

Orange County Government

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



Final Meeting Minutes

Tuesday, February 6, 2024

9:00 AM

County Commission Chambers

Board of County Commissioners

Language Assistance and Translation Services Available:

Para asistencia lingüística o servicios de traducción en español, llame al (407) 836-3111

Si w bezwen èd nan lang Kreyòl oswa sèvis tradiksyon, tanpri rele (407) 836-3111

Call to Order

County Mayor Jerry L. Demings called the meeting to order at 09:02 a.m.

Present: 7 - Mayor Jerry L. Demings, Commissioner Nicole Wilson, Commissioner Christine Moore, Commissioner Mayra Uribe, Commissioner Maribel Gomez Cordero, Commissioner Emily Bonilla, and Commissioner Michael Scott

Others present:

- County Comptroller Phil Diamond as Clerk
- County Administrator Byron Brooks
- Deputy County Administrator Jon Weiss
- County Attorney Jeffrey J. Newton
- Deputy County Attorney Georgiana Holmes
- Public Works Director Joseph Kunkel
- Minutes Supervisor Craig Stopyra
- Minutes Coordinator Megan Fiocco
- Minutes Coordinator Terrell Hightower

Invocation - District 1

Pastor Dale Ward, Winter Garden Discovery Church

Pledge of Allegiance

Presentation

Proclamation recognizing February as Black History Month

Presentation

Art in the Chambers

Public Comment

The following persons addressed the Board during public comment:

- Pamela Sible
- Katherine Winter
- Eric Rollings
- Kimberly Buchheit
- Kathleen Fitzgerald
- Gretchen Robinson
- Kristin Long
- Jim Erwin
- Val Mobley
- Matthew Grocholske

- Jeffrey Dorian
- Gerald Loyola
- Hanna Yamaguchi
- Gordon Spears
- Jr MCGovern
- Sharon Robbins
- Daniel Hart
- Suzanne Arnold
- Jeffrey Casey
- George Morning
- Maria Bolton-Joubert
- Kelly Semrad
- Hannalore Burger
- Rosina McVicker
- Lee Perry
- Valerie Anderson
- Robert Rosa
- City of Apopka Mayor Bryan Nelson
- Catrina Bonacore (phonetic)
- Constantino (phonetic)

The following materials were presented to the Board during public comment:

- Exhibit 1, from Kimberly Buchheit
- Exhibit 2, from Jeffrey Casey

I. CONSENT AGENDA

Approval of the Consent Agenda

The Mayor deferred action on County Administrator Item 1B; and further, a motion was made by Commissioner Uribe, seconded by Commissioner Scott, to approve the balance of the Consent Agenda. The motion carried by the following vote:

Aye: 6 - Mayor Demings, Commissioner Wilson, Commissioner Uribe, Commissioner Gomez Cordero, Commissioner Bonilla, and Commissioner Scott

Absent: 1 - Commissioner Moore

A. COUNTY COMPTROLLER

1. **24-195** Approval and execution of the minutes of the January 9, 2024 meeting of the Board of County Commissioners. (Clerk’s Office)
2. **24-196** Approval of the check register authorizing the most recently disbursed County funds, having been certified that no accounts have been overdrawn due to the issuance of same.

Disbursement periods cover:

- January 19, 2024 to January 25, 2024; \$58,141,297.75
- January 26, 2024 to February 1, 2024; \$73,090,110.86

(Finance/Accounting)

3. **24-197** Disposition of Tangible Personal Property as follows. (Property Accounting)
- a. Dispose of assets.

B. COUNTY ADMINISTRATOR

1. **24-198** Approval of the Membership and Mission Review Board's recommendations for advisory board appointments and reappointments. (Agenda Development Office)

A. Affordable Housing Advisory Board: Appointment of Dr. Myron L. Rolle to succeed Janae Moore in the advocate for low-income persons representative category with a term expiring June 30, 2025.

B. Animal Services Advisory Board: Reappointment of Rosina A. McVicker in the at large representative category and the appointment of Dr. Nanette P. Parratto-Wagner to succeed Dr. Bruce Bogoslavsky in the veterinarian representative category with terms expiring December 31, 2025. Note: This will be a third term for Ms. McVicker and will require a supermajority (5) vote of the Board of County Commissioners. The recommendation for a third term is based on Ms. McVicker's various knowledge of the area, its resources, rescue protocols, and her relationships with the people in the field. She is highly effective on the advisory board. The current applicants do not have the knowledge and expertise that Ms. McVicker has.

C. Children and Family Services Board: Appointment of Shaniqua Rose to succeed Sarah Nemes, Samara Jules-Robinson to succeed Nathan Wilson, Traci Smith-Kimes to succeed Pastor Sarah R. Robinson, and Dr. Willie J. Montague to succeed Todd O. Carr, all in the at large representative category with terms expiring December 31, 2025.

D. Citizens' Commission for Children: Appointment of Leo A. Robinson to succeed Brock Hankins in the at large representative category with a term expiring December 31, 2025.

E. Citizens' Review Panel for Human Services: Reappointment of Jennifer Adams in the at large representative category, the appointment of Danielle G. King to succeed Mayra Castro in the at large representative category, and the appointment of Deborah Coffy to succeed James D. Vanden Bosch

and Dr. Germayne Graham to succeed Maria E. Dodoll in the member in training representative category, all with terms expiring December 31, 2026.

F. Health Council of East Central Florida: Appointment of Melissa Bailey to succeed Jason Lovern in the health care provider representative category and Sandy L. Algarin to succeed Anthony J. Hutton in the health care consumer representative category with terms expiring September 30, 2025.

G. Housing Finance Authority: Appointment of Wil A. Stamper to succeed Mercedes Figueroa McCall in the finance representative category with a term expiring December 31, 2027.

H. International Drive CRA Advisory Committee: Reappointment of Carmen K. Petersen in the Universal Boulevard Property Owners Association, Inc. representative category, and the appointment of Chris S. Mueller to succeed Marc S. Reicher in the Mayor's representative category and Derek N. Baum to succeed Daniel P. Giordano in the International Drive Resort Area Chamber of Commerce representative category with terms expiring January 1, 2026.

