

Orange County Government

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



Final BCC Meeting Minutes

Tuesday, April 25, 2017

9:00 AM

County Commission Chambers

Board of County Commissioners

Call to Order

County Vice Mayor Siplin called the meeting to order at 9:10 a.m.

Present: 7 - Mayor Teresa Jacobs, Commissioner Bryan Nelson, Commissioner Jennifer Thompson, Commissioner Pete Clarke, Commissioner Betsy VanderLey, Commissioner Emily Bonilla, and Commissioner Victoria P. Siplin

Others Present:

County Comptroller Phil Diamond as Clerk
County Administrator Ajit Lalchandani
County Attorney Jeffrey J. Newton
Deputy County Attorney Joel Prinsell
Senior Minutes Coordinator Jennifer Lara-Klimetz
Minutes Coordinator Lakela Christian

Invocation

Reverend Gabriel M. Ipasu, New Covenant Anglican Church

Pledge of Allegiance**Presentation**

Proclamation designating April 28, 2017 as Week of the Young Child

Presentation

Proclamation designating May as Haitian American Heritage Month

Public Comment

The following persons addressed the Board for public comment:

- Jose Datil
- RJ Mueller
- Kelly Semerad
- Serina Farrell
- Kurt Ardaman

The following material was presented to the Board during public comment: Exhibit 1, from Kurt Ardaman.

I. CONSENT AGENDA**Approval of the Consent Agenda**

The Mayor deferred action on Administrative Services Department Item 19; further, deferred action on Community, Environmental and Development Services Department Item 5; further,

deferred action on Office of Regional Mobility Department Item 01; further, deleted Office of Regional Mobility Department Item 02; and further, a motion was made by Commissioner VanderLey, seconded by Commissioner Thompson, to approve the balance of the Consent Agenda. The motion carried by the following vote:

Aye: 7 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, Commissioner Bonilla, and Commissioner Siplin

A. COUNTY COMPTROLLER

1. [17-499](#) Approval of the minutes of the March 7, 2017 meeting of the Board of County Commissioners. (Clerk's Office)
2. [17-500](#) Approval of the check register authorizing the most recently disbursed County funds, having been certified that same had not been drawn on overexpended accounts. Periods are as follows:

- April 07, 2017, to April 13, 2017; total of \$46,068,246.24
- April 14, 2017, to April 20, 2017; total of \$24,353,279.59.

(Finance/Accounting)
3. [17-501](#) Disposition of Tangible Personal Property as follows: (Property Accounting)
 - a. Donate asset to Osceola County.
 - b. Scrap assets.
 - c. Remove stolen asset from inventory.

B. COUNTY ADMINISTRATOR

1. [17-502](#) Confirmation of the appointment of Jessica Rivera to the Board of Zoning Adjustment as the Mayor's representative with a term expiring December 31, 2018. (Agenda Development Office)
2. [17-503](#) Approval and execution of Resolution 2017-B-03 of the Orange County Board of County Commissioners Regarding the Issuance of Tourist Development Tax Refunding Revenue Bonds, Series 2017. (Fiscal and Business Services Division)
3. [17-504](#) Confirmation of the County Mayor's staff reappointments for the second quarter, January-March FY 2016-2017. (Human Resources Department)

Ralphetta G. Aker, Manager, Fiscal and Operational Support, Public Works
Diana M. Almodovar, Manager, Development Engineering, Public Works
Mark A. Cannata, Manager, Capital Planning and Building Systems, Convention Center
James M. Fitzgerald, Deputy Director, Fire Administration, Fire Rescue

Eric D. Gassman, Deputy County Administrator, County Administration
Ann Marie Giltner, Manager, Inmate Administrative Services, Corrections
James E. Harrison, Assistant County Administrator, County Administration
Ajit M. Lalchandani, County Administrator, County Administration
Mark V. Massaro, Director, Public Works
Jeffrey J. Newton, County Attorney, County Attorney's Office
Michael J. Perkins, Manager, Regional History Center, Family Services
Frank A. Priola, Manager, Fiscal & Operational Support, Corrections
Robert P. Spivey, Jr., Manager, Code Enforcement, Community,
Environmental and Development Services
Matthew L. Suedmeyer, Manager, Parks & Recreation, Community,
Environmental and Development Services
Christopher R. Testerman, Assistant County Administrator, County
Administration
Jonathan V. Weiss, Director, Community, Environmental and Development
Services
Lavon B. Williams, Manager, Neighborhood Preservation and Revitalization,
Family Services
Donna P. Wyche, Manager, Mental Health & Homeless Issues, Health
Services

4. [17-505](#) Approval and execution of 1) Agreement between Orange County, Florida and Orange County Fire Fighters Association, I.A.F.F., Local 2057 (A-Unit) Fiscal Years 2015-16 through 2017-18 and 2) Memorandum of Agreement Between Orange County and Orange County Fire Fighters Association, Local 2057, resolving Grievance #14-9477 (Retro Pay); and approval of 3) Fiscal Year 2015-16 and 2016-17 annual salary increases to employee ID#s 111737, 113305, 114810, 112293, 113308, 111735, 105228, and 118295 to include applicable incentive increases, retroactive to October 11, 2015 and 4) recalculation of the promotional Base Wage for employee ID#s 111737, 113305, 114810, 112293, 113308, and 111735 retroactive to their date of promotion to Battalion Chief. (Human Resources Division)
5. [17-506](#) Approval of payment of the Fiscal Year 2014-15, 2015-16, and 2016-17 annual Base Wage and incentive increases to employee ID#s 111524 and 114400, retroactive to October 12, 2014. (Human Resources Division)
6. [17-507](#) Approval and execution of Agreement between Orange County, Florida and The Florida State Lodge Fraternal Order of Police, Inc. Lieutenants Fiscal Years 2016-17 through 2017-18. (Human Resources Division)
7. [17-508](#) Approval of revisions to the Orange County Policy Manual: Employment Types (101), Salary Administration - Regular Employee Pay Plan (201), Other Leave Types (308), Drug and Alcohol Use (409), Disciplinary Actions (413), and Definitions (600) with an effective date of April 25, 2017. (Human Resources Division)

