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# BOARD OF COMMISSIONERS' MEETING

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August 2, 2017



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD OF COMMISSIONERS NOTICE AND AGENDA FOR August 2, 2017

**PLEASE TAKE NOTICE** that a regular meeting of the Kalamazoo County Board of Commissioners is scheduled for **Wednesday, August 2, 2017 at 7:00 p.m.** in the Board of Commissioners Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, for the purpose of considering the following items:

- ITEM 1            CALL TO ORDER
- ITEM 2            INVOCATION
- ITEM 3            PLEDGE OF ALLEGIANCE
- ITEM 4            ROLL CALL
- ITEM 5            APPROVAL OF MINUTES
- ITEM 6            COMMUNICATIONS
- ITEM 7            CITIZENS' TIME
- ITEM 8            FOR CONSIDERATION

### CONSENT AGENDA ITEMS

- A.        Request for Approval of 25 Year Resolution Honoring Suzette Joseph

#### Circuit Court

- B.        Request for Approval of 2017-2018 Child Care Grant and Budget

#### Health & Community Services

- C.        Request for Approval of Notice of Funds Available (NFA) #5 to the DOE Weatherization Agreement from the Michigan Department of Health and Human Services (MDHHS)
- D.        Request for Approval of Amendment #11 to the Community Services Block Grant Agreement CSBG14-39015 with the Michigan Department of Health and Human Services (MDHHS)
- E.        Request for Approval of Coordination Agreements for Elevated Blood Lead Case Management

#### Information Systems

- F.        Request for Approval of Fiber Lease Agreement with CTS Communications

Sheriff

- G. Request for Approval to Purchase AFIX Computer System for the Consolidated Crime Lab (Drug Law Enforcement Funds)
- H. Request for Approval to Purchase Armor Proof Windows for the MRAP Rescue (SWAT Vehicle) (Drug Law Enforcement Fund)

Board of Commissioners

- I. Request for Approval of Transfers and Disbursements
- J. Request for Approval of a Contract with BoardSync Meeting Management Solution (Automation Fund)
- K. Request for Approval of Resolution Encouraging State to Endorse Convention of States
- L. Request for Approval of Amendment #1 to Alcott Lease Agreement with PlazaCorp
- M. Request for Approval of Notice to Proceed on Land Transfer Agreement with MW Acquisitions, LLC.

**NON-CONSENT AGENDA ITEMS**

The following Items are Non-Consent Agenda Items and will be voted on individually.

- ITEM 9            OLD BUSINESS**
- ITEM 10        NEW BUSINESS**
- ITEM 11        COUNTY ADMINISTRATOR'S REPORT**
- ITEM 12        MEMBERS' TIME**
- ITEM 13        VICE CHAIRPERSON'S REPORT**
- ITEM 14        CHAIRPERSON'S REPORT**
- ITEM 15        ADJOURNMENT**

MEETINGS OF THE KALAMAZOO COUNTY BOARD OF COMMISSIONERS ARE OPEN TO ALL WITHOUT REGARD TO RACE, SEX, COLOR, AGE, NATIONAL ORIGIN, RELIGION, HEIGHT, WEIGHT, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION, GENDER IDENTITY OR DISABILITY. KALAMAZOO COUNTY WILL PROVIDE NECESSARY REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING/HEARING, TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON FOUR (4) BUSINESS DAYS' NOTICE TO THE COUNTY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY BY WRITING OR CALLING:

KALAMAZOO COUNTY GOVERNMENT | 201 West Kalamazoo Avenue | Kalamazoo, Michigan 49007 | (269)384-8111





# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** 8/1/2017

**DEPARTMENT:** Circuit Court

**PREPARED BY:** Susan Sayles

**SUBJECT:** Child Care Fund Budget 2017-2018

**SPECIFIC ACTION REQUESTED:**

Circuit Court is seeking approval of the 2017-2018 Child Care Grant and Budget.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

The Child Care Grant and Budget for 2-17-2018 is \$10,631,800

**TIME FRAME OF ACTION:**

The grant runs from October 1, 2017 thru September 30, 2018.

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

State of Michigan \$5,316,900

Kalamazoo County \$5,314,900

**PERSONNEL IF REQUIRED:**

(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

No change from 2016-2017 number of personnel

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

**PROCUREMENT INFORMATION:**

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Suzanne Darling	Circuit Court Administrator	383-8928



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 2, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Approval of NFA #5 for Agreement WAP16-39015

**SPECIFIC ACTION REQUESTED:**

HCS Administration requests Board approval of Notice of Funds Available (NFA) #5 to the current agreement for the DOE Weatherization Assistance Program, from the Michigan Department of Health and Human Services (DHHS). The contract is effective July 1, 2016 through September 30, 2019. Original agreement approved 5/17/16. Funding for the 2017 year was awarded in the amount of \$318,602.00.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

NFA #5 is funding for the 2017-2018 program year. Acceptance of this agreement allows the continued provision of a range of services designed to help families remain independent in their homes and communities. Services provided will include assisting families with home weatherization and client education activities.

