewart-Amos Equipment Company at a total cost of \$183,779.10. The cost will be reimbursed to the ELA from a Richard King Mellon Foundation Grant award. Interim approval was granted on February 5, 2020.

***Authorized Interim Approval IA-20-03 amending the 2020 Plan by increasing the funding for three ALS Ambulances***

The Board authorized Interim Approval IA-20-03 amending the 2020 ELA Plan for the Department of Public Safety, Bureau of EMS by increasing the funding for three ALS Ambulances by \$19,323.00 utilizing funds from the Public Safety Administration. The quote used for the plan did not reflect \$3,300.00 for Silver Paint and the cost of the Stryker lift systems increased by \$5,000.00 each. The total budgeted for the three ALS Ambulances was \$937,029.00 and the new total is \$956,352.00. Interim approval was granted on February 7, 2020.

***Authorized Interim Approval IA-20-04 awarding the Packer Body RFP to Frederick Auto Sales LLC for EZ-Pack***

The Board authorized Interim Approval IA-20-04 permitting the City of Pittsburgh's Office of Management and Budget (OMB) Bureau of Procurement team to award the Packer Body RFP to Frederick Auto Sales LLC for EZ-Pack. Frederick Auto Sales LLC was the lowest bidder and offered the closest proposal to the required specifications. Interim approval was granted on February 11, 2020.

***Authorized Interim Approval IA-20-05 awarding the Fire Truck Leasing RFP to JP Morgan Bank***

The Board authorized Interim Approval IA-20-05 permitting the City of Pittsburgh's OMB Procurement team to award the Fire Truck Leasing RFP to JP Morgan Bank. JP Morgan was the lowest bidder and offered the closest proposal to the ELA's approved requirements. JP Morgan offered a rate of 1.78% and the lease will be written to cover seven (7) Pumpers for seven (7) years and two (2) Aerials for five (5) years. Interim approval was granted on February 11, 2020. Two vendors were selected for the leasing of the Fire Trucks. The Fire Bureau selected the two (2) Pierce Arrow XT 105' Heavy Duty Ladders which will be upgraded with Cummins Engines, galvanized frame rails and outriggers and the Bureau selected seven (7) Spartan Custom Chassis with Spencer Custom 2000GPM pumpers. Mr. Walton stated that we are on track to receive the fire apparatus in the expected time frame.

***Authorized Interim Approval IA-20-06 to allow the use of auction proceeds to offset the cost of new motorcycles for the Bureau of EMS***

The Board authorized Interim Approval IA-20-06 allowing the use of auction proceeds from the sale of the Department of Public Safety, Bureau of EMS' four (4) special events motorcycles to offset the cost of the new motorcycles on the 2020 ELA Plan. This will lower the cost of the 2020 motorcycles and reduce the financial burden to the EMS Special Events Trust Fund. Interim approval was granted on February 11, 2020.

***Authorized Interim Approval IA-20-07 allowing the Grants team to apply for the Pennsylvania Department of Environmental Protection's (DEP) Clean Diesel Grant on behalf of the ELA***

The Board authorized Interim Approval IA-20-07 permitting the City's OMB Grants team to apply for the Pennsylvania Department of Environmental Protection's (DEP) Clean Diesel Grant on behalf of the ELA. This grant would reimburse the ELA for up to 25% of the cost of the four (4) CNG refuse trucks on the 2020 Acquisition Plan. Interim approval was granted on February 19, 2020.

***Authorized Interim Approval IA-20-08 permitting the Grants team to apply for the Federal Environmental Protection Agency's Clean Diesel Grant on behalf of the ELA.***

The Board authorized Interim Approval IA-20-08 permitting the City's OMB Grants team to apply for the Federal Environmental Protection Agency's Clean Diesel Grant on behalf of the ELA. This grant application is for years 2021 and 2022 and would reimburse the ELA for up to 25% of the cost of the eight (8) CNG refuse trucks that the City plans to request on the 2021 and 2022 Acquisition Plans. The application period ends February 26, 2020. We were required to apply for both year as the Grant award is for a two year period. The Capital Budget outlook for 2021 and 2022 supports the matching funds required by the ELA for this project. Interim approval was granted on February 20, 2020. Mr. Walton stated that the application for this grant was not approved. A meeting has been scheduled with the agency for feedback regarding the reason that we were not awarded this grant.