8. [17-509](#) Approval of budget amendments #17-34, #17-35, #17-36, #17-37, #17-38, and #17-39. (Office of Management and Budget)
9. [17-510](#) Approval of budget transfer #17-000000889. (Office of Management and Budget)

C. ADMINISTRATIVE SERVICES DEPARTMENT

1. [17-511](#) Approval to award Invitation for Bids Y17-191-MG, Inmate Apparel and Bedding - Term Contract, to the low responsive and responsible bidder per lot, for 1-year term contracts, to Bob Barker Company, Inc. for Lots 1, 2, 4, 5, 6, 7, 8, 9, 11, and 12 in the estimated contract award amount of \$309,197.50 and Tabb Textile Co., Inc. for Lot 10 in the estimated contract award amount of \$132,022. ([Corrections Department Fiscal and Operational Support Division] Procurement Division)
2. [17-512](#) Approval to award Invitation for Bids Y17-1000-DG, Right-of-Way Mowing - Bithlo Area, Section III, to the low responsive and responsible bidder, Groundtek of Central Florida, LLC. The estimated contract award amount is \$342,920 for the basic year. ([Public Works Department Roads and Drainage Division] Procurement Division)
3. [17-513](#) Approval to award Invitation for Bids Y17-1023-MV, Water Meters, to the low responsive and responsible bidder by lot in the estimated contract award amounts below, for a 3-year term.

<u>Bidder</u>	<u>Estimated Award Amount</u>
Lot 1 Neptune Technology Group, Inc.	\$2,606,100
Lot 2B Neptune Technology Group, Inc.	\$983,250
Lot 3 Neptune Technology Group, Inc.	\$170,970
Lot 4 Neptune Technology Group, Inc.	\$159,270

([Field Services Department Utilities Division] Procurement Division)

4. [17-514](#) Approval to award Invitation for Bids Y17-1037-MV, Liquid Caustic Soda 50%, to the low responsive and responsible bidder, Brenntag Mid-South, Inc. The estimated contract award amount is \$655,520 for a 1-year term. ([Utilities Department Water Division] Procurement Division)
5. [17-515](#) Approval to award Invitation for Bids Y17-1047-PD, Right-of-Way Mowing - Zellwood, to the low responsive and responsible bidder, Lawnwalker Services, Inc. The estimated annual contract award amount is \$439,530 for a 1-year term. ([Public Works Department Roads and Drainage Division] Procurement Division)
6. [17-516](#) Approval to award Invitation for Bids Y17-733-CC, Animal Services East

Side Spay/Neuter Clinic, to the sole responsive and responsible bidder, Café Construction & Development, Inc. The total contract award amount is \$283,700. ([Administrative Services Department Capital Projects Division] Procurement Division)

7. [17-517](#) Approval to award Invitation for Bids Y17-734-PH, Tealwood Cove, Lakewood Forest, and Tuckaway Terrace Water and Wastewater Improvements Package 7 to the low responsive and responsible bidder, Metro Equipment Service, Inc. The estimated contract award amount is \$1,889,495. ([Utilities Department Engineering Division] Procurement Division)
8. [17-518](#) Approval of Purchase Order M84095, Software Support and Annual Maintenance for Fire Rescue 911 Dispatch and Records Management System with Tiburon, Inc. in the amount of \$168,248. ([Office of Accountability Information Systems and Services Division] Procurement Division)
9. [17-519](#) Approval of Amendment No. 4, Contract Y7-824, Design Services Texas Avenue Widening Project (South of Oakridge Road to South of Holden Avenue) with Inwood Consulting Engineers, Inc. in the amount of \$128,614.90 for a revised contract amount of \$1,393,053.95. ([Public Works Department Engineering Division] Procurement Division)
10. [17-520](#) Approval of Amendment No. 8, Contract Y9-820, Design Services for Taft-Vineland Road (Orange Blossom Trail to Orange Avenue) with HNTB Corporation in the amount of \$563,923.33 for a revised contract amount of \$2,849,952.26. ([Public Works Department Engineering Division] Procurement Division)
11. [17-521](#) Approval of Amendment No. 5, Contract Y15-1134-ZM, Vermont Systems Software, with Vermont Systems, Inc. in the amount of \$78,588 for a revised contract amount of \$367,328 for Year 1. ([Community, Environmental and Development Services Department Parks and Recreation Division] Procurement Division)
12. [17-522](#) Approval of Amendment No. 1, Contract Y17-2040, Intergovernmental Transfer Program (IGT) with Orlando Health, Inc. and Adventist Health System, Inc. d/b/a Florida Hospital in the amount of \$6,100,000 for a revised total contract amount of \$9,850,123. ([Health Services Department] Procurement Division)
13. [17-523](#) Approval to Purchase Power-LOAD Stretcher Fastener Systems from Stryker Sales Corporation for \$1,660,506.60 ([Fire Rescue Department Infrastructure and Support Division] Procurement Division)

