

COLLIER COUNTY
Board of County Commissioners
Community Redevelopment Agency Board (CRAB)
Airport Authority



AGENDA

Board of County Commission Chambers
Collier County Government Center
3299 Tamiami Trail East, 3rd Floor
Naples, FL 34112

January 08, 2019

9:00 AM

Commissioner Andy Solis, District 2 - BCC Chair
Commissioner William L. McDaniel, Jr., District 5 - BCC Vice-Chair; CRAB Co-Chair
Commissioner Donna Fiala, District 1; CRAB Co-Chair
Commissioner Burt Saunders, District 3
Commissioner Penny Taylor, District 4

NOTICE: All persons wishing to speak on Agenda items must register *prior* to presentation of the Agenda item to be addressed. All registered speakers will receive up to three (3) minutes unless the time is adjusted by the chairman.

Requests to petition the Board on subjects which are not on this agenda must be submitted in writing with explanation to the County Manager at least 13 days prior to the date of the meeting and will be heard under "Public Petitions." Public petitions are limited to the presenter, with a maximum time of ten minutes.

Any person who decides to appeal a decision of this Board will need a record of the proceeding pertaining thereto, and therefore 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.

Collier County Ordinance No. 2003-53 as amended by ordinance 2004-05 and 2007-24, requires that all lobbyists shall, before engaging in any lobbying activities (including but not limited to, addressing the Board of County Commissioners), register with the Clerk to the Board at the Board Minutes and Records Department.

If you are a person with a disability who needs any accommodation in order to participate in this proceeding, you are entitled, at no cost to you, the provision of certain assistance. Please contact the Collier County Facilities Management Division located at 3335 East Tamiami Trail, Suite 1, Naples, Florida, 34112-5356, (239) 252-8380; assisted listening devices for the hearing impaired are available in the Facilities Management Division.

Lunch Recess scheduled for 12:00 Noon to 1:00 P.M

- 1. INVOCATION AND PLEDGE OF ALLEGIANCE**
 - 1.A. Invocation by Senior Pastor Heath Jarvis, Faith Life Worship Center**
- 2. AGENDA AND MINUTES**
 - 2.A. APPROVAL OF TODAY'S REGULAR, CONSENT AND SUMMARY AGENDA AS AMENDED (EX PARTE DISCLOSURE PROVIDED BY COMMISSION MEMBERS FOR CONSENT AGENDA.)**
 - 2.B. Selection of Chairman and Vice-Chairman**
 - 2.C. Recommendation that the Board appoint its members to offices of the Board of County Commissioners, the Community Redevelopment Agency, the Tourist Development Board, the Community and Economic Development Board, the Public Safety Coordinating Council, and the Southwest Florida Regional Planning Council, and to authorize the new Chairs for both the Board of County Commissioners and the Community Redevelopment Agency to execute all documents approved at both this meeting and those documents which were previously approved but are pending signature.**
 - 2.D. December 11, 2018 BCC Meeting Minutes**
- 3. AWARDS AND RECOGNITIONS**
 - 3.A. EMPLOYEE**
 - 3.B. ADVISORY BOARD MEMBERS**
 - 3.C. RETIREES**
 - 3.D. EMPLOYEE OF THE MONTH**
 - 3.D.1. Recommendation to recognize Tracy Williams, Librarian, Public Services Department as the December 2018 Employee of the Month.**
- 4. PROCLAMATIONS**
 - 4.A. Proclamation recognizing the 22nd Annual Dr. Martin Luther King, Jr. Parade and Celebration, to be held on Monday, January 21, 2019. To be accepted by representatives of the Collier County Branch of the NAACP.**
 - 4.B. Proclamation designating January 2019 as Human Trafficking Awareness Month in Collier County. To be accepted by Linda Oberhaus, Executive Director-Shelter for Abused Women and Children; Collier County Sheriff Kevin Rambosk; and Sgt. Wade Williams, Collier County Sheriff's Office-Exploitation Unit Supervisor.**
 - 4.C. Proclamation recognizing the first Paradise Coast Wellness Experience in Collier County, to be held January 19, 2019. To be accepted by Peggy Sealfon, Co-Founder and Chair, Paradise Coast Wellness Tourism Visionary Task Force.**

