

Orange County Government

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



Clerk's Agenda and Records Report - Final

Tuesday, July 16, 2019

9:00 AM

County Commission Chambers

Board of County Commissioners

Call to Order**Invocation****Pledge of Allegiance****Public Comment****BUDGET WORK SESSION****CONSTITUTIONAL OFFICERS**

19-1081 Constitutional Officers

LYNX

19-1082 LYNX

COUNTY ADMINISTRATOR

19-1083 Board Budget Discussion

I. CONSENT AGENDA**A. COUNTY COMPTROLLER**

1. 19-1084 Approval of the minutes of the June 18, 2019 meeting of the Board of County Commissioners.
2. 19-1085 Approval of the check register authorizing the most recently disbursed County funds, having been certified that same have not been drawn on overexpended accounts. Period is as follows: June 28, 2019, to July 4, 2019; \$56,998,099.01. (Finance/Accounting)
3. 19-1086 Disposition of Tangible Personal Property as follows.
(Property Accounting)
 - a. Sell assets through online auction.
 - b. Offer assets to non-profits.
 - c. Scrap assets.
 - d. Dispose of assets totaled by our Third Party Administrator.
 - e. Remove lost assets.
 - f. Return lease equipment to vendor.

B. COUNTY ADMINISTRATOR

1. 19-1087 Approval and execution of Orange County/MetroPlan Orlando (Urban Area Metropolitan Planning Organization) FY 2019-2020 Funding Agreement. All Districts.
2. 19-1088 Approval and execution of First Amendment to Service Funding Agreement by and between Orange County, Florida and Central Florida Regional Transportation Authority. All Districts.
3. 19-1089 Approval to pay the fourth quarter billing for the Orange County Property Appraiser in the amount of \$3,985,640.58. (Office of Management and Budget)
4. 19-1090 Approval of budget amendment #19-39. (Office of Management and Budget)

C. COUNTY ATTORNEY

1. 19-1091 Approval of Settlement Agreement in the case of Westwood Partners Group, LLC v. Orange County, Case No. LUP-16-09-335.

D. ADMINISTRATIVE SERVICES DEPARTMENT

1. 19-1092 Approval of Change Order No. 4, Contract Number Y17-731, Wittenstein Cottage ADA Upgrades and Renovations, with Core Engineering & Construction, in the amount of \$10,102.85, for a revised lump sum contract amount of \$520,638.16. (Capital Projects Division)
2. 19-1093 Approval to award Invitation for Bids Y19-1015-MV, Limerock Road Base, to the low responsive and responsible bidder, Dixie Lime and Stone Company. The estimated contract award amount is \$2,080,500 for a 3-year term. ([Utilities Department Field Services Division] Procurement Division)
3. 19-1094 Approval to award Invitation for Bids Y19-1047-AH, Pest Control Services for the Orange County Convention Center, to the low responsive and responsible bidder, Massey Services, Inc. The estimated contract award amount is \$157,200 for a 3-year term. ([Convention Center Facilities Operations Division] Procurement Division)
4. 19-1095 Approval to award Invitation for Bids Y19-1051-KB, Natural and Washed Concrete Sand, to the low responsive and responsible bidder, Central Florida Transport, LLC. The estimated contract award amount is \$280,500 for a 3-year term. ([Public Works Department Roads and Drainage Division] Procurement Division)