14. [17-524](#) Approval of Contract Y17-1076, Software Support and Annual Maintenance for Oracle Applications and Databases, with Oracle America, Inc. in the amount of \$1,470,944.70 for the period of May 3, 2017 through May 31, 2018. ([Office of Accountability Information Systems and Services Division] Procurement Division)
15. [17-525](#) Selection of Tindale-Oliver & Associates, Inc. d.b.a. Tindale-Oliver to provide Transportation Planning Services for the 2016 Update of the Transportation Impact Fee Study, Request for Proposals Y17-802-CH. ([Community, Environmental and Development Services Department Transportation Planning Division] Procurement Division)
16. [17-526](#) Selection of Atkins North America, Inc. to provide Design Services for Corrections - Campus Wide Boiler System Improvements, Request for Proposals Y17-807-RM. ([Administrative Services Department Capital Projects Division] Procurement Division)
17. [17-527](#) Approval and execution of License Agreement between Orange County, Florida and the Ninth Judicial Circuit Court and the Office of Criminal Conflict and Civil Regional Counsel for the Fifth District of Florida for office space for Thomas S. Kirk Juvenile Justice Center, 2000 E. Michigan Street, Orlando, Florida 32806. District 3. (Real Estate Management Division)
18. [17-528](#) Approval and execution of First Amendment Permission to Enter Property (Entry Agreement) between Orange County and State of Florida, Department of Environmental Protection, Division of Parks and Recreation and delegation of authority to the Real Estate Management Division to exercise renewal option, if needed for Pine Plantation Access Agreement. District 2. (Real Estate Management Division)
20. [17-530](#) Approval and execution of Utility Easement between The School Board of Orange County, Florida and Orange County and authorization to record instrument for Windermere HS OCU File No. 82967. District 1. (Real Estate Management Division)
21. [17-531](#) Approval and execution of Resolution and authorization to initiate condemnation proceedings for Moss Park Road and Innovation Way Intersection. District 4. (Real Estate Management Division)
22. [17-532](#) Approval of As Is Residential Contract for Sale and Purchase with Addendum to Contract between Orange County and Juan Carlos Rios Rios and Odalys Margarita Rosa, approval and execution of County Deed from Orange County to Juan Carlos Rios Rios and Odalys Margarita Rosa and authorization to perform all actions necessary and incidental to closing for NSP Resale - 1242 Timberbend Circle, Orlando, FL 32824 (NCST). District 4. (Real Estate Management Division)

23. [17-533](#) Approval of Utility Easement from Moss Park Properties, LLLP, f/k/a Moss Park Properties, LTD. to Orange County and authorization to record instrument for Dowden Road Ph 2 Permit: 15-U-086 OCU File #: 81850. District 4. (Real Estate Management Division)

D. COMMUNITY, ENVIRONMENTAL AND DEVELOPMENT SERVICES DEPARTMENT

1. [17-534](#) Approval and execution of Orange County, Florida, Resolutions Establishing Special Assessment Liens for Lot Cleaning Services and approval to record Special Assessment Liens on property cleaned by Orange County, pursuant to Orange County Code, Chapter 28, Nuisances, Article II, Lot Cleaning. Districts 2, 3, 4, 5 and 6. (Code Enforcement Division)

LC 17-0240	LC 17-0386	LC 17-0156	LC 17-0357	LC 17-0380
LC 17-0260	LC 17-0335	LC 17-0182	LC 17-0361	LC 17-0390
LC 17-0286	LC 17-0340	LC 17-0230	LC 17-0362	LC 17-0391
LC 17-0344	LC 17-0385	LC 17-0247	LC 17-0364	LC 17-0392
LC 17-0378	LC 17-0373	LC 17-0253	LC 17-0365	LC 17-0394
LC 17-0416	LC 17-0410	LC 17-0284	LC 17-0366	LC 17-0400
LC 17-0418	LC 17-0411	LC 17-0353	LC 17-0369	LC 17-0403
LC 17-0333	LC 17-0423	LC 17-0356	LC 17-0379	LC 17-0405

2. [17-535](#) Approval of renewal of Solid Waste Management Facility Permit No. SW-022429-MRF/TS-06/1105 for Taft Recycling, Inc. (Materials Recovery Facility and Transfer Station) with waiver and conditions. District 4. (Environmental Protection Division)
3. [17-536](#) Approval and execution of Supplemental Agreement Regarding Developers Agreement for Road and Bridge Improvements to Boggy Creek Road (Wetherbee Road to South Access Road) by and between Orange County and Crockett Development Property, LLC to provide for the construction of the Boggy Creek Road Widening Improvements from Wetherbee Road to the South Access Road. District 4. (Roadway Agreement Committee)
4. [17-537](#) Approval and execution of First Amendment to Road Network Agreement Northerly Extension of Hamlin Groves Trail from New Independence Parkway to Tiny Road by and between SLF IV/Boyd Horizon West JV, LLC and Orange County to adjust the timeframe for the payment of transportation impact fee credits to the Owner and revise the construction cost payment procedure and timeframe for construction. District 1. (Roadway Agreement Committee)

E. CONVENTION CENTER DEPARTMENT

1. [17-539](#) Approval of Change Order No. 2, Contract Y16-722 with American Systems Corporation in the amount of \$77,052.65, for a revised contract amount of

\$1,345,126.46.

