

Orange County Government

*Orange County Administration Center
201 S Rosalind Ave.
Orlando, FL 32802-1393*



Clerk's Agenda and Records Report - Final

Tuesday, August 1, 2017

9:00 AM

County Commission Chambers

Board of County Commissioners

Call to Order**Invocation****Pledge of Allegiance****Public Comment****I. CONSENT AGENDA****A. COUNTY COMPTROLLER**

1. [17-991](#) Approval of the minutes of the June 20, 2017 meeting of the Board of County Commissioners. (Clerk's Office)
2. [17-992](#) Approval of the check register authorizing the most recently disbursed County funds, having been certified that same have not been drawn on overexpended accounts. Periods are as follows:

- July 14, 2017, to July 20, 2017; \$29,103,894.86

(Finance/Accounting)
3. [17-993](#) Disposition of Tangible Personal Property as follows: (Property Accounting)
 - a. Scrap assets.
 - b. Transfer assets to agencies that support the Ryan White Program.
 - c. Donate assets to Victim Service Center of Central Florida.

B. COUNTY ADMINISTRATOR

1. [17-994](#) Approval and execution of Resolution for the issuance of Multi Family Housing Mortgage Revenue Bonds to finance the acquisition and rehabilitation of Lake Weston Point Apartments, a proposed development in unincorporated Orange County, Florida, District 2, in an amount not to exceed \$20,000,000. (Housing and Finance Authority)
2. [17-995](#) Approval and execution of Memorandum of Understanding Orange County Intergovernmental Radio System Encryption Key by and between the Orange County Sheriff's Office, the City of Apopka, the City of Belle Isle, the Town of Eatonville, the City of Edgewood, the City of Maitland, the Town of Oakland, the City of Ocoee, the City of Orlando, the University of Central Florida, the Town of Windermere, the City of Winter Garden, the City of Winter Park, Orange County Government, and Orange County School Police for public safety radios operating on the Orange County Intergovernmental Radio System. (Information

Systems and Services Division)

C. COUNTY ATTORNEY

1. [17-996](#) Approval and execution of Sixth Addendum to 2007 Tourism Promotion Agreement between Orange County, Florida and Orlando/Orange County Convention & Visitors Bureau, Inc.

D. ADMINISTRATIVE SERVICES DEPARTMENT

1. [17-997](#) Approval to award Invitation for Bids Y17-1099-RM, Roadbase, Asphalt, Curb, Gutter and Miscellaneous Concrete Repairs, to the low responsive and responsible bidders, Stage Door II, Inc. in the estimated annual contract award amount of \$1,070,200 and RMS Constructors Group, LLC, in the estimated annual contract award amount of \$1,068,100. ([Public Works Department Roads and Drainage Division] Procurement Division)
2. [17-998](#) Approval to award Invitation for Bids Y17-1103-LC, Galvanized Steel Sign Posts and Related Items, to the low responsive and responsible bidder, Allied Tube and Conduit Corporation. The estimated contract award amount is \$200,103 for a 1-year term. ([Public Works Department Traffic Engineering Division] Procurement Division)
3. [17-999](#) Approval to award Invitation for Bids Y17-742-EB, Eagles Roost Fishing Pier Shade Structure, to the low responsive and responsible bidder, E.O. Koch Construction Co. The total contract award amount is \$117,825. ([Administrative Services Department Capital Projects Division] Procurement Division)
4. [17-1000](#) Approval to award Invitation for Bids Y17-769-TA, Orange County Convention Center West Building Roof Replacement, to the low responsive and responsible bidder, CORE Construction Services of Florida, LLC. The total contract award amount is \$13,672,000. ([Convention Center Capital Planning and Building Systems Division] Procurement Division)
5. [17-1001](#) Approval of Amendment No. 2, Contract Y15-1093B, Heavy Equipment Parts & Labor with Flagler Construction Equipment, LLC in the estimated amount of \$30,000, for a revised total estimated contract amount of \$296,450. ([Utilities Department Solid Waste Division] Procurement Division)
6. [17-1002](#) Approval of Amendment No. 3, Contract Y15-1143, Street Sweeping Services for EPD Lake Management with USA Services of Florida, Inc. in the estimated amount of \$50,000, for a revised total estimated contract amount of \$223,232. ([Community, Environmental and Development Services Department Environmental Protection Division] Procurement Division)