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5. 19-1096 Approval to award Invitation for Bids, Y19-1083-AV, Janitorial Services - Orange County Sun Rail Stations, to the low responsive and responsible bidder, Contractors Enterprises, Inc. The estimated contract award amount is \$115,424 for a 1-year term. ([Administrative Services Department Facilities Management Division] Procurement Division)
 6. 19-1097 Approval to award Invitation for Bids Y19-1096-AV, Collection Agency Services for Utilities, to the low responsive and responsible bidder, NCSPLUS Incorporated. The estimated contract award amount is \$183,000 for a 3-year term. ([Utilities Department Customer Service Division] Procurement Division)
 7. 19-1098 Approval of Amendment No. 1, Contract Y17-802-CH, Transportation Planning Services for 2016 Update of the Transportation Impact Fee Study, with Tindale-Oliver & Associates, Inc. dba Tindale-Oliver in the amount of \$97,203, for a revised total contract amount of \$197,047. ([Planning, Environmental, and Development Services Department Transportation Planning Division] Procurement Division)
 8. 19-1099 Approval of Amendment No. 11, Contract Y16-163, Rapid Re-Housing, with the Homeless Services Network of Central Florida, Inc., retroactive to July 1, 2019, to advance the amount of \$320,000 of County funds from the original amount awarded under Contract Y16-163 to be reconciled by the end of the current contract term. ([Community and Family Services Department Mental Health and Homeless Issues Division] Procurement Division)
 9. 19-1100 Approval of amendment No. 4 Contract Y17-2057, Supportive Services for Permanent Supportive Housing, with Homeless Services Network of Central Florida, Inc., retroactive to July 1, 2019, to advance the amount of \$220,000 of County funds from the original amount awarded under Contract Y17-2057 to be reconciled by the end of the current contract term. ([Community and Family Services Department Mental Health and Homeless Issues Division] Procurement Division)
 10. 19-1101 Approval and execution of Second Amendment to Lease Agreement by and between Orange County and ORLBMX, Inc. and delegation of authority to the Real Estate Management Division to exercise renewal options and furnish notices, required or allowed by the lease, as needed for Orlando BMX at Barnett Park 4801 West Colonial Drive, Orlando, Florida 32808 Lease File #5028. District 6. (Real Estate Management Division)
 11. 19-1102 Approval and execution of License Agreement by and between Reedy Creek Improvement District and Orange County and delegation of authority to the Real Estate Management Division to exercise termination option, required or allowed by the license, as needed for SO - Substation Sector Six - Disney Springs 1600 East Buena Vista Drive, Lake Buena Vista,

- Florida 32830 Lease File #10002. District 1. (Real Estate Management Division)
12. 19-1103 Approval and execution of First Amendment to Lease Agreement by and between Taft Holdings, Inc. and Straubinger, Inc. and Orange County, Florida and delegation of authority to the Real Estate Management Division to exercise holdover and renewal options, furnish notices, and execute subordinations and tenant estoppel certificates, required or allowed by the lease, as needed for Boggy Creek - SO Marine Division 9180 & 9220 Boggy Creek Road, Orlando, Florida 32824 Lease File #1026. District 4. (Real Estate Management Division)
13. 19-1104 Approval and execution of Termination of Lease Agreement between Orange County and Goldenrod Historical Society, Inc. and authorization to disburse funds to pay outstanding utility bills for Goldenrod Community Center - Goldenrod Historical Society 4755 Palmetto Avenue, Winter Park, Florida 32792 Lease File #5003. District 5. (Real Estate Management Division)
14. 19-1105 Approval and execution of Distribution Easement from Orange County and the City of Orlando to Duke Energy Florida, LLC, d/b/a Duke Energy and authorization to record instrument for Malcolm Road Water Supply Facility. District 1. (Real Estate Management Division)
15. 19-1106 Approval and execution of Donation Agreement between Eagle Creek Development Corporation and Orange County and Donation Agreement between GCB Associates, LLC f/k/a GCB Associates 2009, LLC, successor by conversion of GCB Associates, Ltd. and Orange County, Approval of Special Warranty Deed from Eagle Creek Development Corporation to Orange County and Special Warranty Deed from GCB Associates, LLC f/k/a GCB Associates 2009, LLC, successor by conversion of GCB Associates, Ltd. to Orange County and authorization to disburse funds to pay closing costs and perform all actions necessary and incidental to closing for Eagle Creek Equestrian Trail Project. District 4. (Real Estate Management Division)
16. 19-1107 Approval of Warranty Deed from Lennar Homes, LLC to Orange County, approval and execution of Subordination of Utility Interests between Duke Energy Florida, LLC, d/b/a Duke Energy and Orange County and authorization to perform all actions necessary and incidental to closing for Village H - Springhill APF Conveyance. District 1. (Real Estate Management Division)
17. 19-1108 Approval of Quit-Claim Deed from Canh T. Nguyen and To-Quyen Bao Nguyen, also known as To Quyen B. Nguyen, to Orange County and Corrective Temporary Construction Easement from Canh T. Nguyen to Orange County and authorization to disburse funds to pay all recording

