

SCOPE OF SERVICES FORT LAUDERDALE CENTRAL CITY LUPA
REVISED: JULY 20, 2026**I. Purpose**

The [Central City Community Redevelopment Plan](#), adopted in 2012, recommended seeking assistance in creating a mixed use, transit-oriented district. Per the Plan, potential areas for redevelopment opportunities were identified through a public participation process including properties within the CRA along major streets such as Sunrise Boulevard, NE 4th Avenue, and NE 13th Street. Per the Plan, Sunrise Boulevard can support a larger, more intense type of redevelopment scenario; while NE 4th Avenue and NE 13th Street can support lighter intensity, neighborhood-oriented retail establishments as well as mixed-use building types.

Currently, the CRA is considering new zoning designations and rezoning properties adjacent to these major roadways that will allow a mix of uses, encourage enhancement of the pedestrian experience, and incorporate form-based standards regarding height, massing, and building form. The intent of the Future Land Use Element amendment and a Future Land Use Map Amendment is to have one single land use designation that would permit development of both market-rate and affordable housing units within mixed-use projects that support new and existing commercial uses in the CRA.

The scope of services includes, but is not limited to, recommending a modification of an existing future land use designation or the creation of a new future land use designation for the designated Central City mixed-use area. The City's Future Land Use Element and Future Land Use Map are governed by both the City and Broward County through the County's Charter. The proposed Future Land Use Map amendment will require an amendment to both the City of Fort Lauderdale Future Land Use Map and the Broward County Future Land Use Map which, will require approval by the Fort Lauderdale City Commission, the Broward County Planning Council, and the Broward County Commission.

The Project Manager for the consultant team should be the primary contact for the project. The Project Manager will answer questions from the public in regard to the amendments and present at public meetings including civic associations, the Central City Community Redevelopment Area Board, Planning and Zoning Board, City Commission, Broward County Planning Council, and Broward County Commission meetings.

II. Project Management

We anticipate regular check-in meetings every two weeks at the beginning of the project and on an as-needed basis as the project progresses with our Working Group. During these meetings, the Development Services Director and Assistant City Manager may be invited to join the Working Group at key milestones at the city's discretion.

Colab will:

- Take notes for all meeting and provide them to staff as needed. All meeting notes and outreach efforts will be summarized in a final outreach summary deliverable to be prepared with the LUPA.

- Provide presentation materials at least 2-weeks in advance and provide 1 round of revisions, except for community meetings and workshops which will be provided 3-weeks in advance with up to 2 rounds of revisions.
- Prepare monthly progress reports at the end of each month accompanying each invoice. These progress reports will summarize activities completed, key decisions made to date and next steps. Colab will provide a progress report template after receiving the notice to proceed.

III. Scope of Work

Phase 1: Preliminary Engagement: LUPA Framework/Data and Analysis

Initially, our team will review background material and mapping before meeting with key stakeholders. This will entail:

Task 1 – Research and Define Project Approach

The objective of this task is to gain familiarity with the current future land use designations, existing uses, discussing project approach and public outreach with CRA and City staff.

Most other documents including Central City CRA Plan can be found on the City’s website: [Click Here](#)

City Services

- City staff will provide Consultant with the draft CRA unified land development regulations for the proposed Central City CRA rezoning.

Consultant Deliverables

- Prepare project schedule for review by CRA and City staff.
- Submit final project schedule based upon CRA and City staff comment.

Task 2 – Meet with Broward County Planning Council Staff to Discuss Proposed Future Land Use Element and Future Land Use Map Amendment Applications

The consultant shall meet with City and Broward County Planning Council staff to discuss the proposed future land use designation, Future Land Use Element amendment and amendments to both the City and County Future Land Use Maps.

City Service

- Schedule meeting with Consultant and Planning County Staff.

Consultant Deliverable

- Prepare meeting summary with Broward County Planning Council staff.

Task 3 – Presentation to Central City Community Redevelopment Board (CCRAB #1)

Colab will attend the CCRAB meeting to introduce the team, present the overall approach, and listen to the board members' comments regarding the LUPA. Our team will prepare a brief presentation and provide it to staff 2 weeks in advance of the meeting. The presentation may include some of the initial findings from the Task 1 research. Our team will make 1 round of revisions after receiving comments from the Working Group.