7. [17-1003](#) Approval of Purchase Order M85590, Motorola MCC 7100 Dispatch Console Communications System with Motorola Solutions Inc. in the amount of \$224,843. ([Fire Rescue Department Communications Division] Procurement Division)
8. [17-1004](#) Selection of Amec Foster Wheeler Environment & Infrastructure, Inc., Dewberry Engineers, Inc., and Southeastern Surveying and Mapping Corporation to provide Continuing Professional Surveying and Mapping Services, Request for Proposals Y17-905-CH. ([Public Works Department Engineering Division] Procurement Division)
9. [17-1005](#) Approval of Amendment No. 3, Contracts Y15-144A, B and C, Residential Solid Waste and Recyclable Collection Services with Contract Y15-144A, Advanced Disposal Services Solid Waste Southeast in the amount of \$6,391,292.16 for Zone 1 and \$6,623,479.68 for Zone 3; Contract Y15-144B, Waste Pro of Florida, Inc. in the amount of \$5,881,075.20 for Zone 2; and Contract Y15-144C with Fomento de Construcciones for Y Contratas, Inc. in the amount of \$3,824,599.68 for Zone 4 and \$4,081.968 for Zone 5. ([Utilities Department solid Waste Division] Procurement Division)
10. [17-1006](#) Approval of Purchase Agreement and Temporary Construction Easement between Hanging Moss Investors, LLC and Orange County and authorization to disburse funds to pay purchase price and recording fees and record instrument for East-West Road (S.R. 436 to Dean Road) n/k/a Richard Crotty Parkway. District 5. (Real Estate Management Division)
11. [17-1007](#) Approval of Conservation and Access Easement from Compass Trading Company, LLC to Orange County and authorization to record instrument for Moss Park - Conservation Area Impact Permit #CAI-13-09-022 (Parcel M). District 4. (Real Estate Management Division)
12. [17-1008](#) Approval of Conservation and Access Easement from Lennar Homes, LLC, to Orange County and authorization to record instrument for Moss Park - Conservation Area Impact Permit #CAI-13-09-022 (Parcel O). District 4. (Real Estate Management Division)
13. [17-1009](#) Approval of Utility Easement from East Colonial Autobody & Paint, Inc. to Orange County and Subordination of Encumbrances to Property Rights to Orange County from Reunion Bank of Florida and authorization to record instruments for East Colonial Autobody & Paint Addition, Permit: #B16900661 OCU File #: 84626. District 4. (Real Estate Management Division)
14. [17-1010](#) Approval of Utility Easement from Spring Isle C, LLC and Spring Isle D, LLC to Orange County and Subordination of Encumbrance to Property Rights to Orange County from Jeffrey B. Fuqua and authorization to record instruments for Spring Isle PD Permit: CDR-15-01-028 OCU File #: 43885. District 4. (Real Estate Management Division)

15. [17-1011](#) Approval of Drainage Easement from Crews Commerce Venture, LLC with Joinder of Mortgagee to Drainage Easement from Regions Bank to Orange County and authorization to record instrument for Crews Commerce Center. District 4. (Real Estate Management Division)

