

# **Orange County Government**

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



## **Clerk's Agenda and Records Report - Final**

**Tuesday, March 7, 2023**

**9:00 AM**

**County Commission Chambers**

**Board of County Commissioners**

**Call to Order****Invocation - District 2****Pledge of Allegiance****Public Comment****I. CONSENT AGENDA****A. COUNTY COMPTROLLER**

1. 23-402 Approval and execution of the minutes of the February 7, 2023 meeting of the Board of County Commissioners. (Clerk's Office)
2. 23-403 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)
3. 23-404 Approval of the Amendment of Orange County, Florida Section 457(b) Deferred Compensation Plan. (Finance)
4. 23-405 Disposition of Tangible Personal Property as follows. (Property Accounting)
  - a. Remove lost asset from inventory.
  - b. Scrap asset.
  - c. Trade-in assets.
  - d. Dispose of assets totaled by our third party administrator for their salvage value.

**B. COUNTY SHERIFF**

1. 23-406 Approval and execution of Edward Byrne Memorial Justice Assistance Grant (JAG) Program Award Agreement for Award Title: C-8C206; Aviation Unit Helicopter Flight Training Device in the amount of \$50,000 for the period of October 1, 2022 through September 30, 2023. No matching funds are required.

**C. COUNTY ADMINISTRATOR**

1. 23-407 Approval of the Membership and Mission Review Board's recommendations for advisory board appointments and reappointments. (Agenda Development Office)

A. Affordable Housing Advisory Board: Appointment of J. Gordon Spears

to succeed Trevor Sorbo in the local planning agency representative category with a term expiring June 30, 2024.

B. Animal Services Advisory Board: Appointment of Brian Henley to succeed Melissa C. McGee in the at large representative category with a term expiring December 31, 2024.

C. Children and Family Services Board: Appointment of Dr. Dominique L. DeVeaux to succeed Zoe Colon, James C. DeMark to succeed Jacqueline T. Gomez-Tejada, and Sarah L. McArthur to succeed Pablo O. Vargas, all in the at large representative category with terms expiring December 31, 2024.

D. Commission on Aging: Appointment of Bernadette Cipriani-Major to succeed Victor Alzona in the health care representative category with a term expiring June 30, 2024.

E. Environmental Protection Commission: Appointment of Jared A. Gasper to succeed George Oscar Anderson in the at large citizen representative category with a term expiring December 31, 2024 and the appointment of Kelly Eger-Smith to succeed Elaine A. Imbruglia in the environmental specialist representative category with a term expiring December 31, 2023.

F. M/WBE Advisory Committee: Appointment of Gina R. Maxwell to succeed Raymond Ramos and Deidre Graybill to succeed Maria Pena in the at large representative category with terms expiring June 30, 2024 and the appointment of Stefen Smith to succeed Elena I. Crosby in the at large representative category with a term expiring June 30, 2023.

G. Orange Blossom Trail Development Board: Appointment of Commissioner Mike Scott to succeed Commissioner Victoria P. Siplin in the Orange County representative category with a term expiring January 14, 2027.

H. Parks and Recreation Advisory Board: Appointment of Mark Thomson to succeed Dr. Donald L. Jones in the senior citizen representative category with a term expiring June 30, 2024.

2. 23-408 Approval of the nomination for appointment by the Greater Orlando Aviation Authority to the Aviation Noise Abatement Committee of Carlos Diez-Arguelles in the representative of North Orange County (Winter Park) category with a term expiring April 4, 2025. (Agenda Development Office)
3. 23-409 Approval and execution of Resolution for the issuance of Multi-Family Housing Revenue Tax Exempt Bonds, to finance the acquisition,

construction, and equipping of 52 at Park, f/k/a Parkwood Apartments, a proposed development in Orange County, Florida, District 6, in an amount not-to-exceed \$55,500,000. (Housing Finance Authority)