5. PRESENTATIONS

- 5.A. Presentation of the Collier County Business of the Month for January 2019 to Waterside Shops. To be accepted by Anne Fleming, General Manager and Nick Fabregas, Security Director. Also present is Bethany Sawyer representing the Greater Naples Chamber of Commerce.**

6. PUBLIC PETITIONS

7. PUBLIC COMMENTS ON GENERAL TOPICS NOT ON THE CURRENT OR FUTURE AGENDA

8. BOARD OF ZONING APPEALS

9. ADVERTISED PUBLIC HEARINGS

- 9.A. Recommendation to adopt an Ordinance repealing ordinance No. 2011-07, as amended, in order to adopt, to the extent applicable, the regulations and policies set forth in the State of Florida Model Floodplain Management Ordinance; providing for inclusion in the Code of Laws and Ordinances; providing for conflict and severability; and providing for an effective date. (This is a companion to Agenda Item 16.A.1)**

- 9.B. Recommendation that the Board of County Commissioners adopt: 1) an ordinance amending Ordinance No. 2002-63, which established the Conservation Collier Program, and 2) a resolution superseding and replacing Resolution No. 2007-300 establishing the Collier County Board of County Commissioner's Purchasing Policy for the acquisition of lands by the Conservation Collier Land Acquisition Program by requiring purchases in excess of the price established by the methodology be approved by an extraordinary vote of the Board in accordance with Section 125.355, Florida Statutes.**

10. BOARD OF COUNTY COMMISSIONERS

11. COUNTY MANAGER'S REPORT

- 11.A. Recommendation to award Invitation to Bid No. 18-7462, "Golden Gate Tamiami Wellfield – Well No. 38," to All Webb's Enterprises, Inc., in the amount of \$1,327,050, Project Number 70196. (Tom Chmelik, Public Utilities Engineering and Project Management Division Director)**

- 11.B. Recommendation to accept a report on next steps in the Naming Rights process for Collier County assets utilizing Superlative Group, Inc., and obtain any further Board of County Commissioners direction necessary. (Jack Wert, Tourism Director)**

- 11.C. Recommendation to accept a report detailing the activity marketing efforts in the Fiscal Year 2018-19 Strategic Marketing Plan for The Naples, Marco Island, Everglades Convention & Visitors Bureau. (Jack Wert, Tourism Director)**

11.D. Recommendation to consider the Tourist Development Council's (TDC) request to have the Board direct the County Manager to research the impact of short term vacation home rentals in Collier County, how other Counties in Florida are addressing this issue, and bring back a report to the TDC and ultimately back to the Board with recommendations for further action. (Jack Wert, Tourism Director)

12. COUNTY ATTORNEY'S REPORT

12.A. Recommendation to appoint seven members to the Collier County Infrastructure Surtax Citizen Oversight Committee.

13. OTHER CONSTITUTIONAL OFFICERS

14. AIRPORT AUTHORITY AND/OR COMMUNITY REDEVELOPMENT AGENCY

14.A. AIRPORT

14.B. COMMUNITY REDEVELOPMENT AGENCY

15. STAFF AND COMMISSION GENERAL COMMUNICATIONS

15.A. Proposed Future Workshop Schedule

16. CONSENT AGENDA

All matters listed under this item are considered to be routine and action will be taken by one motion without separate discussion of each item. If discussion is desired by a member of the Board, that item(s) will be removed from the Consent Agenda and considered separately.

16.A. GROWTH MANAGEMENT DEPARTMENT

16.A.1. Recommendation to adopt a Resolution of the Board of County Commissioners of Collier County, Florida amending the Administrative Code for Land Development, which was created by Ordinance No. 2013-57, by amending Chapter Four, Administrative Procedures, more specifically to amend Section L.2, Zoning Verification Letter – Non-residential Farm Building; and Chapter Six, Waivers, Exemptions and Reductions, more specifically to add Section L. Administrative Appeal of Preliminary Substantial Damage Determination; and providing an effective date. (This is a companion to Agenda Item 9.A)

16.A.2. Recommendation to approve Invitation to Bid (ITB) 18-7460 for "Mitigation Credits" a multi-year contract term to a pool of vendors on a Primary and Secondary basis.