I. Nuisance Abatement Board: Appointment of Eze Nnadi to succeed Merissa J. Battle in the at large representative category with a term expiring December 31, 2025.

(County Administrator Consent Items 1A,1C,1D,1E,1F,1G,1H, and 1I were approved. County Administrator Item 1B was deferred.)

2. **24-199** Reappointment to the Planning and Zoning Commission of Dr. Evelyn M. Cardenas and Nelson N. Pena in the at large representative category with terms expiring December 31, 2025 and Eduardo Fernandez in the District 3 representative category with a term expiring December 31, 2024. (Agenda Development Office)
3. **24-200** Confirmation of Commissioner Scott's reappointment of Roselyn Clouden as the District 6 representative and confirmation of Commissioner Bonilla's appointment of Vita Simmons as the District 5 representative on the Orange County Citizen Corps Council with terms expiring December 31, 2024. (Agenda Development Office)
4. **24-201** Confirmation of the appointment of Ryan Grail as the District 5 representative on the Board of Zoning Adjustment with a term expiring December 31, 2024. (Agenda Development Office)
5. **24-202** Reappointment to the Code Enforcement Board of Yvette A. Jimenz in the licensed real estate broker or licensed real estate salesperson category with a term expiring December 31, 2026; appointment of Kelly A. Dawson in the architect category with a term expiring December 31, 2024; and

appointment of Anthony Suarez in the licensed real estate broker or licensed real estate salesperson category with a term expiring December 31, 2026. (Agenda Development Office) Page (Agenda Development Office)

6. **24-203** Appointment of Samuel D. Vilchez Santiago to the Membership and Mission Review Board in the at large representative category with a term expiring December 31, 2025. (Agenda Development Office)
7. **24-204** Reappointment of Marco Manzie to the International Drive Master Transit and Improvement District Advisory Board with a term expiring December 31, 2027. (Agenda Development Office)

C. ADMINISTRATIVE SERVICES DEPARTMENT

1. **24-205** Approval of Change Order No 5, Contract Y21-7033 Courthouse 13th Floor Courtrooms Buildout, with SA Casey Construction Inc in the amount of \$49,033.64, for a revised lump sum contract amount of \$4,115,952.96. District 5. (Capital Projects Division)
2. **24-206** Approval of Change Order No 2, Contract Y23-749 Corrections Uninterrupted Power Supply (UPS) Systems Replacement, with Echo ED Corp in the amount of \$86,579.74, for a revised lump sum contract amount of \$896,245.70. District 6. (Capital Projects Division)
3. **24-207** Approval to award Invitation for Bids Y23-1030-TF, Environmental Remediation Services, to the low responsive and responsible bidder, Simpson Environmental Services, LLC. The estimated contract award amount is \$2,878,710 for a two-year term. ([Administration and Fiscal Services Risk Management Division] Procurement Division)
4. **24-208** Approval to award Invitation for Bids Y24-137-TF, Liquid Carbon Dioxide to the sole, responsive and responsible bidder, Matheson Tri-Gas, Inc. The estimated contract award amount is \$2,112,000 for a one-year term. ([Utilities Department Water Division] Procurement Division)
5. **24-209** Approval to award Invitation for Bids Y24-158-TF, Car Washing Services, to the low responsive and responsible bidder, Sweetwater Car wash DP, LLC. The estimated contract award amount is \$194,148 for a three-year term. ([Administrative Services Department Fleet Management Division] Procurement Division)
6. **24-210** Approval to award Invitation for Bids Y23-7017-RC, Utilities John Young Parkway & Taft Vineland Road-Aerial Force Main Replacement, to the low responsive and responsible bidder, Metro Equipment Service, Inc. The total contract award amount is \$5,420,593. ([Utilities Department Engineering Division] Procurement Division)

7. **24-211** Approval to award Invitation for Bids Y24-714-RC, Orange County Fire Station #32 Replacement, to the low responsive and responsible bidder, Mulligan Constructors, Inc. The total contract award amount is \$6,957,777. ([Administrative Services Department Capital Projects Division] Procurement Division)
8. **24-212** Approval to award Invitation for Bids Y24-718-ZR, Ken Bosserman Parking Area, to the low responsive and responsible bidder, Café Construction and Development, Inc. The total contract award amount is \$117,935. ([Administrative Services Department Capital Projects Division] Procurement Division)
9. **24-213** Approval to award Invitation for Bids Y24-724-CC, Eastern Water Reclamation Facility Phase 6A Improvements, to the low responsive and responsible bidder, Wharton-Smith, Inc. The total contract award amount is \$69,557,838. ([Utilities Department Engineering Division] Procurement Division)
10. **24-214** Approval of Contract Y23-812, Hancock Lone Palm Road Roadway Conceptual Analysis, with Inwood Consulting Engineers, Inc., in the total contract award amount of \$659,960.16. ([Public Works Department Transportation Planning Division] Procurement Division)
11. **24-215** Approval of Contract Y24-194, Maintenance and Support of Fire Station Alerting System, with US Digital Designs by Honeywell (USDD), in the estimated contract award amount of \$156,920.89 for a one-year term. ([Fire Rescue Department Communications Division] Procurement Division)
12. **24-216** Approval of Contract Y24-2022, Provision of Community Services and Facility Use, with Simeon Resource and Development Center for Men, Inc., in the total contract award amount of \$150,000 for a three-year term. ([Community and Family Services Department Citizens' Commission for Children Division] Procurement Division)
13. **24-217** Approval of Contract Y24-2030, Provision of Community Services and Facility Use, with Wake Up Mentoring, Inc., in the total contract award amount of \$ 150,000 for a three-year term. ([Community and Family Department Division] Procurement Division)
14. **24-218** Approval of Contract Y24-2216, Counseling Services in Community Action Centers, with LBJ Behavioral Services, Inc., in the total contract amount of \$200,000 for an eight-month term. ([Community and Family Services Department Mental Health and Homelessness Division] Procurement Division)
15. **24-219** Approval of Amendment No. 9, Contract Y18-1013, Building Automation Systems Preventative Maintenance and Repairs, with Johnson Controls, Inc.,