City/CRA Services

- CRA staff will place presentation on CCRAB agenda.
- City and CRA staff will provide comments on draft PowerPoint in advance of the CCRAB meeting.
- City and CRA staff will attend the CCRAB meeting and assist with answering questions.

Consultant Deliverables

- Draft PowerPoint regarding the proposed future land use designation including density, intensity, and affordable housing strategies to City staff and CRA staff two weeks in advance of the CCRAB meeting.
- Submit final PowerPoint to City and CRA staff for consultant's presentation to the CCRAB.

**Task 4 - Meet with City Attorney's Office, Broward County Traffic Engineering, and the Florida Department of Transportation Stakeholders and Civic Associations
(PP Meeting #1 including one on ones)**

Colab will conduct the following meetings with staff, agencies, and stakeholders:

- City Attorney (virtual or in person)
- Combined meeting with the city, Broward County Traffic Engineering and the Florida Department of Transportation (virtual or in person)
- One-on-one calls with Civic Association presidents (up to 9 virtual)
- Additional stakeholder meeting with local land use attorneys (1 virtual)
- Combined civic association meeting #1 (in person)
- Combined civic association meeting #2 (virtual)

City/CRA Services

- Schedule meetings with the City Attorney's Office, Broward County Traffic Engineering, the Florida Department of Transportation, stakeholders and Civic Associations.

- City and CRA staff will provide comments on the PowerPoint presentation for revisions based upon Civic Association and stakeholder meetings.
- City and CRA staff will attend Civic Association meetings and answer Civic Association questions.

Consultant Deliverable

- The consultant will revise the PowerPoint based upon City and CRA staff comments.
- The Consultant will answer Civic Association questions.
- Attend meetings and prepare meeting summaries for meetings with Broward County Traffic Engineering and the Florida Department of Transportation and Civic Associations.

Task 5- Create Project Website with Draft Documents, PowerPoint Presentation, Project Schedule, and Point of Contact

Colab will create the project website prior to the stakeholder meetings to include the project fact sheet and frequently asked questions, public meetings, and contact information. The content will be updated as the project progresses as part of Phase 1 and throughout the project timeline. The Working Group will approve the overall website approach and 2 drafts of the website before it is finalized for initial launch. Subsequent updates will be reviewed and approved by the Working Group prior to going live.

CRA Service

- CRA staff will add link from the consultant's project website to the City's website

Consultant Deliverable

- Consultant will prepare website for the project that meets City standards for accessibility.

Phase 2: Secondary Engagement: Drafting the LUPA

Through this effort we will present the key facts and preliminary observations to the community before building the LUPA report. Phase 2 will entail:

Task 6- Presentation to Central City Community Redevelopment Board (CCRAB) on Existing and Proposed Conditions (Data and Analysis) including Density, Intensity, and Proposed Affordable Housing Strategies (CCRAB #2)

The purpose of the CCRAB presentation is to gain consensus from the CCRAB about the density and intensity of the future land use designation for the amendment and related affordable housing strategies. Note that Broward County Land Use Plan Policy 2.16.2 states that when amendments which propose to add 100 or more residential dwelling units to existing densities, municipalities must incorporate affordable housing strategies.

City/CRA Services

- CRA staff will place presentation on the CCRAB agenda.
- City and CRA staff will provide comments on draft PowerPoint in advance of the CCRAB meeting.
- City and CRA staff will attend the CCRAB meeting and assist with answering questions.

Consultant Deliverables

- The consultant will present the findings of the data, inventory and analysis and answer CCRAB questions.
- Draft PowerPoint regarding the proposed future land use designation including density, intensity, and affordable housing strategies to City staff and CRA staff two weeks in advance of the CCRAB meeting.
- Submit final PowerPoint to City and CRA staff for consultant's presentation to the CCRAB.

Task 6.1- Public Presentation Prior to the Development Review Committee (DRC) Meeting on Existing and Proposed Conditions (Data and Analysis) (1 meeting)
(PP Meeting #2)

The objective to present all of the data collected and processed, as well as key issues to the community. The meeting will be held in the late afternoon or early evening and can be developed as an open house style event with boards, and ending with a presentation and discussion. Comments from the meeting will be recorded and summarized. Our team will provide presentation materials at least 3 weeks in advance and will make up to 2 rounds of revisions.

CRA Service

- CRA staff will schedule public presentation meetings and both CRA and City Staff will attend the public participation meetings.

Consultant Deliverable

- Present at the Public Participation Meetings, collect public comments and prepare a summary of meeting(s).

