

**MINUTES OF THE MEETING OF
THE EQUIPMENT LEASING AUTHORITY
HELD ON APRIL 18th, 2024**

CALL TO ORDER

The board meeting of April 18, 2024 was called to order at 2:05 p.m. The agenda and public notice were posted on the ELA website and displayed in the City County Building in Room 502 on April 16th, 2023

ROLL CALL

Present – Lisa Frank, Chris Hornstein, Lee Schmidt, Peter McDevitt

Absent – Councilman Anthony Coghill

In attendance: Jamie Jones, Danny Cerrone, Patrick Cornell, Eric Shultz, Brendan Coticchia, Kiersten Walmsley

APPROVAL OF MINUTES

Danny Cerrone advised to strike the clerical error within the 1st quarter meeting notes which stated Director Hornstein as present twice.

Motion to strike was approved

Minutes from the 1st quarter meeting held January 25, 2024 were approved for filing.

PUBLIC COMMENT

Chief Frank asked for comments for the public.

No public comment.

PURCHASE APPROVALS AND AUTHORIZATIONS

Authorized Interim Approval IA-24-06 to amend the 2021 Vehicle Acquisition Plan to increase the contract total of 2022-RFP-04.

The board authorized Interim Approval IA-24-06 to increase the contract total of 2022-RFP-040 by \$8,906.00 from \$831,536.00 to \$840,442.00. This increase will be funded by a surplus of 2023 PAYGO from the budget of the 2023 Department of Public Works, Division of Construction and Facilities Stakebody Truck and OMB Fleet EV Infrastructure.

Authorized Interim Approval IA-24-07 to amend 2023 Fleet Acquisition Plan for the purchase of four (4) Cradlepoint routers with installation for the Department of Public Safety, Bureau of Fire (PBF).

The board authorized Interim Approval IA-24-07 to amend 2023 Fleet Acquisition Plan to add \$14,9000 for the purchase of four (4) Cradlepoint routers with installation for the Department of Public Safety, Bureau of Fire (PBF). This increase will be funded by a surplus of 2023 PAYGO

from the budget of the 2023 Department of Public Works, Forestry, Bucket Truck and 2023 Department of Public Works, Construction and Facilities Division, Stakebody Truck.

Authorized Interim Approval IA-24-08 to amend the 2023 Vehicle Acquisition Plan by increasing the budget for the purchase of one (1) Chief SUV for the Department of Public Safety, Bureau of Emergency Medical Services.

The board authorized Interim Approval IA-24-08 to amend the 2023 Vehicle Acquisition Plan by increasing the budget for the purchase of one (1) Chief SUV by \$5,686.84 from \$50,000.00 to \$55,686.84 for the Department of Public Safety, Bureau of Emergency Medical Services. This increase is a result the upfit requirements for this vehicle. This expense will be fully reimbursed to the ELA from the 2023 EMS Operating Budget.

Authorized Interim Approval IA-24-09 to amend the 2023 Vehicle Acquisition Plan by adding eight (8) Tablet Pedestal Mount Packages with installation for the Department of Public Safety, Bureau of Animal Care and Control.

The board authorized Interim Approval IA-24-09 to amend the 2023 Vehicle Acquisition Plan by adding eight (8) Tablet Pedestal Mount Packages with installation for the Department of Public Safety, Bureau of Animal Care and Control. This expense will be fully reimbursed to the ELA from the Department of Public Safety, Bureau of Animal Care and Control's 2024 Operating Budget.

Authorized Interim Approval IA-24-10 to amend the 2023 Vehicle Acquisition Plan by transferring the remaining \$250,918.21 in 2023 ARPA funds to 2023 APRA Contingency.

The board authorized Interim Approval IA-24-10 to amend the 2023 Vehicle Acquisition Plan by transferring the remaining \$250,918.21 in 2023 ARPA funds to 2023 APRA Contingency. The 2023 Capital Budget was amended by City Council, Resolution 499 of 2023, effective date August 1st 2023 to add \$907,063.37 in 2023 ARPA funds to the Capital Equipment Acquisition project budget.

Authorized Interim Approval IA-24-11 to amend the 2024 Vehicle Acquisition Plan to add the purchase of two (2) Spencer Manufacturing Fire Pumper apparatus for the City of Pittsburgh, Department of Public Safety, Bureau of Fire (PBF).

The board authorized Interim Approval IA-24-11 to amend the 2024 Vehicle Acquisition Plan to add \$135,380.00 in 2023 ARPA Contingency funds toward the purchase of two (2) Spencer Manufacturing Fire Pumper apparatus for the City of Pittsburgh, Department of Public Safety, Bureau of Fire (PBF). The 2023 Capital Budget was amended by City Council, Resolution 499 of 2023, effective date August 1st 2023 to add \$907,063.37 in 2023 ARPA funds to the Capital Equipment Acquisition project budget. A portion of these funds have been used for various purchases and the remainder was transferred to the ELA 2023 ARPA Contingency line item. Ordering these vehicles now will lock in current pricing of (2) Pumpers for \$2,035,380.00 provided by Spencer Manufacturing.

