

Orange County Government

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



Clerk's Agenda and Records Report - Final

Tuesday, November 30, 2021

9:00 AM

County Commission Chambers

Board of County Commissioners

Call to Order**Invocation - District 1****Presentation**

Proclamation designating December 12, 2021 as Pine Hills Re-Establishment Day

Pledge of Allegiance**Public Comment****I. CONSENT AGENDA****A. COUNTY COMPTROLLER**

1. 21-1416 Approval of the minutes of the October 26, 2021 meeting of the Board of County Commissioners. (Clerk's Office)
2. 21-1417 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. 21-1418 Disposition of Tangible Personal Property as follows. (Property Accounting)
 - a. Scrap assets.
 - b. Trade-in assets.
 - c. Donate asset to the School Board of Orange County, Florida.
 - d. Return leased asset to lessor.

B. COUNTY ADMINISTRATOR

1. 21-1419 Approval and execution of Bus Service Agreement 19-C62 by and between Central Florida Regional Transportation Authority d/b/a LYNX and Orange County, Florida relating to the providing of bus service in the International Drive Community Redevelopment Area of Orange County, Florida. Districts 1 and 6.
2. 21-1420 Approval of budget transfer #21-1393. (Office of Management and Budget)

C. ADMINISTRATIVE SERVICES DEPARTMENT

1. 21-1421 Approval to award Invitation for Bids Y21-1058-AV, Temporary Labor for Orange County Convention Center, to the primary bidder, Info Way

Solutions LLC, in the estimated contract award amount of \$3,715,200 for the base year, the secondary bidder, Lyneer Staffing Solutions, LLC, in the estimated contract award amount of \$3,828,350 for the base year, and the tertiary bidder, AUE Staffing, Inc., in the estimated contract award amount of \$3,926,450 for the base year. ([Convention Center Facilities Operations Division] Procurement Division)

2. 21-1422 Approval to award Invitation for Bids Y21-1081-R2, Orange County Infrastructure Repair and Replacement, to the low responsive and responsible bidders, RMS Constructors Group, LLC, in the estimated contract award amount of \$4,114,100 for the base year and Condor Construction Corp., in the estimated contract award amount of \$4,023,750 for the base year. ([Public Works Department Roads and Drainage Division] Procurement Division)
3. 21-1423 Approval to award Invitation for Bids Y22-104-MV, Sodium Hypochlorite, to the low responsive and responsible bidder, Allied Universal Corp. The estimated contract award amount for Lot A is \$2,142,860 for a one-year term, and the estimated contract award amount for Lot B is \$1,539.090 for a one-year term. ([Utilities Department Water Operations Division] Procurement Division)
4. 21-1424 Approval to award Invitation for Bids Y22-108-KB, Pest Control Services - Lot A, to the sole responsive and responsible bidder, Rentokil North America, Inc. dba Florida Pest Control. The estimated contract award amount is \$115,830 for a one-year term. ([Administrative Services Department Facilities Management Division] Procurement Division)
5. 21-1425 Approval to award Invitation for Bids Y21-765-JS, Southwood Community Center Parking Lot Renovation, to the low responsive and responsible bidder, Café Construction & Development, Inc. The total contract award amount is \$709,000. ([Administrative Services Department Capital Projects Division] Procurement Division)
6. 21-1426 Approval to award Invitation for Bids Y21-767-RC, Summer Woods Pond Improvements Project, to the low responsive and responsible bidder, Carr & Collier, Inc. The total contract award amount is \$1,177,277. ([Public Works Department Highway Construction Division] Procurement Division)
7. 21-1427 Approval to award Invitation for Bids Y21-7027-R2, Fire Station #40 Restroom Renovation, to the sole responsive and responsible bidder, Café Construction & Development, Inc. The total contract award amount is \$113,000 inclusive of Additive No. 1. ([Administrative Services Department Capital Projects Division] Procurement Division)
8. 21-1428 Approval to award Invitation for Bids Y21-7032-FH, Orange County Courthouse Public Defender Office Space Renovations, to the low responsive and responsible bidder, S.A. Casey Construction, Inc. The total

contract award amount is \$564,500 inclusive of Alternates No. 1 and 2.
([Administrative Services Department Capital Projects Division]
Procurement Division)