Task 6.2- Community Survey

We recommend documenting community participation at meetings and following the visioning session with a short online survey. The survey would be no more than 5 questions and 3 several additional demographic surveys questions about the survey participants.

City/CRA Services

- The City and CRA staff will distribute the survey and evaluate participation.

Consultant Deliverable

- Colab will draft the questions and make 1 revision during the Working Group meeting. Colab will post the survey online and review the results, and provide insights and recommendations.

Task 7- Prepare (First Draft) Land Use Amendment Report including the following:

The amendment report must meet the data and analysis requirements outlined in the appendix of the Broward County Administrative Rules Document.

City Service

- City staff will support communication between Consultant and various City departments to obtain information for the Future Land Use Map amendment report.

Consultant Deliverable

The report must include the following:

- Existing uses
- Proposed density and intensity
- Proposed City and County future land use designations
- Analysis of public facilities and services:
 - Potable water and sanitary sewer including water and sewer analysis letter from Public Works
 - Drainage requirements and correspondence from City Engineer confirming drainage analysis
 - Solid waste impact and confirm solid waste analysis with solid waste collection provider
- Proposed increase in population
- Impact on Broward County community park and City park level of service
- Mass transit analysis
- Traffic study
- School impact analysis and Broward Schools capacity determination letter
- Coordination with City and County adaptation action area plans
- Natural and historical resource analysis
- Affordable housing strategy
- Land use compatibility
- Hurricane evacuation analysis
- Intergovernmental coordination
- Public outreach summary
- Description of consistency with highlighted regional issues and policies of the Broward County Land Use Plan
- Required maps
- Sketch and legal description for proposed amendment area.
- During the drafting process, Colab will coordinate with staff through emails, phone calls and up to two (2) formal meetings to review the first draft.

Task 8- Development Review Committee (DRC) Meetings (Second + Third Drafts)**Task 8.1 - Required Notice to Civic Associations in and Adjacent to the CRA Prior to the DRC Meetings****CRA Service**

- The CRA staff shall notify civic associations within and adjacent to the CRA regarding the scheduling of the amendments on the Development Review Committee (DRC) agenda.

Consultant Deliverable

- Consultant will prepare draft notice regarding the date of the Development Review Committee meeting.

Task 8.2 -DRC Coordination and Staff Review (Second Draft)

DRC is an opportunity to have internal coordination with staff and discuss the LUPA prior to presenting to the public and CCRA. We anticipate one coordination meeting after which our team will create a second draft.

City Service

- City staff will prepare comments on the draft Future Land Use Element and Future Land Use Map Amendments.

Consultant Deliverable

- Consultant will prepare a second draft of the Future Land Use Amendment and Future Land Use Map Amendment Report.

Task 8.3 -DRC Meeting (option to add a second meeting)**City Service**

- City staff will post DRC comments on the City's website and send them to the consultant. The DRC members will answer questions regarding their comments on the future land use amendment report.

Consultant Deliverable

- Present the land use plan amendments at the DRC meetings and address comments from DRC members or members of the public.

Task 8.4- Resubmit Revised Future Land Use Plan Amendment Report (Third Draft)**Consultant Deliverable**

- A revised third draft of the Future Land Use Map amendment report and provide written responses to the DRC's comments to City and CRA staff.

Task 8.5- DRC Sign Off**City Service**

- City staff will share the revised Future Land Use Map amendment report and request DRC member sign off prior to scheduling the Planning and Zoning Board (PZB) agenda.

Consultant Deliverable

- Respond to DRC Member comments on the Future Land Use Map Amendment report and revise the report for resubmittal to the City.

Task 9- Presentation on Draft Future Land Use Element and Future Land Use Plan Amendment to the Central City Community Redevelopment Board (CCRAB #3)**City/CRA Services**

- CRA staff will place discussion of the Future Land Use Element and Future Land Use Map amendments on the CCRAB agenda. City and CRA staff will attend the meeting and answer questions.

Consultant Deliverable

- The consultant will present the findings of the data, inventory, and analysis in the Future Land Use Element report and answer CCRAB questions.

Task 9.1- Revise PowerPoint Prior to Additional CCRAB and Public Participation Meetings**City/CRA Services**

- City and CRA staff will provide comments on the PowerPoint presentation for revisions.

Consultant Deliverable

- The consultant will revise the PowerPoint based upon City and CRA staff comments.

