



City of Grand Island

Tuesday, November 20, 2018

Council Session

Item G-10

#2018-346 - Approving Lease Purchase of a Combination Sewer Cleaner Truck for the Streets Division of the Public Works Department

Staff Contact: John Collins, P.E. - Public Works Director

Council Agenda Memo

From: Shannon Callahan, Street Superintendent

Meeting: November 20, 2018

Subject: Approving Lease Purchase of a Combination Sewer Cleaner Truck for the Streets Division of the Public Works Department

Presenter(s): John Collins PE, Public Works Director

Background

The Streets Division began a full-time storm sewer cleaning program in the Spring of 2014. The program start-up included many organizational changes such as the out-sourcing of pavement markings during the summer and re-assignment of staff from other programs to fill the required storm sewer cleaning crew.

Below are highlights/progress of the storm sewer cleaning program:

Sewer Combination Cleaner Truck Procured

In August of 2013 a capital lease purchase was approved for the Streets Division's first combination sewer cleaner truck (Combo Unit). The last payment for the Combo Unit, a 2014 Vactor, was made in November 2017.

Program Initiation

The new Combo Unit was delivered in April of 2014 and the streets division began flushing storm sewer pipes as a routine program.

Development of "Hot-Spot" list

A "Hot-Spot" list was developed that included locations with know or re-occurring drainage issues that the Streets Division was regularly called to address during rain events. Currently the "hot-spot" areas are checked and cleaned twice per year which has allowed the Streets Division to be proactive instead of reactive and avoid many call-outs during times of intense rainfall.

A variety of drainage structures make up the "Hot-Spot" list: Underpass storm drains and well pits, the 2nd St Overpass storm drains, Suck's lake inlet/outlet pipes, junction boxes with trash screens, and storm sewer siphons. The "Hot-Spot" list is a dynamic with

locations being added as they are found.

Development of Storm Sewer Watersheds

The storm sewer cleaning program was modeled after the existing Sanitary Sewer Cleaning program in which areas are cleaned based on a watershed/sewershed. Due to the extensive network of storm sewer pipes the development of the storm sewer watersheds took a good deal of time and effort by Public Works GIS Staff.

Production & Work Tracking

Cartegraph, an asset management program, was implemented and has been used to electronically track the storm sewer that has been cleaned, resources used, and the amount of material that has been recovered from the system. Below are the production numbers since the program began until October 2018.

- 131,653 feet of storm sewer pipe flushed (various diameters, map attached)
- 6,978 storm sewer inlets cleaned
- 477 cubic yards (~50 dump trucks) of debris removed from storm sewer system

Discussion

Due to the decline in resale value of the existing combination sewer cleaner truck and the rapid increase in purchase price, Streets Division recommended purchasing a new Combo Unit via a capital lease purchase arrangement. An advance payment of \$10,000 was budgeted and approved in this fiscal year in order to begin the process of ordering the new equipment. Currently the lead time for a new sewer combination cleaner truck is approximately nine (9) months therefore it is necessary to “get in line” for a new unit to receive it before next summer.

The City of Grand Island City Council approved the use of the National Joint Powers Alliance Buying Group (NJPA), now known as Sourcewell, with Resolution 2014-326.

To meet competitive bidding requirements, the Streets Division obtained pricing from the (NJPA) Sourcewell Contract No. 122017-FSC awarded to Federal Signal Corporation; with Nebraska Environmental Products of Lincoln, NE assigned as our authorized dealer. Per the Sourcewell Contract No. 122017-FSC the price for a new 2019 Vactor, that meets the City’s requirements, will be \$414,556.55. Nebraska Environmental is offering \$115,000 for trade-in of the 2014 Vactor making the net purchase price \$299,556.55.

Public Works staff is also recommending financing this purchase through a capital lease purchase agreement with National Cooperative Leasing, per Sourcewell (NJPA) Contract No. 032615-NCL. The capital lease purchase agreement would consist of an advanced payment of \$10,000 to occur this fiscal year followed by five (5) annual payments of \$66,440.18 starting in November 2019 (FY 2020); annual payments would require approval with the budget each fiscal year.

