



Orange County Comptroller Clerk of the Board Report

For the Year Ended September 30, 2019



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Introduction

This is the Fiscal Year (FY) 18/19 Report of the Clerk of the Board Department. This report highlights the achievements of the department, describes efficiencies achieved through software applications and contains a collection of statistics and illustrations representing Board of County Commissioner (BCC) and Value Adjustment Board (VAB) related activities.

The department prepares meeting minutes and integrates public records online to provide citizens access to meeting minutes, documentation and media in a searchable format. The department is responsible for ensuring that all Board documents are consistent with Board actions. This activity is completed through inspection and evaluation. The department maintains "Board Records" of the Orange County BCC. Examples of documents include agreements, annexation notices, contracts, land use reports and conditions of approval, notices of public hearing, ordinances and resolutions. Orange County's Board Records include meeting minutes back to 1869.

The department is responsible for scheduling public hearings before the Commissioners. Scheduling includes preparation and publication of legal notices, providing notice to other impacted or interested parties, and notification of the outcome.

The department also serves as the staff to the VAB. Staff processes approximately 3,000 petitions (property owners contesting the tax assessment of their home or business property) annually. Staff assists with preparing the County's tax roll for final certification, prepares annual reports and meeting agendas, performs financial-performance reviews, prepares statistical reports, and solicits special magistrates.

In addition to the above responsibilities, the department has historically provided professional support to the Charter Review Commission (CRC). The CRC is an independent body appointed by the BCC, every four years, to examine the County's Charter to determine whether any questions should be placed on the ballot during the upcoming presidential election year.



Section 1

Clerk of the Board Department Highlights

During FY18/19, the Clerk of Board department engaged in the *Does It Make Sense or Does It Make Cents Program*. The program focused on creating value and engaging staff to deliver the ultimate customer experience. Many have heard the explanation “It has always been done this way.” The Clerk of Board department chose to take a close look at current processes and procedures and implemented at least 10 service delivery improvements.

Chambers’ Queue System: Clerk of Board staff, in conjunction with County Communications, rolled out the ‘Queue System’ to the 2020 CRC to allow members to electronically signal to the Chair when he/she would like to speak. This resulted in more controlled public meetings held in County Commission Chambers.

Comptroller Public Records Webpage: Clerk of Board staff contributed to the redesign of the Comptroller’s Public Records webpage, in order to reduce records requests submitted to Clerk of Board staff, by providing direct links as well as general information. The new design also included frequently asked questions for additional information on public records and is intended to make researching easier for citizens.

CRC Webpage: Clerk of Board staff enhanced the CRC webpage to better engage citizens, educate citizens regarding the process, and provide quick access to memorandums, research and other materials provided to either the full CRC or individual committees.

Granicus Approval Tracking: Clerk of Board staff launched Legistar with the Special Assessment Section of the Comptroller Finance Division. Partnering with this pilot group enabled Clerk of Board staff to set up the approval tracking workflow in the Granicus platform. This electronic workflow allowed designated staff to approve their BCC agenda item and make any necessary changes, prior to Clerk of Board staff scheduling the item on the Long Range Agenda.

Granicus Video Uploads: Clerk of Board staff partnered with County Orange TV to rollout procedures enabling video uploads through the Granicus system for offsite CRC public hearings. This was accomplished by providing County staff with the required file specifications.

Legistar Board Creation: Clerk of Board staff started utilizing Legistar for two new Boards/Commissions: CRC and VAB. Audio/video, meeting minutes and supporting materials may be found on the Comptroller’s InSite page for the BCC, CRC and VAB.



Multi-Notice Advertisements: The Clerk of Board department launched multi-notice advertisements for Development Plan, Land Use Amendment, Preliminary Subdivision Plan, Petition to Vacate and Substantial Change public hearings whereby reducing advertising and time-labor costs associated with publications.

VAB Final Meeting Report & Financial Audits: Clerk of Board staff prepared the VAB Final Meeting Report and financial-performance reviews two weeks prior to their internally established deadline.

VAB Final and Organizational Meetings: Clerk of Board staff presented all agenda items during the 2018 Final and 2019 Organizational Meeting of the VAB held in County Commission Chambers.

