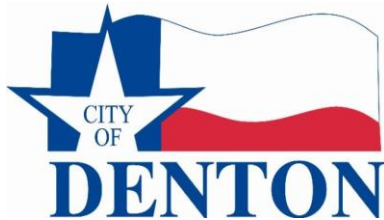


EXHIBIT 3



MEMORANDUM

DATE: March 27, 2017

TO: Elton Brock

FROM: Terry Kader
Fleet Services Superintendent

CC: Antonio Puente

SUBJECT: SINGLE SOURCE BUSINESS JUSTIFICATION

Fleet Service is recommending the purchase of Chevrolet for fleet replacements whenever an available model fits our replacement specifications based on fleet standardization.

Fleet standardization minimizes costs and improves efficiencies relating to technician training, diagnostic software, required specialty tools and stocking of replacement parts. Also, we currently have a contract for Chevrolet vehicles through James Wood in Denton for specific models. James Wood is also the General Motor warranty repair facility for the City of Denton. Currently 61% of the light duty fleet is Chevrolet vehicles and staff has been buying Chevrolet exclusively since 2012.

I believe the purchase of the Chevrolet chassis is the best value and I am requesting authorization to make this purchase based on fleet standardization.

Regards,

A handwritten signature in blue ink that reads 'Terry Kader'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Terry Kader
Fleet Services Superintendent