A summary of recommended purchase and capital lease purchase terms is below and

justification calculations attached.

Vendor	Nebraska Environmental Products, Sourcewell (NJPA) Contract No. 122017-FSC
Purchase Price	\$414,556.55
Trade-In – 2014 Vactor	\$115,000.00
Net Price	\$299,556.55
Financial Institution	National Cooperative Leasing, Sourcewell (NJPA) Contract No. 032615-NCL
Advance Payment (this FY)	\$10,000
Interest Rate	4.76%
Annual Payments (begin FY 2020)	5 at \$66,440.18
Pay-off Amount	\$1.00
Total Repayment Amount	\$342,201.90

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

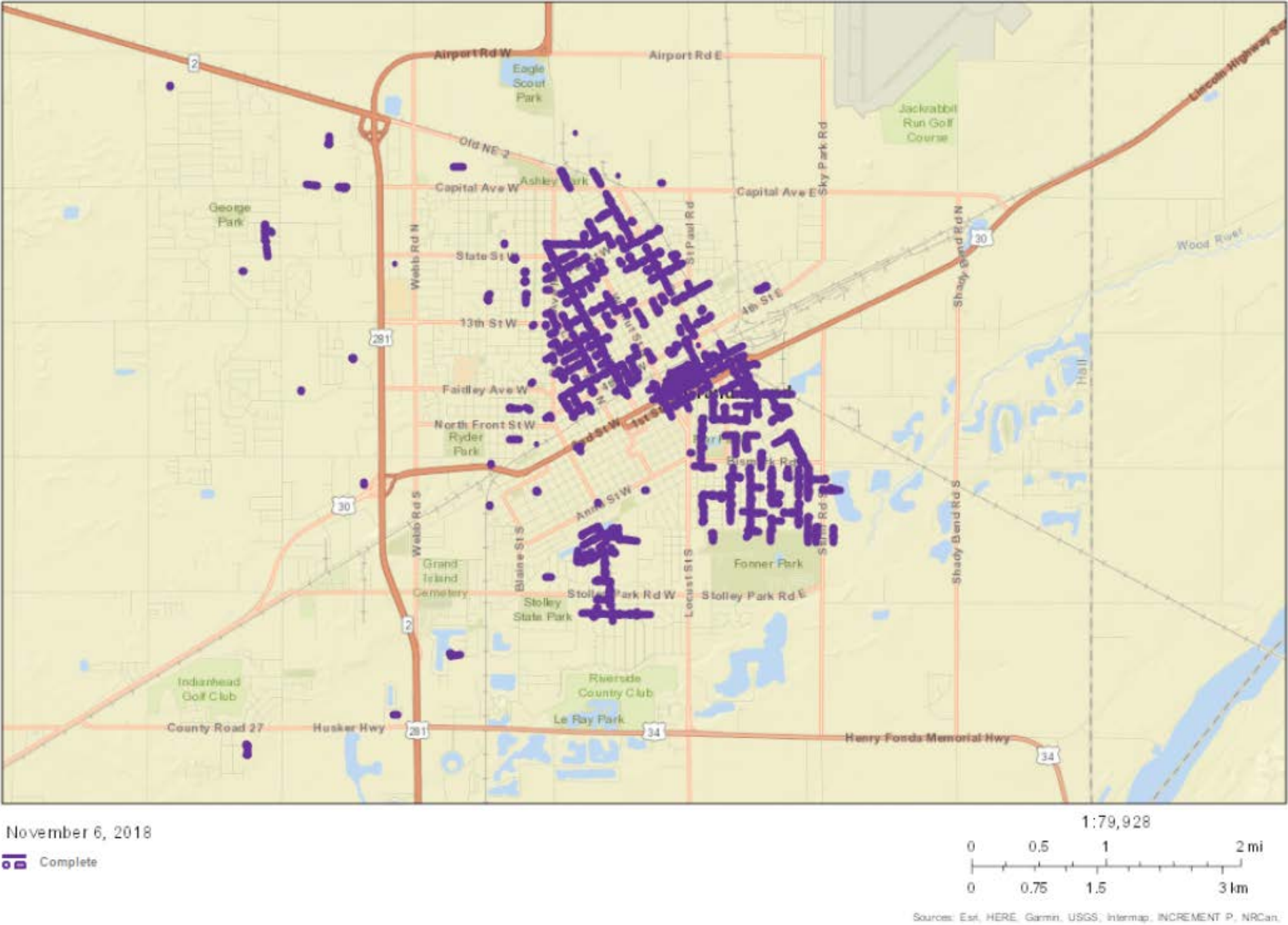
Recommendation

City Administration recommends that the Council approve the purchase of a Combination Sewer Cleaner Truck from Nebraska Environmental Products of Lincoln, NE for a net purchase price of \$299,556.55 and the lease purchase agreement with National Cooperative Leasing of Alexandria, MN.

Sample Motion

Move to approve the purchase of a new Combination Sewer Cleaner Truck from Nebraska Environmental Products of Lincoln, NE for a net purchase price of \$299,556.55 and the capital lease purchase agreement with National Cooperative Leasing of Alexandria, MN.

Storm Sewer Pipe Cleaning Progress



New Vector Future Purchase Price							
Fiscal Year	2019	2020	2021	2022	2023	2024	2025
2014 Vector Trade Value, estimate \$10k annual decrease	\$115,000.00	\$105,000.00	\$95,000.00	\$85,000.00	\$75,000.00	\$65,000.00	\$55,000.00
New Vector Purchase Price, estimate 5% annual increase	\$414,556.55	\$435,284.38	\$457,048.60	\$479,901.03	\$503,896.08	\$529,090.88	\$555,545.43
Net Purchase Price (Target)	\$299,556.55	\$330,284.38	\$362,048.60	\$394,901.03	\$428,896.08	\$464,090.88	\$500,545.43