- fees and record instruments for Texas Avenue RCA (Oak Ridge Rd to Holden Ave). District 6. (Real Estate Management Division)
18. 19-1109 Approval of Utility Easement from Pioneers, Inc., authorized to do business in Florida under the name Pioneers International, Inc., and Lake Whip I LLC to Orange County with Joinder and Consent to Utility Easement from Lake Nona Hotel, LLC, authorized to transact business in the State of Florida as Lake Nona Hotel DE, LLC, and Subordination of Encumbrances to Property Rights to Orange County from Axiom Bank and authorization to record instruments for Pioneers Holiday Inn Express Permit #16-E-068 OCU File #87186. District 4. (Real Estate Management Division)
19. 19-1110 Approval of Conservation and Access Easement from Pulte Home Company, LLC, Lake Pickett Properties, Inc., Benjamin F. Wheeler, III, and Evans Groves, Inc. to Orange County and authorization to record instrument for Lake Pickett Cluster Parcels 1-3 (CAI-18-12-060). District 5. (Real Estate Management Division)
20. 19-1111 Approval of Utility Easement from Carlsbad Orlando, LLC to Orange County with Joinder and Consent to Utility Easement from Beachline South Residential, LLC and Temporary Construction Easement from Carlsbad Orlando, LLC to Orange County with Joinder and Consent to Temporary Construction Easement from Beachline South Residential, LLC and authorization to record instruments for Starwood MUP Permit #16-U-037 OCU File # 85426. District 4. (Real Estate Management Division)
21. 19-1112 Approval of Utility and Access Easement from AD1 Urban SW, LLC to Orange County and Subordination of Encumbrances to Property Rights to Orange County from Hall Urban Orlando, LLC and authorization to record instruments for AD1 Aloft & Element Hotel Project Site Work Permit #B18900778 OCU File #96838. District 1. (Real Estate Management Division)
22. 19-1113 Approval of Utility Easement from Dakota Property Investments, LLC to Orange County, Subordination of Encumbrances to Property Rights to Orange County from Bank of America, N.A., and Subordination of Encumbrances to Property Rights to Orange County from U.S. Small Business Administration and authorization to record instruments for Stanley Steamer Permit B15901563 OCU File #89966. District 2. (Real Estate Management Division)
23. 19-1114 Approval of Utility Easement from Beltway TLJ Development LP to Orange County and Subordination of Encumbrances to Property Rights to Orange County from Citizens Bank, National Association and authorization to record instruments for Beltway Commerce Center Phase II Permit 18-U-081 OCU File # 96873. District 4. (Real Estate Management Division)

24. 19-1115 Approval of Utility Easement from 3D Ayers Street, LLC to Orange County and Subordination of Encumbrances to Property Rights to Orange County from Renasant Bank and authorization to record instruments for Family Dollar - NC-Site Work Only Permit B:18902955 OCU File #96872. District 6. (Real Estate Management Division)
25. 19-1116 Approval and execution of Donation Agreement and approval of Warranty Deed between JEL Land Development, LLC and Orange County and authorization to perform all actions necessary and incidental to closing for Donation of JEL Land Development, LLC parcels. Districts 4 and 5. (Real Estate Management Division)