F. FAMILY SERVICES DEPARTMENT

1. [17-540](#) Approval of April 2017 Neighborhood Pride Entranceway Grant as recommended by the Neighborhood Grants Advisory Board for Southern Acres HOA (\$3,325). District 1. (Neighborhood Preservation and Revitalization Division)
2. [17-541](#) Approval of the March 2017 Business Assistance for Neighborhood Corridors Program Grant for Raising Angels Child Development Center (\$5,000). District 6. (Neighborhood Preservation and Revitalization Division)
3. [17-542](#) Approval of the April 2017 Neighborhood Pride Mini-Grant as recommended by the Neighborhood Grants Advisory Board for Kensington Neighborhood (\$1,500). District 6. (Neighborhood Preservation and Revitalization Division)

G. OFFICE OF REGIONAL MOBILITY

2. [17-544](#) Approval and execution of Interlocal Agreement Regarding Cost Sharing to Obtain Consultant Services by and between Orange County, Osceola County, Seminole County, County of Volusia, and City of Orlando. All Districts.

(This item was deleted.)

H. PUBLIC WORKS DEPARTMENT

1. [17-545](#) Approval and execution of Project Addendum to Master Agreement by and between CSX Transportation, Inc. and Orange County for the design of a new tub platform grade crossing surface at CSX Railroad Crossing No: 622321A on South Orange Avenue, South of Jetport Drive and authorization to pay \$15,000 for the preliminary engineering design. District 4. (Roads and Drainage Division)
2. [17-546](#) Approval and execution of Project Addendum to Master Agreement by and between CSX Transportation, Inc. and Orange County for the design of a new tub platform grade crossing surface at CSX Railroad Crossing No: 918552E on Trussway Boulevard, North of West Landstreet Road and authorization to pay \$15,000 for the preliminary engineering design. District 4. (Roads and Drainage Division)
3. [17-547](#) Approval to relocate stop signs from Thatcher Avenue and Acosta Avenue to Chateaubriand Avenue. District 1. (Traffic Engineering Division)

4. [17-548](#) Approval to install a "No Parking" zone on both sides of Trevarthon Road from Econlockhatchee Trail and extending 900 feet west. District 3. (Traffic Engineering Division)
5. [17-549](#) Approval of Traffic Control Devices and "No Parking" sign installations in Sawgrass Plantation - Phase 1D-2. District 4. (Traffic Engineering Division)
6. [17-550](#) Approval of Traffic Control Devices and "No Parking" sign installations in Watermark Phase 2C. District 1. (Traffic Engineering Division)
7. [17-551](#) Approval of Traffic Control Devices and "No Parking" sign installations in Lakeshore Preserve Phase 2. District 1. (Traffic Engineering Division)
8. [17-552](#) Approval and execution of First Amendment to the Homeowner's Association Agreement for Braemar/Gotha Subdivision Traffic Control Devices by Braemar/Gotha Homeowner's Association, Inc. and Orange County, Florida that provides for the Association to maintain decorative street name and traffic control signposts. District 1. (Traffic Engineering Division)
9. [17-553](#) Authorization to record the plat of Health Central - Summerport. District 1. (Development Engineering Division)

I. UTILITIES DEPARTMENT

1. [17-554](#) Approval and execution of Hotelier Management Services Wastewater Flow Monitoring Agreement by and among HC Orlando, LLC, Hotelier Management Services, LLC and Orange County for a 10-year monitoring period to monitor wastewater discharges. District 4. (Engineering Division)

II. INFORMATIONAL ITEMS**

A. COUNTY COMPTROLLER

1. [17-560](#) Receipt of the following items to file for the record: (Clerk's Office)
 - a. Minutes of the March 13, 2017 Meeting in the Sunshine. Commissioners Betsy VanderLey and Bryan Nelson met to discuss the potential Ocoee Community Redevelopment Agency (CRA) candidate selection process.
 - b. City of Orlando Voluntary Annexation Request - Fredos International LLC - ANX2016-00015. Notice of Proposed Enactment. Proposed Ordinance 2017-21, 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 Lee Vista Boulevard, north of McCoy Road and west of Narcoossee Road and comprised of 2.121 acres of land, more or less; 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 the I-C Industrial-Commercial District along with the Aircraft Noise 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. 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.

c. Florida Public Service Commission Order approving revenue requirement for the Hines chillers uprate project by Duke Energy Florida, LLC. In re: Petition for limited proceeding for approval to include in base rates the revenue requirement for the Hines chillers uprate project, by Duke Energy Florida, LLC.

d. Florida Public Service Commission Order granting approval of new optional pilot LED streetlight tariff by Florida Power & Light Company. In re: Petition for approval of a new optional pilot LED streetlight tariff, by Florida Power & Light Company.

e. City of Ocoee Ordinance No. 2017-008, with Exhibit A (Legal Description), and Exhibit B (Location Map). Ordinance No. 2017-008 (Annexation Ordinance for 272 E Silver Star Road), Tax Parcel ID #s: 17-22-28-0000-00-126; Case No. AX-12-16-60: Resendiz 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 2.0 acres located on the north side of E Silver Star Road and south of Rewis Street, approximately 2,200 feet east of the intersection of Bluford Avenue and E. Silver Star Road; pursuant of the application submitted by the property owner, finding said annexation to be consistent with the Ocoee Comprehensive Plan, the Ocoee City Code, and the Joint Planning Area agreement; 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.

This item was received and filed.