4. 23-410 Approval for the Orange County Sheriff's Office to spend \$1,000 from the FY 2023 Law Enforcement Trust Fund-State Forfeitures for an eligible contribution to Florida Sheriff's Youth Ranches. (Office of Management and Budget)
5. 23-411 Approval to pay the third quarter billing for the Orange County Property Appraiser in the amount of \$6,265,073.61. (Office of Management and Budget)
6. 23-412 Approval of budget amendments #23-22, #23-23, #23-24, #23-25, #23-26, #23-27, #23-28, and #23-29. (Office of Management and Budget)
7. 23-413 Approval of budget transfer #23C-0076. (Office of Management and Budget)
8. 23-414 Approval of CIP amendment #23C-0076. (Office of Management and Budget)

#### D. COUNTY ATTORNEY

1. 23-415 Appointment of Ms. Cornita Riley to replace Mr. Alejandro Pezzini as a District 6 Commissioner on the 2024 Charter Review Commission.

#### E. ADMINISTRATIVE SERVICES DEPARTMENT

1. 23-416 Approval to award Invitation for Bids Y23-136-AV, Janitorial Supplies for Fire Rescue, to the low responsive and responsible bidder, Premier Janitorial Supply, Inc. The estimated contract award amount is \$1,101,423.60 for a three-year term. ([Fire Rescue Department Infrastructure and Asset Management Division] Procurement Division)
2. 23-417 Approval to award Invitation for Bids Y221053-MV, Fire Rescue HazMat Supplies and Equipment, to the low responsive and responsible bidders, by lot for one-year terms: Emergency Vehicle Repair, Inc. for lot 6 in the estimated amount of \$265,000; Fisher Scientific Company, L.L.C. for lots 3, 5, 12, 15, 19, 26, 36, 37, 46, 50, 57, 58, 59, 60, and 64 in the estimated amount of \$3,203,420; JCO Corporation for lot 67 in the estimated amount of \$49,600; Municipal Emergency Services, Inc. for lots 10, 17, 30, 34, 39, 44, 45, 54, 55, and 65 in the estimated amount of \$2,111,900; Municipal Equipment Company, LLC for lots 4, 23, 25, 28, 41, and 48 in the estimated amount of \$912,930; TechnicalRescue.com, Inc. for lots 1, 14, 24, 35, and 49 in the estimated amount of \$442,500; Ten-8 Fire & Safety, LLC. for lots 2, 11, 13, 20, 21, 22, 27, 38, 56, 62, and 63 in the estimated amount of \$2,549,590; and Trail Saw & Mower Service, Inc. for lot 61 in the

- estimated amount of \$135,200. The total overall estimated contract award amount is \$9,670,140 for the initial one-year term. ([Fire Rescue Department Infrastructure and Asset Management Division] Procurement Division)
3. 23-418 Approval to award Invitation for Bids Y23-720-MB, Regional History Center First Floor Modifications, to the low responsive and responsible bidder, Core Engineering & Construction, Inc. The total contract award amount is \$449,754.58. ([Administrative Services Department Capital Projects Division] Procurement Division)
  4. 23-419 Approval to award Invitation for Bids Y23-724-CR, Corrections Genesis Sanitary Pipe Replacement, to the low responsive and responsible bidder, S.A. Casey Construction, Inc. The total contract award amount is \$2,425,000. ([Administrative Services Department Capital Projects Division] Procurement Division)
  5. 23-420 Approval to award Invitation for Bids Y23-729-SH, Package No. 39 - Pump Station Improvements, to the low responsive and responsible bidder, Carr & Collier, Inc. The total contract award amount is \$4,317,682.73. ([Utilities Department Engineering Division] Procurement Division)
  6. 23-421 Approval of Contract Y23-2014, Youth Violence Prevention, with Florida Economic Consortium, Inc., in the total contract award amount of \$900,000 for a 34-month term. ([Community and Family Services Department Citizens' Commission for Children Division] Procurement Division)
  7. 23-422 Approval of Federal Subrecipient Agreement Y22-2219, Providing the Upstream Model with Orange County Public Schools, between Orange County and Chapin Hall Center for Children, for a federal subaward in an amount not-to-exceed \$294,000. ([Community and Family Services Department Mental Health and Homelessness Issues Division] Procurement Division)
  8. 23-423 Approval of Federal Subrecipient Agreement Y22-2415, Providing Funding for Homeless Prevention and Diversion, between Orange County and Coalition for the Homeless of Central Florida, Inc., for a federal subaward in an amount not-to-exceed \$1,001,914.80. ([Community and Family Services Department Mental Health and Homelessness Issues Division] Procurement Division)
  9. 23-424 Approval of Amendment No. 4, Contract Y21-137, Infrastructure Locator, with High Tech Engineering Incorporated, in the amount of \$402,000, for a revised total contract amount of \$3,511,331.61. ([Utilities Department Field Services Division] Procurement Division)
  10. 23-425 Approval of Amendment No. 4, Contract Y21-2031, Provision of Community Services and Facility Use, with Second Harvest Food Bank of