Authorized Interim Approval IA-24-12 to amend the 2024 Vehicle Acquisition Plan to add one (1) Mobile Stage for the Department of Parks and Recreation, Office of Special Events.

The board authorized Interim Approval IA-24-12 to amend the 2024 Vehicle Acquisition Plan. This expense will be fully reimbursed to the ELA from the American Rescue Plan Trust Fund.

Authorized Interim Approval IA-24-13 to amend the 2023 Vehicle Acquisition Plan by increasing the budget for one (1) 2023 Chevrolet Suburban for the Department of Public Safety, Bureau of Emergency Medical Services.

The board authorized Interim Approval IA-24-13 to amend the 2023 Vehicle Acquisition Plan by increasing the budget for one (1) 2023 Chevrolet Suburban for the Department of Public Safety, Bureau of Emergency Medical Services by \$1,187.30. The additional funds will come from the ELA Auction and Scrap Proceeds Account.

Authorized Interim Approval IA-24-14 to amend the 2021 Vehicle Acquisition Plan by increasing the budget for the Department of Public Safety, Bureau of Police SWAT Equipment Truck.

The board authorized Interim Approval IA-24-14 to amend the 2021 Vehicle Acquisition Plan by increasing the budget for the Department of Public Safety, Bureau of Police SWAT Equipment Truck by \$12,943.71 from \$86,766.82 to \$99,709.99. This upfit includes the purchase and installation of the required lighting and technology requirements for this vehicle. The placement of the lights for the upfit couldn't be determined until the build was completed. The chassis was delayed by the manufacturer for two years and the custom aluminum body took five months to complete.

Authorized Interim Approval IA-24-15 to amend the 2024 Vehicle Acquisition Plan by adding \$19,500.00 for SHzoom Technologies, Inc. for the Office of Management and Budget, Fleet Services Team to extend the contract with SHzoom Uptime platform services.

The board authorized Interim Approval IA-24-15 to amend the 2024 Vehicle Acquisition Plan by adding \$19,500.00 for SHzoom Technologies, Inc. for the Office of Management and Budget, Fleet Services Team to extend the contract with SHzoom Uptime platform services. The funds will come from the ELA Proceeds Account.

Discussion: Director Hornstein noted that the expense of IA-24-06 was unforeseen and the vendor did absorb 50% of the cost.

PURCHASING STATUS REPORT

Branwyn Turnage, Fleet Coordinator, noted the new procurement process which the Fleet Team has implemented with the use of the OpenGov system. This new process is to ensure transparency and to include additional approval controls for Departments or Bureaus. The Fleet Team has been working closely with the multiple departments to obtain and place out to bid the correct specs approved by the Department or Bureaus.

Peter McDevitt inquired if there was a final department approver for the specs used for these purchases. Ms. Jones commented that each department is included as an approver in OpenGov and will need to approve the specs before they are even placed out to bid with the use of this new platform. Director Hornstein noted that any deviation or changes to the specs should be approved by the department Director also.

ELA NCA REPAIR COST REPORT

There have been zero dollars (\$0) in ELA NCA repost costs year-to-date to report. However, Jamie Jones did inform the board that a garbage truck was recently in accident which is still in the process of be reviewed for repairs. If it is determined a new chassis is necessary for this vehicle, this will be a large repair cost. All avenues for available funding will be reviewed before an NCA is initiated.

ONLINE AUCTION REPORT

GovDeals proceeds for calendar year 2024 currently total \$13,039.00

GovPlanet process for the calendar year 2024 currently total \$0

Ms. Jones informed the board that there hasn't been as much movement regarding auction sales as a result of larger and more pressing projects within Fleet. A decommission meeting has been scheduled to review and implement a plan for these vehicles. In the past, many of these decommissioned vehicles were used for cannibalization or are part of investigations which prohibit them from being disposed of. However, the priority over the coming months will be to remove or sell these decommissioned vehicles which will impact the overall total of auction sales in the future.

BANK STATEMENT RECOCILAITON

The January, February, and March 2024 bank statements were reviewed and approved by the ELA Treasurer, Peter McDevitt. Ms. Turnage did mention that there was back log within the Controller's office which resulted in multiple deposits during the month of February. Peter McDevitt also mentioned a large check for the ELA fire apparatus lease was paid at the end of March which resulted in a negative balance for the start of the April ledger. However, this was a result of a team effort to get this check in the mail as soon as a deposit was made to the ELA account by the Finance Department, authorized by the Controller's Office. The account was not in jeopardy of being over drawn and the check was not mailed to the vendor until it was confirmed the funding had been deposited into the ELA account for the Fire Truck lease payment.

FINANCIAL STATEMENTS: JANUARY 2024 THROUGH MARCH 2024

McGee Maruca & Associates provided the ELA with the 1st quarter financial statements. No questions were asked and the statements were accepted.

ANNUAL REPORT OF MUNICIPALITIES

McGee Maruca and Associates, submitted the 2023 Annual Report of Municipal Authorities online to the DCED on behalf of the ELA on April 17th, 2024.