VAB Special Magistrate Solicitation: Clerk of Board staff handled all components of 2019 VAB Special Magistrate Solicitation. Solicitation includes, but is not limited to, advertising in the Orlando Sentinel as well as through East Central Florida Chapter Appraisal Institute and The Florida Bar News. Staff tracked all submissions to ensure all required documentation was received prior to the published deadline and provided the necessary documentation to VAB Legal Counsel in order for Counsel to confirm the applicants' qualifications.



Section 2

BCC Members and Meeting Statistics

Seven elected members serve four-year terms including the Mayor who is elected at large. The Mayor and Commissioners for Districts 2, 4 and 6 are elected during non-presidential years (2018, 2022, etc.). Commissioners for Districts 1, 3 and 5 are elected during presidential years (2016, 2020, etc.).

Commissioner Betsy VanderLey was appointed Vice-Mayor for 2019.

- Orange County Mayor Jerry L. Demings (2018)
- District 1 Commissioner Betsy VanderLey (2016)
- District 2 Commissioner Christine Moore (2018)
- District 3 Commissioner Mayra Uribe (2018)
- District 4 Commissioner Maribel Gomez Cordero (2018)
- District 5 Commissioner Emily Bonilla (2016)
- District 6 Commissioner Victoria P. Siplin (2018)

Meeting Details: **Exhibit A** titled BCC Meeting Statistics Report outlines BCC Meeting statistics for meetings dated October 2, 2018 thru September 24, 2019 as well as the prior three FYs (15/16, 16/17 and 17/18). During FY18/19, the BCC conducted 25 regular Board meetings in the Commission Chambers located on the first floor of the County Administration Center at 201 S. Rosalind Avenue, Orlando.

The BCC considered 1,258 consent agenda items including 354 agreements and 717 resolutions.

In addition, the BCC discussed 95 discussion items and led 21 work sessions.

Lastly, the BCC conducted 261 public hearings and adopted 25 County ordinances.

This year, 776 speakers addressed the Board during the open public comment portion of meeting.



Informational Items: The Clerk's Office routinely receives documents / correspondence for filing unrelated to actions taken by the BCC. Staff places these documents on a BCC meeting agenda as Information Items. During FY18/19, 92 items were filed for the record. The following list represents examples of documents received and the various agencies.

Agreements
Annexation Ordinances
Bonds-Appointed Public Official Bonds
Bonds-Elected Public Official Bonds
Budgets of Constitutional Officers
Central Florida Research Park
Certificates of Appointment, Reappointment
Charter Review Commission
Circuit Court
Community Development Districts
Community Redevelopment Agency
County Fee Officers
East Central Florida Regional Planning Council
Educational Facilities Authority
Financial Statements - Annual
Florida Department of Agriculture and Consumer Services, Division of Forestry
Florida Department of Transportation
Florida Legislature
Florida Public Service Commission
Florida State Office of Auditor General
Greater Orlando Airport Authority
Greater Orlando Chamber of Commerce
Improvement Districts
Health Facilities Authority
Human Services Council
Humane Society Laws
Local Planning Agency
Letters of Credit
Notices from other Counties/Cities
Oaths of Office
Orange County Industrial Development Authority
Orange Soil and Water Conservation District
Orlando/Orange County Expressway Authority
Orlando Utilities Commission
Ordinance from other Counties/Cities
Plant Closing Notifications
Quality Assurance Unit



Ranger Drainage District
Responsible Growth Committee
St. Johns River Water Management District
South Florida Water Management District
South Seminole and North Orange County Wastewater Transmission Authority
Tax Deeds
Tohopekaliga Water Authority
Valencia Water Control District
U.S. Federal Court
Utilities' Interlocal Agreements
West Orange Healthcare District/Health Central
Writ of Certiorari - under Circuit Court - Writ of Certiorari
Zellwood Drainage and Wastewater Control District

Meeting Minutes: During FY18/19, the Clerk's Office prepared 604 pages of meeting minutes capturing all actions taken by the BCC.