Task 9.2- One-on-one Engagement Meetings with the Mayor and two District Commissioners (optional)

Colab can meet with Commissioners to brief them on the LUPA and community comments per staff's direction.

Phase 3: Public Hearings: LUPA Approval**Task 10- Planning and Zoning Board (PZB) Meetings**

After review by City and CRA staff, DRC, CCRAB, and the community, the land use plan amendment will be placed on a Planning and Zoning Board agenda.

Task 10.1- Required Mail Notices to Property Owners within 300 feet and Civic Associations in and Adjacent to the CRA Prior to the PZB Meetings**CRA Staff Service**

- CRA staff will prepare two mail notices at least 10 days in advance of the public presentation meeting to property owners within the Future Land Use Map amendment area and within 300 feet of the proposed Future Land Use Map amendment area. Email the notice to Civic Associations within and adjacent to the CRA and neighborhood association presidents.

Consultant Deliverable

- Consultant will prepare a draft mail notice announcing the time and place of the public presentation meeting.

Task 10.2 Required Public Participation Meeting Prior to PZB Meeting (PP Meeting #3)

Colab will design and produce an additional public participation meeting to present the draft LUPA. This will be an opportunity for the community to understand the general intent of the LUPA- the overall impacts to the neighborhood and how they are being addressed. Participants can provide comments and respond to the draft. The meeting format and content will be designed in partnership with staff. The presentation and presentation boards will be provided for staff to review in advance. Comments from the meeting will be recorded and summarized. Our team will provide presentation materials at least 3 weeks in advance and will make up to 2 rounds of revisions.

It will include:

- One (1) in-person meeting
- One (1) virtual meeting

City and CRA Staff Service

- City and CRA staff will attend public participation meeting and assist with answering questions.
- City and CRA will coordinate and host virtual meetings.

Consultant Deliverable

- The Consultant will prepare a PowerPoint presentation and send to City staff two weeks in advance of the public participation meeting.
- Revise PowerPoint presentation based upon City and CRA staff comments and present the Future Land Use Element and Future Land Use Map amendments at the public participation meeting.
- Present the amendments at the Public Participation Meeting.
- Prepare a summary of the public participation meeting and submit the summary to City and CRA staff.

Task 10.3- City Staff to Request Sketch and Legal Description of Amendment Area from City Surveyor**City Staff Service**

- City staff will coordinate with City Surveyor to create a sketch and legal description for the proposed Future Land Use Map Amendment.

Consultant Deliverable

- Consultant will review City Surveyor's sketch and legal description for consistency with proposed Future Land Use Map amendment.

Task 10.4- Planning and Zoning Board Submittal Deadline**City Staff Service**

- City staff will request placement on a Planning and Zoning Board (PZB) agenda.
- Distribute PZB agenda memoranda with the Future Land Use Amendment Report to PZB members, City Attorney's Office and post on the City's website.

Task 10.5- Revisions to Planning and Zoning Board Staff Reports, Land Use Plan Amendment Report, Text Amendment and PowerPoint Presentation**City and CRA Staff Service**

- City and CRA staff will provide comments on the PZB Staff Report; Land Use Plan Amendment Report, text amendment and PowerPoint Presentation.

Consultant Deliverable

- Consultant will provide content for PZB Staff Report. Land Use Plan Amendment Report, text amendment, and PowerPoint presentation per PZB, City and CRA Staff Comments.

Task 10.6- Planning and Zoning Board Meeting (Local Planning Agency Public Hearing) (optional additional meetings based on PZB direction)

City and CRA Staff Service

- City and CRA staff shall attend the Planning and Zoning Board hearing and assist with answering questions.

Consultant Deliverable

- Consultant will prepare a PowerPoint presentation and present the Future Land Element text and Future Land Use Map amendment at the Planning and Zoning Board Meeting and answer Planning and Zoning Board member questions.
- City and CRA Staff will assist with answering questions.

Task 11– City Commission Conference Meeting Presentation

City and CRA Staff Service

- CRA staff will request placement of a presentation on the Future Land Use Element text and Future Land Use Map amendments on a City Commission Conference Meeting Agenda. City and CRA staff will attend the City Commission Conference Meeting to assist with answering questions.

Consultant Deliverable

- Consultant will update PowerPoint presentation and forward in advance of the City Commission conference meeting to be published on the City’s website with the meeting agenda.
- Consultant will present the amendments to the City Commission at the City Commission conference meeting.