I. CONSENT AGENDA (Deferred)

C. ADMINISTRATIVE SERVICES DEPARTMENT

19. [17-529](#) Approval and execution of Contract for Donation of Real Property by and between Orange County, Florida and Circle C Ranch II, LLC for Circle C Ranch II Donation. District 5. (Real Estate Management Division)

A motion was made by Commissioner Bonilla to continue Administrative Services Consent Item

19: Approval and execution of Contract for Donation of Real Property by and between Orange County, Florida and Circle C Ranch II, LLC for Circle C Ranch II Donation. The motion failed for lack of a second.

The following person addressed the Board: John Miklos.

A motion was made by Commissioner Nelson, seconded by Commissioner VanderLey, to approve Administrative Services Consent Item 19. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Nay: 1 - Commissioner Bonilla

D. COMMUNITY, ENVIRONMENTAL AND DEVELOPMENT SERVICES DEPARTMENT

5. [17-538](#) Approval and execution of Transportation Agreement for Sunbridge Parkway (From Dowden Road to Osceola County Line) by and among Tavistock East Holdings, LLC and Orange County to provide for the construction of Sunbridge Parkway from Dowden Road to the Osceola County Line. District 4. (Roadway Agreement Committee)

Court Reporter: Samantha Amato, First Choice Reporting & Video Services

Additional Language added to Section 15. Coordination With Adjacent Development Required:

Subsequent to the construction of any portion Segment 2 of Sunbridge Parkway, the County shall have the ability to require conveyance of right-of-way for a two-lane connection to Camino Reale as generally depicted on Exhibit E. The County shall not require conveyance until after Camino Reale has an approved regulatory plan, term sheet, and Road Network Agreement that addresses the timing of infrastructure and development, including restrictions regarding the amount of development that can occur on a single access point prior to the completion of Innovation Way South, west to State Road 417.

The following person addressed the Board: Kurt Ardaman.

A motion was made by Commissioner Thompson, seconded by Commissioner Bonilla, to approve Community, Environmental and Development Services Consent Item 5; and further, approve additional language added to section 15. The motion carried by the following vote:

Aye: 7 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, Commissioner Bonilla, and Commissioner Siplin

G. OFFICE OF REGIONAL MOBILITY

1. [17-543](#) Approval and execution of Resolution 2017-M-11 of the Orange County Board of County Commissioners regarding Support for the CFX Purchase of the Portions of SR 528, SR 429 and SR 417 Owned by FDOT. All Districts.

A motion was made by Commissioner Thompson, seconded by Commissioner VanderLey, to approve Office of Regional Mobility Consent Item 1. The motion carried by the following vote:

Aye: 7 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, Commissioner Bonilla, and Commissioner Siplin

III. DISCUSSION AGENDA

A. COUNTY ADMINISTRATOR

1. [17-555](#) Membership and Mission Review Board Presentation.

The following person addressed the Board: Picton Warlow.

The Board took no action.

B. ADMINISTRATIVE SERVICES DEPARTMENT

1. [17-556](#) Selection of one firm and two ranked alternates to provide Professional Engineering Services for the Final Design of Ficquette Road, Request for Proposals Y17-808-CH, from the following three firms, listed alphabetically:

-AVCON, Inc.
-Dewberry Engineers, Inc.
-DRMP, Inc.

([Public Works Department Engineering Division] Procurement Division)

A motion was made by Commissioner Nelson, seconded by Commissioner Thompson, to appoint Dewberry Engineers, Inc. as the selected firm; and further, appoint DRMP, Inc., and AVCON, Inc. as ranked alternates. The motion carried by the following vote:

Aye: 5 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

Abstain: 1 - Commissioner VanderLey

C. FAMILY SERVICES DEPARTMENT

1. [17-557](#) Orange County Head Start Division Annual Report.

The Board took no action.

D. FIRE RESCUE DEPARTMENT

1. [17-558](#) Approval to apply for and obtain a Certificate of Authorization from the Federal Aviation Administration (FAA) to conduct Unmanned Aircraft Systems operations.

A motion was made by Commissioner Clarke, seconded by Commissioner VanderLey, to apply for and obtain a Certificate of Authorization from the Federal Aviation Administration (FAA) to conduct Unmanned Aircraft Systems operations. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

IV. RECOMMENDATIONS

1. [17-559](#) April 6, 2017 Board of Zoning Adjustment Recommendations

A motion was made by Commissioner Thompson, seconded by Commissioner Clarke, to approve the recommendations, with the exception of Case # VA-17-04-022, Ariel Malagon, 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: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

V. PUBLIC HEARINGS

1. [17-403](#) Municipal Service Benefit Unit

Hamlin Reserve and Hamlin Reserve 1st Amendment, establish for streetlighting and for retention pond(s) maintenance; District 1

Consideration: Establish by resolution a Municipal Service Benefit Unit for streetlighting and retention pond(s) maintenance at Hamlin Reserve and Hamlin Reserve 1st Amendment.

Location: District 1; Parcel ID (multiple parcels); Sections 20 and 29, Township 23, Range 27; Orange County, Florida (legal property description on file)

A motion was made by Commissioner VanderLey, seconded by Commissioner Clarke, to approve the request. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

2. [17-404](#) Municipal Service Benefit Unit

International Drive and Universal Boulevard at Sand Lake Road, amend for streetlighting; District 6

Consideration: Amend by resolution an existing Municipal Service Benefit Unit for streetlighting at International Drive and Universal Boulevard at Sand Lake Road to include I Shops subdivision.

Location: District 6; Parcel ID (multiple parcels); Section 36, Township 23, Range 28; Orange

County, Florida (legal property description on file)

A motion was made by Commissioner Siplin, seconded by Commissioner Thompson, to approve the request. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

3. [17-405](#) Municipal Service Benefit Unit

North of Alberts - Westside, establish for retention pond(s) maintenance;
District 1

Consideration: Establish by resolution a Municipal Service Benefit Unit for retention pond(s) maintenance at North of Alberts - Westside.