**TIME FRAME OF ACTION:**

This NFA is effective July, 1 2017 through June 30, 2018.

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

There are no County general funds associated with this action. All funding is from the Michigan Department of Health and Human Services (DHHS) and the Department of Energy (DOE).

**PERSONNEL IF REQUIRED:**

There are no new personnel associated with this request.

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

There is no procurement associated with this request.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 2, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Acceptance of Community Service Block Grant  
 Amendment #11

### SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of the contract amendment #11 to the Community Services Block Grant agreement, CSBG14-39015, dated October 1, 2013.

### DESCRIPTION OF ACTION (dollar amount, purpose):

This amendment utilizes the second option to extend the agreement. Original agreement date was October 1, 2013-September 30, 2017. This amendment would extend the grant until September 30, 2018.

This amendment also adds language to the contract regarding payment advances to eligible Community Action Agencies.

### TIME FRAME OF ACTION:

October 1, 2013-September 30, 2018

### FUNDING SOURCE IF REQUIRED (Federal, State, or Local):

There are no funds associated with this request

### PERSONNEL IF REQUIRED:

There are no personnel associated with this request

**NEW OR RENEWAL:**

Renewal

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

There is no procurement associated with this request

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 2, 2017  
**DEPARTMENT:** Health & Community Services  
**PREPARED BY:** James A. Rutherford, MPA  
**SUBJECT:** Local Health Department (LHD) and Medicaid  
 Health Plan Care (MHP) Coordination Agreement for  
 Elevated Blood Lead Case Management

### SPECIFIC ACTION REQUESTED:

HCS Administration requests Board approval of five (5) Coordination Agreements with the following Managed Health Plans to provide care coordination services:

- Priority Health
- United Health Care
- Meridian
- McLaren
- Blue Cross Blue Shield

### DESCRIPTION OF ACTION (dollar amount, purpose):

Medicaid enrollees less than age 6 with an elevated blood lead level (EBLL) qualify for the provision of in-home nurse case management described in the MDHHS "Guide for Case Management for Children with Elevated Blood Lead Levels". The purpose of establishing a care coordination agreement between the MHP and the LHD is to assure service coordination and continuity of care for children receiving services related to their blood lead levels from both organizations. The explicit intent of this agreement is to describe the services to be coordinated and the essential aspects of collaboration between the MHP and LHD.

**TIME FRAME OF ACTION:**

This agreement will be effective August 1, 2017, with annual renewals consistent with the contract periods of the Managed Health Plans and the Michigan Department of Technology, Management and Budget

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

No County funds are required. Funds are from state grants.

**PERSONNEL IF REQUIRED:**

There are no new personnel associated with this request.

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

No issues

**PROCUREMENT INFORMATION:**

None

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Lisa Henthorn	Deputy County Administrator of External Services	383-8901



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 2, 2017  
**DEPARTMENT:** Information Systems  
**PREPARED BY:** Lisa Thompson  
**SUBJECT:** Fiber Lease Agreement with CTS Communications

### **SPECIFIC ACTION REQUESTED:**

Approval of the CTS Communications "Fiber Optic Agreement and Grant of IRU" agreement for networking and telecommunications with the new HCS facility at 400 Bryant Street.

### **DESCRIPTION OF ACTION (dollar amount, purpose):**

This agreement allows for fiber connectivity of the new HCS Facility to the County's Enterprise Network and centralized Telecommunications System at the downtown campus. Costs include a one-time not-to-exceed construction cost of \$21,400 plus a one-time \$25,200 IRU (Indefeasible Right of Use) fee for a total not-to-exceed cost of \$46,600. On-going maintenance fees are \$290 per year.

### **TIME FRAME OF ACTION:**

20-year lease.

### **FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

Technology Fund (112)

### **PERSONNEL IF REQUIRED:**

(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

The County's Enterprise Network and Telecommunications systems are both centralized systems and require fiber connectivity to each facility. This agreement allows for the county to utilize a point-to-point segment of 4-strands of CTS "dark" fiber from 150 E. Crosstown to 400 Bryant Street. Due to both aerial and buried construction needs at 150 E. Crosstown and 400 Bryant Street, to extend CTS fiber in to each facility, this work must begin immediately upon contract execution.

There is an expectation that the County will vacate the Crosstown Facility in the future and prior to the expiration of this lease, which may require some modifications of this fiber termination at 150 E. Crosstown such as splicing County owned fiber that already exists from 201 W. Kalamazoo Avenue to 150 E. Crosstown to the CTS fiber at a pole location outside of the 150 E. Crosstown facility.