Task 12– City Commission Public Hearing Scheduling and Newspaper Ad

City Staff Service

- City staff will request placement of the amendment on a City Commission agenda.
- The City Attorney’s Office will prepare the newspaper advertisement and ordinance to amend the Future Land Use Element and the Future Land Use Map.

Task 13– City Commission Transmittal Hearing – First Reading**City and CRA Staff Service**

- Forward City Commission Agenda memorandum to Urban Design and Planning Manager, Development Services Director, City Attorney’s Office, and City Manager for review.
- City and CRA staff shall attend the City Commission hearing and assist with answering questions.

Consultant Deliverable

- Consultant will prepare the final amendments for the City Commission Transmittal Hearing.
- Consultant will prepare a City Commission agenda memorandum (CAMs) for the proposed amendments and incorporate suggested changes from City staff into the CAMs.
- Consultant will attend the City Commission and answer City Commission questions.

Task 14– Transmit Future Land Use Element and Future Land Use Map Amendment to FloridaCommerce and Request Conditional Recertification to the Broward County Planning Council (BCPC)**City Service**

- City staff will coordinate required signatures and materials for the request for conditional recertification.

Consultant Deliverable

- Prepare and submit the proposed Future Land Use Element and Future Land Use Map amendments to FloridaCommerce and email the amendment the agencies that review comprehensive plan amendments.
- Consultant will submit the Future Land Use Element Text and Future Land Use Element Map amendments to the Broward County Planning Council (BCPC).
- Complete requirements for a request for conditional recertification 21 days prior to the Planning Council public hearing.

Task 15– Address BCPC Comments**Consultant Deliverable**

- Consultant will address BCPC comments and make changes to the Future Land Use Map amendment report as needed.
- Changes to the Future Land Use map report will be submitted to City staff for review prior to resubmittal to the BCPC.

Task 16– BCPC Hearing

The BCPC hearing cannot occur until 21 days after City Commission first Reading.

City and CRA Staff Service

- City and CRA staff will attend and answer questions.

Consultant Deliverable

- Consultant will present the Future Land Use Map and Future Land Use text amendments to the BCPC and answer questions.
- City and CRA Staff will assist with answering questions.

Task 17– County Commission – Approval of Notice to Advertise LUPA

BCPC staff will request that the County Commission schedule approval of notice to advertise the land use map amendment at a regularly scheduled County Commission meeting.

Consultant, City and CRA Staff Service

- Consultant, City, and CRA staff will attend and answer questions if necessary.

Task 18 - County Commission Transmittal Hearing**City and CRA Staff Service**

- City and CRA staff will assist with answering questions.

Consultant Deliverable

- Consultant will present the Future Land Use Map amendment to the Broward County Commission and answer questions.

Task 19 - Address FloridaCommerce Comments on City and County Transmittals**City Staff Service**

- City staff will request placement of a City Commission agenda for second reading of the ordinances to adopt the Future Land Use Element and Future Land Use Element amendments.
- Forward CAM to Urban Design and Planning Manager, Development Services Director, City Attorney's Office, and City Manager's Office for review.

Consultant Deliverable

- Consultant will prepare written responses to the FloridaCommerce comments or other agency comments.
- Prepare a CAM for the City Commission second reading of the ordinances to adopt the amendments.
- Incorporate suggested changes from City staff into the CAMs.

Task 20- County Commission Adoption Hearing – Second Reading

City and CRA Staff Service

- City and CRA staff will attend and assist with answering questions.

Consultant Deliverable

- Consultant to attend County Commission adoption hearing + answer questions if necessary.

Task 21- City Commission Adoption Hearing – Second Reading

City and CRA Staff Service

- City and CRA staff will assist with answering questions.

Consultant Deliverable

- Consultant will attend the City Commission adoption hearing regarding the Future Land Use Element text and Future Land Use Map amendments and answer questions.

Task 22- Prepare Transmittal of Adopted Amendments to FloridaCommerce

City Service

- City staff will coordinate with the City Clerk's office to obtain the signed ordinance(s).

Consultant Deliverable

- The consultant will prepare the transmittal of the adopted amendments to FloridaCommerce and the agencies that review comprehensive plan amendments.

Task 23- Request BCPC to Finalize Recertification of the Future Land Use Element and Future Land Use Map

City Service

- City staff will provide a letter from the Director of Development Services, adoption ordinances, City Commission memoranda, revised Future Land Use Element pages, updated Future Land Use Map and DEO compliance letters to the Broward County Planning Council to request recertification.