E. COMMUNITY, ENVIRONMENTAL AND DEVELOPMENT SERVICES DEPARTMENT

1. [17-1012](#) 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. All Districts. (Code Enforcement Division)
- LC 17-0566 LC 17-0619 LC 17-0578 LC 17-0585 LC 17-0605
 LC 17-0612 LC 17-0596 LC 17-0537 LC 17-0589 LC 17-0606
 LC 17-0601 LC 17-0530 LC 17-0554 LC 17-0600 LC 17-0609
 LC 17-0638 LC 17-0569 LC 17-0576 LC 17-0604 LC 17-0616
2. [17-1013](#) Approval and execution of Resolutions of the Orange County Board of County Commissioners regarding Claim of Special Assessment Liens Pursuant to Section 9-278 of the Orange County Code, Property Maintenance, and approval to file Claim of Special Assessment Liens by Resolution for unsafe structures demolished by Orange County. District 6. (Code Enforcement Division)
- | <u>Case No.</u> | <u>Dist.#</u> | <u>Property Owner</u> | <u>Amount</u> |
|-----------------|---------------|-----------------------------------------------------|---------------|
| A 16-0106 | 6 | Thomas Antonia, Antoine Ricat | \$10,973.00 |
| A 16-0107 | 6 | Tymber Skan on the Lake Owners Assn Section One Inc | \$10,973.00 |
| A 16-0108 | 6 | Tymber Skan on the Lake Owners Assn Sec One Inc | \$10,972.99 |
| A 16-0109 | 6 | Canelo Paula, Torres Sergio M | \$10,973.01 |
3. [17-1014](#) Approval of 2017-2018 One-Year Action Plan and approval and execution of (1) Applications for Federal Assistance SF-424, (2) Certifications, (3) Specific Community Development Block Grant Certifications, (4) Specific HOME Certifications, and (5) Emergency Solutions Grants Certifications. All Districts. (Housing and Community Development Division)
4. [17-1015](#) Approval and execution of Agreement for Proportionate Share Contribution for Road Mitigation Cost Hickory Nut Estates C.R. 545: From South Leg of Loop Road to Schofield Road also known as Karl Kahlert Parkway by and between Horizon West Investment Group, LLC and Orange County for a proportionate share payment in the amount of \$155,920, the amount of which will then be delivered by the County to the Village H Escrow Agent within 180 days. District 1. (Roadway

Agreement Committee)

F. FAMILY SERVICES DEPARTMENT

1. [17-1016](#) Approval and execution of Low-Income Home Energy Assistance Program Vendor Agreement by and between Orange County, Florida and Orlando Utilities Commission. The term of the agreement is from April 1, 2017 through March 31, 2018 with four automatic one-year renewals. (Community Action Division)
2. [17-1017](#) Acceptance of University of Florida's appointment of Melinda H. Souers as Orange County Extension Agent II, 4-H Youth Development. All Districts. (Cooperative Extension)
3. [17-1018](#) Approval and execution of Lease Agreement between Frontline Outreach and Orange County, Florida for the operation of the Head Start Program. Head Start grant funds will be used to pay \$10,214.17 for rent, including the cost of utilities, maintenance, and janitorial services. There is no cost to the County. The lease will terminate on June 30, 2022. (Head Start Division)

G. FIRE RESCUE DEPARTMENT

1. [17-1019](#) Approval and execution of State-Funded Grant Agreement Base Grant Contract Number: 18-BG-XX by the State of Florida, Division of Emergency Management and Orange County for Fiscal Year 2017-2018 in the amount of \$115,806. There is no match required.
2. [17-1020](#) Approval and execution of Federally-Funded Subaward and Grant Agreement Contract Number: 18-FG-_-06-58-01-_ by the State of Florida, Division of Emergency Management and Orange County for Fiscal Year 2017-2018 in the amount of \$234,405. A match in the amount of \$234,405 is required.

H. HEALTH SERVICES DEPARTMENT

1. [17-1021](#) Approval and execution of the renewal Paratransit Services License for Mears Destination Services, Inc. to provide wheelchair/stretchers service. The term of this license is from August 1, 2017 through August 1, 2019. There is no cost to the County. (EMS Office of the Medical Director)
2. [17-1022](#) Approval and execution of the Paratransit Services License for Faithful Mobility Transport, LLC to provide wheelchair/stretchers service. The term of this license is from August 1, 2017 through August 1, 2019. There is no cost to the County. (EMS Office of the Medical Director)
3. [17-1023](#) Approval and execution of (1) Antiterrorism and Emergency Assistance Program Grant (Grant Period 06/12/2016 to 09/30/2018) Agreement between the State of Florida Department of Legal Affairs Office of the Attorney General and Orange County Grant No. Z0003 in the amount of