E. COMMUNITY AND FAMILY SERVICES DEPARTMENT

1. 19-1117 Approval and execution of City of Orlando And Orange County, Florida Agreement to Exercise Second Renewal Option. (Head Start Division)
2. 19-1118 Receipt and filing of Head Start Policy Council Program Information and Updates May 2019 and June 2019 and Head Start Policy Council Meeting Minutes April 25, 2019 and May 16, 2019 for the official county record. (Head Start Division)
3. 19-1119 Approval and execution of Interagency Agreement between The Circuit 9 Department of Children and Families Substance Abuse and Mental Health Program Office and Orange County, Florida regarding a Youth Mental Health Management Network Consortium in the amount of \$50,000. (Mental Health and Homeless Issues Division)
4. 19-1120 Authorization for the Parks and Recreation Division to apply the provision in the County Fee Directory electing not to collect registration fees for after school programs. (Parks and Recreation Division)

F. HEALTH SERVICES DEPARTMENT

1. 19-1121 Approval and execution of the renewal Paratransit Services License for Rite Way Transportation LLC to provide wheelchair/stretchers service. The term of this license is from August 1, 2019 through August 1, 2021. There is no cost to the County. (EMS Office of the Medical Director)
2. 19-1122 Approval and execution of the renewal Paratransit Services License for Mears Destination Services, Inc to provide wheelchair/stretchers service. The term of this license is from August 1, 2019 through August 1, 2021. There is no cost to the County. (EMS Office of the Medical Director)
3. 19-1123 Approval and execution of the renewal Paratransit Services License for Faithful Mobility Transport, LLC to provide wheelchair/stretchers service. The term of this license is from August 1, 2019 through August 1, 2021. There is no cost to the County. (EMS Office of the Medical Director)

G. PLANNING, ENVIRONMENTAL AND DEVELOPMENT SERVICES DEPARTMENT

1. 19-1124 Approval and execution of Program Administration Agreement between Orange County, Florida and Life Concepts, Inc. related to the State Housing Initiatives Partnership Program for the specific purpose of Rehabilitation of Group Homes and Supportive Living Apartment in the amount of \$790,500. District 2. (Housing and Community Development Division)
2. 19-1125 Approval and execution of Orange County, Florida and Habitat for Humanity of Seminole County and Greater Apopka, Florida, Inc. and Habitat for Humanity Greater Orlando and Osceola County, Inc. Consent to Assignment related to the Community Development Block Grant Program Agreement for Fiscal Year 2016-2017 Document Number: 20180240170 to transfer the construction responsibilities for 10 affordable housing units. District 2. (Housing and Community Development Division)
3. 19-1126 Approval and execution of Twelfth Amended Development Order for Southchase Development of Regional Impact. District 4. (Planning Division)
4. 19-1127 Approval of The East Central Florida Regional Resilience Collaborative Memorandum of Understanding between the East Central Florida Regional Planning Council and Orange County. All Districts.
5. 19-1128 Approval and execution of Proportionate Share Agreement for Cypress Springs Landing Dean Road by and between BDSA Properties LLC and Orange County for a proportionate share payment in the amount of \$160,524. District 4. (Transportation Planning Division)
6. 19-1129 Approval and execution of Proportionate Share Agreement for Orlando Montessori Bilingual School Dean Road and Lake Underhill by and between Orlando Montessori Bilingual Academy, Inc. and Orange County for a proportionate share payment in the amount of \$122,110. District 4. (Transportation Planning Division)
7. 19-1130 Approval and execution of Proportionate Share Agreement for Parcel 4 @ Nadeen Tanmore II PD Winter Garden-Vineland Road by and between Martni Global, LLC and Orange County for a proportionate share payment in the amount of \$146,085. District 1. (Transportation Planning Division)
8. 19-1131 Approval and execution of Proportionate Share Agreement for Suntrust Bank at Hamlin Avalon Road/CR 545 by and between Hamlin Retail Partners East NEC, LLC and Orange County, directing both the proportionate share payment in the amount of \$12,064 and future transportation impact fees that may be associated with the project pursuant to the Escrow Agreement for the Hamlin West Amended and Restated

Road Network Agreement be utilized for the completion of Avalon Road/CR 545 improvements. District 1. (Transportation Planning Division)