***Authorized Interim Approval IA-20-09 amending the 2019 Plan for the DPW, Forestry Division by increasing the allotted funding to include the addition of a plow***

The Board authorized Interim Approval IA-20-09 amending the 2019 ELA Plan for the Department of Public Works, Forestry Division by increasing the allotted funding by \$5,437.00 to include the addition of a plow utilizing 2019 Contingency Funds. Interim approval was granted on February 25, 2020.

***Authorized Interim Approval IA-20-10 amending the 2019 Plan for the DPW, Streets Division by increasing the allotted funding for the upfitting of two pickup trucks***

The Board authorized Interim Approval IA-20-10 amending the 2019 ELA Plan for the Department of Public Works, Streets Division by increasing the allotted funding by \$12,491.00 for the upfitting of two pickup trucks utilizing the 2019 Contingency line item. Interim approval was granted on February 25, 2020.

***Authorized Interim Approval IA-20-11 amending the 2020 Plan for the Fire Bureau by increasing the allotted funding by \$20,000.00 for the purchase of 2 Foam Tenders.***

The Board authorized Interim Approval IA-20-11 amending the 2020 ELA Plan for the Department of Public Safety, Bureau of Fire, by increasing the allotted funding by \$20,000.00 for the purchase of two (2) Foam Tenders. Remaining funds from the ELA Capital (PAYGO) will be utilized because the Fire Truck lease payment is \$22,629.68 under budget for 2020 due to a more favorable interest rate than was previously quoted. Interim approval was granted on February 26, 2020.

***Authorized Interim Approval IA-20-12 amending the 2020 Plan for DPW - Facilities by reducing the number of Pickup Trucks from 4 to 3 and adding a Ram Promaster cargo van***

The Board authorized Interim Approval IA-20-12 amending the 2020 ELA Plan for the Department of Public Works - Facilities by reducing the number of Pickup Trucks from four (4) to three (3) and adding a Ram Promaster cargo van at the cost of \$20,661.00 before upfit. Interim approval was granted on February 28, 2020.

***Authorized Interim Approval IA-20-13 amending the 2020 Plan for the EMS Bureau by increasing the allotted funding by \$23,418.00 for two (2) Special Events Ambulances***

The Board authorized Interim Approval IA-20-13 amending the 2020 ELA Plan for the Department of Public Safety, Bureau of EMS, by increasing the allotted funding by \$23,418.00 for two (2) Special Events Ambulances to provide for the addition of silver paint and an increase in the cost of the Stryker lift system. This additional funding will be reimbursed to the ELA from the Special Events Trust Fund. Interim approval was granted on March 3, 2020.

***Authorized Interim Approval IA-20-14 approving life extension repairs on PW-284***

The Board authorized Interim Approval IA-20-14 approving life extension repairs on PW-284, a 2005 Case Construction 621D Wheel Loader which is currently used to load salt and other materials into dump trucks. The cost of the repair is estimated to be \$46,593.93; \$25,292.55 from 2019 Non-Contract Repairs and \$21,301.38 utilizing 2019 Contingency Funds. The cost of replacing this piece of equipment is estimated at \$175,000.00. Interim approval was granted on March 3, 2020.

***Authorized Interim Approval IA-20-15 approving life extension repairs to TK-33, a 2008 Pierce Arrow XT***

The Board authorized Interim Approval IA-20-15 approving life extension repairs to TK-33, a 2008 Pierce Arrow XT with 25,560 miles and 3,323 hours which is currently used as a front line apparatus and would cost over \$1,050,000.00 to replace. The cost of the repair is estimated to be \$56,444.00 utilizing 2020 ELA

NCA Funds. The truck is currently at Pierce Manufacturing being repaired for accident damage to the ladder assembly due to contact with an electrical line. These additional repairs are expected to extend the life of TK-33 for another 4-6 years. Interim approval was granted on April 21, 2020.

