June 6, 2014

To: Mayor Bemrich and City Council

From: Tim Carmody, Chief of Police

Subject: Purchase of Police Cars

ACTION: For Vote Monday, June 23, 2014

Brief History

The Fort Dodge Police Department purchases squad cars each year to replace the high mileage cars – vehicles reaching the end of their service life. In part, the justification is to spread the cost over a series of years rather than purchase a large number of vehicles in a given fiscal year. In the current rotation and budget cycle, three vehicles are scheduled for purchase per year.

Analysis of Issue

The patrol vehicles are frequently driven seven days a week, twenty-four hours a day. Once they reach the end of their service life replacement is necessary for safety and economy. A few years ago Ford retired the Crown Victoria – a law enforcement workhorse. That retirement has a ripple effect upon fleet and equipment purchases to replace those vehicles. As often as the internal equipment allows we transfer functional equipment from the retiring vehicle to the new one. This is a cost savings – as long as the equipment is serviceable and it fits the new vehicle. Last year, in an effort to find the next workhorse to replace the Crown Vic we purchased two Dodge Chargers and Ford Explorer. One of the Chargers was assigned to an administrative role, while the other Charger and Explorer were built for and assigned to Patrol. We wanted to determine which vehicle would best fit our needs as a patrol vehicle in the future. Feedback from our staff indicated that the Explorer is the best fit for our department. That decision was based upon a number of factors, including visibility, safety, cost, room, and functionality.

The State of Iowa establishes State Bid Pricing for police package vehicles – including the Ford Interceptor Utilities (Explorers) and the Ford Taurus. Fortunately, Fort Dodge Ford honors the state bid pricing, with two exceptions. There were no 2014 Ford Interceptor Utilities (Explorers) available, so Fort Dodge Ford offered to provide 2015 models for an additional \$496.63 per vehicle – including the Service/Doc Fee. The



second issue of note is price difference for the Ford Taurus. As indicated in the State Bid sheet, the "Other location delivery" price for the Taurus is \$17,907.50. Additionally, for "Other location delivery" the dealer is allowed to add a deliver charge to the original price. In this case, Fort Dodge Ford added \$503.00 for delivery and service/dock fees. I have attached copies of the State of Iowa bid sheets and the Fort Dodge Ford quotes for your review.

Our request is to purchase two Ford Explorers for the Patrol Division and one Ford Taurus to be assigned to Administration. These purchases, the Explorers in particular, allow us to continue building that foundation of equipment that will transition to new patrol vehicles as we continue the replacement cycle.

Budget Impact

The money for three vehicles has been budgeted in the FY15 budget and will be funded through debt service. The Explorers are \$26,050 each and the Taurus is \$18,407.50 for a total of \$70,507.50.

Strategic Plan Impact

N/A

Comprehensive Plan Impact

Acquisition of the listed vehicles will allow the Police Department to continue to provide safe vehicles for our patrol division Officers to operate from. This will enhance our ability to maximize our efficiencies and work toward our goal of continuous improvement.

Subcommittee or Commission Review / Recommendation

N/A

Staff Conclusions / Recommendations

It is recommended to approve the acquisition of two Ford Explorers for \$52,100 and the Ford Taurus for \$18,407.50 from Fort Dodge Ford for a total of \$70,507.50. Staff will place the order for the vehicles so that they are prepared and delivered after July 1, 2014. In any case, all monies for this purchase will be paid out of the FY15 budget, Police, Capital Equipment Improvement line.

Implementation and Accountability

If the purchase of the three vehicles is approved, Captain Thode will order the three new vehicles for delivery on or after July 1, 2014.

| Signed | Approved |
|-----------------|-----------------|
| | |
| Tim Carmody | David R. Fierke |
| Chief of Police | City Manager |

State of Iowa 2014 Model Year Vehicle Contract Catalog

The 'Contract #' is hyperlinked to a PDF showing vehicle contract followed by pricing and options for the vehicle. The 'Dealer' name is hyperlinked to create an email to the dealers representative for the State of Iowa Contract.

