

Orange County Government ● Board of County Commissioners ● 201 South Rosalind Avenue County Commission Chambers ● 1st Floor ● County Administration Center www.OrangeCountyFL.net

TUESDAY, JULY 26, 2022

MEETING STARTS AT 9:00 a.m.

- Invocation District 2
- Pledge of Allegiance
- Presentation of a proclamation recognizing August 7, 2022 as Purple Heart Day
- Public Comment*

I. CONSENT AGENDA

A. COUNTY COMPTROLLER

- 1. Approval and execution of the minutes of the June 21, 2022 meeting of the Board of County Commissioners. (Clerk's Office)
- 2. Approval of the check register authorizing the most recently disbursed County funds, having been certified that same have not been drawn on overexpended accounts. (Finance/Accounting)
- Disposition of Tangible Personal Property as follows. (Property Accounting)
 a. Scrap asset.

B. COUNTY ADMINISTRATOR

- 1. Acceptance of the Department of Health and Human Services Health Resources and Services Administration Community Project Funding/Congressionally Directed Spending Non-Construction Award Number 1 GE1HS45830-01-00 in the amount of \$300,000 for a one-year period beginning on July 1, 2022. There is no match required. (Mental Health and Homelessness Division)
- 2. Confirmation of the Mayor's appointment of Commissioner Bonilla to the Orlando Community Redevelopment Agency Advisory Board with a term expiring June 30, 2025. (Agenda Development Office)

CONTINUED

*Pursuant to Section 209 of the Orange County Charter, as amended on Nov. 4, 2008, the Board of County Commissioners must set aside at least 15 minutes at the beginning of each regular meeting for citizens to speak to the Board on any matter of public interest under the Board's authority and jurisdiction, regardless of whether the public issue is on the Board's agenda, but excluding matters that are not appropriate for public discussion, such as pending procurement or land use issues.

I. CONSENT AGENDA (Continued)

B. COUNTY ADMINISTRATOR (Continued)

- 3. Approval of the nomination for appointment by the Greater Orlando Aviation Authority to the Aviation Noise Abatement Committee of Terrance A. Lloyd in the Osceola County representative category with a term expiring April 4, 2025. (Agenda Development Office)
- 4. Approval for the Orange County Sheriff's Office to spend \$13,500 from the FY 2022 Law Enforcement Trust Fund-State Forfeitures for eligible contributions to Harbor House of Central Florida (\$5,000), Children's Safety Village (\$5,000), Autism Society of Greater Orlando (\$1,000), and Concerns of Police Survivors Central Florida Chapter (\$2,500). (Office of Management and Budget)
- 5. Approval of budget amendment #22-44. (Office of Management and Budget)
- 6. Approval of budget transfers #22-1033 and #22-1077. (Office of Management and Budget)

C. ADMINISTRATIVE SERVICES DEPARTMENT

- 1. Approval of Change Order No 2, Contract Number Y18-700, Corrections Horizon Elevator Modernization, with Skyline Elevator Inc in the amount of \$138,840.39, for a revised lump sum contract amount of \$1,736,745.59. District 6. (Capital Projects Division)
- 2. Approval of Change Order No 3, Contract Number Y20-773, Orange County Courthouse 14th Floor Chambers Buildout, with S.A. Casey Construction, Inc. in the amount of \$16,129.62, for a revised lump sum contract amount of \$1,950,993.61. District 5. (Capital Projects Division)
- 3. Approval of Change Order No 3, Contract Number Y20-745, Corrections Campus Boiler System Improvements, with Air Mechanical & Service Corporation in the amount of \$38,889.70, for a revised lump sum contract amount of \$3,717,652.05. District 6. (Capital Projects Division)
- 4. Approval of Change Order No 1, Contract Number Y21-746, Corrections Phoenix Chiller Replacement, with Air Mechanical & Service Corporation in the amount of \$177,053.59, for a revised lump sum contract amount of \$688,553.59. District 6. (Capital Projects Division)
- 5. Approval to award Invitation for Bids Y22-106-TA, Term Contract for Wastewater Gravity Cleaning Closed Circuit Televising Services, to the low responsive and responsible bidder, Flotech Environmental, LLC. The estimated contract award amount is \$2,965,710 for the base year. ([Utilities Department Field Services Division] **Procurement Division**)