***Authorize Interim Approval IA-20-16 amending the 2020 Plan for the Bureau of Environmental Services by increasing the funding by \$21,912.00***

The Board authorized Interim Approval IA-20-16 amending the 2020 ELA Acquisition Plan for the Department of Public Works, Bureau of Environmental Services, by increasing the allotted funding by \$21,912.00 utilizing 2020 Contingency funds. The Plan for the Department of Public Works granted \$1,440,000.00 to the Bureau of Environmental Services for four (4) new Refuse Packers. The quote for the plan used the cost of a new Leach brand body. Due to quality issues and the constant downtime with the Leach bodies, an RFP was put out on behalf of the ELA, and was awarded to Total Equipment Solutions for the EZ-Pak bodies. These bodies are more expensive and the cost includes the upgrade to silver paint. Interim approval was granted on May 15, 2020.

***Authorization to add a 1993 International Trailer to the ELA fleet***

The Board authorized the addition of a 1993 International Trailer to the fleet at no cost to the ELA for the Department of Public Safety, Emergency Management Agency (EMA). This trailer is currently owned by Allegheny County but is used by the EMA. This title transfer provides the EMA control over the trailer which is a vital asset as it is used to deliver temporary fencing and barriers in order to control the integrity of the site. The ELA will maintain the plate and inspection. A motion was made to add the trailer to the ELA fleet and the motion was approved unanimously.

***Authorized life extension repairs to TK-33, a 2008 Pierce Arrow XT***

The Board approved life extension repairs to TK-33, a 2008 Pierce Arrow XT with 25,560 miles and 3,323 hours which is currently used as a front line apparatus and would cost over \$1,050,000.00 to replace. The cost of the repair is estimated to be \$27,473.00 utilizing 2020 ELA NCA Funds. The truck is currently at Pierce Manufacturing being repaired for accident damage to the ladder assembly due to contact with an electrical line. This is the second supplement, but these additional repairs are expected to extend the life of TK-33 for another 4-6 years. A motion was made to authorize the repairs to TK-33 and was approved unanimously.

**VEHICLE STATUS REPORTS**

The 2019 and 2020 vehicle status reports were presented to the board. Mr. Walton stated that almost everything on the 2019 plan is in service. The Tactical Unit is waiting to be upfit, the BearCat has been ordered and the delivery date is as expected. The Mounted Patrol Truck has been received and will be sent to be upfitted. The Division Chief SUV has been received, the radios are ordered, and it has been sent to be upfitted. The One-Ton Dump Truck for Forestry was picked up and is in service. The Pick Up Truck is in service and the Streets Division One-Ton Dump Truck is being upfitted.

Everything has been ordered on the 2020 plan. Factories were shut down due to COVID-19 and everything is delayed. PennDOT was not completing new registrations for a period of time and titles and plates have also been delayed. Half of the police cars were delivered. Once the decals have been finalized, the units will be sent for upfitting. Mr. Costa noted that the color on the police units did not appear to be silver. Mr. Walton stated that the silver paint was the color available for those units and the color was approved by the Administration. Also noted was that the silver is a different color paint than the State Troopers use and the State may go back to black and

white units. Mr. Costa noted that the red pickups for the Fire Bureau look good. Chief Auvil had come up with the idea and worked with the dealer to find three red pickups and Sabre installed the decals. Mr. Hissrich noted that these vehicles are used by the fire investigators and the equipment is isolated from the occupants of the cab. The Mini Bus for Parks has been ordered. The police units are all hybrids and they will be sent to Team Force for upfitting. Team Force and FVS were slated for training on hybrid unit installations but the training may have been delayed due to the pandemic. Mr. Walton also noted that Team Force upfit the hybrid fusions that were purchased last year.