State of lowa Executive Branch Agencies: all vehicle purchases must be made through the Department of Administrative Services, General Services Enterprise, Fleet and Mail Division, pursuant to lowa Code Chapter 8A.362.4.a.

| | | | Law En | forcement - Police Vehicle | es (PV se | ries) - Pursuit Ce | rtified | |
|---------|----------------|-------|----------------------|---|------------|--------------------------|--|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| 2.1 | <u>4567-14</u> | Dodge | Charger | Rear Wheel Drive, Four Door Enforcement Police Sedan with 5.7 L Hemi | LDDE48 | Stew Hansen's Dodge City | \$23,471.00 | DAS |
| 2.2 | <u>4567-14</u> | Dodge | Charger | All Wheel Drive, Four Door Enforcement Police Sedan with 5.7 L Hemi | LDDE49 | Stew Hansen's Dodge City | \$24,971.00 | DAS |
| Group A | 4354-13 | Chevy | Impala | Front Wheel Drive, Four Door Enforcement Police Sedan | 1WS19 | Deery Brothers Chevrolet | \$20,139.66 Factory Direct to DAS \$20,239.66 other locations plus delivery | DAS |
| 1.1 | 4566-14 | Chevy | Caprice | Rear Wheel Drive, Four Door Enforcement Police Sedan | 1EW19 | Deery Brothers Chevrolet | \$25,391.30 | DAS |
| 3.2 | <u>4568-14</u> | Ford | Interceptor Sedan | Front Wheel Drive, Four Door Enforcement Police Sedan | P2L | Charles Gabus Ford | \$22,329.62 | DAS |
| 3.1 | <u>4568-14</u> | Ford | Interceptor Sedan | All Wheel Drive, Four Door Enforcement Police Sedan | P2M | Charles Gabus Ford | \$23,329.62 | DAS |
| 4.1 | 4568-14 | Ford | Interceptor Utility | All Wheel Drive, Four Door Enforcement Police Utility | K8A | Charles Gabus Ford | \$25,553.37 | DAS |
| Group E | 4354-13 | Chevy | Tahoe | Full Size Rear Wheel Drive, Four Door Enforcement Police SUV | CC10706 | Deery Brothers Chevrolet | \$25,012.50 Factory Direct to DAS \$25,112.50 other locations plus delivery | DAS |

| | Lav | w Enfor | cement | - Police Special Service Ve | ehicles (S | SSV series) - NOT | Pursuit Certified | |
|---------|----------------|-----------|------------|--|------------|--------------------------|--|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| Group F | 4354-13 | Chevrolet | Tahoe | Chevrolet Tahoe 4x4 Full size SUV Special Service Vehicle | CK10706 | Deery Brothers Chevrolet | \$28,283.15 Factory Direct to DAS \$28,383.15 other locations plus delivery | DAS |
| 5.1 | 4569-14 | Ford | Expedition | Ford Base 4x2 Full size SUV Special Service Vehicle | K1F | Stiver's Ford | \$25,652.00 | DAS |
| 5.2 | 4569-14 | Ford | Expedition | Ford Base 4x4 Full size SUV Special Service Vehicle | Reg Length | Stiver's Ford | \$28,404.00 | DAS |
| 5.3 | <u>4569-14</u> | Ford | Expedition | Ford Expedition EL 4x2 Full size SUV Special Service Vehicle | K1F | Stiver's Ford | \$28,637.00 | DAS |
| 5.4 | <u>4569-14</u> | Ford | Expedition | Ford Expedition EL 4x4 Full size SUV Special Service Vehicle | Reg Length | Stiver's Ford | \$31,189.00 | DAS |
| 6.1 | <u>4570-14</u> | Dodge | Durango | Dodge Durrango V6 AWD | WDEE75 | Deery Dodge Ames | \$25,665.25 | DAS |
| 6.2 | <u>4570-14</u> | Dodge | Durango | Dodge Durrango V6 RWD | WDEE75 | Deery Dodge Ames | \$24,335.65 | DAS |
| 6.3 | <u>4570-14</u> | Dodge | Durango | Dodge Durrango V8 AWD | WDEE75 | Deery Dodge Ames | \$27,438.81 | DAS |
| 6.4 | <u>4570-14</u> | Dodge | Durango | Dodge Durrango V8 RWD | WDEE75 | Deery Dodge Ames | \$25,853.80 | DAS |