16.A.3. Recommendation to approve final acceptance and unconditional conveyance of the potable water and sewer utility facilities for Verona Pointe Estates, PL20160002243 and to authorize the County Manager, or his designee, to release the Final Obligation Bond in the total amount of \$4,000 to the Project Engineer or the Developer's designated agent.

- 16.A.4. Recommendation to approve final acceptance and unconditional conveyance of the potable water and sewer utility facilities for Raffia Preserve Phase 1A, PL20140002067 and to authorize the County Manager, or his designee, to release the Final Obligation Bond in the total amount of \$4,000 to the Project Engineer or the Developer's designated agent.**
- 16.A.5. Recommendation to approve final acceptance and unconditional conveyance of the potable water and sewer utility facilities for Raffia Preserve Phase 1B, PL20160002887 and to authorize the County Manager, or his designee, to release the Final Obligation Bond in the total amount of \$4,000 to the Project Engineer or the Developer's designated agent.**
- 16.A.6. Recommendation to approve final acceptance and unconditional conveyance of the potable water and sewer utility facilities for Raffia Preserve Phase 3, PL20150001235 and to authorize the County Manager, or his designee, to release the Final Obligation Bond in the total amount of \$4,000 to the Project Engineer or the Developer's designated agent.**
- 16.A.7. Recommendation to approve final acceptance and unconditional conveyance of the potable water and sewer utility facilities for Raffia Preserve Phase 4, PL20160002885 and to authorize the County Manager, or his designee, to release the Final Obligation Bond in the total amount of \$4,000 to the Project Engineer or the Developer's designated agent.**
- 16.A.8. Recommendation to approve final acceptance of the potable water and sewer facilities for BizPark, PL20170000749, accept unconditional conveyance of a portion of the potable water and sewer facilities, and to authorize the County Manager, or his designee, to release the Utilities Performance Security (UPS) and Final Obligation Bond in the total amount of \$14,812.13 to the Project Engineer or the Developer's designated agent.**
- 16.A.9. Recommendation to approve a Resolution for final acceptance of the private roadway and drainage improvements, and acceptance of the plat dedications, for the final plat of Ave Maria Unit 4, Hampton Village Phase 1, Application Number AR-8879, and authorize the release of the maintenance security.**
- 16.A.10. Recommendation to approve a Resolution for final acceptance of the private roadway and drainage improvements, and acceptance of the plat dedications, for the final plat of TwinEagles Phase Two, Application Number AR-6729, and authorize the release of the maintenance security.**

- 16.A.11.** This item requires that ex parte disclosure be provided by Commission members. Should a hearing be held on this item, all participants are required to be sworn in. Recommendation to approve for recording the final plat of Ellington Park, (Application Number PL20180002756) approval of the standard form Construction and Maintenance Agreement and approval of the amount of the performance security.
- 16.A.12.** This item requires that ex parte disclosure be provided by Commission members. Should a hearing be held on this item, all participants are required to be sworn in. Recommendation to approve for recording the final plat of Parcela Mediterranea, (Application Number PL20170002886) approval of the standard form Construction and Maintenance Agreement and approval of the amount of the performance security.
- 16.A.13.** This item requires that ex parte disclosure be provided by Commission members. Should a hearing be held on this item, all participants are required to be sworn in. Recommendation to approve for recording the final plat of Del Webb Naples Parcel 102, Phase 2, (Application Number PL20180002847) approval of the standard form Construction and Maintenance Agreement and approval of the amount of the performance security.
- 16.A.14.** This item requires that ex parte disclosure be provided by Commission members. Should a hearing be held on this item, all participants are required to be sworn in. Recommendation to approve for recording the minor final plat of LaMorada Phase 1, Application Number PL20180002029.
- 16.A.15.** This item requires that ex parte disclosure be provided by Commission members. Should a hearing be held on this item, all participants are required to be sworn in. Recommendation to approve for recording the minor final plat of Sungate Center P.U.D. Partial Replat, Application Number PL20180002357.
- 16.A.16.** Recommendation to authorize the Clerk of Courts to release a Performance Bond in the amount of \$331,040 which was posted as a guaranty for Excavation Permit Number 60.151, PL20160003389 for work associated with Marquesa Isles of Naples.
- 16.A.17.** Recommendation to authorize the Clerk of Courts to release a Performance Bond in the amount of \$38,640 which was posted as a guaranty for Excavation Permit Number 60.140, PL20160000887 for work associated with Richmond Park.
- 16.A.18.** Recommendation to authorize the Clerk of Courts to release a Performance Bond in the amount of \$25,000 which was posted as a guaranty for Excavation Permit Number 59.666-1, PL20160002510 for work associated with Naples Lakes Country Club.