9. 21-1429 Approval to award Invitation for Bids Y21-7046-TA, Water Reclamation Facility Scum Pumping Improvements, to the low responsive and responsible bidder, L7 Construction, Inc. The total contract award amount is \$1,663,700. ([Utilities Department Engineering Division] Procurement Division)
10. 21-1430 Approval to award Invitation for Bids Y21-7049-TA, Orange County Gravity Replacement Package 29, to the low responsive and responsible bidder, Ric-Man Construction Florida, Inc. The total contract award amount is \$704,945.60. ([Utilities Department Engineering Division] Procurement Division)
11. 21-1431 Approval to award Invitation for Bids Y21-7053-TA, Boggy Creek Road Improvements (from the Orange/Osceola Line to South of S.R. 417), to the low responsive and responsible bidder, Jr. Davis Construction Company, Inc. The estimated contract award amount is \$9,421,983. ([Public Works Department Engineering Division] Procurement Division)
12. 21-1432 Approval to award Invitation for Bids Y21-7058-TA, Orange County Convention Center Campus Digital Messaging Signs Remote Signage Upgrades, to the low responsive and responsible bidder, Transportation Systems, Inc. The total contract award amount is \$2,142,000. ([Convention Center Capital Planning Division] Procurement Division)
13. 21-1433 Approval to award Invitation for Bids Y22-737-R2, Emergency Excavation and Replacement of Yard Valves V-2 (30 Inch BV) and V-4 (24 Inch GV), to the low responsive and responsible bidder, Cathcart Construction Company - Florida LLC. The total contract award amount is \$439,181.60. ([Utilities Department Water Reclamation Division] Procurement Division)
14. 21-1434 Approval and execution of Contract Y22-149, Enhanced Learning Collaborative Approaches to Youth Mental Health, with Judge Baker Children's Center Corp., in the total contract award amount of \$1,028,580 for the period of December 1, 2021 through September 30, 2023. ([Community and Family Services Department Mental Health and Homelessness Issues Division] Procurement Division)
15. 21-1435 Approval of Amendment No. 11, Contract Y2-818, Professional Engineering Post Design Services for Holden Avenue (from John Young Parkway to Orange Blossom Trail), with NV5, Inc., in the amount of \$59,105.87, for a revised total contract amount of \$1,360,456.98. ([Public Works Department Engineering Division] Procurement Division)
16. 21-1436 Approval of Amendment No. 7, Contract Y17-126, OEM Replacement

- Parts for Dodge Automotive and Light Trucks, with Orlando Dodge Inc., in the amount of \$30,000, for a revised estimated contract amount of \$212,000. ([Administrative Services Department Fleet Management Division] Procurement Division)
17. 21-1437 Approval of Amendment No. 3, Contract Y19-1092, Liquid Polymer for Eastern Water Reclamation Facility (EWRF), with Polydyne, Inc., in the amount of \$270,000, for a revised contract amount of \$906,305. ([Utilities Department Water Reclamation Division] Procurement Division)
18. 21-1438 Approval of Purchase Order M105901, Three-Year Maintenance for Southern Regional ElectroOzone Generator, with Aqua-Aerobic Systems Inc., in the total amount of \$212,000. ([Utilities Department Water Operations Division] Procurement Division)
19. 21-1439 Ratification of Purchase Order M104177, Change Order No. 9, Turnkey COVID-19 Testing and Vaccination Services at Barnett Park, with CDR Maguire, Inc. dba CDR Health Care, Inc., in the amount of \$1,972,000, for a revised not-to-exceed amount of \$14,081,303.15. ([Health Services Department Fiscal and Operational Support Division] Procurement Division)
20. 21-1440 Ratification of Purchase Order M105896, Stryker ProCare Warranty and Annual Prevention Maintenance, with Stryker Medical, in the total amount of \$332,259.80. ([Fire Rescue Department Infrastructure and Asset Management Division] Procurement Division)
21. 21-1441 Selection of Starboard Consulting, LLC to provide Maximo Upgrade Project, Request for Proposals Y20-1100-TJ. ([Utilities Department Fiscal and Operational Support Division] Procurement Division)
22. 21-1442 Selection of M.G. Tennis Shop, Inc. to provide Tennis Management Services, Lot A, Request for Proposals, Y21-1021-MV. ([Community and Family Services Department Parks and Recreation Division] Procurement Division)
23. 21-1443 Selection of Barnes, Ferland and Associates, Inc. and Tetra Tech, Inc. to provide Engineering Services for Wekiwa Springs Septic Tank Retrofit Project Phases 3 and Above, Request for Proposals Y21-814-TA. ([Utilities Department Engineering Division] Procurement Division)
24. 21-1444 Approval of Contract Y22-2402, Revenue Recovery Assistance for Cultural Institutions, Federal Subrecipient Agreement, with United Arts of Central Florida, Inc., in the not-to-exceed amount of \$1,000,000. ([County Administrator Arts and Cultural Affairs Office] Procurement Division)
25. 21-1445 Approval of Contract Y22-2403, Revenue Recovery Assistance, Federal Subrecipient Agreement, with Dr. Phillips Center for the Performing Arts,