Section 3

BCC Public Hearing Newspaper Publications And Abutter Notices

County Administrative Policy 3.01 provides that the Comptroller Clerk of the BCC is responsible for scheduling all public hearings of the BCC, placing any required legal advertisements for those public hearings, and generating the long-range public hearing agendas. The Clerk's Office places any required legal advertisements in accordance with Florida Statutes or County Code referenced on the written request for public hearing.

1. During FY18/19, the Clerk's Office scheduled 261 public hearings on the County Long Range Agenda. This total is comparable to the 227 public hearings scheduled on the Long Range Agenda during FY17/18.
2. Of those 261 public hearings scheduled on the County Long Range Agenda, the Clerk's Office prepared 155 advertisements for publication in the Orlando Sentinel and Orlando Business Journal. Total costs for all advertisements amounted to \$116,190.27.

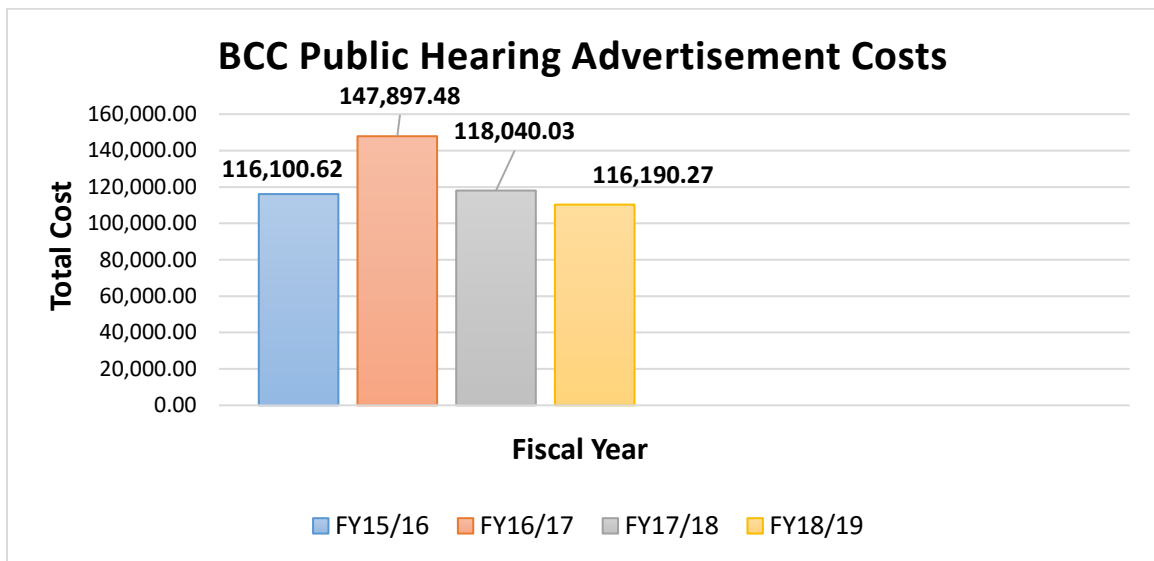


Table 1

3. The Clerk's Office mailed 39,275 abutter notices for public hearings scheduled for consideration by the BCC between October 2, 2018 and September 24, 2019.



FY18/19 Initiative: The Clerk's Office routinely looks for cost savings measures and ways in which it can streamline current processes and procedures. During summer 2018, the Clerk's Office examined its procedures related to public hearing advertisements in the Sentinel and discovered it could accomplish both tasks simultaneously. During FY17/18, Clerk's Office staff prepared individual notices for public hearing. Staff was required to track the publication and subsequent billing of each publication.

Approximately 60 lines of duplicate/redundant information appeared in each individual advertisement (i.e. County Board Name, Purpose, Hearing Date and Time, appeal rights and special accommodations, etc.). During FY17/18, the County was billed at \$3.25 per line. The Clerk's Office concluded that by advertising multiple like public hearings together, to be heard on the same date, there would be a cost savings to the County.