- 16.A.19. Recommendation to authorize the Clerk of Courts to release a Cash Bond in the amount of \$4,880 which was posted as a development guaranty for an Early Work Authorization (EWA) (PL20180001935) for work associated with Carl's White Glove Personal Storage.**
- 16.A.20. Recommendation to approve and authorize the Chair to execute a professional services Work Order with APTIM Environmental and Infrastructure, Inc. for a not to exceed cost of \$73,889.80 under Contract 15-6382 to support Collier County during the preparation of the Feasibility Study performed by the United States Army Corps of Engineers for the Collier County Hurricane and Storm Damage Reduction (HSDR) project, authorize necessary Budget Amendments and make a finding that this item promotes tourism (Project 80366).**
- 16.A.21. Recommendation to approve an Easement Use Agreement (Agreement) for Lot 12, Westlake Unit No. 1, according to the plat thereof as recorded at Plat Book 10, Page 87 of the public records of Collier County.**
- 16.A.22. Recommendation to adopt a Resolution to schedule a public hearing to consider vacating the County and the public interest in the parcel of land used as a public right-of-way, as recorded in Official Record Book 120, Page 187 of the public records of Collier County, Florida. The parcel is located directly south of the Smallwood Drive right-of-way in Chokoloskee, Florida in Section 31, Township 53 South, Range 30 East, Collier County, Florida. (VAC-PL20180002479)**
- 16.A.23. Recommendation to approve "after-the-fact" Amendment No. 2 with the Florida Department of Environmental Protection to extend Contract No. AB005 for the removal of marine life debris due to red tide on the beaches and waterways of Collier County. (Project No. 33584)**
- 16.A.24. Recommendation to approve proposal dated November 30, 2018, from Humiston & Moore Engineers for Collier County Beaches and Inlets Annual Monitoring for 2019 under Contract No. 15-6382, authorize the Chairman to execute the work order for a not to exceed amount of \$158,695 and make a finding that this expenditure promotes tourism. (Project 90536)**
- 16.A.25. Recommendation to approve the release of a code enforcement lien with a value of \$477,680.29 for payment of \$530.29 in the code enforcement actions entitled Board of County Commissioners v. Juan Cervantez and Marion Hernandez, Code Enforcement Board Case No. CESD20110002352 relating to property located at 2915 Dimar Ln, Collier County, Florida.**
- 16.A.26. Recommendation that the Board adopt a Complete Streets policy in furtherance of the goals, policies and objectives of the Transportation Element of the County's Comprehensive Plan.**

16.B. COMMUNITY REDEVELOPMENT AGENCY

16.B.1. Recommendation to authorize a reimbursement payment to Celebration Food Truck Park / Naples 2.0 LLC in the amount of \$10,000 for work performed by Acadian Builders, 4573 Exchange Avenue #4, Naples Florida 34104 to relocate the existing Bayshore Beautification MSTU irrigation pump located within the Bayshore Beautification MSTU easement.

16.C. PUBLIC UTILITIES DEPARTMENT

16.C.1. Recommendation to approve the selection committee rankings and to authorize staff to enter into contract negotiations with the top-ranked firm, AECOM Technical Services, Inc., for Request for Professional Services No. 18-7370, "Public Utilities Water-Sewer District Master Plan," Project 70031.

16.C.2. Recommendation to approve Amendment #3 to Agreement #11-5782 with AECOM Technical Services, Inc., in the amount of \$923,344, for Basin 306 (Project Number 70142) of the "Wastewater Basin Program" for additional professional services during construction.

16.C.3. Recommendation to approve a Work Order in the amount of \$274,549.32 pursuant to a Request for Quotation under Agreement No. 14-6213 to Quality Enterprises USA, Inc., and to authorize the necessary budget amendment for the SCRWTP Surge Control System (Project No. 70136).

16.C.4. Recommendation to award Invitation to Bid No. 18-7369, "Portable Toilet Rental and Servicing," to J.W. Craft, Inc., for County-wide portable toilet rental and servicing.