9. 19-1132 Approval and execution of Proportionate Share Agreement for Taco Bell/Pizza Hut at Hamlin Avalon Road/CR 545 by and between Hamlin Retail Partners East NEC, LLC and Orange County, directing both the proportionate share payment in the amount of \$14,129 and future transportation impact fees that may be associated with the project pursuant to the Escrow Agreement for the Hamlin West Amended and Restated Road Network Agreement be utilized for the completion of Avalon Road/CR 545 improvements. District 1. (Transportation Planning Division)

H. PUBLIC WORKS DEPARTMENT

1. 19-1133 Approval of Traffic Signal installation at Curry Ford Road and Cypress Springs Parkway. District 4. (Traffic Engineering Division)
2. 19-1134 Approval of "No Parking" signs installation on both sides of Chase Road 600 feet north and 900 feet south of the R.D. Keene Park entrance. District 1. (Traffic Engineering Division)
3. 19-1135 Approval and execution of (1) Federally-Funded Subaward and Grant Agreement Agreement Number: H0197 Project Number: 4337-107-R by the State of Florida, Division of Emergency Management and Orange County and (2) Federal Funding Accountability and Transparency Act in the amount of \$150,000 for Lake Underhill Road at Pinar Drive Traffic Signal Mast Arm Upgrade. A 25% project cost match in the amount of \$50,000 is required. District 4. (Traffic Engineering Division)
4. 19-1136 Approval and execution of Joint Project Agreement for Orange County Texas Avenue Improvements - north segment and Texas Avenue - north segment OUC Water Main Relocation Project by and between Orlando Utilities Commission and Orange County. District 6. (Engineering Division)
5. 19-1137 Authorization to record the plat for Faye Street. District 2. (Roads and Drainage Division)
6. 19-1138 Authorization to record the plat of Certus Senior Living - Conroy. District 1. (Development Engineering Division)

I. UTILITIES DEPARTMENT

1. 19-1139 Approval and execution of Utility Line Construction Reimbursement Agreement for Lake Nona Boulevard Forcemain Extension by and among Orange County, Orlando Airport Property, LLC, and Adventist Health System/Sunbelt, Inc. in the total payment obligation amount of \$1,364,963. District 4. (Engineering Division)

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

1. 19-1140 Receipt of the following items to file for the record: (Clerk's Office)
 - a. City of Orlando Voluntary Annexation Request - 2700 S. Brown Avenue - ANX2019-10001. Notice of Proposed Enactment. Proposed Ordinance 2019-32, 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 south of East Michigan Street, east of Mayer Street, and west of South Brown Avenue, and comprised of 0.2089 acres of land, more or less, and amending the City's boundary description; amending the City's adopted Growth Management Plan to designate the property as Residential-Low Intensity on the City's Official Future Land Use Maps; designating the property as the one Family Residential District (R-1) on the City's Official Zoning Maps; 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. A public hearing on this Ordinance will be held during Council's regular meeting beginning at 2:00 p.m., in Council Chambers, 2nd floor, Orlando City Hall, 400 S. Orange Ave., Orlando, Florida.
 - b. City of Orlando Voluntary Annexation Request - 12621 Narcoossee Road - ANX2018-10018.
 - c. City of Ocoee Ordinance No. 2019-017, with Exhibit A (Legal Description), and Exhibit B (Location Map). Ordinance No. 2019-017 (Annexation Ordinance for Homes in Partnership - 340 13th Avenue, Tax Parcel ID 08-22-28-5956-10-020; Case No. AX-08-17-68: Homes in Partnership - 340 13th Avenue Annexation. An Ordinance of the City of Ocoee, Florida, annexing into the corporate limits of the City of Ocoee, Florida, certain real property containing approximately +/-0.17 acres located on the south side of 13th Avenue, west side of Peters Avenue, pursuant to the application submitted by the property owner; finding said annexation to be consistent with the Ocoee Comprehensive Plan, the Ocoee City Code; providing for and authorizing the updating of Official City Maps; providing direction to the City Clerk; providing for severability; repealing inconsistent ordinances; providing for an effective date.
 - d. City of Ocoee Ordinance No. 2019-019, with Exhibit A (Legal Description), and Exhibit B (Location Map). Ordinance No. 2019-019 (Annexation Ordinance for Homes in Partnership - 330 13th Avenue, Tax Parcel ID 08-22-28-5956-10-031; Case No. AX-08-17-67: Homes in Partnership - 330 13th Avenue Annexation. An Ordinance of the City of