Location: District 1; Parcel ID (multiple parcels); Section 25, Township 23, Range 27; Orange County, Florida (legal property description on file)

A motion was made by Commissioner VanderLey, seconded by Commissioner Nelson, to approve the request. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

4. [17-406](#) Municipal Service Benefit Unit

Orchard Hills and Orchard Park at Stillwater Crossing Areas, amend for streetlighting; District 1

Consideration: Amend by resolution an existing Municipal Service Benefit Unit for streetlighting at Orchard Hills and Orchard Park at Stillwater Crossing Areas to include Orchard Hills Phase 3 and Orchard Park at Stillwater Crossing Phase 3 subdivisions.

Location: District 1; Parcel ID (multiple parcels); Sections 09 and 16, Township 23, Range 27; Orange County, Florida (legal property description on file)

A motion was made by Commissioner VanderLey, seconded by Commissioner Nelson, to approve the request. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

5. [17-407](#) Municipal Service Benefit Unit

Sawgrass Plantation Area, amend for retention pond(s) maintenance;
District 4

Consideration: Amend by resolution a Municipal Service Benefit Unit for retention pond(s)

maintenance at Sawgrass Plantation Area to include Sawgrass Plantation Phase 1D-2 subdivision.

Location: District 4; Parcel ID (multiple parcels); Section 19, Township 24, Range 30; Orange County, Florida (legal property description on file)

A motion was made by Commissioner Thompson, seconded by Commissioner Siplin, to approve the request. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

6. [17-408](#) Municipal Service Benefit Unit

Village of Bridgewater Planned Development Master, amend for streetlighting; District 1

Consideration: Amend by resolution an existing Municipal Service Benefit Unit for streetlighting at Village at Bridgewater Planned Development Master to include Orchard Hills Phase 3, Orchard Park at Stillwater Crossing Phase 3, Addison at Windermere, Summerport Tract R-5 and Vineyards of Horizons West Phase 2B subdivisions.

Location: District 4; Multiple parcels and Sections, Township 23, Range 27; Orange County, Florida (legal property description on file)

A motion was made by Commissioner VanderLey, seconded by Commissioner Clarke, to approve the request. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

7. [17-409](#) Municipal Service Benefit Unit

Vineyards of Horizons West Phases 1A, 1B, 2A and 2B, amend for streetlighting and for retention pond(s) maintenance; District 1

Consideration: Amend by resolution a Municipal Service Benefit Unit for streetlighting and retention pond(s) maintenance at Vineyards of Horizons West Phases 1A, 1B, 2A and 2B to include Vineyards of Horizons West Phase 2B subdivision.

Location: District 4; Parcel ID (multiple parcels); Section 23, Township 23, Range 27; Orange County, Florida (legal property description on file)

A motion was made by Commissioner VanderLey, seconded by Commissioner Nelson, to approve the request. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

8. [17-400](#) Conservation Area Impact

Spring Grove Properties, LLC., permit; District 1

(This public hearing was cancelled.)

The Board took No Action.

9. [17-401](#) Shoreline Alteration/Dredge and Fill

Dorlinda and Jeffrey House, Lake Carlton, permit; District 2

Consideration: Request for a Shoreline Alteration/Dredge and Fill Permit to repair/replace an existing failing seawall to include installation of rip rap and native plantings waterward of the new wall, pursuant to Orange County Code, Chapter 15, Article VI. Pumping and Dredging Control; Section 15-218(d).

Location: District 2; located at 5056 Lake Carlton Drive, on Lake Carlton; Orange County, Florida (legal property description on file in Environmental Protection Division)

The following person addressed the Board: Dorlinda House.

A motion was made by Commissioner Nelson, seconded by Commissioner Clarke, to approve the Shoreline Alteration/Dredge and Fill Permit (SADF-16-10-012) subject to the conditions of approval listed in the Staff Report. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

10. [17-398](#) Substantial Change

Christopher R. Roper, Akerman, LLP, Windermere Gardens Planned Development / Land Use Plan (PD / LUP), Case # CDR-16-11-381, amend plan; District 1

Consideration: A PD substantial change to incorporate a waiver from Orange County Code Sections 38-1384(i) and 38-1385.5(b)(8) of the "Original" Village Planned Development Code to allow front-loaded garages to be set back a minimum of seven (7) feet behind the primary structure (excluding the front porch or bay) in lieu of ten (10) feet, for all lots other than Lot 18 within the plat for Windstone recorded at PB 83, PG 140; pursuant to Orange County Code, Chapter 30, Article III, Section 30-89 and Orange County Code, Chapter 38, Article VIII, Division 1, Section 38-1207.

Location: District 1, property generally located North of Overstreet Road and west of Winder Garden Vineland Road; Orange County, Florida (legal property description on file)

The following person addressed the Board: Chris Roper.