| Law Enforcement - Police Truck Special Service Vehicles (SSV series) - NOT Pursuit Certified | | | | | | | | |
|--|------------|-------|-------|----------------------------------|------------|--------------------------|-------------|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| 7.1 | 4567-14 | Dodge | Ram | Dodge Ram SSV AWD Crew Cab Truck | DS6T98 | Stew Hansen's Dodge City | \$23,497.00 | DAS |

| | Compact Pick Up | | | | | | | | | |
|---------|-----------------|--------|----------|---|------------|-----------------------|-------------|-------|--|--|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. | | |
| CPU 2.2 | <u>4671-14</u> | Nissan | Frontier | Compact Ext Cab 6 ft Body Truck 4600 gvwr | 32313 | Lithia Nissan of Ames | \$19,506.00 | DAS | | |

| | Standard Pick Up | | | | | | | | | |
|---------|------------------|-------|----------|--|------------|--------------------------|--|-------|--|--|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. | | |
| SPU 1.3 | <u>4672-14</u> | Ford | F150 | Lrg Std Cab 8 Ft Body 6400 gvwr | F1C | Stiver's Ford | \$19,259.00 | DAS | | |
| SPU 2.1 | <u>4673-14</u> | Ford | F150 | Std Cab 8 Ft Body 4x4 6600 gvwr | F1E | Ames Ford Lincoln | \$21,009.00 | DAS | | |
| SPU 3.3 | <u>4672-14</u> | Ford | F150 | Ext Cab 6 Ft Body | X1C | Stiver's Ford | \$20,322.00 | DAS | | |
| SPU 4.2 | <u>4674-14</u> | Dodge | Ram 1500 | Lrg Ext Cab 6 Ft Body 4x4 | DS6L41 | Stew Hansen's Dodge City | \$23,484.00 | DAS | | |
| SPU 7.1 | <u>4675-14</u> | Dodge | Ram 1500 | Lrg CrewCab 5-1/2 to 6 1/2 Ft Body 4x4 | DS6L98 | Deery Brothers IC | \$25,818.75 Factory Direct to DAS \$25,675.00 Other locations plus delivery | DAS | | |

| | | | | Heavy Pi | ick Up | | | |
|----------|----------------|-------|-----------|---|------------|---------------------------|---|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| HPU 2.1 | 4673-14 | Ford | F-250 | Large Std Cab Pickup 4WD: 8,800 lb. GVWR min, 8-foot Straight Side Body, V-8 Engine | F2B | Ames Ford Lincoln | \$23,603.00 | DAS |
| HPU 3.1 | 4673-14 | Ford | F-350 | Large Std Cab Pickup w/DRW: 11,400 lb. GVWR min, 8 ft. Body, V-8 or V-10 Engine . | F3C | Ames Ford Lincoln | \$22,641.00 | DAS |
| HPU 6.1 | 4673-14 | Ford | F-350 | Large Std Cab Pickup 4WD & DRW: 11,400 lb. GVWR min, 8 ft. Body, V-8 or V-10 Engine | F3D | Ames Ford Lincoln | \$25,072.00 | DAS |
| HPU 10.1 | 4677-14 | Chevy | Silverado | Large Ext Cab Pickup 4WD: 8,800 lb. GVWR min, 6-foot Straight Side Body, V-8 Engine | CK25753 | <u>Billion Auto</u> | \$28,122.00 Factory Direct DAS \$28,064.00 Other Locations plus delivery | DAS |
| HPU 10.2 | <u>4677-14</u> | Chevy | Silverado | Large Ext Cab Pickup 4WD: 8,800 lb. GVWR min, 6-foot Straight Side Body, V-8 Engine | TK25753 | <u>Billion Auto</u> | \$28,407.00 Factory Direct DAS \$28,349.00 Other Locations plus delivery | DAS |
| HPU 11.1 | 4672-14 | Ford | F250 | Large Ext Cab Pickup 4WD: 8,800 lb. GVWR min, 8-foot Straight Side Body, V-8 Engine | X2B | Stiver's Ford | \$25,169.00 | DAS |
| HPU 13.1 | 4672-14 | Ford | F250 | Large Crew Cab Pickup 4WD: 8,800 lb. GVWR min, 6-foot Body, EngineTurbo Diesel | W2B | Stiver's Ford | \$34,212.00 | DAS |
| HPU 17.1 | 4676-14 | Ford | F350 | Large Crew Cab Pickup w/DRW: 11,400 lb. GVWR min, 8 ft. Straight Side Body, Engine Turbo Diesel | W3C | Charles Gabus Ford | \$33,018.50 Factory Direct DAS \$33,008.00 Other Locations plus delivery | DAS |
| HPU 18.1 | 4676-14 | Ford | F-350 | Large Crew Cab Pickup w/DRW & 4WD DRIVE: 11,400 lb. GVWR min, 8 ft. Straight Side Body, Engine Turbo Diesel | W3D | <u>Charles Gabus Ford</u> | \$36,063.50 | DAS |