- in the amount of \$32,363.33, for a revised estimated contract amount of \$227,543.33. ([Administrative Services Department Facilities Management Division] Procurement Division)
16. **24-220** Approval of Amendment No. 10, Contract Y18-1017, Staff Augmentation - SCADA Monitor, with Real Time Services, Inc. dba Top Talent Staffing, in the amount of \$75,000, for a revised estimated contract amount of \$358,638. ([Utilities Department Water Reclamation Division] Procurement Division)
17. **24-221** Approval of Amendment No. 12, Contract Y18-1053, Recycle and Waste Disposal Services, with Waste Management Inc. of Florida, in the amount of \$717,075.69, for a revised estimated contract amount of \$2,569,283.80. ([Administrative Services Department Facilities Management Division] Procurement Division)
18. **24-222** Approval of Amendment No. 8, Contract Y19-179, Building Automation Systems Preventative Maintenance and Repairs, with Precision Automation, Inc., in the amount of \$18,905.83, for a revised estimated contract amount of \$132,340.83. ([Administrative Services Department Facilities Management Division] Procurement Division)
19. **24-223** Approval of Amendment No. 8, Contract Y19-1037, Landscape Management of the West Orange Trail, with D3 EnviroScape, LLC, in the amount of \$22,740, for a revised estimated contract amount of \$136,200. ([Community and Family Services Department Parks and Recreation Division] Procurement Division)
20. **24-224** Approval of Amendment No. 3, Contract Y19-803, Final Design Services for Kennedy Boulevard, with Kelly Collins Gentry, Inc., in the amount of \$224,613.91, for a revised total contract amount of \$1,154,351.77. ([Public Works Department Engineering Division] Procurement Division)
21. **24-225** Approval of Amendment No. 2, Contract Y22-143B, Professional Planning Services, with GAI Consultants, Inc., in the amount of \$190,590, for a revised estimated contract amount of \$1,005,090. ([Planning, Environmental, and Development Services Department Planning Division] Procurement Division)
22. **24-226** Approval of Amendment No. 1, Contract Y23-1072, Corrections Academy Training, with Valencia College, to establish the initial contract term as a three-year term, in the total contract award amount of \$328,500. ([Corrections Department Fiscal and Operations Support Division] Procurement Division)
23. **24-227** Approval of Amendment No. 1, Contract Y23-2503B, Ryan White Part A, Medical Case Management and Referral for Healthcare and Support

- Services, with Hope and Help Center of Central Florida, Inc., in the amount of \$160,000, for a revised total contract amount of \$830,665.80. ([Health Services Department Fiscal and Operational Support Division] Procurement Division)
24. 24-228 Approval of Purchase Order M113625, Asset Management Software Licensing, Maintenance, and Support, with iWorQ Systems Inc., in the amount of \$777,192.20 ([Public Works Department Roads and Drainage Division] Procurement Division)
25. 24-229 Approval of Purchase Order M113702, Corrections Booking and Release Center Building Automation System (BAS) and Smoke Control System Upgrade, with Johnson Control Inc., in the amount of \$3,379,628. ([Administrative Services Department Capital Projects Division] Procurement Division)
26. 24-230 Ratification of Award, Invitation for Bids Y24-604-JA, Emergency Eastern Water Reclamation Facility Phase 6A Transformers at the Eastern Water Reclamation Facility, with the low responsive and responsible bidder, Graybar Electric Company, Inc., in the total contract award amount of \$327,026. ([Utilities Department Engineering Division] Procurement Division)
27. 24-231 Selection of Luke Transportation Engineering Consultants, Inc. and Vanasse Hangen Brustlin, Inc. (VHB) to provide Continuing Professional Services for Annual Traffic Counts, Request for Proposals Y24-901-CC. ([Public Works Department Traffic Engineering Division] Procurement Division)
28. 24-232 Approval and execution of Contract for Purchase and Sale by and between Emerida Y Langley and Matthew Langley and Orange County, approval of Warranty Deed, and authorization for the Manager of the Real Estate Management Division to exercise all delegations of authority expressly provided for by the Contract for Purchase and Sale, disburse funds to pay purchase price in the amount of \$145,157.25, and perform all actions necessary and incidental to closing for Green PLACE Parcel 227. District 5. (Real Estate Management Division)
29. 24-233 Approval and execution of License Agreement between Orange County, Florida and IDEAS for Us, Inc. related to not-for-profit community center utilization for the provision of services benefitting the public and authorization for the Manager of the Community Action Division to exercise renewal options, and furnish notice, required, or allowed by the License Agreement, as needed for IDEAS for Us, Inc. Pine Hills Community Center (CAD) 6400 Jennings Rd., Orlando, Florida 32818. Lease File #10260. District 6. (Real Estate Management Division)
30. 24-234 Approval and execution of License Agreement between Orange County,

Florida and LBJ Behavioral Services, Inc. related to not-for-profit community center utilization for the provision of services benefitting the public and authorization for the Manager of the Community Action Division to exercise renewal options, and furnish notice, required, or allowed by the License Agreement, as needed for LBJ Behavioral Services, Inc. Tangelo Park Community Center (CAD) 5160 Pueblo Street, Orlando, Florida 32819. Lease File #10259. District 6. (Real Estate Management Division)

31. **24-235** Approval and execution of License Agreement between Orange County, Florida and Second Harvest Food Bank of Central Florida, Inc. related to not-for-profit community center utilization for the provision of services benefitting the public and authorization for the Manager of the Community Action Division to exercise renewal options, and furnish notice, required, or allowed by the License Agreement, as needed for Second Harvest Food Bank of Central Florida, Inc. Maxey Community Center (CAD) 830 Klondike Street, Winter Garden, Florida 34787. Lease File #10275. District 1. (Real Estate Management Division)
32. **24-236** Approval of Recreational Trail Easement by The School Board of Orange County, Florida to Orange County and authorization to perform all actions necessary and incidental to closing and record instrument for Horizon West Regional Park Tiny Road Connection (OCPS Recreational Trail Easement). District 1. (Real Estate Management Division)
33. **24-237** Approval and execution of Utility Easement between Columnar Partnership Holding I, LLC and Orange County, Florida and authorization to record instrument for Horizon West Village I Withers PD Phase 3A, Portion of Parcels 4 and 6 Permit 22-S-120 OCU File 100032. District 1. (Real Estate Management Division)
34. **24-238** Approval and execution of Temporary Construction Easement by and between Orange County and The School Board of Orange County, Florida and authorization to record instrument for Waterleigh Site 47-E-4 Horizon West Village H N. Elementary School. District 1. (Real Estate Management Division)