- Central Florida, Inc., in the amount of \$4,000,000, for a revised contract total amount of \$7,000,000. ([Community and Family Services Department Citizens' Commission for Children Division] Procurement Division)
11. 23-426 Approval of Amendment No. 1, Contract Y22-1069, Class III Landfill for Disposal of Construction, Demolition & Vegetative Yard Waste Material, with Hubbard Construction Company dba Mid Florida Materials, in the amount of \$1,050,840, for a revised estimated contract amount of \$2,430,120. ([Utilities Department Solid Waste Division] Procurement Division)
12. 23-427 Approval of Purchase Order M110284, Purchase of Software Support and Annual Maintenance for Fire Rescue 911 Dispatch and Records Management System, with Tritech Software Systems, Inc., in the amount of \$259,688.05. ([Fire Rescue Department Operations Division] Procurement Division)
13. 23-428 Selection of AVCON, Inc. to provide Final Engineering Design Services Pine Hills Road Trail Phase 2C (from Bonnie Brae Circle (located 500' North of North Lane) to Clarcona Ocoee Road), Request for Proposals Y23-805-CC. ([Public Works Department Engineering Division] Procurement Division)
14. 23-429 Approval and execution of License Agreement between Orange County, Florida and Firebush, Inc. related to not-for-profit community center utilization for the provision of services benefitting the public and authorization for the Manager of the Community Action Division to exercise renewal options, and furnish notice, required, or allowed by the license agreement, as needed for Firebush, Inc. - East Orange Community Center (CAD) 12050 E. Colonial Dr., Orlando, Florida 32826. Lease File #10048. District 4. (Real Estate Management Division)
15. 23-430 Approval and execution of License Agreement between Orange County, Florida and Firebush, Inc. related to not-for-profit community center utilization for the provision of services benefitting the public and authorization for the Manager of the Community Action Division to exercise renewal options, and furnish notice, required, or allowed by the license agreement, as needed for Firebush, Inc. - John Bridges Community Center (CAD) 445 W. 13th St., Apopka, Florida 32703. Lease File #10049. District 2. (Real Estate Management Division)
16. 23-431 Approval and execution of License Agreement between Orange County, Florida and Firebush, Inc. related to not-for-profit community center utilization for the provision of services benefitting the public and authorization for the Manager of the Community Action Division to exercise renewal options, and furnish notice, required, or allowed by the license agreement, as needed for Firebush, Inc. - Maxey Community Center (CAD)