The tables below, compare the total amount spent for Capital Lease Purchase payments and the total amount spent when making annual contributions into savings. The target net purchase price, calculated above, is used as the target amount to save during the given term. Totals are the amount of "cash" or expense required for each type of financial plan to purchase and pay for a new Combination Sewer Cleaner Truck.

4-Year Term					TARGET	\$428,896.08	
Fiscal Year	2019	2020	2021	2022	2023	Total	
Lease Purchase Payment	\$10,000.00	\$81,582.21	\$81,582.21	\$81,582.21	\$81,583.21	\$336,329.84	
Savings Contribution	\$10,000.00	\$99,300.00	\$99,300.00	\$99,300.00	\$99,300.00	\$407,200.00	
*Savings Balance (year end)	\$10,200.00	\$111,690.00	\$215,209.80	\$320,800.00	\$428,502.00		

5-Year Term					TARGET	\$464,090.88	
Fiscal Year	2019	2020	2021	2022	2023	2024	Total
Lease Purchase Payment	\$10,000.00	\$66,440.18	\$66,440.18	\$66,440.18	\$66,440.18	\$66,441.18	\$342,201.90
Savings Contribution	\$10,000.00	\$85,300.00	\$85,300.00	\$85,300.00	\$85,300.00	\$85,300.00	\$436,500.00
*Savings Balance (year end)	\$10,200.00	\$97,410.00	\$186,364.20	\$277,097.48	\$369,645.43	\$464,044.34	

6-Year Term							TARGET	\$500,545.43	
Fiscal Year	2019	2020	2021	2022	2023	2024	2025	Total	
Lease Purchase Payment	\$10,000.00	\$56,519.72	\$56,519.72	\$56,519.72	\$56,519.72	\$56,519.72	\$56,520.72	\$349,119.32	
Savings Contribution	\$10,000.00	\$76,000.00	\$76,000.00	\$76,000.00	\$76,000.00	\$76,000.00	\$76,000.00	\$466,000.00	
*Savings Balance (year end)	\$10,200.00	\$87,924.00	\$167,202.48	\$248,066.53	\$330,547.86	\$414,678.82	\$500,492.39		

*Assume 2% interest on savings balance at end of year.