D. FIRE RESCUE DEPARTMENT

1. **24-239** Approval and execution of 1) Federally Funded Subaward and Grant Agreement for DR - 4734 - Hurricane Idalia by the State of Florida Division of Emergency Management and Orange County Agreement Number: Z3943; 2) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion; 3) Systems Access Form (Contacts) FEMA/Grantee Public Assistance Program Florida Division of Emergency Management; 4) Certification Regarding Lobbying; and 5) authorization of signature authority to the Deputy County Administrator for Public Safety to execute any additional supplemental documents required by the state or federal

governments over the course of their administration of the related funding, so long as such documents do not impose additional budgetary obligations upon the County. (Office of Emergency Management)

E. HEALTH SERVICES DEPARTMENT

1. **24-240** Approval and execution of Modification of Agreement Modification II to Contract #2022-121201 by and between the National Association of County and City Health Officials, and Orange County, Florida, with support from the Centers for Disease Control and Prevention the National Center for Injury Control and Prevention, in the amount of \$116,742 for the extended period of August 1, 2023, through April 30, 2024, and authorization for the County Mayor or designee to approve any increases, decreases, or amendments to this contract. (Drug Free Office)

F. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT

1. **24-241** Approval and execution of State of Florida Department of Environmental Protection Standard Grant Agreement Agreement Number: TV028 between the State of Florida Department of Environmental Protection and Orange County in the total amount of \$116,043.37 for funding assistance for Title V activities at approved local programs, subject to availability of funds from the Florida Department of Environmental Protection and authorization for the Environmental Protection Division Manager to make non-substantial amendments to the agreement. All Districts. (Environmental Protection Division)
2. **24-242** Acceptance of the findings and recommendation of the Environmental Protection Commission to uphold issuance of Permit Minor Modification BD-22-06-120-MOD, for the Wallace Palladino and Marie Beaudraut Dock Construction Permit BD-22-06-120. District 1. (Environmental Protection Division)
3. **24-243** Approval and execution of Subrecipient Agreement between Orange County, Florida and Orlando Neighborhood Improvement Corporation, Inc. and ONIC-Maitland Oaks, LLC regarding U.S. Department of Housing and Urban Development (“HUD”) Community Development Block Grant (“CDBG”) Program FY 2022-2023 in the amount of \$398,661. District 2. (Housing and Community Development Division)

G. PUBLIC WORKS DEPARTMENT

1. **24-244** Approval of Change Order No. 6-PW Document No. Y20-756-CH/C20758 Oakland Roundabout with Condor Construction Corp in the amount of \$113,872.96, for a revised contract amount of \$3,141,644.12. District 1. (Highway Construction Division)

2. **24-245** Approval to decrease the speed limit on Clarcona Ocoee Road between Ocoee Apopka Road and North Orange Blossom Trail from 45 mph to 40 mph. District 2. (Traffic Engineering Division)
3. **24-246** Approval to decrease the speed limit on Dora Drive between Sadler Road and Beauclair Avenue from 50 mph to 45 mph. District 2. (Traffic Engineering Division)
4. **24-247** Approval to decrease the speed limit on Oranewood Boulevard and Gateway Avenue in the Williamsburg Area from 40 mph to 35 mph and 30 mph to 25 mph, respectively. District 1. (Traffic Engineering Division)
5. **24-248** Approval to decrease the speed limit on Orchard Drive from North Lake Pleasant Road to North Wekiwa Springs Roads from 40 mph to 35 mph. District 2. (Traffic Engineering Division)
6. **24-249** Approval to decrease the speed limit on North Lake Pleasant Road from Votaw Road to Orchard Drive from 40 mph to 35 mph. District 2. (Traffic Engineering Division)
7. **24-250** Approval to decrease the speed limit on Tattant Boulevard between Venetta Way and Village Lake Road from 35 mph to 25 mph. District 1. (Traffic Engineering Division)
8. **24-251** Approval to decrease the speed limit on Town Center Boulevard between Raintree Ridge Road and Southmeadow Drive from 40/45 mph to 35 mph. District 1. (Traffic Engineering Division)
9. **24-252** Approval and execution of Proportionate Share Agreement for UR5 Building B Avalon Road/CR 545 by and between Hamlin Land Partners, LLC and Orange County directing both the proportionate share payment in the amount of \$525,804 and future transportation impact fee payments that may be associated with the project to be utilized towards the completion of Avalon Road/CR 545 improvements pursuant to the Amended the Restated Escrow Agreement for Town Center West (Silverleaf). District 1. (Roadway Agreement Committee)

H. UTILITIES DEPARTMENT

1. **24-253** Approval and execution of Change Order Number 1, Contract No. Y22-7003-ZR, Force Main Lake Underhill at Chickasaw Trail with Metro Equipment Service, Inc. in the amount of \$344,910.56, for a revised total contract amount of \$1,937,560.56. District 3. (Field Services Division)
2. **24-254** Approval and execution of Access and License Agreement (New Hope Road Wastewater Pump Station) by and between Orange County, Florida

and Integra Towers at Nona South LLC. District 4. (Engineering Division)