| | Heavy Duty Chasis Cab | | | | | | | | | |
|---------|-----------------------|------|-------|---|------------|--------------------|-------------|-------|--|--|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. | | |
| EPU 3.1 | 4672-14 | Ford | F-550 | Regular Cab XLT Chasis Truck 4x4 Dual Rear Wheels 19,000 GVWR | F5H | Stiver's Ford | \$33,764.00 | DAS | | |
| EPU 5.1 | 4676-14 | Ford | F-550 | Extended Cab XLT Chasis Truck 4x4 Dual Rear Wheels 19,000 GVWR | F5H | Charles Gabus Ford | \$37,766.00 | DAS | | |

| | Small SUV | | | | | | | | |
|---------|------------|-----------|---------|-----------------------------------|------------|----------------|-------------|-------|--|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. | |
| SUV 1.2 | 4414-13 | Chevrolet | Captiva | Small 4 Dr Utility FWD 5-Pass 4x2 | 1LD26 | Karl Chevrolet | \$19,351.00 | DAS | |
| SUV 2.1 | 4420-13 | GMC | Terrain | Small 4 Dr Utility AWD 5-Pass 4x4 | TLG26 | Bob Brown GMC | \$23,136.16 | DAS | |

| | Mid-Size SUV | | | | | | | | | |
|--------|--------------|------|-------------------|------------------------------------|------------|--------------------------|-------------|-------|--|--|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. | | |
| 3.1 | 4415-13 | Jeep | Grand Cherokee | Mid Size 4 Door Utility 5 Pass 4x4 | WKJH74 | Stew Hansen's Dodge City | \$27,481.00 | DAS | | |

| | | | | Full Size | Van | | | |
|---------|------------|-----------|-----------|---|------------|---------------------|---|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| FVN 1.1 | 4676-14 | Ford | Econoline | Std Length Cargo Van 2 Pass | E1E | Charles Gabus Ford | \$18,452.50 Factory Direct DAS \$18,442.00 Other Locations plus delivery | DAS |
| FVN 3.2 | 4676-14 | Ford | E350 | Ext Length Heavy Duty Cargo 2 Passenger | S3E | Charles Gabus Ford | \$24,546.50 Factory Direct DAS \$24,536.00 Other Locations plus delivery | DAS |
| FVN 3.3 | 4676-14 | Ford | E350 | Ext Length Heavy Duty Cargo 2 Passenger | S3E | Charles Gabus Ford | \$21,918.50 Factory Direct DAS \$21,908.00 Other Locations plus delivery | DAS |
| FVN 5.1 | 4411-13 | Chevrolet | Express | Ext Length Window Van 15 Passenger | CG33706 | Bob Brown Chevrolet | \$25,688.00 | DAS |
| FVN 6.1 | 4411-13 | Chevrolet | Express | Commercial Cutaway with 15 ft Van Body | CG33903 | Bob Brown Chevrolet | \$33,038.00 | DAS |