**PROCUREMENT INFORMATION:**

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

Quotes were received on several different options including extending privately owned county fiber, leasing "dark" fiber from CTS and leasing "lit" fiber from a 3<sup>rd</sup> party provider. The "lit" service options provided by companies such as AT&T, CTS and Windstream ranged in price from \$3500 to \$3800 per month for an equivalent quantity of 4 circuits but at a limited capacity and controlled connection speed of 1 Gig. This cost would be approximately \$42,000 to \$45,000 per year or \$840,000 to \$900,000 for 20-years compared to CTS Communications one-time cost of \$46,600 and on-going annual cost of \$290. CTS Communications "dark" fiber segment is the most economical choice and most likely the only choice for an option that can be completed in a short timeframe.

**CONTACT PERSON:**

NAME

TITLE

PHONE  
NUMBER

Amanda Morse

Deputy County Administrator of  
Internal Services

384-8148



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 2, 2017

**DEPARTMENT:** Sheriff's Office

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** Approval Purchase for Consolidated Crime Lab

**SPECIFIC ACTION REQUESTED:**

Approve the purchase of an AFIX computer system for \$10,324.00 for the Consolidated Crime Lab using the Drug Law Enforcement Fund.

**DESCRIPTION OF ACTION (dollar amount, purpose):**

\$10,324.00 to purchase AFIX computer system to replace outdated existing system for latent print storage and comparison.

**TIME FRAME OF ACTION:**

Upon approval

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

Drug Law Enforcement Fund

**PERSONNEL IF REQUIRED:**

NA

**NEW OR RENEWAL:**

NA

**ANY OTHER PERTINENT INFORMATION:**

All latent prints taken at the KCSO Jail are send to the FBI, State and to the Kalamazoo Consolidated Crime Lab. Those prints are stored in the database of the AFIX program. All latents obtained as evidence are compared to fingerprints in the AFIX database which has been very successful in identifying suspects for all crimes to include homicide. The existing computer is old and out of support.

**PROCUREMENT INFORMATION:**

AFIX is a sole source vendor. They will download and prep the computer to the same AFIX Crime Lab requirements that are already in place.

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Paul Matyas	Undersheriff	385-6176



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** July 18, 2017

**DEPARTMENT:** Sheriff

**PREPARED BY:** Paul Matyas, Undersheriff

**SUBJECT:** Approve purchase from the Drug Law Enforcement Fund

**SPECIFIC ACTION REQUESTED:**

Approve the purchase of two armor proof windows for the MRAP Rescue (SWAT vehicle) at a accost of \$9,141.00 with funds from the Drug Law Enforcement Fund

**DESCRIPTION OF ACTION (dollar amount, purpose):**

\$9,141.00 to purchase two armor proof windows for the MRAP Rescue vehicle

**TIME FRAME OF ACTION:**

Purchase upon approval

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

Drug Law Enforcement Fund

**PERSONNEL IF REQUIRED:**

NA

(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

**NEW OR RENEWAL:**

NA

**ANY OTHER PERTINENT INFORMATION:**

The MRAP windows are fogged over and because they are armor resistant must be special purchased.

**PROCUREMENT INFORMATION:**

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

**CONTACT PERSON:**

NAME

TITLE

PHONE  
NUMBER

Paul Matyas

Undersheriff

385-6176



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 2, 2017

**DEPARTMENT:** Administration

**PREPARED BY:** Amanda Morse & Lisa Henthorn

**SUBJECT:** Approval of BoardSync Meeting Management Solution

### SPECIFIC ACTION REQUESTED:

Administration is seeking Board of Commissioner approval of a contract with BoardSync for a Meeting Management Solution.

### DESCRIPTION OF ACTION (dollar amount, purpose):

During the last several months, a selection team made up of Administration, Clerk Snow and Information Systems has been reviewing meeting management solutions in order to create efficiencies in the agenda process as well as to increase transparency for Commissioners. After looking at several vendors and conducting some local site visits, the selection team has chosen BoardSync.

BoardSync is a hosted software as a service solution which provides automated agenda management, a minutes module, board and citizen web portals, a boards and committees module and a goals and strategic planning module.

Automation of the agenda management process and minutes will help to eliminate some of the manual tasks associated with agenda and minutes preparation and publication. BoardSync also offers a Board Portal which will allow Commissioners individual access to searchable meeting content via a web portal at any time. The Citizen portal will provide access to the agenda and minutes for each board meeting.

The boards and committees module allows for a central database of the various advisory boards and committee appointments. The goals & strategic planning modules will allow Administration to track the progress of strategic planning initiatives.