Streets Capital - Debt Schedule

Updated 11/01/2018

CURRENT	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	2023	2024
Snow Blower, Front-End Loader Mounted	15,973	15,973	15,973	15,973						
Asphalt Reclaiming/Trenching Machine	22,415	22,415	22,415							
Sewer Combo Unit - Lease Purchase	37,535	37,535	37,535	37,535						
Motorgrader (2016 approved. Payment 1 of 5)			45,723	45,723	45,723	45,723	45,723			
Mowing Tractors (3)				42,266	42,266	42,266	42,267			
TOTAL LEASE PURCHASE PAYMENTS	75,923	75,923	121,646	141,497	87,989	87,989	87,990	0	0	0

CURRENT with NEW COMBO UNIT

	2015	2016	2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
2013 Snow Blower, Front-End Loader Mounted	\$15,973	\$15,973	\$15,973	\$15,973						
Asphalt Reclaiming/Trenching Machine	\$22,415	\$22,415	\$22,415							
2014 Sewer Combo Unit - Lease Purchase	\$37,535	\$37,535	\$37,535	\$37,535						
2019 Sewer Combo Unit					dp	\$66,441	\$66,441	\$66,441	\$66,441	\$66,441
Motorgrader (2016 approved. Payment 1 of 5)			\$45,723	\$45,723	\$45,723	\$45,723	\$45,723			
Mowing Tractors (3)				\$42,266	\$42,266	\$42,266	\$42,267			
TOTAL LEASE PURCHASE PAYMENTS	\$75,923	\$75,923	\$121,646	\$141,497	\$87,989	\$154,430	\$154,431	\$66,441	\$66,441	\$66,441

PROPOSED

EXISTING, APPROVED

dp = Downpayments are calculated with initial FY capital purchase budget



November 6, 2018

City of Grand Island STS
1111 West N 4th St
Grand Island, NE 68801

Re: Municipal Lease/Purchase Financing Proposal

Dear Sir or Madam:

Lease Servicing Center, Inc. dba National Cooperative Leasing ("NCL") is pleased to propose to the City of Grand Island STS the following tax-exempt Lease/purchase transaction as outlined below. Under this transaction, the City of Grand Island STS would enter into a municipal Lease/purchase agreement with NCL for the purpose of acquiring a 2019 Vactor 2100. This transaction is subject to formal review and approval by both the Lessor and Lessee.

LESSEE: City of Grand Island STS

LESSOR: Lease Servicing Center, Inc. dba National Cooperative Leasing & it's assigns

EQUIPMENT: 2019 Vactor 2100

EQUIPMENT COST: \$299,556.55

DOWN-PAYMENT: \$0

AMOUNT FINANCED: \$299,556.55

TERM:	<u>4 Years</u>	<u>5 Years</u>	<u>6 Years</u>
ANNUAL LEASE PAYMENTS:	1 @ \$10,000.00 4 @ \$81,582.51	1 @ \$10,000.00 5 @ \$66,440.18	1 @ \$10,000.00 6 @ \$56,519.72
Rate:	4.96%	4.76%	4.71%

FIRST PAYMENT DUE: At Lease Commencement

PURCHASE OPTION: \$1.00

PRICING: The Rates and Payments outlined above are locked, provided this proposal is accepted by the Lessee by November 30, 2018 and the transaction closes/funds prior to December 31, 2018. After these days, the final Rate and Payments shall be adjusted commensurately with market rates in effect at the time of funding and shall be fixed for the entire lease term.

DOCUMENTATION FEE: \$250 paid to Lessor at closing

DOCUMENTATION: Lessor shall provide all of the documentation necessary to close this transaction. This documentation shall be governed by the laws of the State of lessee.

TITLE / INSURANCE: Lessee shall retain title to the equipment during the lease term. Lessor shall be granted a perfected security interest in the equipment and the Lessee shall keep the equipment free from any/all liens or encumbrances during the term. Lessee shall provide adequate loss and liability insurance coverage, naming Lessor as additional insured and loss-payee.

TAX STATUS: Interest under the Financing will be tax-exempt and shall be designated by Lessee as a Qualified Tax Exempt Obligation pursuant to Section 265(b)(3) of the IRS Code.

SOURCEWELL CONTRACT: NCL has been competitively bid and awarded a contract through Sourcewell (Formerly NJPA).
#032615-NCL NCL's Sourcewell Contract # is 032615-NCL.