II. INFORMATIONAL ITEMS**

A. COUNTY COMPTROLLER

1. **24-174** Receipt of the following items to file for the record: (Clerk's Office)
 - a. City of Orlando Council Agenda Item for the meeting of January 8, 2024. 2nd consideration of the City of Orlando Ordinance No. 2023-47 with Exhibit A (Legal Description), Exhibit B, (Location Map), Exhibit C, (Future Land Use Map), Exhibit D, (Zoning Map), City of Orlando Business Impact Estimate and Fiscal Impact Statement and the Orlando Sentinel Notice of Proposed Enactment. Ordinance No 2023-47 entitled: An Ordinance of the City of Orlando, Florida, annexing to the corporate limits of the city certain land generally located north of Silver Star Road; east of Mercy Drive and south of Shader Road and compromised of 4.88 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 industrial, on the city's official future land use maps; designating the property as industrial general with the Wekiva overlay district, 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.
 - b. City of Winter Garden Ordinance # 24-02 with Exhibit A (Legal Description), Exhibit B, (Location Map). Ordinance 24-02 entitled: An Ordinance of the City of Winter Garden, Florida, providing for the annexation of certain additional lands generally described as approximately 0.54 + acres located at 985 Tildenville School Road, west of West Plant Street, south of Tildenville School Road, east of Tildenville School Road, and north of Brick Road into the City of Winter Garden, Florida; redefining the city boundaries to give the city jurisdiction over said property; providing for severability; providing for an effective date.
 - c. City of Winter Garden Ordinance # 24-05 with Exhibit A (Legal Description), Exhibit B, (Location Map). Ordinance 24-05 entitled: An Ordinance of the City of Winter Garden, Florida, providing for the annexation of certain additional lands generally described as approximately 1.58 + acres located at 995 Tildenville School Road, west of West Plant Street, south of Tildenville School Road, east of Tildenville School Road, and north of Brick Road into the City of Winter Garden, Florida; redefining the city boundaries to give the city jurisdiction over said property; providing for severability; providing for an effective date.
 - d. Orange County Comptroller Annual Investment Report for the year ended

September 30, 2023.

These items were received and filed.

I. CONSENT AGENDA (Deferred)

B. COUNTY ADMINISTRATOR

1. **24-198** Approval of the Membership and Mission Review Board's recommendations for advisory board appointments and reappointments. (Agenda Development Office)
 - A. Affordable Housing Advisory Board: Appointment of Dr. Myron L. Rolle to succeed Janae Moore in the advocate for low-income persons representative category with a term expiring June 30, 2025.
 - B. Animal Services Advisory Board: Reappointment of Rosina A. McVicker in the at large representative category and the appointment of Dr. Nanette P. Parratto-Wagner to succeed Dr. Bruce Bogoslavsky in the veterinarian representative category with terms expiring December 31, 2025. Note: This will be a third term for Ms. McVicker and will require a supermajority (5) vote of the Board of County Commissioners. The recommendation for a third term is based on Ms. McVicker's various knowledge of the area, its resources, rescue protocols, and her relationships with the people in the field. She is highly effective on the advisory board. The current applicants do not have the knowledge and expertise that Ms. McVicker has.
 - C. Children and Family Services Board: Appointment of Shaniqua Rose to succeed Sarah Nemes, Samara Jules-Robinson to succeed Nathan Wilson, Traci Smith-Kimes to succeed Pastor Sarah R. Robinson, and Dr. Willie J. Montague to succeed Todd O. Carr, all in the at large representative category with terms expiring December 31, 2025.
 - D. Citizens' Commission for Children: Appointment of Leo A. Robinson to succeed Brock Hankins in the at large representative category with a term expiring December 31, 2025.
 - E. Citizens' Review Panel for Human Services: Reappointment of Jennifer Adams in the at large representative category, the appointment of Danielle G. King to succeed Mayra Castro in the at large representative category, and the appointment of Deborah Coffy to succeed James D. Vanden Bosch and Dr. Germaine Graham to succeed Maria E. Dodoll in the member in training representative category, all with terms expiring December 31, 2026.
 - F. Health Council of East Central Florida: Appointment of Melissa Bailey to succeed Jason Lovern in the health care provider representative category and Sandy L. Algarin to succeed Anthony J. Hutton in the health care

consumer representative category with terms expiring September 30, 2025.

G. Housing Finance Authority: Appointment of Wil A. Stamper to succeed Mercedes Figueroa McCall in the finance representative category with a term expiring December 31, 2027.

H. International Drive CRA Advisory Committee: Reappointment of Carmen K. Petersen in the Universal Boulevard Property Owners Association, Inc. representative category, and the appointment of Chris S. Mueller to succeed Marc S. Reicher in the Mayor's representative category and Derek N. Baum to succeed Daniel P. Giordano in the International Drive Resort Area Chamber of Commerce representative category with terms expiring January 1, 2026.

I. Nuisance Abatement Board: Appointment of Eze Nnadi to succeed Merissa J. Battle in the at large representative category with a term expiring December 31, 2025.

The Board only considered County Administrator Consent Item 1B as the other items, County Administrator Consent Items 1A, 1C, 1D, 1E, 1F, 1G, 1H, and 1I were approved previously in the Consent motion.

A motion was made by Commissioner Uribe, seconded by Commissioner Moore, to approve the Membership and Mission Review Board's recommendations for the Animal Services Advisory Board reappointment of Rosina A. McVicker in the at large representative category and the appointment of Dr. Nanette P. Parratto-Wagner to succeed Dr. Bruce Bogoslavsky in the veterinarian representative category with terms expiring December 31, 2025. The motion carried by the following vote:

Aye: 6 - Mayor Demings, Commissioner Wilson, Commissioner Moore, Commissioner Uribe, Commissioner Gomez Cordero, and Commissioner Bonilla

Absent: 1 - Commissioner Scott

III. DISCUSSION AGENDA

A. COUNTY ADMINISTRATOR

1. **24-255** Nominations of Orange County representatives to the Library Board of Trustees. (Agenda Development Office)

A motion was made by Commissioner Gomez Cordero, seconded by Commissioner Uribe, to nominate Crockett Bohannon as an Orange County representative to the Library Board of Trustees with a term effective February 6, 2024 and expiring December 31, 2027. The motion carried by the following vote:

Aye: 6 - Mayor Demings, Commissioner Wilson, Commissioner Moore, Commissioner Uribe, Commissioner Gomez Cordero, and Commissioner Bonilla

Absent: 1 - Commissioner Scott

A motion was made by Commissioner Uribe, seconded by Commissioner Gomez Cordero, to nominate Venessa M. Tomlin as an Orange County representative to the Library Board of Trustees with a term effective February 6, 2024 and expiring December 31, 2024. The motion carried by the following vote:

Aye: 6 - Mayor Demings, Commissioner Wilson, Commissioner Moore, Commissioner Uribe, Commissioner Gomez Cordero, and Commissioner Bonilla

Absent: 1 - Commissioner Scott

**Adjourned as the Orange County Board of County Commissioners and convened as the
Orange County Library District Governing Board**

2. **24-256** Appointments to the Library Board of Trustees
-and-
Approval of the January 10, July 13, August 8, September 11, and
September 26, 2023 meeting minutes of the Library District Governing
Board. (Agenda Development Office)

**Adjourned as the Orange County Library District Governing Board and reconvened as
the Orange County Board of County Commissioners**

The Orange County Board of County Commissioners took no action. Refer to the Orange County Library District Governing Board Minutes appended to Legislative File 24-256, for action taken by the Orange County Library District Governing Board.