16.C.5. Recommendation to award an Agreement for Invitation to Bid No. 18-7418, "Storm Shutter Preventative Maintenance and Repair," to ADFS, LLC for County-wide shutter services.

16.C.6. Recommendation to approve a Tenant Estoppel Certificate and a Subordination, Non-Disturbance and Attornment Agreement related to a Lease Agreement with Kraft Office Center, LLC. on Pine Ridge Road to temporarily accommodate the Agriculture Extension Office due to damage caused by Hurricane Irma.

16.C.7. Recommendation to approve and authorize the County to utilize the monetary award received from Florida Fish and Wildlife Conservation Commission (FWC) and the cost share by Collier County in the total amount of \$50,500, as future funding to retrofit commercial receptacles and/or to purchase bear-resistant containers when they become commercially proven and available, and to authorize all necessary Budget Amendments.

16.C.8. Recommendation to authorize the necessary budget amendments to reallocate Public Utilities Department wastewater capital project funds pending Hurricane Irma reimbursements from FEMA and the State of Florida.

- 16.C.9. Recommendation to authorize a \$193,000 budget amendment to reallocate funding for the purchase of 29 replacement pumps for pump stations for the Public Utilities Department Wastewater Division Collections System.**
- 16.C.10. Recommendation to award Invitation to Bid No. 18-7464, “Chillers Preventative Maintenance and Repairs,” to Tampa Bay System Sales, Inc. d/b/a Tampa Bay Trane for County-wide Chiller preventative maintenance and repair services.**

16.D. PUBLIC SERVICES DEPARTMENT

- 16.D.1. Recommendation to approve and authorize the Chairman to sign a Memoranda of Understanding (MOU) with Lutheran Services Florida to provide a Safe Place and shelter for safety of homeless and runaway youth in the community.**
- 16.D.2. Recommendation to award Invitation to Bid (ITB) No. 18-7461 “Benches and Bleachers” to Southeastern Seating, Inc., and authorize staff to issue purchase order(s) totaling \$119,562.48.**
- 16.D.3. Recommendation to accept the Conservation Collier 2016-2018 Annual Report to provide the Board of County Commissioners (Board) and public with an update on the Program’s activities during 2016-2018.**
- 16.D.4. Recommendation to approve the Pepper Ranch Preserve Final Management Plan 5-year update under the Conservation Collier Land Acquisition Program.**
- 16.D.5. Recommendation to accept and recognize a grant donation from The C.W. Donley Memorial Fund through the Branch County Community Foundation in the amount of \$500 for general support of the Collier County Public Library.**
- 16.D.6. Recommendation to approve an Agreement with Omega Health Services, LLC d/b/a Omega Care Services pursuant to the Board of County Commissioner’s (Board) previous award under Request for Proposal (RFP) #18-7470, Services for Seniors.**
- 16.D.7. Recommendation to award six (6) Agreements for Request For Qualifications (RFQ) #18-7459 “Exotic Vegetation Removal” to multiple vendors and authorize the Chairman to execute the Agreements.**
- 16.D.8. Recommendation to authorize a sole source waiver for a period of one (1) year for the purchase of irrigation pump systems design, install, service, and repair from Hoover Pumping Systems Corporation as a sole source vendor.**
- 16.D.9. Recommendation to approve the Caracara Prairie Preserve Cattle Lease Agreement with Labelle Ranch, Inc. under the Conservation Collier Program and direct the County Manager, or his designee, to implement the lease terms.**

16.E. ADMINISTRATIVE SERVICES DEPARTMENT

- 16.E.1. Recommendation to approve Participation Agreement #19-001-WV with Cooperative Services of Florida, Inc., as a single source vendor for the purchase of medications and supplies for use by the Emergency Medical Services Division and authorize payments be made to LeeSar, Inc., as the primary distributor and supplier of products purchased under this Agreement.**
- 16.E.2. Recommendation to approve the administrative report prepared by the Procurement Services Division for disposal of property and notification of revenue disbursement.**
- 16.E.3. Recommendation to accept the report for the sale of items and disbursement of funds associated with the County surplus auction held on November 17, 2018.**
- 16.E.4. Recommendation to approve the Administrative Reports prepared by the Procurement Services Division for change orders and other contractual modifications requiring Board approval.**
- 16.E.5. Recommendation to renew North Collier Fire Control and Rescue District's Certificate of Public Convenience and Necessity (COPCN) for Collier County Emergency Medical Services to provide Class 1 Advanced Life Support Non-Transport (ALS) for one year and authorize the Chairman to execute the Permit and Certificate.**