\$1,275,306.75; (2) Victims of Crime Act (VOCA) Section 539, Consolidated and Further Continuing Appropriations Act, 2013, Special Conditions Certification Form; (3) Certification Form Compliance with the Equal Employment Opportunity Plan (EEO) Requirements; (4) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered transactions (Sub-Recipient); and (5) Related Parties Questionnaire; and approval for the County Mayor or designee to approve any budget changes through September 30, 2018. (Mental Health & Homeless Issues Division) (Mental Health & Homelessness Issues Division)

I. PUBLIC WORKS DEPARTMENT

1. [17-1024](#) Approval and execution of (1) Resolution of the Orange County Board of County Commissioners regarding Authorization to convey certain County property to Fisher Plantation Homeowners Association, Inc. regarding the transfer of Retention Pond Tract A PID 31-20-28-2833-00-001; (2) Storm Water Tract Maintenance Agreement between the Fisher Plantation Homeowner's Association, Inc. and Orange County, Florida; and (3) County Deed for conveyance of the retention pond Tract A PID 31-20-28-2833-00-001 to the Fisher Plantation Homeowners Association. District 2. (Public Works Administration)
2. [17-1025](#) Approval to install a "No Parking" zone on the east and west sides of N. Apopka Road from Brownell Street extending north 500 feet and in the cul-de-sac at 3070 N. Apopka Boulevard. District 2. (Traffic Engineering Division)
3. [17-1026](#) Approval to install an All-Way "Stop" condition at the intersection of Tanja King Boulevard and Honey Locust Drive/Peppervine Drive. District 4. (Traffic Engineering Division)
4. [17-1027](#) Approval of Traffic Control Devices and installations in Rio Pinar Woods. District 3. (Traffic Engineering Division)
5. [17-1028](#) Approval to construct speed humps on Groveoak Drive. District 2. (Traffic Engineering Division)
6. [17-1029](#) Approval to construct speed humps on Jason Street. District 3. (Traffic Engineering Division)
7. [17-1030](#) Approval to construct speed humps on Barber Road. District 6. (Traffic Engineering Division)
8. [17-1031](#) Approval and execution of Third Amendment to the Homeowner's Association Agreement for Orchard Hills Subdivision Traffic Control Devices by Orchard Hills Homeowners' Association, Inc. and Orange County, Florida that provides for the Association to maintain decorative street name and traffic control signposts. District 1. (Traffic Engineering Division)

9. [17-1032](#) Approval to install a "No Parking" zone on Highridge Court from Tyler Lake Circle extending 175 feet south on the west side. District 3. (Traffic Engineering Division)
10. [17-1033](#) Approval to install a "No Parking" zone on Bluebird Park Road in the curve east of Segari Way on the south and east sides. District 1. (Traffic Engineering Division)
11. [17-1034](#) Approval and execution of License Agreement For Potable Water Line by and between Orange County and the City of Apopka. District 2. (Public Administration)
12. [17-1035](#) Approval and execution of Resolution of the Orange County Board of County Commissioners regarding affirming its support for designating that portion of State Road 438 between John Young Parkway and Pine Hills Road in Orange County as the "Lieutenant Debra Clayton Memorial Highway," and that portion of County Road 431/Pine Hills Road between Silver Star Road and State Road 50 as "Deputy First Class Norman Lewis Memorial Highway," and for the erection by the Florida Department of Transportation of suitable markers proclaiming those designations. District 6. (Traffic Engineering Division)

J. UTILITIES DEPARTMENT

1. [17-1036](#) Approval and execution of Landfill Gas Sale and Purchase Agreement between Orange County, Florida (County) and Orlando Utilities Commission (OUC). District 4. (Solid Waste Division)
2. [17-1037](#) Approval and execution of First Renewal of Water Conserv II Lease Agreement by and amongst the City of Orlando, Florida, Orange County, and Orange County FFA Alumni, Inc. to allow Orange County FFA Alumni, Inc. to use approximately 80 acres of Water Conserv II property for hay production. District 1. (Engineering Division)