IV. WORK SESSION AGENDA

A. COUNTY MAYOR

1. **24-257** Transportation Sales Tax

The Board took no action.

B. PLANNING, ENVIRONMENTAL, AND DEVELOPMENT SERVICES DEPARTMENT

1. **24-258** Split Oak Forest and Wildlife Environmental Area and the Osceola Parkway
Extension. (Environmental Protection Division)

Board discussion ensued. County Attorney Newton, and County Administrator Brooks contributed to the discussion.

The Board took no action.

V. RECOMMENDATIONS

1. **24-259** January 18, 2024 Planning and Zoning Commission Recommendations

A motion was made by Commissioner Uribe, seconded by Commissioner Gomez Cordero, to approve the recommendations, with the exception of Case # RZ-24-01-121, Jeanne Reed (Board-Called), which was pulled from the recommendations; subject to the usual right of appeal by any aggrieved party. The motion carried by the following vote:

Aye: 4 - Mayor Demings, Commissioner Uribe, Commissioner Gomez Cordero, and Commissioner Scott

Absent: 3 - Commissioner Wilson, Commissioner Moore, and Commissioner Bonilla

VI. PUBLIC HEARINGS

A. Petition to Vacate

1. **24-117** Case # PTV 23-05-018

Gloria Sibley, vacate a portion of a drainage easement; District 3

Consideration: Resolution granting Petition to Vacate # 23-05-018, vacating a portion of a 4-foot-wide by approximately 20-foot-long drainage easement that lies near the west property line of her residential lot located in the Bright Woods Subdivision containing approximately 258 square feet.

Location: District 3; The parcel address is 1624 Billingshurst Court; S01/T23/R30; Orange County, Florida (legal property description on file)

County staff stated that the petitioner requests that Orange County vacate a portion of a 4-foot-wide by approximately 65-foot-long drainage easement that lies near the west property line of her residential lot located in the Brighton Woods Subdivision containing approximately 260 square feet. This is a correction to what was advertised.

A motion was made by Commissioner Uribe, seconded by Commissioner Gomez Cordero, to approve the request as presented. The motion carried by the following vote:

Aye: 5 - Mayor Demings, Commissioner Uribe, Commissioner Gomez Cordero, Commissioner Bonilla, and Commissioner Scott

Absent: 2 - Commissioner Wilson, and Commissioner Moore

2. **24-118** Case # PTV 23-06-023

Brittany Huff, Dulando Screen and Awning, Inc., on behalf of Roger D. Miller, vacate a portion a utility easement; District 1

Consideration: Resolution granting Petition to Vacate # 23-06-023, vacating a 4.1-foot-wide by approximately 38.1-foot-long a portion of a utility easement that lies near the northern property line of a residential lot located in the Hidden Springs Subdivision containing approximately 206 square feet.

Location: District 1; The parcel address is 7701 Pine Springs Drive; S14/T23/R28; Orange County, Florida (legal property description on file)

County staff stated that the petitioner requests that Orange County vacate a 4.5-foot-wide by approximately 45.5-foot-long portion of a utility easement that lies near the northern property line of a residential lot located in the Hidden Springs Subdivision containing approximately 205 square feet. This is a correction to what was advertised.

A motion was made by Mayor Demings, seconded by Commissioner Uribe, to approve the request listed in the Staff Report dated February 6, 2024. The motion carried by the following vote:

Aye: 5 - Mayor Demings, Commissioner Uribe, Commissioner Gomez Cordero, Commissioner Bonilla, and Commissioner Scott

Absent: 2 - Commissioner Wilson, and Commissioner Moore

3. **24-119** Case # PTV 23-10-041

Ganesh Ramamoorthy & Rachael Morris, vacate a portion of a drainage easement; District 5

Consideration: Resolution granting Petition to Vacate # 23-10-041, vacating a portion of a 30-foot-wide by approximately 630-foot-long drainage easement that lies along the west property line of a vacant residential lot located in the Wedgefield Community containing approximately 0.44 acres.

Location: District 5; The parcel is unaddressed; S23/T23/R32; Orange County, Florida (legal property description on file)

A motion was made by Commissioner Bonilla, seconded by Commissioner Uribe, to approve the request listed in the Staff Report dated February 6, 2024. The motion carried by the following vote:

Aye: 5 - Mayor Demings, Commissioner Uribe, Commissioner Gomez Cordero, Commissioner Bonilla, and Commissioner Scott

Absent: 2 - Commissioner Wilson, and Commissioner Moore

B. Shoreline Alteration/Dredge and Fill

4. **24-017** Case # SADF 23-10-028

Douglas Tuttle Andrews Revocable Trust, Douglas Tuttle Andrews Trustee, Lake Sheen, permit; District 1

Consideration: Request for a Shoreline Alteration/Dredge and Fill Permit SADF # 23-10-028 to authorize the construction of a replacement vinyl seawall, with riprap and native plantings, on the shoreline of Lake Sheen at 9670 and 9684 Kilgore Road, Orlando, FL 32836, pursuant to Orange County Code, Chapter 33, Article IV, Windermere Water and Navigational Control District

Location: District 1; on property located adjacent to Lake Sheen located at 9670 and 9684 Kilgore Road, Orlando, FL 32836; Orange County, Florida (legal property description on file in Environmental Protection Division)

A motion was made by Mayor Demings, seconded by Commissioner Gomez Cordero, to accept the findings and recommendations of the Environmental Protection Division; and further, approve the Shoreline Alteration/Dredge and Fill Permit (SADF-23-10-028) subject to the twenty-six (26) conditions of approval listed in the Staff Report dated January 17, 2024. The motion carried by the following vote:

Aye: 5 - Mayor Demings, Commissioner Uribe, Commissioner Gomez Cordero, Commissioner Bonilla, and Commissioner Scott

Absent: 2 - Commissioner Wilson, and Commissioner Moore

C. Preliminary Subdivision Plan

5. **24-131** Case # CDR-22-05-162

Solange Dao, P.E., DAO Consultants, Inc., Wedgefield 10 Lot Addition - Block 40 Preliminary Subdivision Plan; District 5 (Continued from February 6, 2024)

Consideration: Wedgefield 10 Lot Addition - Block 40 Preliminary Subdivision Plan (PSP), Case # CDR-22-05-162, submitted in accordance with Orange County Code, Chapter 34, Article III, Section 34-69 and Chapter 30, Article III, Section 30-89; This Preliminary Subdivision Plan (PSP) is a request to subdivide 2.13 acres to construct four single-family residential dwelling units.