A motion was made by Commissioner VanderLey, seconded by Commissioner Thompson, to make a finding of consistency with the Comprehensive Plan; and approve the substantial change

request subject to the conditions of approval listed under the Development Review Committee recommendation in the Staff Report. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

11. [17-402](#) Substantial Change

Joseph Shuemann, 192 R and R Investors, LLC, Orlando World Resort
Planned Development / Land Use Plan (PD / LUP), Case #
CDR-16-12-403, amend plan; District 1

Consideration: A PD substantial change request to: 1) Remove a note requiring dedication of a 50-foot wide area for right-of-way along the U.S. Highway 192 corridor, and within Phase 3 only; 2) Change the type of permitted commercial uses within Phase 3 only from C-1 (Retail Commercial) to T-C (Tourist Commercial); 3) Establish and depict a 30-foot building setback (including a 7.5-foot landscaped buffer) along the eastern property line within Phase 3 only; and 4) Establish and depict a reduced 10-foot side yard setback along the western property line of Phase 3 only. In addition, the reduced side yard setback necessitates the following waiver from Orange County Code: 1) A waiver from Section 38-1287 to allow for a 10-foot side yard setback along the western property line of Phase 3 only, in lieu of a required 30-foot side yard setback; pursuant to Orange County Code, Chapter 30, Article III, Section 30-89 and Orange County Code, Chapter 38, Article VIII, Division 1, Section 38-1207.

Location: District 1; property generally located 400 feet east of East Orange Lake Boulevard and north of West Irlo Bronson Memorial Highway; Orange County, Florida (legal property description on file)

The following person addressed the Board: John Adams.

A motion was made by Commissioner VanderLey, seconded by Commissioner Thompson, to make a finding of consistency with the Comprehensive Plan; and approve the substantial change request subject to the conditions of approval listed under the Development Review Committee recommendation in the Staff Report. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

12. [17-410](#) Substantial Change

Robert Taylor, Becker & Poliakoff, for Hunter's Creek Community Association, Inc., Old Town Center Planned Development / Kailey's Ridge Preliminary Subdivision Plan (PSP), Case # CDR-17-03-081, amend plan; District 1

Consideration: This Preliminary Subdivision Plan (PSP) change determination is a request to modify existing Board of County Commissioners condition of approval #16 to transfer ownership

and maintenance responsibilities for stormwater Tracts H and I from Orange County to the Hunter's Creek Community Association; pursuant to Orange County Code, Sections 34-69 and 30-89.

Location: District 1; property generally located South of State Road 417 / West of Town Center Boulevard; Orange County, Florida (legal property description on file in Planning Division)

The following person addressed the Board: Robert Taylor.

A motion was made by Commissioner VanderLey, seconded by Commissioner Clarke, to make a finding of consistency with the Comprehensive Plan; and approve the substantial change request subject to the conditions of approval listed under the Development Review Committee recommendation in the Staff Report. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

13. [17-342](#) Substantial Change

Richard Wohlfarth, IBI Group (Florida), Inc., Goldenrod Reserve Planned Development/Land Use Plan (PD/LUP) -
Case # CDR-17-02-054, amend plan; District 3 (Continued from April 11, 2017)

Consideration: A PD Substantial change to incorporate a waiver from Orange County Code Section 38-79(20)(f) to allow for fifty percent (50%) of the townhome units to be in buildings containing five (5) or more units, in lieu of minimum of seventy-five percent (75%) of the units being within buildings of five (5) or more units; pursuant to Orange County Code, Chapter 30, Article III, Section 30-89 and Orange County Code, Chapter 38, Article VIII, Division 1, Section 38-1207.

Location: District 3; property located at 4190 S. Goldenrod Road; or generally west of S. Goldenrod Road and north of Hoffner Avenue; Orange County, Florida (legal property description on file)

The following person addressed the Board: Richard Wohlfarth.

A motion was made by Commissioner Clarke, seconded by Commissioner Nelson, to make a finding of consistency with the Comprehensive Plan; and approve the substantial change request subject to the conditions of approval listed under the Development Review Committee recommendation in the Staff Report. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

14. [17-353](#) Ordinance

Amending Orange County Code, Article XVIII, Chapter 38, Sections 38-1,

38-77, 38-79 and 38-1476, pertaining to Public School Siting Regulations -
2nd hearing (1st hearing on April 11, 2017)

Consideration: AN ORDINANCE AMENDING THE ORANGE COUNTY CODE RELATING TO TRADITIONAL PUBLIC SCHOOLS AND PUBLIC CHARTER SCHOOLS BY AMENDING THE PUBLIC SCHOOL SITING REGULATIONS, CODIFIED AT ARTICLE XVIII, CHAPTER 38, ORANGE COUNTY CODE, AND BY AMENDING SECTIONS 38-1, 38-77, 38-79 AND 38-1476 OF THE ORANGE COUNTY CODE RELATED TO SUCH SCHOOLS; AND PROVIDING AN EFFECTIVE DATE.

County staff presented the following revisions:

- Section 38-1755(a)(2), page 8, lines 295-312: (deleting subsection f. regarding an underground on-site exfiltration system.):
- Section 38-1755(b)(2), page 8, lines 314-315: (b) ~~(2)~~-Maximum building heights (excluding parapets):
- Section 38-1755(b)(3), page 9, lines 328-334: (3) ~~e. Thirty-five (35) feet for high schools, buildings within one hundred (100) feet of residential zoned property, six (6) stories, not to exceed ninety feet (90') except:~~
 - a. for any buildings constructed within two hundred feet (200') of single-family residential zoned property, four (4) stories, not to exceed sixty-five feet (65'); and
 - b. in the rural service area, two (2) stories, not to exceed thirty-five feet (35'), and fifty feet (50') feet for gymnasiums and auditoriums. all other buildings in high schools excluding auditorium-stage fly-lofts.
- Section 38-1755(g)(1) and (2), page 10, lines 382-396: ~~(g) (5)-Access requirements: (1) a- Vehicular a~~Access to elementary schools, middle schools, K-8 schools, and free-standing ninth grade centers shall be provided by at least one ~~(1)~~ paved local road at least twenty-four ~~feet~~ (24') feet in width. ~~If no other practical option exists for access, the county engineer may require on-site improvements necessary to ensure public safety consistent with F.S. ch. 235. The County may allow a width of less than twenty-four feet (24') if a street master plan or complete street study recommending a lesser width on the roads associated with the school has been approved by the County.~~
 - (2) b-Primary access to free-standing ninth grade centers located adjacent to high schools and to all high schools shall be provided from a collector or arterial roadway and such primary access to the free-standing ninth grade center may share access with the adjacent high school. High schools may also be located on collector or local roads consistent with Section 38-1753(f).
- New Section 38-1755 (g)(3), page 10, line 398: (3) Site plans for renovations to existing schools (where practicable) and for new schools shall provide adequate capacity for on-site vehicle stacking to facilitate safe and efficient pick-up and drop-off of students on-site.