830 Klondike Ave., Winter Garden, Florida 34787. Lease File #10050.  
District 1. (Real Estate Management Division)

17. 23-432 Approval and execution of License Agreement between Orange County, Florida and Firebush, Inc. related to not-for-profit community center utilization for the provision of services benefitting the public and authorization for the Manager of the Community Action Division to exercise renewal options, and furnish notice, required, or allowed by the license agreement, as needed for Firebush, Inc. - Pine Hills Community Center (CAD) 6400 Jennings Rd., Orlando, Florida 32818. Lease File #10051. District 6. (Real Estate Management Division)
18. 23-433 Approval and execution of License Agreement between Orange County, Florida and Firebush, Inc. related to not-for-profit community center utilization for the provision of services benefitting the public and authorization for the Manager of the Community Action Division to exercise renewal options, and furnish notice, required, or allowed by the license agreement, as needed for Firebush, Inc. - Taft Community Center (CAD) 9450 S. Orange Ave., Orlando, Florida 32824. Lease File #10052. District 3. (Real Estate Management Division)
19. 23-434 Approval and execution of Termination of Easement Interests by Universal City Development Partners, LTD., and Orange County and authorization for the Real Estate Management Division to record instrument for Canadian Court - John Young Parkway Connector RIFCC. District 6. (Real Estate Management Division)

#### **F. COMMUNITY AND FAMILY SERVICES DEPARTMENT**

1. 23-435 Receipt and filing of Head Start Policy Council Program Information and Updates January 2023 and Head Start Policy Council Meeting Minutes December 15, 2022 for the official county record. (Head Start Division)

#### **G. CONVENTION CENTER**

1. 23-436 Approval of the Tourist Development Tax Sports Incentive Committee's recommendations for sports incentive funding pursuant to the terms and conditions of funding agreements between Visit Orlando and the following applicants and authorization for Visit Orlando to enter into such agreements as follows: (1) \$25,000 per year, up to \$50,000, to the Greater Orlando Sports Commission to be used for bid fees for the 2023 and 2024 NOBULL CrossFit Games Semifinal North America East; (2) \$75,000 per year, up to \$375,000, to the Greater Orlando Sports Commission to be used for marketing and promotional expenses for the 2023, 2024, 2025, 2026, and 2027 US Youth Soccer National Championship; (3) \$25,000 to the Kindred Pride Foundation to be used for marketing and promotion of the 2023 Pride Cup; and (4) \$137,500 to the Orlando Sports Foundation to

be used for marketing and promotion of the 2023 Cure Bowl. (Fiscal and Operational Support Division)

#### H. FIRE RESCUE DEPARTMENT

1. 23-437 Approval and execution of Memorandum of Agreement for use of WeatherSTEM Stations between the Florida Division of Emergency Management and Orange County, Florida. (Office of Emergency Management)

#### I. HEALTH SERVICES DEPARTMENT

1. 23-438 Approval and execution of the renewal Certificate of Public Convenience and Necessity for Orlando Health, Inc. to provide Level 7 Advanced Life Support interfacility transport services in Orange County, Florida. The term of this certificate is from April 30, 2023, through April 29, 2025. There is no cost to the County. (EMS Office of the Medical Director)
2. 23-439 Approval and execution of the renewal Certificate of Public Convenience and Necessity for City of Apopka Fire Department to provide Advanced Life Support transport services in Orange County, Florida. The term of this certificate is from April 1, 2023, through March 31, 2025. There is no cost to the County. (EMS Office of the Medical Director)
3. 23-440 Approval and execution of the Paratransit Services License for Safeway Transportation System to provide wheelchair/stretchers service. The term of this license shall be from March 7, 2023 and terminate on March 6, 2025. There is no cost to the County. (EMS Office of the Medical Director)

#### J. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT

1. 23-441 Approval and execution of Second Amendment to Adequate Public Facilities Agreement for Horizon West Village I Withers PD by and between Columnar Partnership Holding I, LLC, Taylor Morrison of Florida, Inc. and Orange County. District 1. (Development Review Committee)
2. 23-442 Approval of HOME-ARP Allocation Plan Amending the 2021-2022 One-year Action Plan and approval and execution of: 1) HOME-ARP Certifications; 2) Application for Federal Assistance SF-424; 3) Assurances - Non-Construction Programs; and 4) Assurances Construction Programs. All Districts. (Housing and Community Development)
3. 23-443 Approval and execution of Proportionate Share Agreement for Culver's East Orlando Colonial Drive and Woodbury Road by and between FPC Bridgewater LLC and Orange County for a proportionate share payment in the amount of \$406,415. District 4. (Roadway Agreement Committee)