I. CONSENT AGENDA (Continued)

C. ADMINISTRATIVE SERVICES DEPARTMENT (Continued)

- Approval to award Invitation for Bids Y22-142-MV, Road Tire Service and Replacement, to the low responsive and responsible bidder, 3D Tire Company, Inc. The estimated annual contract award amount is \$944,640 for a three-year term. ([Administrative Services Department Fleet Management Division] **Procurement Division**)
- 7. Approval to award Invitation for Bids Y22-155-KB, Inmate Apparel and Bedding for the Corrections Warehouse, to the low responsive and responsible bidders per lot, for a one-year term contracts, Bob Barker Company, Inc. for Lots 4, 5, and 7, in the estimated contract award amount of \$228,003, Global Trading for Lot 3, in the estimated contract award amount of \$45,090, and Tabb Textile Co., Inc. for Lot 6, in the estimated contract award amount of \$151,795. ([Corrections Department Fiscal and Operational Support Division] **Procurement Division**)
- 8. Approval to award Invitation for Bids Y22-1019-GO, Pump Station Control and SCADA Communications Panels, to the sole responsive and responsible bidder, STA-CON LLC. The estimated contract award amount is \$971,135 for a one-year term. ([Utilities Department Field Services Division] **Procurement Division**)
- 9. Approval to award Invitation for Bids Y22-1025-KB, Athletic Field Sod and Turf, to the sole responsive and responsible bidder, Lake Jem Farms, LLC. The estimated contract award amount is \$724,050 for a one-year term. ([Community and Family Services Department Parks and Recreation Division] **Procurement Division**)
- 10. Approval to award Invitation for Bids Y22-777-TA, Pump Station Improvements Package 24, to the low responsive and responsible bidder, Carr & Collier Inc. The total contract award amount is \$3,520,000. ([Utilities Department Engineering Division] **Procurement Division**)
- 11. Approval to award Invitation for Bids Y22-786-ZR, South Water Reclamation Facility (SWRF) Programmable Logic Controllers Replacement, to the low responsive and responsible bidder, Florida Design Contractors, LLC. The total contract award amount is \$4,382,677.78. ([Utilities Department Engineering Division] **Procurement Division**)
- 12. Approval to award Invitation for Bids Y22-791-CR, Administration Center Cooling Tower Replacement, to the low responsive and responsible bidder, Air Mechanical & Service Corp. The total contract award amount is \$614,400. ([Administrative Services Department Capital Projects Division] **Procurement Division**)

I. CONSENT AGENDA (Continued)

C. ADMINISTRATIVE SERVICES DEPARTMENT (Continued)

- 13. Approval to award Invitation for Bids Y22-7013-R2, Emergency Orangewood Boulevard and Gateway Avenue Traffic Signal, to the low responsive and responsible bidder, The New Florida Industrial Electric, Inc. The total contract award amount is \$855,130. ([Public Works Department Traffic Engineering Division] **Procurement Division**)
- 14. Approval of Contract Y22-2410, Provision of Diaper need Services for Orange County Residents, Federal Subrecipient Agreement, with Central Florida Diaper Bank, Inc. in the not-to-exceed amount of \$264,262.86. ([Community and Family Services Department Citizens' Commission for Children Division] **Procurement Division**)
- 15. Approval of Amendment No. 3, Contract Y19-820, Professional Engineering Design Services Little Wekiva River-Lake Lotus Park Regional Stormwater Treatment Facility, with CDM Smith, Inc., in the amount of \$114,048.21, for a revised contract amount of \$920,191.63. ([Planning, Environmental, and Development Services Department Environmental Protection Division] **Procurement Division**)
- 16. Approval of Amendment No. 7, Contract Y21-123, Inmate Medical Care, with Orlando Health, Inc., in the amount of \$2,000,000, for a revised contract amount of \$9,500,000. ([Health Services Department Fiscal and Operational Support Division] **Procurement Division**)
- 17. Ratification of Purchase Order M108072, Emergency Forcemain Repair at John Young Parkway and Town Center Boulevard, with Carr & Collier Inc., in the not-to-exceed amount of \$750,000. ([Utilities Department Field Services Division] **Procurement Division**)
- 18. Selection of Shauna M. Laughna dba Laughna Consulting to provide Psychological Services for Corrections New Hires for the Corrections Department, Request for Proposals Y22-154-KB ([Corrections Department Inmate Administrative Services Division] **Procurement Division**)
- 19. Selection of MidAltantic Solid Waste Consultants, LLC, to provide Recycling Improvement Consulting Services, Request for Proposals Y22-174-WW. ([Utilities Department Solid Waste Division] **Procurement Division**)
- 20. Approval and execution of Orange County, Florida and GrowFL, Inc. Affiliate Service Provider Agreement, and authorization for the Real Estate Management Division to exercise renewal options, execute a termination notice, and furnish notices, required or allowed by the agreement, as needed for GrowFL, Inc. NEC at Fashion Square Mall, 3201 East Colonial Drive, Orlando, Florida, 32803. Lease File #2062-ASP6. District 5. (Real Estate Management Division)

