



COUNTY ATTORNEY'S OFFICE  
JEFFREY J. NEWTON, County Attorney

201 South Rosalind Avenue ■ 3rd Floor  
Reply To: Post Office Box 1393  
Orlando, FL 32802-1393  
407-836-7320 ■ Fax 407-836-5888  
www.ocfl.net

Consent Agenda Item

MEMORANDUM

**TO:** Mayor Jerry L. Demings  
and  
County Commissioners

**FROM:** Jeffrey J. Newton, County Attorney *JJN*  
Kate Latorre, Assistant County Attorney *KL*  
**Contact: (407) 836-7320**

**DATE:** July 8, 2020

**RE:** **Consent Agenda Item for Board Meeting on August 11, 2020**  
Resolution of the Orange County Board of County Commissioners  
Regarding Approval of a Form Instructor Rental Agreement Relating to  
the Parks and Recreation Division

**I. EXPLANATION AND SUMMARY:**

The resolution is the companion agenda item to the proposed Administrative Regulation delegating limited authority to the manager of the Parks and Recreation Division to execute a form Instructor Rental Agreement approved by the Board so that routine Instructor Rental Agreements can be entered into without being placed on the Board's agenda. By approving this Resolution, the Board approves the form for which the manager of the Parks and Recreation Division is granted that limited delegation of authority to execute Instructor Rental Agreements.

**II. BOARD ACTION REQUESTED:**

Approval and execution of Resolution of the Orange County Board of County Commissioners regarding approval of a Form Instructor Rental Agreement relating to the Parks and Recreation Division.

Attachment

- c: Byron Brooks, AICP, County Administrator
- Randy Singh, Deputy County Administrator
- Matt Suedmeyer, Parks and Recreation Manager
- Carrie Mathes, Procurement Division Manager

Deputy County Attorney  
Joel D. Prinsell

Senior Assistant County Attorneys  
Elaine M. Asad  
Lila McHenry

Assistant County Attorneys  
Roberta Alfonso  
Cristina T. Berrios  
Linda Brehmer-Lanosa  
Whitney E. Evers  
Erin E. Hartigan  
Georgiana Holmes  
Aleas Koos  
Katherine W. Latorre

Scott McHenry  
Sawsan Mohiuddin  
Dylan Schott  
Scott Shevenell  
Stephanie Stone  
Adolphus Thompson

Legal Administrative Supervisor  
Anna M. Caban

Senior Paralegal  
Melessia Lofgren

Paralegals  
Maria Vargas, ACP  
Gail Stanford



OFFICE OF COMPTROLLER

ORANGE  
COUNTY  
FLORIDA

Phil Diamond, CPA  
County Comptroller as  
Clerk of the Board of County Commissioners  
201 South Rosalind Avenue  
Post Office Box 38  
Orlando, FL 32802  
Telephone: (407) 836-7300  
Fax: (407) 836-5359

DATE: August 12, 2020

TO: Kate Latorre, Assistant County Attorney  
County Attorney's Office, BCC

FROM: Katie Smith, Deputy Clerk *UP for KS*  
Comptroller Clerk of BCC

SUBJECT: Request for Execution of Document, County Attorney Consent Item 02,  
Legislative File 20-1101, August 11, 2020

Enclosed is Resolution 2020-M-27 (1 original) which will need the companion Administrative Regulation number for placement in the appropriate blank spaces of resolution; which was approved by the Board of County Commissioners (BCC) at its regular meeting held on August 11, 2020.

Please forward the document to all required parties for signature.

**Email copies of the fully-executed documents to [ClerkofBCC@occompt.com](mailto:ClerkofBCC@occompt.com) and copy [terese.parsons@ocfl.net](mailto:terese.parsons@ocfl.net). Note: [ClerkofBCC@occompt.com](mailto:ClerkofBCC@occompt.com) is used only for County staff submission of pending documents.**

Please include in cover memo or subject line identification of the document by name, agenda item number, and date of BCC approval. Emailed copies must be in full-size PDF format. The document will be processed and filed for the record upon receipt.

If you are unable to return a copy of the fully-executed document before September 11, 2020, notify Katie Smith by email of the reason for the delay prior to that date.

If you have any questions, please do not hesitate to call.

ks:np

Enclosure (1)

dl: Jeff Newton, County Attorney, County Attorney's Office, BCC [email]  
Byron Brooks, County Administrator, BCC [email]  
Lila McHenry, Assistant County Attorney, County Attorney's Office, BCC [email]  
Terese Parsons, Executive Assistant, County Administrator's Office, BCC [email]  
Pending File