**Note: This item will be pulled to be considered with the matter that is the subject of Public Hearing D. 11.**

4. 23-444 Approval and execution of Horizon West - Town Center (Diocese Subdivision PD/UNP) Adequate Public Facilities and Road Network Mitigation Agreement by and among John G. Noonan, as Bishop of Diocese of Orlando and Orange County providing for the conveyance of 0.76 acres of right-of-way for \$17,100 in Transportation Impact Fee Credits and for a Fair Share payment in the amount of \$1,502,010. District 1. (Roadway Agreement Committee)

#### **K. PUBLIC WORKS DEPARTMENT**

1. 23-445 Authorization to record the plat of Avalon Pointe Apartments. District 1. (Development Engineering Division)
2. 23-446 Authorization to record the plat of Avalon Road Apartments. District 1. (Development Engineering Division)
3. 23-447 Authorization to record the plat of Collegiate Village CVC Phase 3. District 5. (Development Engineering Division)
4. 23-448 Authorization to record the plat of Alta Freedom. District 3. (Development Engineering Division)
5. 23-449 Approval and execution of (1) Resolution of the Orange County Board of County Commissioners regarding the Landscape Construction and Maintenance Memorandum of Agreement with the Florida Department of Transportation for the UCF Pedestrian Safety Project Landscaping and (2) Landscape Construction and Maintenance Memorandum of Agreement. District 5. (Engineering Division)
6. 23-450 Approval of "No Parking" signs installation on the west side of Lake Jessamine Drive, Makoma Drive, Tomoka Drive, Wakulla Way, and Chipola Circle. District 3. (Traffic Engineering Division)
7. 23-451 Approval of a multi-way stop condition installation at the intersection of Young Pine Road and Leevista Boulevard. District 4. (Traffic Engineering Division)
8. 23-452 Approval to decrease the speed limit on Dora Drive from Beauclair Avenue to Sadler Road from 50 mph to 45 mph. District 2. (Traffic Engineering Division)

#### **L. UTILITIES DEPARTMENT**

1. 23-453 Approval and execution of Interlocal Agreement relating to the Governance of the Cypress Lake Alternative Water Supply Project by and among the

Water Cooperative of Central Florida, Tohopekaliga Water Authority, Orange County, and Polk County, Florida. All Districts.

## II. INFORMATIONAL ITEMS\*\*

### A. COUNTY COMPTROLLER

1. 23-454 Receipt of the following items to file for the record: (Clerk's Office)
  - a. Audit Report No. 499 - Audit of Orange County Comptroller's Controls Over DAVID Access and Use
  - b. Audit Report No. 500 - Audit of Utilities Hazardous Materials Safety Program

## III. DISCUSSION AGENDA

### A. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT

1. 23-455 Environmentally Sensitive Lands Acquisition Annual Report. (Environmental Protection Division)
2. 23-456 MetroPlan Orlando Board Meeting Briefing. (Transportation Planning Division)

## IV. WORK SESSION AGENDA

### A. COUNTY ADMINISTRATOR

1. 23-457 Homelessness Update. (Mental Health and Homelessness Issues Division)

Meeting Starts at 2:00 p.m.

## V. RECOMMENDATIONS

1. 23-458 February 16, 2023 Planning and Zoning Commission Recommendations

## VI. PUBLIC HEARINGS

### A. Municipal Service Benefit Unit

1. 23-135 Avalon Town Center, Avalon Town Center Phases 2A, and 2B, Live/Work Units at Uptown Avalon and Avalon Townhomes, amend for retention pond(s) maintenance; District 4
2. 23-136 Bargrove Phase 1, establish for streetlighting and for retention pond(s) maintenance; District 2