II. INFORMATIONAL ITEMS**

A. COUNTY COMPTROLLER

1. [17-984](#) Receipt of the following items to file for the record: (Clerk's Office)
 - a. Florida Public Service Commission. In re: Docket No. 160075-WU - Joint application for authority to transfer assets and Certificate No. 623-W in Orange and Lake Counties from Oak Springs, LLC to Oak Springs MHC, LLC.
 - b. Florida Public Service Commission. In re: Commission Conference Agenda.
 - c. Florida Public Service Commission. In re: Case Management

System Upgrade.

- d. Florida Public Service Commission Consummating Order. In re: Petition for approval of revised customer security deposit tariff sheets, by Florida Power and Light Company.
- e. Florida Public Service Commission Consummating Order. In re: Petition for approval of revisions to tariff sheet Nos. 4.070 and 4.080, deposit requirements and customer billing, by Duke Energy Florida, LLC.
- f. City of Orlando Voluntary Annexation Request - 4550 Ponderosa Drive - ANX2017-00003. Notice of Proposed Enactment. Proposed Ordinance 2017-40, entitled: An Ordinance of the City Council of the City of Orlando, Florida, annexing to the corporate limits of the City certain land generally located north of Hoffner Avenue, west of Ponderosa Drive and south of Van Road, and comprised of 0.402 acres of land, more or less; and amending the City's boundary description; amending the City's adopted Growth Management Plan to designate the property as Mixed Used Corridor Medium Intensity on the City's Official Future Land Use Maps; designating the property as the Medium Intensity Mixed Used Corridor District with the aircraft noise Overlay District on the City's Official Zoning Maps; providing for amendment of the City's Official Future Land Use and Zoning Maps; providing for severability, correction of scrivener's errors, permit disclaimer, and an effective date. A public hearing on this Ordinance will be held during Council's regular meeting beginning at 2:00 p.m., in Council Chambers, 2nd floor, Orlando City Hall, 400 S. Orange Ave., Orlando, Florida.
- g. Reedy Creek Improvement District Resolution Nos. 590 and 591.
- h. Jurisdictional Boundary Map Update in reference to Ordinance No. 2017-26, entitled: An Ordinance of the City Council of the City of Orlando, Florida, annexing to the corporate limits of the city certain land generally located east of Lake Baldwin Lane, south of Rixey Street, west of Jamajo Boulevard and north of Hargrave Street and comprised of 0.57 acres, more or less; amending the City's adopted Growth Management Plan to designate the property as Residential Low Intensity on the City's official Future Land Use Maps; providing for amendment of the City's official Future Land Use Maps; providing for findings, amendment of the City's boundary description and for the amendment of the City's official maps; providing for severability, correction of scrivener's errors and an effective date.
- i. Jurisdictional Boundary Map Update in reference to Ordinance No.

2017-14, entitled: An Ordinance of the City Council of the City of Orlando, Florida, annexing to the corporate limits of the city certain land generally located south of Oglesby Avenue, west of Clay Street, east of Formosa Avenue and north of Crandon Avenue and comprised of 0.242 acres, more or less; providing findings, amendment of the City's boundary description and for the amendment of the City's official maps; providing for severability, correction of scrivener's errors and an effective date.

III. DISCUSSION AGENDA

A. FAMILY SERVICES DEPARTMENT

1. [17-1038](#) Acceptance of 2016-2017 Pine Hills Neighborhood Improvement District Annual Report and 2017-18 Communications Plan for the Pine Hills Neighborhood Improvement District. (Neighborhood Preservation and Revitalization Division)

B. ADMINISTRATIVE SERVICES DEPARTMENT

1. [17-1039](#) Selection of one firm and an alternate to provide Business Center Services for the Orange County Convention Center, Request for Proposals Y17-1027-DG, on a revenue sharing basis for a 5-year term from the following two firms, listed alphabetically:

- Docubox, Inc. dba The UPS Store
- FedEx Office and Print Services, Inc.