Ocoee, Florida, annexing into the corporate limits of the City of Ocoee, Florida, certain real property containing approximately +/-0.17 acres located on the south side of 13th Avenue, west side of Peters Avenue, pursuant to the application submitted by the property owner; finding said annexation to be consistent with the Ocoee Comprehensive Plan, the Ocoee City Code; providing for and authorizing the updating of Official City Maps; providing direction to the City Clerk; providing for severability; repealing inconsistent ordinances; providing for an effective date.

III. DISCUSSION AGENDA

A. ADMINISTRATIVE SERVICES DEPARTMENT

1. 19-1141 Selection of one firm and two ranked alternates to provide Services for the Wekiva Springshed Education Campaign, Request for Proposals Y19-500-AH, from the following four firms, listed alphabetically:

- Evok Advertising and Design, Inc.
- Marketing for Change Co.
- Quest Corporation of America, Inc.
- TKO Orlando, LLC

([Planning, Environmental, and Development Services Department Environmental Protection Division] Procurement Division)

2. 19-1142 Selection of one firm and two ranked alternates to provide Professional Engineering Services for the Final Design of Pine Hills Road Pedestrian Safety Project, Request for Proposals Y19-811-CH, from the following three firms, listed alphabetically:

- AVCON, Inc.
- Johnson, Mirmiran & Thompson, Inc.
- WSP USA, Inc.

([Public Works Department Engineering Division] Procurement Division)

3. 19-1143 Selection of one firm and an alternate to provide Professional Engineering Services for the Final Design of Sand Lake Road Safety Improvements, Request for Proposals Y19-813-CH, from the following two firms, listed alphabetically:

- Kelly, Collins & Gentry, Inc.
- Wynndalco Enterprises, LLC

([Public Works Department Engineering Division] Procurement Division)

IV. RECOMMENDATIONS

1. 19-1144 June 20, 2019 Planning and Zoning Commission Recommendations

V. PUBLIC HEARINGS

1. 19-921 Shoreline Alteration/Dredge and Fill

Joseph and Kimberlee Amos, Lake Gatlin, after-the-fact permit; District 3
2. 19-852 Conservation Area Impact

Airport Parking Rental 1, LLC, after-the-fact permit; District 3
3. 19-979 Preliminary Subdivision Plan

Adam Smith, VHB, Inc., Eagle Creek Planned Development / Village I Preliminary Subdivision Plan, Case # PSP-16-02-063; District 4
4. 19-986 Preliminary Subdivision Plan

Kevin P. White, Waldrop Engineering, Springhill Planned Development / Storey Grove Phase 3 Preliminary Subdivision Plan, Case #PSP-18-11-374; District 1
5. 19-269 Planning and Zoning Commission Board-Called

Justin Solitro, Case # RZ-19-01-057, January 17, 2019; District 2
(Continued from March 26, 2019)
6. 19-976 Substantial Change

Miranda Fitzgerald, Lowndes, Drosdick, Doster, Kantor, & Reed, P.A., Southchase Planned Development / Land Use Plan (PD / LUP), Case # CDR-18-05-149, amend plan; District 4
7. 19-927 Ordinance

Enacting pursuant to Chapter 190 Florida Statutes, pertaining to creating the Westwood OCC Community Development District; District 1
8. 19-977 Ordinance

Amending Orange County Code, Chapter 15, Article III, pertaining to Air Quality Control.

√ 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.