I. CONSENT AGENDA (Continued)

C. ADMINISTRATIVE SERVICES DEPARTMENT (Continued)

- 21. Approval and execution of Lease Termination Agreement by and between Orange County, Florida and Pet Alliance of Greater Orlando, Inc., for Pet Alliance of Greater Orlando, Inc., 2727 Conroy Road, Orlando, Florida 32839. Lease File: #5008. District 6. (Real Estate Management Division)
- 22. Approval and execution of Amendment No. 1 to Lease Agreement related to Water Conserv II Property for Sportsplex Park With Option to Purchase a Portion Thereof and Consent to Sublease and authorization for the Real Estate Management Division to furnish notices, required or allowed by the Lease Agreement, as needed for Sportsplex Park. Lease File #4033. District 1. (Real Estate Management Division)
- 23. Approval and execution of Horizon West Branch Library Lease Agreement between Orange County, Florida and Orange County Library District and authorization for the Real Estate Management Division to furnish notices, required or allowed by the Lease Agreement, as needed for Horizon West Library Lease Sportsplex Lease. Lease File #4033A. District 1. (Real Estate Management Division)
- 24. Approval and execution of Grant Agreement between Orange County, Florida and Pet Alliance of Greater Orlando, Inc. and authorization for the Real Estate Management Division to disburse funds for Pet Alliance of Greater Orlando, Inc. Grant Agreement. District 6. (Real Estate Management Division)

D. COMMUNITY AND FAMILY SERVICES DEPARTMENT

- Approval and execution of Low-Income Home Energy Assistance Program Vendor Agreement between Orange County, Florida and Lake Apopka Natural Gas District for payments for utility assistance. All Districts. (Community Action Division)
- 2. Approval and execution of Low-Income Home Energy Assistance Program Vendor Agreement between Orange County, Florida and Orlando Utilities Commission for payments for utility assistance. All Districts. (Community Action Division)

I. <u>CONSENT AGENDA (Continued)</u>

D. COMMUNITY AND FAMILY SERVICES DEPARTMENT (Continued)

3. (1) Approval and execution of State of Florida Statewide Voluntary Prekindergarten Provider Contract Form DEL-VPK 20 by and between Early Learning Coalition of Orange County, Florida and Orange County, Florida; (2) authorization for the Mayor or designee to execute the contract using Florida's Early Learning Provider Services Portal as required by paragraph 21 of the contract; (3) approval and execution of Delegation of Signing Authority for the State of Florida Statewide Voluntary Prekindergarten Provider Contract related to the Orange County Head Start Program; and (4) authorization for the Mayor or designee to execute any necessary modifications, amendments, renewals, and extensions of this contract. (Head Start Division)

E. FIRE RESCUE DEPARTMENT

- 1. Approval and execution of Affiliation Agreement between Orange County, Florida and First Response Training Group, LLC related to Fire Rescue's EMT and Paramedic Educational Field Experience Program. There is no cost to the County. (Operations Division)
- 2. Approval and execution of Affiliation Agreement between Orange County, Florida and Orange County Sheriff's Office related to "SWAT Medics." There is no cost to the County. (Operations Division)

F. HEALTH SERVICES DEPARTMENT

 Concurrence with the State Surgeon General's appointment of Dr. Robert D. Karch to the position of Administrator of the Florida Department of Health in Orange County.

G. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT

- 1. Note: This item will be pulled to be heard with Public Hearing D. 5.

 Approval and execution of Adequate Public Facilities Agreement for Horizon West Village I Lake Dennis PD by and between Holly Equine, LLC and Orange County. District 1. (Development Review Committee)
- 2. Approval and execution of Memorandum of Understanding Between Orange County, Florida and City of Orlando, Florida to alternate years for the Local Government Area of Opportunity through the Florida Housing Finance Corporation. All Districts. (Housing and Community Development Division)

I. <u>CONSENT AGENDA (Continued)</u>

G. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT (Continued)

3. Approval and execution of Orange County, Florida, Resolutions Establishing Special Assessment Liens for Lot Cleaning Services and approval to record Special Assessment Liens on property cleaned by Orange County, pursuant to Orange County Code, Chapter 28, Nuisances, Article II, Lot Cleaning. Districts 3, 4,5, and 6. (Neighborhood Services Division)

LC 22-0211	LC 22-0264	LC 22-0245	LC 22-0228	LC 22-0256
LC 22-0234	LC 22-0285	LC 22-0218	LC 22-0239	LC 22-0257
LC 22-0253	LC 22-0293	LC 22-0219	LC 22-0243	LC 22-0275
LC 22-0260	LC 22-0294	LC 22-0224	LC 22-0252	LC 22-0298

- 4. Approval and execution of Proportionate Share Agreement for South Goldenrod Carwash Lake Underhill Road by and between 715 SGR, LLC and Orange County for a proportionate share payment in the amount of \$208,548. District 3. (Roadway Agreement Committee)
- 5. Approval and execution of Proportionate Share Agreement for E-Alafaya Trail Office Storage Alafaya Trail by and between Manara Investments, LLC and Orange County for a proportionate share payment in the amount of \$80,244. District 5. (Roadway Agreement Committee)
- 6. Approval and execution of Proportionate Share Agreement for Bent Oak Industrial Park-Building 250 Taft-Vineland Road by and between Bent Oak Phase 4 Industrial, LLC and Orange County for a proportionate share payment in the amount of \$212,856. District 4. (Road Agreement Committee)
- 7. Approval and execution of Proportionate Share Agreement for Bithlo Storage Chuluota Road & Colonial Drive by and between Panafric LLC and Orange County for a proportionate share payment in the amount of \$154,045. District 5 (Road Agreement Committee)
- 8. Approval and execution of Utility and Access Easement Agreement Hawthorne Park Apartments Site Work Permit B20902237 OCU File #98279 by and between Orange County, Florida, and Hawthorne Park, LTD. District 6.

H. PUBLIC WORKS DEPARTMENT

- 1. Authorization to record the plat of Waterford Lakes Multifamily. District 4. (Development Engineering Division)
- 2. Approval of traffic signal installation at Avalon Park Boulevard and Timber Spring Boulevard. District 4. (Traffic Engineering Division)
- 3. Approval of a multi-way stop installation at the intersection of Dobbin Drive and Winder Trail. District 5. **(Traffic Engineering Division)**

I. <u>CONSENT AGENDA (Continued)</u>

H. PUBLIC WORKS DEPARTMENT (Continued)

4. Approval and execution of (1) Locally Funded Agreement between the State of Florida Department of Transportation and Orange County, Financial Project No.: 412994-8-92-13 for Quiet Zone Improvements at Crossing Number 622337W (Pine Street) and Crossing Number 622339K (Fourth Street); (2) Three Party Escrow Agreement by and between the State of Florida Department of Transportation, Orange County, and the State of Florida Department of Financial Services, Division of Treasury; and (3) Financial Management Number 412994-8-92-13 Resolution of the Orange County Board of County Commissioners regarding the Locally Funded Agreement with the State of Florida Department of Transportation concerning certain railroad improvements at the intersections of Pine Street and Fourth Street with Orange Avenue. The cost to the County is \$592,940. District 3. (Traffic Engineering Division)

I. UTILITIES DEPARTMENT

1. Approval and execution of First Amendment to Water Reuse Agreement between Orange County, Florida and T.B.H.C., Inc. All Districts.