Effective FY18/19, the Clerk's Office implemented multi-notice advertisements for weekly publication in the Orlando Sentinel. Clerk of the Board staff published multi-notices for like public hearings scheduled for the same date and time, and this new procedure eliminated the costly redundant information for each additional advertisement. For each additional public hearing included on the multi-notice, there was a \$195 cost savings. In total, there was a \$5,655 cost savings, and in addition, staff spent less time tracking public hearing notices sent to the Orlando Sentinel.



Section 4

Pending Board Records and Public Records Requests

Outstanding/Pending Board Documents: The Clerk’s Office maintains permanent files and Board Records. Board documentation not received with original documents, or documents forwarded by the Clerk’s Office for execution by outside parties, require a missing document and/or execution request memo. To complete the Board Record, the Clerk’s Office must issue a missing document or execution request memo to County staff when returning Board documentation to County departments.

Staff prepared quarterly Pending Board Records Lists for distribution to County Administration and staff to enlist assistance in obtaining outstanding pending Board records.

During FY18/19, Clerk’s Office staff tracked 78 Board Records on the outstanding documents list. Twenty of those items, or 25%, remained incomplete at least until the following quarter.

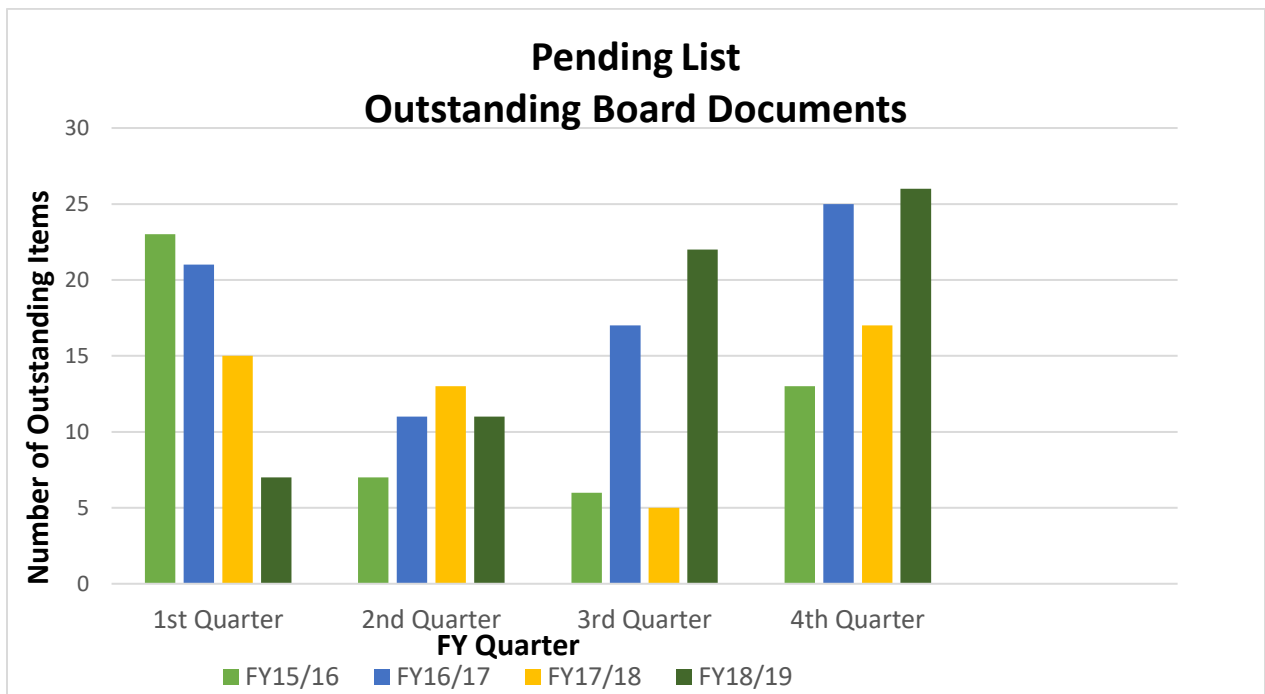


Table 2



Comptroller Custodian of Public Records: FY18/19 was the second year in which the Manager of the Office of the Clerk of the Board served as the appointed Custodian for the Comptroller's Office ("Records Custodian"). The Records Custodian, with the assistance of Clerk's Office staff, received, tracked and/or processed, per Orange County Comptroller's Office Public Records Policy, 358 requests for public records. The requests not only included those records maintained by the Clerk's Office but records requests for all Comptroller departments.