3. 23-137 Blue Diamond, establish for streetlighting and for retention pond(s) maintenance; District 3
4. 23-138 Campus View, establish for streetlighting; District 2
5. 23-139 Coopers Run, establish for retention pond(s) maintenance; District 2
6. 23-140 Dominish Estates and Coopers Run, amend for streetlighting; District 2
7. 23-141 Encore at Ovation Area, amend for streetlighting and for retention pond(s) maintenance; District 1

**B. Petition to Vacate**

8. 23-315 Case # 22-04-013  
  
Andrea Burke, vacate a utility and drainage easement; District 5
9. 23-316 Case # 20-04-014  
  
Joseph N. Schuemann, on behalf of Bluerock Development LLC, vacate a portion of a right-of-way; District 4

**C. Board of Zoning Adjustment Appeal**

10. 23-252 Case # SE-22-07-047  
  
McGregor Love for Growing Minds School, January 5, 2023; District 1

**D. Rezoning**

11. 23-249 Case # LUP-22-02-059  
  
John Noonan, Diocese of Orlando, Diocese Subdivision PD - UNP;  
District 1

**E. Roadway Conceptual Analysis Study**

12. 23-317 Chuluota Road Roadway Conceptual Analysis Study; District 5

**F. Ordinance**

13. 23-319 Amending Division 3 of Article II of Chapter 35 of the Orange County Code of Ordinances relating to Trespass, Towing, Nonconsensual Towing, Vehicle Immobilization and to increase the maximum rates and fees that may be charged for certain towing service; All Districts

14. 23-250 Amending Orange County Code Chapter 30, regarding concurrency; All Districts

**G. Ordinance/Comprehensive Plan - Adoption of Small-Scale Amendment and Ordinance**

15. 23-230 Adoption of Future Land Use Map Amendment, and Ordinance
- a. Amendment SS-22-08-075
- Erika Diaz for Erika Diaz, Hernandez Servando Quezada, and Anastacio Quezada, Rural Settlement 1/5 (RS 1/5) to Rural Settlement 1/2 (RS 1/2); District 2
- And
- b. Ordinance for Proposed Amendment

**H. Comprehensive Plan - Transmittal of Regular Cycle Amendments**

16. 23-245 Transmittal of Regular Cycle Future Land Use Map Amendment; and FLU8.1.4 Text Amendment
- a. Amendment 2023-1-A-1-2
- Erika Hughes, VHB, Inc., for Sutton Grande, LLC.  
Commercial (C) to Growth CenterPlanned Development-Medium-High Density Residential (GC-PD-MHDR), District 1
- And
- b. Amendment 2023-1-B-FLUE-6
- Text Amendment to Future Land Use Element Policy FLU8.1.4 establishing the maximum densities and intensities for proposed Planned Development within Orange County

**I. Comprehensive Plan - Transmittal of Regular Cycle Privately-Initiated Text Amendment**

17. 23-313 Transmittal of Future Land Use Privately-Initiated Text Amendment
- a. Amendment 2023-1-P-FLUE-1 (fka 2023-1-A-1-1)
- Jennifer Stickler, P.E., Kimley-Horn & Associates, Inc, for Westgate Resorts, Ltd

Privately-Initiated text amendment to Future Land Use Element Policy FLU8.1.4 amending the maximum density/intensity of the Sutton Lakes PD and, more specifically, revising the currently-approved development program to add multi-family residential as a permitted use within the PD; District 1

**J. Ordinance/Comprehensive Plan – Adoption of Small-Scale Amendment, Ordinance, and Concurrent Rezoning Request**

18. 23-314 Adoption of Future Land Use Map Amendment, Ordinance, and Concurrent Rezoning Request

a. Amendment SS-22-08-071

Allison Yurko, P.A., for Makandal Property Investments, LLC/Rony Charles Low Density Residential (LDR) to Low-Medium Density Residential (LMDR); District 3

And

b. Ordinance for Proposed Amendment

And

c. Rezoning RZ-22-08-072

R-1A (Single-Family Dwelling District) to R-2 (Residential District); District 3

√ **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>.**

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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) 836-5517.**

**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.**