II. <u>INFORMATIONAL ITEMS**</u>

A. COUNTY COMPTROLLER

- 1. Receipt of the following items to file for the record: (Clerk's Office)
 - a. Florida Public Service Commission Notice of Proposed Agency Action Order approving miscellaneous service charges and initial customer deposits and final order granting wastewater certificate and continuing existing rates. In re: Application for certificate to provide wastewater service in Orange county by Gulfstream Utility LLC.
 - b. Grove Resort Community Development District proposed Fiscal Year 2023 Budget.
 - c. Florida Public Service Commission Consummating Order. In re: Petition for approval of amended standard offer contract (Schedule COG-2), by Duke Energy Florida, LLC.
 - d. Florida Public Service Commission Consummating Order. In re: Petition for approval of revised standard offer contract and revised accompanying rate schedule QS-2, by Florida Power & Light Company.
 - e. City of Ocoee, Florida Community Redevelopment Agency Annual Financial Report Fiscal Year ended September 30, 2020.
 - f. Minutes of the June 23, 2022, Meeting in the Sunshine, Mayor Demings and Commissioners Nicole Wilson, Christine Moore, Mayra Uribe, Maribel Gomez Cordero, Emily Bonilla and Victoria P. Siplin met in the Chambers and conducted a Work Session for Board direction regarding a Rent Stabilization Ordinance, Tenant Bill of Rights, or other options to address housing affordability in Orange County.
 - g. Audit Report No. 495 Follow-up Audit of the Orange County Utilities Department's Environmental Surcharge Program.

**With respect to informational items, Board action is neither required nor necessary, and Board approval (or disapproval) is not to be implied.

III. <u>DISCUSSION AGENDA</u>

A. COMMISSIONER'S REPORT

1. Commissioner Bonilla wishes to discuss a Charter Amendment to be placed on the ballot for supermajority vote to move the rural boundary line.

B. ADMINISTRATIVE SERVICES DEPARTMENT

- 1. Selection of one firm for Lot A and selection of one firm and an alternate for Lot B, to provide Professional Planning Services, Request for Proposals Y22-143-AH, Lots A and B, from the following two firms, listed alphabetically:
 - Lot A: Canin Associates, Inc.
 - Lot B: Canin Associates, Inc.
 GAI Consultants, Inc.

([Planning, Environmental, and Development Services Department Planning Division] **Procurement Division**)

C. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT

- 1. SunRail Transition Overview. (Transportation Planning Division)
- 2. MetroPlan Orlando Board Meeting Briefing. (Transportation Planning Division)

IV. WORK SESSION AGENDA

- A. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT
- 1. Septic Subgroup C (Existing Septic Tank Upgrades). **(Environmental Protection Division)**

RECESS

MEETING STARTS AT 2:00 p.m.

V. <u>RECOMMENDATIONS</u>

July 7, 2022 Board of Zoning Adjustment Recommendations

VI. PUBLIC HEARINGS

Public hearings scheduled for 2:00 p.m.

A. Shoreline Alteration Dredge and Fill

1.✓ Case # SADF-22-05-015

Applicant: Phu Van and Elizabeth Nguyen, Fischer Canal, permit; District 1

2. ✓ Case # SADF-22-03-006

Applicant: Leonardo Moretti and Mary Brooks, Willoughby Canal leading to Lake Conway, after-the-fact permit; District 3

B. Board of Zoning Adjustment Board-Called

3. ✓ Case # SE-22-02-141

Applicant: Jose Ramirez for Massey Street Apartments, February 3, 2022; District 4

C. Preliminary Subdivision Plan

4. ✓ Case # PSP-21-03-107

Applicant: Scott Gentry, Kelly, Collins & Gentry, Inc., Silverleaf Planned Development – Regulating Plan/Silverleaf North – Parcel B Preliminary Subdivision Plan; District 1

Information regarding meetings held at the County Administration Building between any member of the Board and an outside party may be obtained at http://www.orangecountyfl.net/visitors/reports/MeetingsReportPage.asp.