Clerk's Office staff, under the direction of the Records Custodian, forwarded public records requests to the appropriate department head for review and dissemination to the appropriate staff member to fulfill the request. Once the request was fulfilled and fees collected, if applicable, Clerk's Office staff released the requested information and/or document(s) to the requestor.



Section 5

Tax Year 2018 VAB

The VAB is an independent board established by Florida law to provide property owners a way in which to address complaints regarding the Property Appraiser's (PA) assessment of property, denial of an exemption or classification and / or the denial of a tax deferral. The five-member VAB consists of two members of the governing board of the county, one member of the school board, and two citizen members (one of which the BCC must appoint and must own homestead property and the other of which the school board must approve and must own a business occupying commercial space located within the school district).

The appointed 2018 VAB Members were as follows:

Orange County Commissioners Emily Bonilla and Betsy VanderLey

Orange County School Board Member Linda Kobert

Citizen Members David Robinson and Lou Nimkoff

The VAB appoints private counsel who has practiced law for over five years. Counselor Aaron Thalwitzer entered in to a contract with Orange County on December 23, 2015. Counselor Thalwitzer entered in to the third subsequent renewal of the contract during 2018 tax cycle.

In counties, such as Orange, whose population is greater than 75,000, the VAB appoints special magistrates to conduct hearings and make recommendations to the VAB for final decision. For the 2018 tax cycle, the VAB appointed 21 special magistrates: ten real property, three real property 1-4 units only, five tangible personal property and five attorney special magistrates.

The Comptroller Clerk of the governing board serves as Clerk of the VAB. Under the direction of the Deputy Clerk, Clerk's Office staff verifies, through legal counsel, that the VAB meets all of the requirements for the Organizational Meeting before conducting any hearings.



Between October 2018 and February 2019, the 2018 tax cycle experienced a minimal reduction in the total number of petitions filed with the Clerk. The following table provides a summary of petition activity during the last ten years.