([Convention Center Fiscal and Operations Support Division]
Procurement Division)

C. COUNTY ADMINISTRATOR

1. [17-1040](#) Orange County United Way Campaign Update. All Districts.
2. [17-1041](#) Employee Attrition. (Human Resources Division)

D. COUNTY MAYOR

1. [17-1042](#) Open discussion on issues of interest to the Board.

IV. RECOMMENDATIONS

1. [17-1043](#) July 6, 2017 Board of Zoning Adjustment Recommendations

V. PUBLIC HEARINGS

1. [17-970](#) Petition to Vacate

- Dennis Abbate, on behalf of Perrihouse Development, LLC., Petition to Vacate # 17-03-014, vacate a right-of-way; District 1
2. [17-969](#) Plat Vacation
- Dennis Abbate on behalf of Perrihouse Development, LLC, Petition to Vacate Tract A (Retention) of the Vista Oaks plat; District 1
3. [17-856](#) Land Use Plan Amendment
- Dennis Seliga, Boyd Development Corporation, Hamlin Planned Development / Unified Neighborhood Plan (PD / UNP), Land Use Plan Amendment Case # LUPA-17-03-086; District 1
4. [17-151](#) Preliminary Subdivision Plan
- Marc Stehli, Poulos & Bennett, LLC, Hickory Nut Estates Planned Development / Hickory Nut Estates Preliminary Subdivision Plan, Case # PSP-16-06-222; District 1 (Continued from March 21, 2017 and June 20, 2017)
5. [17-860](#) Preliminary Subdivision Plan
- Mark Kinchla, Mission Homes, LLC, Old Cheney 10 Preliminary Subdivision Plan (PSP), Case # PSP-16-08-235; District 5
6. [17-932](#) Preliminary Subdivision Plan
- Darren Pellegrin, Greenway Park, LLC, Ginn Property Planned Development (PD) / Greenway Park Parcel 4 Preliminary Subdivision Plan, Case # PSP-17-01-019; District 4
7. [17-859](#) Shoreline Alteration/Dredge and Fill
- Richard P. and Jeanne Varley Richbourg, Lake Holden, permit, District 3
8. [17-857](#) Substantial Change
- Kathy Hattaway, Poulos and Bennett, LLC, Black Lake Parcel Planned Development / Land Use Plan (PD/LUP), Case # CDR-17-03-071, amend plan; District 1
9. [17-858](#) Substantial Change
- Rick Baldocchi, Avcon, Inc., Thompson Road Planned Development / Land Use Plan (PD/LUP), Case # CDR-17-05-142, amend plan; District 2
10. [17-861](#) Resolution

Designating certain land within unincorporated Orange County as the Pine Castle Urban Center: ROCC (Redeveloping Orange County Communities) and as a Brownfield Area for the purpose of Environmental Remediation, Rehabilitation, and Economic Development.

11. [17-933](#)

Resolution

Adopting a revised fee structure for solid waste disposal at Orange County disposal facilities; All Districts

12. [17-936](#)

Ordinance/Comprehensive Plan

Amending Orange County Code, adopting 2017-1 Small-Scale Cycle Amendment to the 2010-2030 Comprehensive Plan (CP)

Small Scale Development Staff-Initiated Text Amendment

Amendment 2017-1-S-FLUE-3

Text amendment to Future Land Use Element Policy FLU8.1.4 establishing the maximum densities and intensities for proposed Planned Developments within Orange County - Countywide

12. [17-937](#)

Small Scale Development Ordinance

Amending Orange County Code, adopting 2017-1 Small Scale Development Amendments to the 2010-2030 Comprehensive Plan (CP), adopting amendments pursuant to Section 163.3184, F.S.

√ **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.**

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>.

* * *

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) 836-5517.

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.