I. Proposed Schedule and Payment

MILESTONE		Deliverables + Meetings	MONTH	HOURS	FEE
Phase 1: Data and Analysis					
1	Research and Project Approach	Kick-off meeting	1-3	19	\$3,800
2	Meeting with Broward County Planning Council Staff to Discuss Proposed Future Land Use Element and Future Land Use Map Amendment Applications	BCPC Meeting	2	10	\$2,000
3	Consultant to Present to Central City Community Redevelopment Board (CCRAB)	CCRAB Presentation #1	2	90	\$17,920
4	Meet with City Attorney's Office, Broward County Traffic Engineering, and the Florida Department of Transportation Stakeholders and Civic Associations	• City Attorney (virtual or in person) • Combined meeting with the city, Broward County Traffic Engineering and the Florida Department of Transportation (virtual or in person) • One-on-one calls with Civic Association presidents (virtual) • Additional stakeholder meeting with local land use attorneys (1 meeting) • Combined civic association meeting (one in person and one virtual)	2-3	73	\$14,600
5	Create Project Website with Draft Documents, PowerPoint Presentation, Project Schedule, and Point of Contact.	Website	1-2	56	\$11,200
Subtotal				248	\$49,520

Phase 2: Visioning and Drafting the LUPA				Hours	Fee
6	Presentation to Central City Community Redevelopment Board (CCRAB) on Existing and Proposed Conditions (Data and Analysis) including Density, Intensity, and Proposed Affordable Housing Strategies	- CCRAB Presentation #2: Existing and Proposed Conditions - Public Presentation #1 - Community Survey	4-5	110	\$22,000
7	Prepare Land Use Amendment Report (First Draft)	- Draft #1 LUPA - Staff meeting	6-8	184	\$36,800
8	Development Review Committee (DRC) Meetings	- DRC staff review - Draft #2 LUPA - DRC Presentations (option to add second meeting) - Draft #3 LUPA - DRC Sign off	9-11	78	\$15,600
9	Presentation Draft Future Land Use Element and Future Land Use Plan Amendment to the Central City Community Redevelopment Board (CCRAB)	- CCRAB Presentation #3: Draft LUPA - Commissioners and Mayor one on ones (3)- OPTIONAL	11	30	\$6,000
Subtotal				402	\$80,400
Phase 3: Approvals					
10	Planning and Zoning Board (PZB) Meetings	- Draft mail notice - Public participation meeting #2 (1 in person, 1 virtual) - PZB Staff Report and revisions - PZB Presentation (optional additional meetings)	12-16	112	\$22,400
11	City Commission Conference Meeting Presentation	City Commission Workshop	16	28	\$5,600
12	City Commission Public Hearing Scheduling and Newspaper Ad		15		
13	City Commission Transmittal Hearing – First Reading	Commission Agenda Memoranda First Reading City Commission	16	11	\$2,240

14	Transmit Future Land Use Element and Future Land Use Map Amendment to FloridaCommerce Broward County Planning Council (BCPC) Submittal and Request Conditional Recertification	• Transmittal package • BCPC Request for recertification	16	34	\$6,720
15	Address BCPC Comments	Revision to recertification	17	28	\$5,600
16	BCPC Hearing (21 days after City hearing)	• BCPC hearing	18	9	\$1,792
17	County Commission – Approval of Notice to Advertise LUPA		19	9	\$1,792
18	County Commission Transmittal Hearing	• County Commission Meeting for agenda First Reading County Commission	20	9	\$1,792
19	Address FloridaCommerce Comments on City and County Transmittals	• Revisions to LUPA per state comments	22	28	\$5,600
20	County Commission Adoption Hearing – Second Reading	• Second Reading County Commission	24	9	\$1,792
21	City Commission Adoption Hearing – Second Reading	• Second Reading City Commission	26	9	\$1,792
22	Prepare Transmittal of Adopted Amendments to FloridaCommerce	• Prepare transmittal to FloridaCommerce	27	9	\$1,792
23	Request BCPC to Finalize Recertification of the Future Land Use Element and Future Land Use Map		29	6	\$1,120
Subtotal				188	\$60,032
Total				950	\$189,952

Invoices are sent monthly and billed as a percentage of work completed, to be paid within 15 days of receipt.