Location: District 5; property generally located North of Maxim Parkway / South of Macon Parkway / East of Bancroft Boulevard, Orange County, Florida (legal property description on file in Planning Division)

A motion was made by Commissioner Bonilla, seconded by Commissioner Gomez Cordero, to continue the public hearing until March 5, 2024 at 2 p.m. The motion carried by the following vote:

Aye: 5 - Mayor Demings, Commissioner Uribe, Commissioner Gomez Cordero, Commissioner Bonilla, and Commissioner Scott

Absent: 2 - Commissioner Wilson, and Commissioner Moore

D. Substantial Change

6. **24-010** Case # CDR-23-04-130

Brooks A. Stickler, P.E., Kimley-Horn & Associates, Inc., Alafaya Trail Student Housing Planned Development (PD), amend plan; District 5 (Continued from January 9, 2024)

Consideration: A substantial change request to obtain approval of waivers from County Code: 1. A waiver from Section 38-1254(2)(c) is requested for the eastern boundary of the property to allow a minimum building setback of ten (10) feet from an arterial road (N. Alafaya Trail) in lieu of fifty (50) feet. 2. A waiver from Section 38-1259(k) to allow a maximum building height of five (5) stories, seventy (70) feet, in lieu of three (3) stories, forty (40) feet; pursuant to Orange County Code, Chapter 38, Article VIII, Division 1, Section 38-1207

Location: District 5; property located at 2820 N. Alafaya Trail, Orlando, FL 32826; generally located North of East Colonial Drive / West of North Alafaya Trail / South of Lokanotosa Trail / East of Rouse Road, Orange County (legal property description on file in Planning Division)

New Condition of Approval # 10

10. With the exception of removing one oak tree for fire access to the project, the developer shall maintain the remaining five oak trees along Alafaya Trail.

The following person addressed the Board: Brooks Stickler.

Revised Condition of Approval #9(a):

9. The following waivers from Orange County are granted:

a. A waiver from Section 38-1254(2)(c) is requested for the eastern boundary of the property to allow a minimum building setback of fifteen ~~ten (10)~~ (15) feet from an arterial road (N. Alafaya Trail) in lieu of fifty (50) feet.

b. A waiver from Section 38-1259(k) to allow a maximum building height of five (5) stories, seventy (70) feet, in lieu of three (3) stories, forty (40) feet.

Previous Condition of Approval # 10 is renumbered to Condition of Approval # 11:

~~10.~~ 11. Except as amended, modified, and / or superseded. the following BCC Conditions of Approval, dated April 11, 2023, shall apply:

a. A Master Utility Plan (MUP) for the PD shall be submitted to Orange County Utilities at least thirty (30) days prior to submittal of the first set of construction plans. Construction plans within this PD shall be consistent with an approved and up-to-date Master Utility Plan (MUP). MUP updates shall be submitted to Orange County Utilities at least thirty (30) days prior to the corresponding construction plan submittal. The MUP and updates must be approved prior to Construction Plan approval.

b. The developer shall obtain water and wastewater service from Orange County Utilities subject to County rate resolutions and ordinances.

c. Short term/transient rental is prohibited; length of stay shall be for 180 consecutive days or greater.

d. Pole signs and billboards shall be prohibited. All other signage shall comply with Chapter 31.5 of the Orange County Code.

e. Tree removal/earthwork shall not occur unless and until construction plans for the first

Preliminary Subdivision Plan and/or Development Plan with a tree removal and mitigation plan have been approved by Orange County.

f. Occupancy of this project shall be by verified students only; any other occupancy, including, but not limited to short term/ transient rental, shall be prohibited.

g. The north and south side facades of the parking garage shall be architecturally treated similarly to the residential buildings.

h. A UCF shuttle with transportation to UCF shall be provided to residents of the student housing complex.

i. The owner of the student housing complex shall provide a security service for known special events including at annual move in and football games. Additional security will be provided twenty-four-seven through the leasing staff.

j. The following waivers from Orange County Code are granted:

1. A waiver from Section 38-1476 to allow a minimum nine-tenths (0.9) parking spaces per one (1) bedroom in lieu of one (1) parking spaces per one (1) bedrooms.

2. A waiver from Section 38-1272 (a)(1) to allow eighty (80) percent lot impervious coverage in lieu of seventy (70) percent of the net land area.

3. A waiver from Section 38-1253(b) to allow both active and passive recreation areas to be provided at a ratio of 2.2 acres per one thousand (1,000) projected population, in lieu of at a ratio of two and five-tenths (2.5) acres per one thousand (1,000) projected population.

4. A waiver from Section 38-1259(d) to allow a knee wall in lieu of providing a six (6) foot high masonry, brick or block wall whenever a student housing development is located adjacent to any right-of-way.

5. A waiver from Section 38-1251(b) to allow the maximum building coverage of all buildings to not exceed 67% of the gross land area internal to the pd, in lieu of the maximum coverage of all buildings not exceeding 30% of the gross land area.