[✓] The notated public hearing is quasi-judicial in nature. As such, any verbal or written communication with a member of the Board of County Commissioners prior to today's quasi-judicial hearing should be disclosed on the record or made a part of the record during the public hearing by or on behalf of the party who communicated with the Board member to allow any interested party an opportunity to inquire about or respond to such communication. Failure to disclose any such communication may place the party who ultimately prevails at the quasi-judicial hearing at risk of having the Board's decision overturned in a court of law due to prejudice against the party who was not privy to the ex parte communication.

VI. PUBLIC HEARINGS (Continued)

Public hearings scheduled for 2:00 p.m. (Continued)

D. Rezoning

5. ✓ Case # LUP-21-10-325

Applicant: Lance Bennett, Poulos and Bennett, LLC, Lake Dennis PD, District 1

E. Planning and Zoning Commission Rezoning Board-Called

6. ✓ Case # RZ-22-03-015

Applicant: Jonathan Dorman, Colonial Storage Associates LLC, April 21, 2022; District 5 (Continued from June 21, 2022)

F. Ordinance/Comprehensive Plan - Adoption of Small-Scale Amendments and Ordinance

- 7. Adoption of Future Land Use Map Amendment, Ordinance and Concurrent Rezoning
 - a. Amendment SS-22-05-040

Applicant: Gasmick Mauvais and Nuyen Huong Thu
Office (O) to Low-Medium Density Residential (LMDR); District 6

And

b. Ordinance for Proposed Amendment

And

c. ✓ Rezoning RZ-22-05-041

P-O (Professional Office District) and R-1 (Single-Family Dwelling District) to R-2 Restricted (Residential District); District 6

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VI. PUBLIC HEARINGS (Continued)

Public hearings scheduled for 2:00 p.m. (Continued)

- F. Ordinance/Comprehensive Plan Adoption of Small-Scale Amendments and Ordinance (Continued)
 - 8. <u>Adoption of Future Land Use Map Amendment, FLU8.1.4 Text Amendment, and Ordinance</u>
 - a. Amendment SS-21-05-037

Applicant: Tom Daly, Daly Design Group PD-C/O/MDR (Planned Development – Commercial/Office/Medium Density Residential) to PD-C/O/MHDR (Planned Development – Commercial/Office/Medium-High Density Residential);

And

b. Text Amendment to Future Land Use Element Policy FLU8.1.4 establishing the maximum densities and intensities for proposed Planned Developments within Orange County; District 4

And

c. Ordinance for Proposed Amendments

G. Ordinance

- 9. Amending Orange County Code, Chapter 15, Article IX, Divisions 1 and 2, pertaining to Dock Construction; All Districts
- Amending Chapter 25 of the Orange County Code of Ordinances ("Code");
 Creating Article XIII, Sections 25-370 through 25-449 of the Code, Relating to Residential Tenancies in Incorporated and Unincorporated Areas of Orange County; All Districts

III. <u>DISCUSSION AGENDA (Continued)</u>

- C. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT (Continued)
- 3. Board direction regarding Rent Stabilization Ordinance. All Districts.

✓ The notated public hearing is quasi-judicial in nature. As such, any verbal or written communication with a member of the Board of County Commissioners prior to today's quasi-judicial hearing should be disclosed on the record or made a part of the record during the public hearing by or on behalf of the party who communicated with the Board member to allow any interested party an opportunity to inquire about or respond to such communication. Failure to disclose any such communication may place the party who ultimately prevails at the quasi-judicial hearing at risk of having the Board's decision overturned in a court of law due to prejudice against the party who was not privy to the ex parte communication.

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Any person wishing to appeal any decision made by the Board of County Commissioners at this meeting will need a record of the proceedings. For that purpose, such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, then not later than two (2) business days prior to the proceeding, he or she should contact the Orange County Communications Division at (407) 836-5631.

Para mayor información en español, por favor llame al (407) 836-3111.

NOTE: Reports from the County Mayor, the County Commissioners, the County Administrator, and the County Attorney may be presented at unscheduled times throughout the day, depending on the length of time required for advertised public hearings.

Copies of Specific Project Expenditure Reports and Relationship Disclosure Forms are not included with agenda items unless there is a listed expenditure or disclosure. Copies of these completed reports and forms may be obtained by contacting the relevant Department/Division Office.