We appreciate this opportunity to offer an NCL Financing Solution. Please do not hesitate to contact me if you have any questions at (866) 763-7600. Acceptance of this proposal is required prior to credit underwriting by NCL. Upon acceptance of this proposal, please scan and e-mail to my attention. Thank you again.

Sincerely,

Jake Ost -(866) 763-7600

jost@lscfinancial.com

ACCEPTANCE

As a duly authorized agent of the City of Grand Island STS, I hereby accept the terms of this proposal as outlined above and intend to close this financing with NCL, subject to final approval.

ACCEPTED: _____ DATE: _____

NAME: _____ TITLE: _____

PHONE: _____

WE ARE PROVIDING THE INFORMATION CONTAINED HEREIN FOR INFORMATIONAL PURPOSES ONLY IN CONNECTION WITH POTENTIAL ARMS-LENGTH COMMERCIAL BANKING TRANSACTIONS. IN PROVIDING THIS INFORMATION, WE ARE ACTING FOR OUR OWN INTEREST AND HAVE FINANCIAL AND OTHER INTERESTS THAT DIFFER FROM YOURS. WE ARE NOT ACTING AS A MUNICIPAL ADVISOR OR FINANCIAL ADVISOR TO YOU, AND HAVE NO FIDUCIARY DUTY TO YOU OR ANY OTHER PERSON PURSUANT TO SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934. THE INFORMATION CONTAINED IN THIS DOCUMENT IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS "ADVICE" WITHIN THE MEANING OF SECTION 15B OF THE SECURITIES EXCHANGE ACT OF 1934 AND THE MUNICIPAL ADVISOR RULES OF THE SEC. WE ARE NOT RECOMMENDING THAT YOU TAKE AN ACTION WITH RESPECT TO THE INFORMATION CONTAINED HEREIN. BEFORE ACTING ON THIS INFORMATION, YOU SHOULD DISCUSS IT WITH YOUR OWN FINANCIAL AND/OR MUNICIPAL, LEGAL, ACCOUNTING, TAX AND OTHER ADVISORS AS YOU DEEM APPROPRIATE. IF YOU WOULD LIKE A MUNICIPAL ADVISOR THAT HAS LEGAL FIDUCIARY DUTIES TO YOU, THEN YOU ARE FREE TO ENGAGE A MUNICIPAL ADVISOR TO SERVE IN THAT CAPACITY.

220 22nd Ave. E Suite 106 * Alexandria, MN 56308 * Telephone 320 763 7600 * Fax 706 591 9057
www.nationalcooperativeleasing.com

June 6, 2018

The National Joint Powers Alliance (NJPA) will formally be known as Sourcewell beginning June 6, 2018.

The NJPA Board of Directors on May 15, 2018 voted to approve changing the organization's name to Sourcewell. Documentation has been formally submitted for Sourcewell to be registered and trademarked, both federally and in Minnesota, with the appropriate agencies.

Sourcewell has worked intentionally to mitigate the implications of this change to current and potential members, currently awarded vendors, and other existing partners. After June 6th, 2018, Sourcewell will maintain and continue to recognize the National Joint Powers Alliance name. Membership agreements, contracts, and agreements entered into with the National Joint Powers Alliance will remain valid and continue in effect without impact. This will ensure contractual continuity and safeguard any disruptions to engagement with Sourcewell. This includes membership, use of cooperative purchasing contracts, or other contractual engagements.

Sincerely,



Marcus Miller
General Counsel and Director of Government Relations

**STATE OF MINNESOTA
COUNTY OF TODD**

**RESOLUTION ESTABLISHING CORPORATE AND AGENCY NAME FOR REGION 5 SERVICE
COOPERATIVE AS SOURCEWELL (F/K/A National Joint Powers Alliance)**

Resolution No. 2018-07

WHEREAS, the Board of Directors previously authorized and directed staff undertake all actions necessary and sufficient to “rebrand” Region 5 Service Cooperative; and

WHEREAS, after careful study and consideration, the name Sourcewell was chosen as the legal, organizational, and agency name for Region 5 Service Cooperative; and

WHEREAS, the organizational bylaws were duly adopted, ratified and approved and became effective as of the May 2018 Board of Directors meeting; and

WHEREAS, Article 1, Section 1 of said bylaws establishes Sourcewell as the legal organizational name for Region 5 Service Cooperative; and

WHEREAS, Minnesota Statutes, § 123A.21 provides that the “care, management, and control” of Region 5 Service Cooperative is vested in its Board of Directors, including the power and authority to establish the legal name of the organization.