Inc., in the not-to-exceed amount of \$500,000. ([County Administrator Arts and Cultural Affairs Office] Procurement Division)

26. 21-1446 Approval and execution of Renewal Letter by and between Weingarten Nostat, Inc. and Orange County, Florida and authorization for the Real Estate Management Division to exercise renewal options and furnish notices, required or allowed by the lease, if needed for Winter Park Traffic Court Renewal 450 North Lakemont Avenue, Orlando, Florida 32837 Lease File #2030 District 5. (Real Estate Management Division)
27. 21-1447 Approval and execution of Resolution and authorization to initiate condemnation proceedings for Michigan Street Parcel 850 (Corrective Drainage Easement). District 3. (Real Estate Management Division)
28. 21-1448 Approval and execution of Shared Use Pond Easement Agreement by and between Martni Mac Partners, LLC and Orange County, and Shared Use Pond Easement Agreement by and between Poinciana FW, LLC and Orange County, and authorization to record instruments for Poinciana Boulevard Extension (RAC). District 1. (Real Estate Management Division)
29. 21-1449 Approval and execution of Distribution Easement from Orange County to Duke Energy Florida, LLC, d/b/a Duke Energy and authorization to record instrument for Ft. Gatlin Recreation Complex. District 3. (Real Estate Management Division)
30. 21-1450 Approval and execution of Joint Use Park and Easement Agreement (Middle School/County Property) by and between The School Board of Orange County, Florida and Orange County, Florida and authorization to disburse funds to pay recording fees and record instrument for Dr. P. Phillips / OCPS Future Middle School Joint Ballfield Park - Invest. District 1. (Real Estate Management Division)

D. FIRE RESCUE DEPARTMENT

1. 21-1451 Approval and execution of Federally Funded Subaward and Grant Agreement Contract Number: R0459 between the State of Florida, Division of Emergency Management and Orange County Fire Rescue in the amount of \$12,500. There is no local match required. (Operations Division)

E. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT

1. 21-1452 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 2, 3, 4, 5, and 6. (Neighborhood Services

Division)

LC 21-0562 LC 21-0586 LC 21-0629 LC 21-0566 LC 21-0675
LC 21-0621 LC 21-0653 LC 21-0703 LC 21-0573 LC 22-0018
LC 21-0672 LC 22-0014 LC 21-0558 LC 21-0649 LC 22-0022
LC 21-0677 LC 21-0659 LC 21-0565 LC 21-0667 LC 22-0026

2. 21-1453 Approval and execution of Proportionate Share Agreement for Foothills of Mount Dora Phase 4 Orange Blossom Trail by and among Donald and Janet Mealey Family Limited Partnership, First Team Properties, LLC, The Foothills of Mount Dora, LLC, Peacock Investment Holdings, LLC, and Orange County for a proportionate share payment in the amount of \$1,390,116. District 2. (Roadway Agreement Committee)
3. 21-1454 Approval and execution of Proportionate Share Agreement for Beachline Commerce John Young Parkway, Orange Blossom Trail & Taft-Vineland Road by and between Jim Pattison Developments (U.S.) Inc. and Orange County for a proportionate share payment in the amount of \$142,869. District 6. (Roadway Agreement Committee)
4. 21-1455 Approval and execution of Proportionate Share Agreement for Miller's Ale House (Hamlin) Avalon Road/CR 545 by and between Hamlin Retail Partners, LLC and Orange County directing both the proportionate share payment in the amount of \$42,122 and future transportation impact fee payments that may be associated with the project pursuant to the Amended and Restated Escrow Agreement for Town Center West (Silverleaf) to be utilized towards the completion of Avalon Road/CR 545 improvements. District 1. (Roadway Agreement Committee)

F. PUBLIC WORKS DEPARTMENT

1. 21-1456 Authorization to record the plat of Spring Isle Daycare. District 4. (Development Engineering Division)
2. 21-1457 Approval and execution of Agreement for Traffic Law Enforcement on Private Roads by and between Orange County, Florida, and Taylor Morrison of Florida, Inc., for Fire Creek at Gotha. District 1. (Development Engineering Division)
3. 21-1458 Approval of a multi-way stop installation at Anderson Road and Hurd Avenue. District 3. (Traffic Engineering Division)
4. 21-1459 Approval to decrease the speed limit on Binion Road between Ocoee Apopka Road and Lust Road from 55 mph to 45 mph. District 2. (Traffic Engineering Division)
5. 21-1460 Approval to record the Right-of-Way Declaration and Maintenance Map for Wheeler Road. District 5. (Roads and Drainage Division)