A motion was made by Commissioner Bonilla, seconded by Commissioner Scott, to make a finding of consistency with the Comprehensive Plan; further, approve the substantial change request subject to the ten (10) conditions of approval listed under the Development Review Committee recommendation in the Staff Report dated January 23, 2024; further, approve new Condition of Approval #10; further, modify Condition of Approval #9(a); and further, approve renumbered Condition of Approval #11. The motion carried by the following vote:

Aye: 5 - Mayor Demings, Commissioner Uribe, Commissioner Gomez Cordero, Commissioner Bonilla, and Commissioner Scott

Absent: 2 - Commissioner Wilson, and Commissioner Moore

E. Ordinance/Comprehensive Plan - Adoption of Small Scale Amendments and Ordinance

7. **23-1415** Adoption of Future Land Use Map Amendment SS-23-01-126, FLU8.1.4 Text Amendment SS-23-01-FLUE-6, and Ordinance, McGregor Love, Lowndes, Drosdick, Doster, Kantor & Reed, P.A. (Continued from November 14, 2023 and December 12, 2023)

a. Amendment SS-23-01-126

Consideration: To change the Future Land Use designation from Activity Center Mixed-Use (ACMU) to Planned Development - Commercial / High Density Residential (PD-C/HDR) in order to allow for either 20,000 square feet of commercial uses or 166 multi-family residential dwelling units, pursuant to Part II, Chapter 163, Florida Statutes and Orange County Code.

Location: District 1; property located at 13651, 13701, and 13709 S. Apopka Vineland Road; generally located east of S. Apopka Vineland Road (State Road 535), north of Lake Bryan Beach Boulevard, and south of Vistana Centre Drive; Orange County, Florida (legal property description on file in Planning Division)

And

b. Amendment SS-23-01-FLUE-6

Consideration: To amend the Future Land Use Element Policy FLU8.1.4 establishing the maximum densities and intensities for proposed Planned Developments within Orange County.

And

c. Ordinance for Proposed Amendment

Consideration: AN ORDINANCE PERTAINING TO COMPREHENSIVE PLANNING IN ORANGE COUNTY, FLORIDA; AMENDING THE ORANGE COUNTY COMPREHENSIVE PLAN, COMMONLY KNOWN AS THE "2010-2030 COMPREHENSIVE PLAN," AS AMENDED, BY ADOPTING SMALL-SCALE DEVELOPMENT AMENDMENTS PURSUANT TO SECTION 163.3187, FLORIDA STATUTES; AND PROVIDING EFFECTIVE DATES.

This public hearing was canceled.

F. Ordinance/Comprehensive Plan - Adoption of Small-Scale Amendments, Ordinance and Concurrent Rezoning Request

8. **24-116** Adoption of Future Land Use Map Amendment SS-23-07-043, Ordinance, and Concurrent Rezoning Request RZ-23-07-044, Michael Quinn, Shutts & Bowen, LLP

a. Amendment SS-23-07-043

Consideration: To change the Future Land Use designation from Low Density Residential (LDR) to Commercial (C) on both parcels, pursuant to Part II, Chapter 163, Florida Statutes and Orange County Code Chapter 30

Location: District 6; property located at 109 Lake Rose Drive and 8516 Old Winter Garden Road; generally located on the southwest corner of Lake Rose Drive and Old Winter Garden Road and on the east side of Lake Rose Drive, south of Old Winter Garden Road, Orange County, Florida (legal property description on file in Planning Division)

And

b. Ordinance for Proposed Amendment

Consideration: An Ordinance pertaining to Comprehensive Planning in Orange County, Florida; Amending the Orange County Comprehensive Plan, commonly known as the "2010-2030 Comprehensive Plan," as amended, by adopting Small-Scale development amendments pursuant to Section 163.3187, Florida Statutes; and providing effective dates.

And

c. Rezoning RZ-23-07-044

Consideration: Request to change the zoning from C-3 (Wholesale Commercial District) to C-2 (General Commercial District) for parcel 27-22-28-7660-00-030 (109 Lake Road Drive) only, in order to allow for C-2 uses which includes outdoor storage and overnight parking of vehicles.

Location: District 6; property located at 109 Lake Rose Drive and 8516 Old Winter Garden Road; generally located on the southwest corner of Lake Rose Drive and Old Winter Garden Road and on the east side of Lake Rose Drive, south of Old Winter Garden Road, Orange County, Florida (legal property description on file in Planning Division)

The following persons addressed the Board:

- Michael Quinn
- Dennis Wells
- Abigail Worshan
- Margarita Wells
- Mark Richards
- Candace Richards
- Tim McCarthy
- Robin Pruitt
- John Conley
- Ronald Vaugan
- Ryan Hartlief
- Dennis Dragon
- Ashley Alarie

- Janette Volz
- Richard Richter (phonetic)
- Durham Rigobert (phonetic)

The following materials were presented to the Board prior to the close of the public hearing:

- Exhibit 1, from John Conley
- Exhibit 2, from John Conley
- Exhibit 3, from Michael Quinn

A motion was made by Commissioner Scott, seconded by Commissioner Gomez Cordero, to continue the public hearing until May 7, 2024 at 2 p.m., with the stipulation that the Schicks and/or their council engage in another community meeting facilitated by the district commissioner at Frangus Elementary or at a County facility. The motion carried by the following vote:

Aye: 5 - Mayor Demings, Commissioner Uribe, Commissioner Gomez Cordero, Commissioner Bonilla, and Commissioner Scott

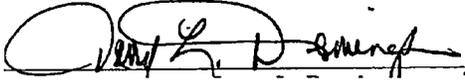
Absent: 2 - Commissioner Wilson, and Commissioner Moore

√ **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>.

ADJOURNMENT: 3:18 p.m.

ATTEST:

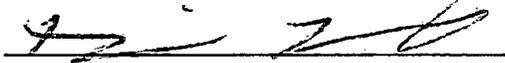
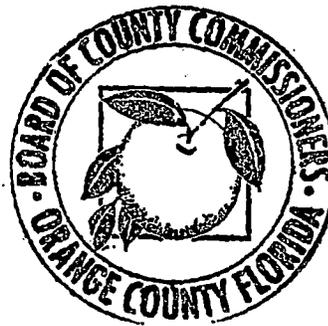


County Mayor Jerry L. Demings

Date: March 5, 2024

ATTEST SIGNATURE:

Phil Diamond
County Comptroller as Clerk



Deputy Clerk

* * *

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. Si w bezwen èd nan lang Kreyòl oswa sèvis tradiksyon, tanpri rele (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.