NOW THEREFORE BE IT RESOLVED by the Board of Directors as follows:

1. The name National Joint Powers Alliance is replaced and the legal, organizational, and agency name of Region 5 Service Cooperative is Sourcewell.
2. The official and effective date of this change is June 6, 2018.
3. All prior contracts and other legal obligations established or incurred under the name National Joint Powers Alliance remain in full force and effect.
4. All contracts or other legal obligations undertaken on and after June 6, 2018 shall be executed and performed in the name Sourcewell.
5. This Resolution is effective upon signature and shall henceforth serve as sufficient and official proof and evidence of the legal, organizational and agency name for Region 5 Service Cooperative.

6. The Executive Director, or his designee, is authorized and directed to provide copies of this resolution to third parties as requested or required and to affix the same to legal documents when necessary.



Chairperson, Sourcewell Board of Directors

ATTEST:



Clerk to the Board of Directors

FORM E
CONTRACT ACCEPTANCE AND AWARD



(Top portion of this form will be completed by NJPA if the vendor is awarded a contract. The vendor should complete the vendor authorized signatures as part of the RFP response.)

NJPA Contract #: 122017-FSC

Proposer's full legal name: Federal Signal Corp.

Based on NJPA's evaluation of your proposal, you have been awarded a contract. As an awarded vendor, you agree to provide the products and services contained in your proposal and to meet all of the terms and conditions set forth in this RFP, in any amendments to this RFP, and in any exceptions that are accepted by NJPA.

The effective date of the Contract will be February 20, 2018 and will expire on February 20, 2022 (no later than the later of four years from the expiration date of the currently awarded contract or four years from the date that the NJPA Chief Procurement Officer awards the Contract). This Contract may be extended for a fifth year at NJPA's discretion.

NJPA Authorized Signatures:



NJPA DIRECTOR OF COOPERATIVE CONTRACTS
AND PROCUREMENT/CPO SIGNATURE

Jeremy Schwartz
(NAME PRINTED OR TYPED)



NJPA EXECUTIVE DIRECTOR/CEO SIGNATURE

Chad Coquette
(NAME PRINTED OR TYPED)

Awarded on February 19, 2018

NJPA Contract # 122017-FSC

Vendor Authorized Signatures:

The Vendor hereby accepts this Contract award, including all accepted exceptions and amendments.

Vendor Name Federal Signal Corp.

Authorized Signatory's Title Business Development Manager



VENDOR AUTHORIZED SIGNATURE

David Panizzi

(NAME PRINTED OR TYPED)

Executed on 2/23, 2018

NJPA Contract # 122017-FSC



Vactor

Public Utility Equipment

#122017-FSC

Maturity Date: 02/20/2022

Product & Services

Contact Information

Vendor Contact Information

To purchase off this contract or for questions regarding products and pricing, please contact:

David Panizzi

Phone: 847-622-7153

Email: dpanizzi@elginsweeper.com

Sourcewell Contact Information

For questions regarding contract documentation or the solicitation process, please contact:

Kelly Pearson, Contract Administrator

Phone: 218-895-4139

Email: kelly.pearson@sourcewell-mn.gov

Karen Otremba, Contract Administration Specialist

Phone: 218-895-4179

Email: karen.otremba@sourcewell-mn.gov

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From: [Panizzi, David](#)
To: [Shannon Callahan](#)
Cc: [Larson, Hunter](#)
Subject: RE: Vactor 2100i from Shannon Callahan
Date: Tuesday, October 16, 2018 10:02:03 AM

Hi Shannon,

Thanks for the contact and for your interest in our Sourcewell contract.