| | Mini Van | | | | | | | | | |
|--------|------------|-------|------------------|--|------------|--------------------------|-------------|-------|--|--|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. | | |
| MV 1.1 | 4674-14 | Dodge | Ram C/V | Mini-Window Van Ext Length 2-pass Cargo | RTKE53 | Stew Hansen's Dodge City | \$19,514.00 | DAS | | |
| MV 1.2 | 4674-14 | Dodge | Ram C/V | Mini-Window Van Ext Length 2-pass Cargo | RTKE53 | Stew Hansen's Dodge City | \$19,914.00 | DAS | | |
| MV 2.2 | 4415-13 | Dodge | Grand Caravan | FWD Mini-Window Van Ext Length 7 Passenger seating | RTKH53 | Stew Hansen's Dodge City | \$20,784.00 | DAS | | |

| | Mid-Size 6 Passenger Vehicle | | | | | | | |
|--------|------------------------------|-------|--------|--|------------|----------------|-------------|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| A.1.2 | 4405-13 | Chevy | Impala | Mid-Size 6 Passenger Sedan per DAS Specifications | 1WF19 | Karl Chevrolet | \$17,881.75 | DAS |

| | Mid-Size 5 Passenger Vehicle | | | | | | | |
|--------|------------------------------|----------|-------|---|------------|--------------------------|-------------|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| B 2.2 | 4406-13 | Chrysler | 200 | Mid-Size 5 Passenger Sedan per DAS Specification | JSCE41 | Stew Hansen's Dodge City | \$19,433.00 | DAS |

| | Compact 4 Door Sedan | | | | | | | |
|--------|----------------------|------|-------|-------------------------|------------|---------------|--|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| C 3.1 | 4652-14 | Ford | Focus | Compact Four Door Sedan | P3F | Stiver's Ford | \$15,097.50 Factory Direct to DAS \$15,094.00 Other locations plus delivery | DAS |

| | | | | Compact 2 Door S | pecialty | Vehicle | | |
|--------|----------------|-------|------------|-------------------------|------------|--------------------------|--|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| E 4 | 4653-14 | Ford | Mustang | Comp 2 Door (specialty) | P8C | Charles Gabus Ford | \$26,489.00 Factory Direct to DAS \$27,025.00 Other Locations plus Delivery | DAS |
| E 4 | <u>4654-14</u> | Chevy | Camaro V6 | Comp 2 Door (specialty) | 1ES37 | Deery Brothers Chevrolet | \$30,290.41 Factory Direct to DAS \$30,289.56 Other Locations Plus Delivery | DAS |
| E 4 | 4655-14 | Dodge | Challenger | Comp 2 Door (specialty) | LCDP22 | Stew Hansen's Dodge City | \$29,340.00 | DAS |

| | Mid-Size Specialty Vehicle | | | | | | | |
|--------|----------------------------|-------|---------|--------------------|------------|--------------------------|-------------|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| F 5 | 4655-14 | Dodge | Avenger | Mid-Size Specialty | JSDP41 | Stew Hansen's Dodge City | \$20,465.00 | DAS |

| | | | | Full Size Speci | alty Veh | icle | | |
|--------|------------|-------|---------|---------------------|------------|--------------------------|---|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| G 6 | 4656-14 | Chevy | Impala | Full Size Specialty | 1WF19 | <u>Billion Auto</u> | \$18,036.00 Factory Direct to DAS \$18,035.50 Other Locatons plus delivery | DAS |
| G 6 | 4653-14 | Ford | Taurus | Full Size Specialty | P2D | Charles Gabus Ford | (\$17,907.50 Factory Direct to DAS) (\$17,904.50 Other Locations Plus Delivery | DAS |
| G 6 | 4655-14 | Dodge | Charger | Full Size Specialty | LDDS48 | Stew Hansen's Dodge City | \$25,097.00 | DAS |