6. 21-1461 Approval and execution of Hold Harmless Agreement by and between Nathan Omari, Diana Omari, and Orange County for fences located within a County Drainage Easement. District 4. (Roads and Drainage Division)

G. UTILITIES DEPARTMENT

1. 21-1462 Approval of Commercial Refuse Licenses for 1) USA Services of Florida, Inc., 2) Waste Connections of Florida, Inc., 3) Waste Management, Inc of Florida dba Orlando Hauling, 4) Waste Pro of Florida, Inc., 5) WCA of Florida, LLC, and 6) Weeks and Weeks Waste Services, Inc. dba Central Florida Dumpsters to provide solid waste hauling services to commercial generators in Orange County for a five-year term. All Districts. (Solid Waste Division)
2. 21-1463 Approval of Commercial Refuse License for O-Town Compost, Inc. to provide solid waste hauling services to commercial generators in Orange County for a five-year term. All Districts. (Solid Waste Division)
3. 21-1464 Approval and execution of Emergency Potable Water Supply Interconnection Agreement by and between the Orange County Research and Development Authority and Orange County to implement an emergency interconnection for Orange County to supply potable water to the Central Florida Research Park during a bona fide short-term emergency. District 5. (Engineering Division)
4. 21-1465 Approval and execution of Change Order Number 1, Contract Y21-7018-R2, Porter Transfer Station Tipping Floor & Push Wall Armor Replacement, with Carr & Collier, Inc., in the amount of \$97,609.79, for a revised total contract amount of \$1,035,309.79. District 2. (Field Services Division)
5. 21-1466 Approval and execution of First Amendment to Joint Participation Agreement between City of Orlando and Orange County regarding Construction of a County Water Main and County Reclaimed Water Main (Narcoossee Road Expansion) in an amount not-to-exceed \$3,334,021.88 for the construction of a 20-inch force main. District 4. (Engineering Division)

II. INFORMATIONAL ITEMS****A. COUNTY COMPTROLLER**

1. 21-1467 Receipt of the following items to file for the record: (Clerk's Office)
- a. Florida Public Service Commission Final Order Granting Florida Power & Light Company and Florida City Gas Approval for Authority to Issue and Sell Securities. In re: Application for authority to issue and sell securities

during calendar years 2022 and 2023, pursuant to Section 3.66.04, F.S., and Chapter 25-8, F.A.C., by Florida Power & Light Company and Florida City Gas.

b. City of Orlando Voluntary Annexation Request: Drennen and Orange Development (ANX2020-10017) and 3551 S. Orange Annex Agreement. Notice of Proposed Enactment. On December 6, 2021, the Orlando City Council will consider proposed Ordinance # 2021-75, 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 South Orange Avenue, west of S. Rosalind Avenue and north of Jennie Jewel Drive, and comprised of 0.34 acres of land, more or less; providing for severability, correction of scrivener's errors, and an effective date.

c. City of Orlando Voluntary Annexation Request: 5189 Rosamond Dr.-ANX2021-10006. Notice of Proposed Enactment. On November 8, 2021, the Orlando City Council will consider proposed Ordinance 2021-61, 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 Lake Breeze Drive, south of Rosamond Drive, west of N. Orange Blossom Trail and east of N. Lake Orlando Parkway and comprised of 7.72 acres of land, more or less; providing for severability, correction of scrivener's errors, and an effective date.

d. City of Orlando Voluntary Annexation Request: 2nd Wave Apartments (ANX2021-10008). Notice of Proposed Enactment: On November 8, 2021 the Orlando City Council will consider proposed ordinance #2021-69, 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 The Novel Nona planned development, east of Narcoossee Road, south of Kirby Smith Road, and west of Lake Whippoorwill and comprised of 24.7 acres of land, more or less; amending the City's growth management plan to designate the property as urban village, in part and Conservation, in part; amending the City's growth management plan to Create Future Land Use Subarea Policy S.40.12; designating the property as planned development on the City's official zoning maps; providing a site plan and special land development regulations for the planned development; providing for consent to the municipal services taxing unit for Lake Whippoorwill; 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.

III. DISCUSSION AGENDA

A. COMMISSIONER'S REPORT

1. 21-1468 Commissioner Bonilla wishes to announce her intent to move to rescind the Board's action of November 9, 2021, regarding denial of Case # VA-21-09-081 Juan Frias, as presented, at the Board meeting on December 14, 2021.