I can confirm that Nebraska Environmental Products is our contracted dealer and is the dealer that you should work with in purchasing a Vactor 2100 i-series. Nebraska Environmental is authorized to offer Sourcewell member pricing that is consistent with our Sourcewell contract #122017-FSC.

Again, thanks and best regards,
David

David A. Panizzi
Business Development Manager
Elgin Sweeper/Vactor Manufacturing
847-622-7153

From: Shannon Callahan [mailto:shannonc@grand-island.com]
Sent: Tuesday, October 16, 2018 9:01 AM
To: Panizzi, David
Subject: Vactor 2100i from Shannon Callahan

David,

The City of Grand Island, Nebraska is a member of the NJPA (Sourcewell) and is interested in purchasing a Vactor 2100i. Can you verify that Nebraska Environmental is the vendor we should work with to receive Contract #12017-FSC pricing?

Thanks
Shannon

Shannon Callahan, E.I.T.



Street Superintendent
308-385-5322 - Office
shannonc@grand-island.com



Contract Acceptance and Award

(To be completed only by NJPA)

NJPA 032615 LEASING AND FINANCING SOLUTIONS WITH RELATED SERVICES

Lease Servicing Center, Inc. dba National Cooperative Leasing
 Proposer's full legal name

Your proposal is hereby accepted and awarded. As an awarded Proposer, you are now bound to provide the defined product/equipment and services contained in your proposal offering according to all terms, conditions, and pricing set forth in this RFP, any amendments to this RFP, your Response, and any exceptions accepted or rejected by NJPA on Form C.

The effective start date of the Contract will be April 9th, 2015 and continue for four years from the board award date. This contract has the consideration of a fifth year renewal option at the discretion of NJPA.

National Joint Powers Alliance® (NJPA)

NJPA Authorized signature:

NJPA Executive Director

(Name printed or typed)

Awarded this

9th

day of

April, 2015NJPA Contract Number 032615-NCL

NJPA Authorized signature:

NJPA Board Member

(Name printed or typed)

Executed this

9th

day of

April, 2015NJPA Contract Number 032615-NCL

Proposer hereby accepts contract award including all accepted exceptions and NJPA clarifications identified on FORM C.

Vendor Name LEASE SERVICING CENTER, INC. dba NATIONAL COOPERATIVE LEASING

Vendor Authorized signature:

Christoph A. Canavati

(Name printed or typed)

Title:

SECRETARY / TREASURER

Executed this

21st

day of

MAY, 2015NJPA Contract Number 032615-NCL

RESOLUTION 2018-346

WHEREAS, Sourcewell, formerly known as the National Joint Powers Alliance, cooperative purchasing group was utilized to secure competitive bids for a New Combination Sewer Cleaner Truck and Capital Lease Purchase financing by the Streets Division of the Public Works Department; and

WHEREAS, Sourcewell Contract No. 122017-FSC was awarded to Federal Signal Corporation and authorized Nebraska Environmental Products to offer said contract pricing to the City of Grand Island, Nebraska; and

WHEREAS, Sourcewell Contract No. 032615-NCL was awarded to National Cooperative Leasing; and

WHEREAS, the new equipment options and trade-in terms were negotiated with Nebraska Environmental Products for a net purchase price of \$299,556.55; and

WHEREAS, such amount will be financed by National Cooperative Leasing of Alexandria, MN through a capital lease purchase agreement; and

WHEREAS, a payment of \$10,000.00 will be paid in advance followed by five (5) annual payments of \$66,440.18 and a pay-off amount of \$1.00 ; and

WHEREAS, the total repayment amount will be \$342,201.90.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that the purchase of a new Combination Sewer Cleaner Truck from Nebraska Environmental Products of Lincoln, NE for a net purchase price of \$299,556.55 is hereby approved.

BE IT FURTHER RESOLVED, that the City Finance Director is hereby authorized and directed to execute such lease purchase agreement with National Cooperative Leasing of Alexandria, MN on behalf of the City of Grand Island.

- - -

Adopted by the City Council of the City of Grand Island, Nebraska, November 20, 2018.

Jeremy L. Jensen, Mayor

Attest:

Aaron Schmid, City Clerk Pro Tem

Approved as to Form	☐ _____
November 16, 2018	☐ City Attorney