| | | | | Hybrid and Elec | tric Veh | icles | | |
|--------|------------|-------|--------|---------------------------|------------|--------------------------|---|-------|
| Spec # | Contract # | Make | Model | Description | Model Code | Dealer | Price | Dept. |
| H 7 | 4654-14 | Chevy | Malibu | Hybrid Compact | 1GC69 | Deery Brothers Chevrolet | \$20,861.63 Factory Direct DAS \$20,860.78 Other Locations Plus Delivery | BASE |
| 18.2 | 4653-14 | Ford | CMAX | Mid-Size Hybrid Hatchback | P5A | Charles Gabus Ford | \$22,276.50 Factory Direct DAS \$22,273.00 Other Locations Plus Delivery | DAS |
| J 9.3 | 4652-14 | Ford | Fusion | Mid-Size Hybrid Sedan | POL | Stiver's Ford | \$24,042.50 Factory Direct DAS \$24,039.00 Other Locations Plus Delivery | DAS |



| Guest Name: |
|-------------|
| Sale #: |
| Vehicle: |

| City of | Fort | Dodge | Police | Departmen |
|---------|------|-------|--------|-----------|
| 0400 | | 91 | | |

9400 2015 Ford Explorer Desking Manager:

Jesse Beekman

Sales Manager: Sales Person: Jesse Beekman Wyman Kjolsing Date:

6/5/2014

| Cash Op | tion | Notes |
|----------------------------------|-------------------------|-------|
| List Price: | \$31,190 | |
| Dealer Discount: | \$5,239 | |
| Best Price: | \$25,951 | |
| Service/Doc Fee: | \$99 | |
| Total Due: | \$26,050 | |
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| | | |
| Balance due is an estimate b | ased on the information | |
| above. Please see contract for e | exact figures. | |

| Guest: | | Manager: | |
|--------|---|----------|--|
| | MARKAN CORPORT OF THE CONTRACT WAS AN | | |



| Guest Name: |
|-------------|
| Sale #: |

City of Fort Dodge Police Department 9401

2015 Ford Explorer

| Desking | Manager: |
|---------|----------|
| | |

Jesse Beekman

Sales Manager: Sales Person:

Jesse Beekman Wyman Kjolsing Date:

6/5/2014

| Cash Option | | Notes |
|---|--------------------|-------|
| List Price: | \$31,190 | |
| Dealer Discount: | \$5,239 | , |
| Best Price: | \$25,951 | |
| Service/Doc Fee: | \$99 | |
| Total Due: | \$26,050 | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Balance due is an estimate based above. Please see contract for exact | on the information | |

Guest:

Manager:



Guest Name: Vehicle:

City of Fort Dodge 2014 Ford Taurus 43733

Desking Manager: Sales Manager:

Jesse Beekman

Sales Person:

Jesse Beekman Wyman Kjolsing Date:

6/2/2014

| Cash Option | | | Finance Op | tion | |
|--|-----------------------------|--|----------------|---|---|
| List Price: | \$27,605 | Tax Rate: | | | 5% |
| Dealer Discount: | \$9,297 | | | *************************************** | *************************************** |
| Best Price: | \$18,308 <i>, 50</i> | Term: | 36 | 48 | 60 |
| Service/Doc Fee: | \$99 | Interest Rate: | 6% | 6% | 6% |
| Total Due: | \$18,407 , <i>50</i> | Total Down: | | | |
| | | \$0 | \$590 | \$455 | \$375 |
| | | \$1,000 | \$560 | \$435 | \$360 |
| | | \$2,500 | \$515 | \$400 | \$330 |
| | | Payments are esti | imates based o | n average infe | erest rates |
| Balance due is an estimate based or above. Please see contract for exact fig | n the information ures. | Payments are esti Payments may v Please see contra | ary based on | lender credit | erest rates. approval. |

| Guest: | Manager: | |
|--------|----------|--|
| | 3 | |