#### **NCA REPAIR COST REPORTS**

The NCA Repair Cost Reports for 2019 and 2020 were provided to the Board for review. NCA repair costs incurred in 2019 totaled \$127,671.42. NCA repair costs through May 2020 totaled \$88,673.75. Mr. Walton noted that all repairs have been completed and the units are back in service.

#### **ONLINE AUCTION REPORTS**

The Sold Vehicle Reports from GovDeals and GovPlanet were included for board review. GovDeals proceeds from 2019 totaled \$69,764.20 and proceeds from January 1, 2020 through May 31, 2020 totaled \$89,799.40. GovPlanet proceeds from 2019 totaled \$81,100.00 proceeds from January 1, 2020 through May 31, 2020 totaled \$25,225.00.

Mr. Walton noted that the auction proceeds in 2020 are high because of the push to prep and sell vehicles in order to make room for the CNG station. Seven more vehicles are scheduled to be placed on the GovPlanet site and four units are scheduled to be placed on the GovDeals site. There is a small tank in the auction pile that was donated to the City and needs to be investigated before it is sold. Two aerials that were purchased using federal CDBG dollars will be sent to the scrap yard by the end of the week. Mr. Walton commended Jamie Jones and the FVS team for their work in prepping so many units to be placed on the auction sites.

#### **2019 Annual Report of Municipal Authorities Filing**

McGee Maruca and Associates submitted and filed the 2019 Annual Report of Municipal Authorities online to the DCED on behalf of the ELA on May 21, 2020. The letter verifying the submission of the report has been included for Board review. Mr. McDevitt noted that the report must be filed before the end of June.

#### **Equipment Leasing Authority Quarterly Financial Statements**

The ELA financial statements for the Third Quarter of 2019, which had been forwarded to the board electronically on 12-11-19, were presented to the board for approval as well as the financial statements for the Fourth Quarter of 2019 which had been forwarded electronically on 3-19-2020. The financial statements were available for board review. A motion was made to discuss and accept the financial statements and the motion was approved unanimously.

#### **Bank Statement Reconciliation**

On a monthly basis, an OMB staff member reviews the ELA bank statement against the check register and prepares a reconciliation form which is forwarded to the ELA Treasurer for review and approval. The Treasurer indicates approval by initialing and dating the statement. Bank Statement Reconciliations for the months of January through April were reviewed and approved by the ELA Treasurer and were included in the meeting materials.

**ELA Financial Policies and Procedures**

**Maher Duessel reviewed the current ELA policies and additional policies have been created based upon their recommendations.**

**Ms. Presutti noted that the GovDeals and GovPlanet Auction Policies contain language that prohibits Auction Administrators from bidding on auction items. ELA Board Members are prohibited from bidding on auctions of ELA owned equipment. City of Pittsburgh employees are able to bid on ELA online auctions unless they are members of the ELA's fleet services unit or are involved with that particular piece of equipment that is listed on the auction site.**

**A motion was made to replace the current Preparation of Quarterly ELA Financial Statements Policy with the new Fiscal Review Policy. The motion passed unanimously. Ms. Presutti made a motion to approve the policies as presented which was also passed unanimously.**

**The ELA policies are listed below:**

- 1. Dedicating City of Pittsburgh funds to the ELA Outside of the Annual Cooperation Agreement**
- 2. Interim Approval and Executive Approval**
- 3. Processing Invoice Payments**
- 4. Wire Transfer Procedure**
- 5. Cash Management Policy**
- 6. GovDeals Online Auction**
- 7. GovPlanet Online Auction**
- 8. Annual Fleet Acquisition Plan Procedures**
- 9. Request for Quotes**
- 10. Vehicle Procurement**
- 11. Fiscal Review Policy**

**Grant Discussion**

***AFIG Grant for nine (9) Electric Vehicles: \$67,500.00;***

**The vehicles have been received and the ELA has received the reimbursement from the State.**

***AFIG Grant to install eight (8) dual-hose EV Charging Stations at the Pittsburgh Parking Authority (PPA) Second Avenue lot:***