B. COMMUNITY AND FAMILY SERVICES DEPARTMENT

1. 21-1469 Multi-Purpose Field Allocation Procedures Update. (Parks and Recreation Division)

IV. WORK SESSION AGENDA**A. COMMUNITY, ENVIRONMENTAL AND DEVELOPMENT SERVICES DEPARTMENT**

1. 21-1470 Fertilizer Management Ordinance. (Environmental Protection Division)
2. 21-1471 Tree Preservation and Removal Ordinance.

V. RECOMMENDATIONS

1. 21-1472 November 4, 2021 Board of Zoning Adjustment Recommendations

VI. PUBLIC HEARINGS**A. Petition to Vacate**

1. 21-1313 PTV 20-12-050

Kelly Froelich, on behalf of Apopka Vineland Holdings, LLC, vacate a portion of an unopened and unimproved rights-of-way; District 1
2. 21-1314 PTV 21-03-012

Gerald and Monica Plew, vacate a portion of a utility easement; District 2
3. 21-1315 PTV 21-03-014

Mike King, on behalf of Kingdom Holdings Trust, vacate a portion of an easement; District 1

B. Conservation Area Impact

4. 21-1316 CAI-20-07-055

Lake Bumby Properties, permit; District 3

C. Preliminary Subdivision Plan

5. 21-1323 Case # PSP-21-03-069

Scott Gentry, Kelly, Collins & Gentry, Inc., Silverleaf Planned Development -
Regulating Plan / Silverleaf Phase 1 - Silverleaf North - Parcel A
Preliminary Subdivision Plan; District 1

D. Substantial Change

6. 21-1311 Case # CDR-20-08-238

Erika Hughes, VHB, Inc., Ward Property Planned Development / Land Use
Plan (PD/LUP), amend plan; District 4

7. 21-1320 Case # CDR-21-02-060

Larry Poliner, RCE Consultants, LLC, Corner Lake Planned Development /
Land Use Plan (PD/LUP), amend plan; District 5

8. 21-1321 Case # CDR-21-07-232

Brooks A. Stickler; Kimley-Horn & Associates, Inc., International Corporate
Park / Land Use Plan (PD / LUP), amend plan; District 4

E. Agreement

9. 21-1318 First Amendment to the Joint Planning Area (JPA) Interlocal Agreement
between Orange County and the City of Ocoee; District 2

10. 21-1319 Second Amendment to the Joint Planning Area (JPA) Interlocal Agreement
between Orange County and the City of Ocoee; District 1

F. Planning and Zoning Commission Rezoning Board-Called

11. 21-1322 Case # RZ-21-08-049

Abdool Omar Kayam Shadik, September 16, 2021; District 2

G. Board of Zoning Adjustment Appeal

12. 21-1324 Case # SE-21-04-008

Loan & Raymond Windish

Amit Shah for Vaishnav Sangh of USA, October 7, 2021; District 5

H. Board of Zoning Adjustment Board-Called

13. 21-1325 Case # VA-21-10-090

Guimer Bernal, October 7, 2021; District 2

I. Certificate of Public Convenience and Necessity Application to provide Interfacility Basic and Advanced Life Support Transport Services

14. 21-1374 First 2 Aid EMS, Inc., to consider an application for a certificate of public convenience and necessity to provide interfacility basic and advanced life support transport services; All Districts
15. 21-1375 Osceola Regional Hospital Inc. d/b/a Osceola Regional Medical Center, to consider an application for a certificate of public convenience and necessity to provide interfacility basic and advanced life support transport services; All Districts

J. Ordinance/Comprehensive Plan - Adoption of Out-of Cycle Regular Cycle Staff-Initiated Text Amendment and Ordinance

16. 21-1370 Adoption of Out-of Cycle Regular Cycle Staff-Initiated Comprehensive Plan Text Amendment and Ordinance

a. Amendment 2021-2-C-PRE-1

Text amendment creating a Property Rights Element in the Comprehensive Plan, as required by HB 59 (2021), amending Sec. 163.3177, Florida Statutes; Countywide

And

b. Ordinance for Proposed Amendment

17. 21-1371 Adoption of Out-of Cycle Regular Cycle Staff-Initiated Comprehensive Plan Text Amendment and Ordinance

a. Amendment 2021-2-C-FLUE-1

Text amendment to Future Land Use Element Policy FLU8.8.2, delegating authority to the County Planning Manager or his/her designee to assign a privately-initiated or staff-initiated Comprehensive Plan amendment application to the appropriate regular cycle or small-scale development review category; Countywide

And

b. Ordinance for Proposed Amendment

K. Ordinance

- 18. 21-1376** Amending Orange County Code, Chapter 37, Article XX, pertaining to public and private sewer system use requirements for Orange County, Florida; 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.**

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.