16.F. COUNTY MANAGER OPERATIONS

- 16.F.1. Recommendation to approve the hiring of three (3) full-time employees in place of temporary laborers used by the Pelican Bay Services Division to maintain the community, and to authorize the necessary Budget Amendment.**

16.G. AIRPORT AUTHORITY

- 16.G.1. Recommendation to approve and authorize the Chairman to execute the attached Resolution authorizing execution of Contract No. G0Z12 with the Florida Department of Transportation for the design of the rehabilitation of Runway 18/36 at the Immokalee Regional Airport. (Fiscal Impact: FDOT \$352,000; Local Match \$88,000).**
- 16.G.2. Recommendation to approve and authorize the Chairman to execute the attached Resolution authorizing execution of Contract No. G0Z16 with the Florida Department of Transportation to design and permit Security Enhancements at the Immokalee Regional Airport. (Fiscal Impact: FDOT 200,000; Local Match \$50,000).**

16.H. BOARD OF COUNTY COMMISSIONERS

16.I. MISCELLANEOUS CORRESPONDENCE

16.J. OTHER CONSTITUTIONAL OFFICERS

- 16.J.1. Recommendation to authorize a budget amendment in the amount of \$150,000 from the Clerk's Court Agency Fund 651 to the Sheriff for criminal justice training and educational expenses in accordance with Section 938.15, Florida Statutes.**
- 16.J.2. Request that the Board approve and determine valid public purpose for invoices payable and purchasing card transactions as of January 2, 2019.**
- 16.J.3. To record in the minutes of the Board of County Commissioners, the check number (or other payment method), amount, payee, and purpose for which the referenced disbursements were drawn for the periods between November 29 and December 26, 2018 pursuant to Florida Statute 136.06.**

16.K. COUNTY ATTORNEY

- 16.K.1. Recommendation to approve and authorize the Chair to execute a Settlement Agreement and Mutual Release in the lawsuit styled Louis M. Paternostro v. Regent Park Villas I Association, Inc. and Collier County (Case No. 17-CA-001508), now pending in the Circuit Court of the Twentieth Judicial Circuit in and for Collier County, Florida, for the sum of \$23,500.**
- 16.K.2. Recommendation to approve a Stipulated Final Judgment for final compensation in the amount of \$2,300, which includes all attorney fees and expert fees and costs, for the taking of Parcel 101DUE in the eminent domain lawsuit styled Collier County v. Henry Allen Fish, et al., Case No. 15-CA-1810, required for the Lake Trafford Road and North 19th Street Intersection Improvement Project No. 60016. (Fiscal Impact: \$1,000)**
- 16.K.3. Recommendation to appoint one member to the Bayshore/Gateway Triangle Local Redevelopment Advisory Board.**
- 16.K.4. Recommendation to appoint one member to the Contractors Licensing Board**
- 16.K.5. Recommendation to reappoint three members to the Parks and Recreation Advisory Board.**

17. SUMMARY AGENDA

This section is for advertised public hearings and must meet the following criteria: 1) A recommendation for approval from staff; 2) Unanimous recommendation for approval by the Collier County Planning Commission or other authorizing agencies of all members present and voting; 3) No written or oral objections to the item received by staff, the Collier County Planning Commission, other authorizing agencies or the Board, prior to the commencement of the BCC meeting on which the items are scheduled to be heard; and 4) No individuals are registered to speak in opposition to the item. For those items which are quasi-judicial in nature, all participants must be sworn in.

17.A. Recommendation to adopt a Resolution proposing amendment to the Collier County Growth Management Plan, Ordinance 89-05, as amended, specifically amending the Potable Water Sub-Element of the Public Facilities Element to amend Policy 1.7 to reference the updated Ten-Year Water Supply Facilities Work Plan, and furthermore directing transmittal of the amendment to the Florida Department of Economic Opportunity. (Transmittal Hearing) (PL20180002552/CPSP-2018-6)

18. ADJOURN

Inquiries concerning changes to the Board's Agenda should be made to the County Manager's Office at 252-8383.