**Mr. Walton stated that we are working to get the plan in motion and construction started. A meeting is scheduled to finalize the bid specifications and the plan is to send it out next week. The PPA had budgeted \$100,000 to be used towards this project but is experiencing funding issues due to revenue constraints from COVID-19, but we are planning for a worst case scenario. There is an invitation to bid which Mr. McDevitt will forward to Solicitor Gladys. Also a Memorandum of Understanding will be needed in order for the ELA to install charging stations on PPA property.**

***DCED Clean Diesel Grant for two (2) CNG Refuse Trucks***

**DCED Clean Diesel Grant for two (2) CNG Refuse Trucks: \$170,000.00; ELA Contribution: \$571,768.00**

**Purchase Orders ELA-2019-061 and ELA-2019-062 were issued July 10, 2019 for the purchase of the Cab & Chassis and Packer Body respectively for two combustible natural gas fueled refuse trucks. The grant was set to expire at the end of September 2019, but a six-month extension was granted by the State extending the deadline**

to receive the trucks and complete any other necessary work. The trucks have been received and are in service. The paperwork has been turned in to receive the reimbursement and we have received approval for the grant payment. Traditionally, the City of Pittsburgh receives the grant funds and forwards a wire transfer to the ELA account.

***EPA Targeted Airshed Grant***

An application has been submitted for the EPA Targeted Airshed Grant. The Fleet Services Unit and the Department of City Planning submitted an application for a project to the Allegheny County Health Department, the agency designated to apply for this grant funding. If approved, the grant would provide funding to purchase 10 CNG Refuse Packers and funding for a \$2.5M Renewable Natural Gas (RNG) Fueling Station which would use RNG sourced from a landfill. The infrastructure would be semi-permanent and the station will be able to be moved if necessary at a small cost. RNG fuel comes directly from the landfill and the landfill would deliver the fuel as needed. There is no funding match required; 100% of the project would be funded by the grant. The applicant must be from a high carbon area which is the reason that the grant is going through the Allegheny Health Department. Updates will be provided as information is received.

**Other Business**

***Professional Services Agreement with Compass Natural Gas Partners***

The City of Pittsburgh is in the process of entering into a Professional Services Agreement with Compass Natural Gas Partners for the lease of a compressed natural gas fueling system and for the provision of fuel in order to achieve more controlled, reliable and centralized Compressed Natural Gas fueling of CNG vehicles.

***Statement of Financial Interests Form***

The Statement of Financial Interests Forms were due on May 1, 2020.

***Vehicles Damaged During Protests***

Mr. Costa asked whether there are plans to ask for reimbursement or accept donations for the vehicles that were totaled or damaged during the protests. Mr. Walton noted that two police vehicles were vandalized, burned and are total losses. Six additional police units were vandalized and were repaired last week. A Department of Parks and Recreation shuttle bus was vandalized and all five windows were broken. The cost of replacing the windows is estimated to be \$5,600.00 and there is a four week wait to receive the windows. The shuttle bus may not have been vandalized as part of the protest. Mr. Hissrich noted that the Tree of Life Congregation has donated \$200,000.00 to the City for the purchase of one SWAT unit and one Tactical Unit for the Bureau of EMS. Mr. Hissrich stated that the FBI, Attorney General's Office, Federal, State and other agencies are investigating and the cases will be tried as federal cases. We will be asked to identify our losses which will be turned over in the criminal complaint. Donations can be made to the Public Safety Trust Fund. Mr. McDevitt noted that the ELA has received donations directly. It was also noted that the City has a process in place for the acceptance of donations.

**Meeting Schedule**

The next meeting of the Equipment Leasing Authority is scheduled on September 24, 2020 at 2:00 p.m. and will be held in the City County Building in Room 510 in the large conference room in City Council.

**ADJOURNMENT**

A motion was made to adjourn the meeting at 3:10 p.m.