GRANT DISCUSSION

Jamie Jones informed the board the 2021 Targeted Airshed Grant EV Infrastructure project is coming to a close after additional inspections. The eight (8) EV trucks related to the project are in the process of being demolished. The grants require a 3-inch hole in the engine block along with documentation of the scrapping of the vehicle is very precise and labor intensive. This process has begun with the assistance of TransDev. The ELA has until June of 2025 to complete this requirement. No additional updates on grants at this time.

INFRASTRUCTURE UPDATE

PWES Infrastructure: The construction and installation of the chargers have been completed. The site is scheduled for final inspection for April 11th and Duquesne Light plans to power the site week of April 15th, weather pending. Activation of the charger will take 3-5 days once the site is powered. Fleet is expecting the infrastructure to be completed during May, 2024.

Ms. Jones informed the board the Environmental Services EV site will be powered up, weather permitting, within the next two weeks. This will be before the vehicles are delivered to allow for additional inspections of the site before use. The delivery date for the vehicles continue to change as a result of the vendor. Two (2) of the recycling trucks are on the ground which will need further inspection done by the vendor. A safety training meeting will be arraigned with other public safety departments once the vehicles have been delivered.

Danny Ceronne inquired into a previous discrepancy with the Duquesne Light and asked if this had been resolved. Jamie Jones informed him that nothing has occurred with this additional expense. They will be asked to cover this cost of an onsite electrician and for the asphalt covering needed for grounded wires.

OTHER BUISNESS

Mr. Patrick Cornell, Chief Financial Officer, informed the ELA board that the Controller's office is not obligated to pay for items that which City Council has not reviewed or approved. As a result of this to requirement set down by the Controller's Office, the City's Law Department is currently reviewing a process which would amend the ELA cooperation agreement, allowing for funds to move between the city and the ELA with the appropriate approval processes in place. The concern is to ensure the proper documentation is in place within the allotted time to place orders during the open vehicle order banks. Mr. Cornell's stated that they are still working through this part of the process. However, with the appropriate documentation in place, it will provide additional layer of transparency for purchases made by the ELA. This will also apply to grant related purchases, which the Controller has made clear, must have been awarded to the city before purchases can occur. An additional grant agreement will need to be produced and executed related to these purchases.

Mr. McDevitt stated that although he is in favor of additional controls and regulations, he questions how this can move forward without the approval of council. He commented that as a result of a Controller this is not business as usual and this is an opportunity to create new processes and best practices.

Director Hornstein questioned the use of Commitment of Funding Letters which have been common practice within the calendar year after the cooperation agreement has been completed.

Director Hornstein asked if these additional fund sources intended for additional purchases should be identified before council authorizes the budget in the fall?

Mr. Cornell replied, yes, those funds will need to be identified and encumbered in order to roll them over to the future buying year. The majority of additions to the buying plan do often occur at the end of the year as a result of these identified funds. However, they often are not followed up on the following fiscal year. However, there is a need to ensure that we are working with Fleet to estimate these purchases accurately or the increases will need to be absorbed by the ELA.

Ms. Jones voiced her concerns regarding the timing of the process as a result of necessary legislation and the corresponding ELA Cooperation Agreement amendment of Grant agreement. The quoted estimates can be stipulated to be upheld for a longer period of time but the order banks closing dates are not always available and are at the discretion of the manufacturer. Mr. Cornell stated that he believed that Law would be able to turn the ELA Cooperation Agreement amendment and grant agreements quickly.

Mr. Shultz asked to speak regarding an item currently budgeted on the 2024 Vehicle Acquisition Plan. It was brought to his attention that one (1) Rat Packer currently budgeted at \$350,000.00 does not align with the other budgeted Rat Packers for the 2024 buying pan. Can it be confirmed that this item is a clerical error or typo and should be in fact only \$150,000.00, similar to other Rat Packers currently budgeted on the 2024 Vehicle Acquisition Plan? Mr. Shultz was unaware how this error occurred or why an additional \$200,000.000 in PAYGO funds were included with this line item or if this is accurately listed only for one (1) Rat Packer.

Director Hornstein confirmed the quantity of one (1) Rat Packer is correct and the range budgeted for this time should have been in the range of \$150,000.00. He suggested for future reference a unit cost column on the Vehicle Acquisition Plan. Ms. Jones commented that this sort of budget request should also be discussed with the Fleet Team since no upfit is warranted for this type of vehicle and may have assisted in catching the excess funding before authorization. Mr. Shultz informed the board that the 2024 Vehicle Acquisition Plan will need to be amended to move the excess funding to a contingency line.

Director Hornstein inquired if this excess funding will stay within DPW? Would DPW be able to assess their next greatest need within the department and use this funding to address those vehicles? Mr. Cornell commented that the Capital Team could in theory pull this PAYGO funding for a non-ELA Capital Project. However, if it is allowed to remain within the ELA buying plan would be applied to the next highest scored vehicle on the capital list and reviewed with the future ELA Fleet Manager to determine the greatest need at that time.

MEETING SCHEDULE

The next meeting of the Equipment Leasing Authority is scheduled on July 11th, 2024 at 2:00 p.m.