In conjunction with the creation of section 38-1755(g)(3). Renumber existing Sections 38-1755(g)(3) through (g)(8) at pages 10-12 as (g)(4) through (g)(9), and renumber the reference to Section

38-1755(g)(4) as Section 38-1755(g)(5) in Section 38-1756(a) at page 15, line 608.

- Section 38-1752(a)(3), page 4, lines 117-123: (a) The following are presumed to meet all requirements for consistency with the County's comprehensive plan, and with the school site guidelines, criteria and standards set forth in these regulations: (3) Renovation or construction on existing School sites excepting for:
a. changes in the primary use (for example, a renovation changing from a middle school to a high school); or and
b. construction which that increases permanent student capacity by an amount which that exceeds fifteen five (5) percent (15%) of the highest enrollment at the school during the ten-year period prior to commencement of construction, unless such construction consolidates or merges two or more elementary schools or special needs programs that, prior to consolidation, would have less than 550 permanent student capacity and the resulting school would otherwise (i) meet the acreage requirements set forth in Section 38-1755(a)(1) for the resulting permanent student capacity of the consolidated school, and (ii) not change the primary use of any of the consolidated schools.

The following persons addressed the Board:

- Ricardo Cumberbatch
- Amanda Day

The following material was presented to the Board prior to the close of the public hearing: Exhibit 1, from Amanda Day.

A motion was made by Mayor Jacobs, seconded by Commissioner Clarke, to make a finding of consistency with the Comprehensive Plan; further, adopt Ordinance # 2017-06 relating to amending traditional public schools and public charter schools by amending the public school siting regulations, codified at article XVIII, Chapter 38, Orange County Code, and by amending sections 38-1,38-77,38-79 and 38-1476 of the Orange County Code related to such schools consistent with today's actions; and further, with permission to correct any scrivener's errors. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

15. [17-399](#) Ordinance

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

Consideration: AN ORDINANCE IN ORANGE COUNTY, FLORIDA, PERTAINING TO AIR QUALITY AND AIR POLLUTION CONTROL; AMENDING SECTION 15-90, ADOPTION OF STATE AND FEDERAL RULES BY REFERENCE; PROVIDING FOR LIBERAL CONSTRUCTION; PROVIDING FOR INCLUSION INTO THE CODE; AND PROVIDING AN

EFFECTIVE DATE.

A motion was made by Commissioner Clarke, seconded by Commissioner Thompson, to determine that proposed Ordinance will not have a substantial impact on the development of real property within Orange County; and further, adopt Ordinance # 2017-07 pertaining to Air Quality and Air Pollution Control; amending Chapter 15, Article III. Air Quality Control. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

16. [17-411](#) Ordinance

Amending Orange County Code, Section 38-80, regarding Extension of Moratorium on all Medical Cannabis Activities

Consideration: AN ORDINANCE AMENDING SECTION 38-80, ORANGE COUNTY CODE, TO EXTEND A TEMPORARY MORATORIUM ON ANY AND ALL MEDICAL CANNABIS ACTIVITIES DURING THE MORATORIUM PERIOD FOR ANY PROPERTY WITHIN ANY UNINCORPORATED AREAS OF ORANGE COUNTY; AND PROVIDING AN EFFECTIVE DATE.

A motion was made by Commissioner VanderLey, seconded by Commissioner Clarke, to make a finding of consistency with Comprehensive Plan; and further adopt Ordinance # 2017-08 amending section 38-80, Orange County Code, to extend the temporary moratorium on any and all medical cannabis activities during the moratorium period within any unincorporated areas of Orange County by 6 months or until the effective date of an ordinance establishing new or amended land development regulations concerning Medical Cannabis Activities within unincorporated Orange County, whichever is earlier. The motion carried by the following vote:

Aye: 6 - Mayor Jacobs, Commissioner Nelson, Commissioner Thompson, Commissioner Clarke, Commissioner VanderLey, and Commissioner Siplin

Absent: 1 - Commissioner Bonilla

√ **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: 3:06 p.m.

ATTEST:

County Mayor Teresa Jacobs

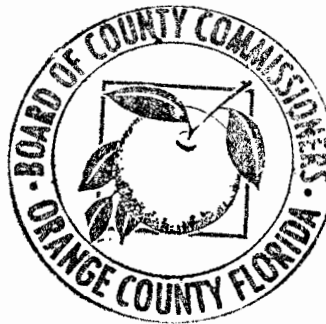
Date: 

ATTEST SIGNATURE:

Phil Diamond
County Comptroller as Clerk



Katie Smith
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.

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.