The first year service fees total \$13,787. The service fees include a one-time implementation fee of \$1,799. Annual fees will total \$11,988 with certain modules subject to future pricing increases, while other modules will be locked in with no future pricing increases.

**TIME FRAME OF ACTION:**

Effective August 1, 2017

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

Funding for the first year of service will come from the Automation Fund. Funding for subsequent years will come from the General Fund.

**PERSONNEL IF REQUIRED:**

(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

N/A

**NEW OR RENEWAL:**

New

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Amanda Morse	Deputy County Administrator of Internal Services	384-8148
Lisa Henthorn	Deputy County Administrator of External Services	383-8901





# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 2, 2017

**DEPARTMENT:** Administration & Corporate Counsel

**PREPARED BY:** Tracie Moored, Administrator  
Thom Canny, Corporation Counsel

**SUBJECT:** Approval of Amendment #1 to Lease between the County and 400 Bryant Street

### SPECIFIC ACTION REQUESTED:

Corporate Counsel and Administration are seeking KCBOC approval and signature of Amendment #1 to the initial lease with 400 Bryant Street.

### DESCRIPTION OF ACTION (dollar amount, purpose):

On December 16, 2016 the KCBOC approved the initial lease between 400 Bryant Street (Landlord) and the County (Tenant), to initiate project development between the parties, to develop at 400 Bryant, Kalamazoo, Michigan (future location for the Kalamazoo County Health and Community Services Department). The Landlord and Tenant have agreed upon approved construction plans for Landlord's Work.

Landlord and Tenant desire to amend the Lease to document the approval of the Approved Plans, the Advanced Funding, and adjustments to Base Rent as identified in the revised Exhibits as noted:

- Exhibit A Cost Breakdown
- Exhibit B-1 Landlord's Maintenance Obligations
- Exhibit B-2 Tenant's Maintenance Obligations
- Exhibit C-1 Approved Plans

Corporate Counsel and Administration are seeking KCBOC approval of Amendment #1 to the initial lease with 400 Bryant Street. KCBOC approval to release the mutually agreed upon Advanced Funding is part of this request. This amendment solidifies the intent of the initial lease and original budget.

**TIME FRAME OF ACTION:**

Effective August 2, 2017

**FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

The Health Fund will provide funding for County approved additional project costs, as identified in Exhibit A.

Advanced Funding will come from Delinquent Tax Revolving Fund.

**PERSONNEL IF REQUIRED:**

(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

N/A

**NEW OR RENEWAL:**

Amendment #1 to initial lease

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

N/A

**CONTACT PERSON:**

**NAME**

**TITLE**

**PHONE  
NUMBER**

Tracie Moored

Administrator

384-8111

Thom Canny

Corporation Counsel

383-8968



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

## BOARD AGENDA REQUEST FORM

**PROPOSED FOR BOARD MEETING OF:** August 2, 2017  
**DEPARTMENT:** Administration & Corporate Counsel  
**PREPARED BY:** Tracie Moored, Administrator  
Thom Canny, Corporation Counsel  
**SUBJECT:** Approval of Notice to Proceed – Land Transfer Agreement

### **SPECIFIC ACTION REQUESTED:**

Corporate Counsel and Administration are seeking approval of issuance for a Notice to Proceed for the Land Transfer Agreement with Kalamazoo County Government and MW Acquisitions, LLC.

### **DESCRIPTION OF ACTION (dollar amount, purpose):**

On April 4, 2017 the Board approved the Land Transfer Agreement to exchange properties: The intended future site of the County Consolidated Services building (Park, Eleanor, Cooley and Kalamazoo Avenue) in exchange for the current Michigan Avenue Courthouse Site. We have completed environmental and site reviews and are ready to proceed with the next step to formally issue the Notice to Proceed as outlined in the Land Transfer Agreement.

### **TIME FRAME OF ACTION:**

Immediately. We will now proceed with the next steps of developing, designing and estimating the cost of the project. We will bring forward project times when available.

### **FUNDING SOURCE IF REQUIRED (Federal, State, or Local):**

There is no funding action needed for this specific approval.

**PERSONNEL IF REQUIRED:**

(Indicate if elimination or creation and list FTE; job title; grade; full-time salary range; account number; and, if known, position number)

N/A

**NEW OR RENEWAL:**

N/A

**ANY OTHER PERTINENT INFORMATION:**

N/A

**PROCUREMENT INFORMATION:**

(indicate if the contract was bid out, if not, state reason(s) why; indicate last time contract was bid out; indicate if awarded bidder was the lowest bidder, if not, indicate why)

N/A

**CONTACT PERSON:**

<u>NAME</u>	<u>TITLE</u>	<u>PHONE NUMBER</u>
Tracie Moored	Administrator	384-8111
Thom Canny	Corporation Counsel	383-8968