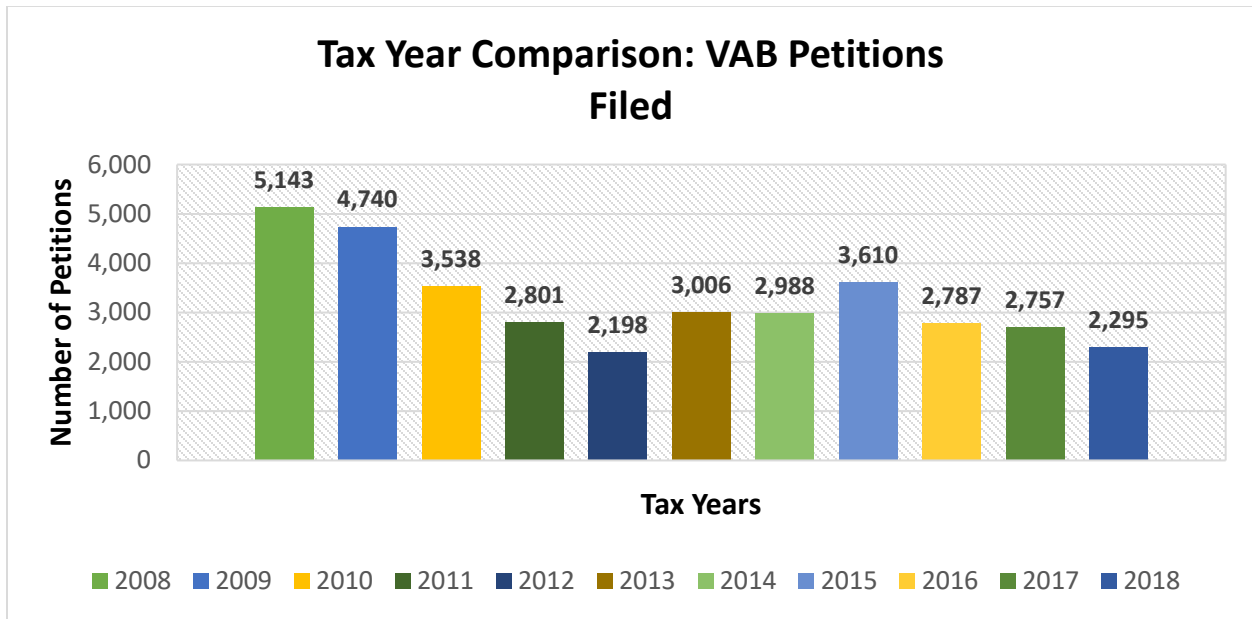


Table 3

During the 2018 tax cycle, though there was a 20% decrease in the number of petitions filed, there was an 18% increase in the number of petition hearings conducted by special magistrates during 2017. From October 22, 2018 – February 27, 2019, special magistrates conducted 1,312 petition hearings for properties located in Orange County. The VAB conducts hearings at the Magnolia Place Building located at 109 E. Church Street, Suite 450, Orlando.



The Deputy Clerk collected \$41,780.00 in petition filing fees and further paid approximately \$411,715.97 in expenses. The following table provides a summary of petition filing fees collected and expenses paid during the last five years.

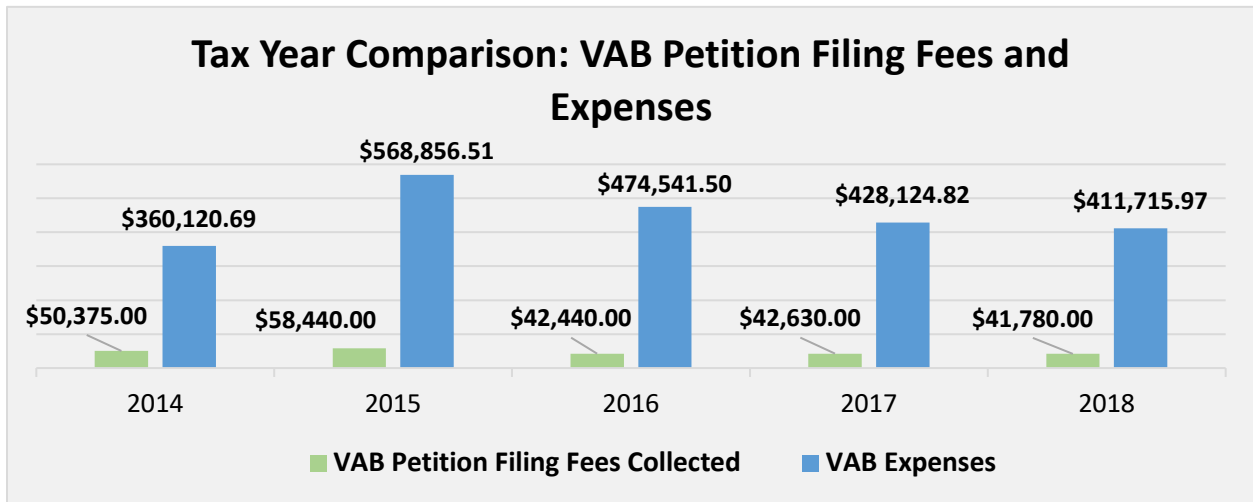


Table 4



Contact Information

Clerk of the BCC:

Physical Address: County Administration Center Building
201 S. Rosalind Avenue
Orlando, FL 32801

Mailing Address: P.O. Box 38
Orlando, FL 32802-0038

Main Line: 407-836-7300

General Email Inbox: ClerkofBCC@occompt.com

Website: <http://www.occompt.com/clerk-of-the-bcc/>

Clerk of the VAB:

Hearing Site Address: Magnolia Place Building
109 E. Church Street
Orlando, FL 32801

Mailing Address: P.O. Box 38
Orlando, FL 32802-0038

Main Line: 407-836-5447

General Email Inbox: Vab@occompt.com

Website: <http://www.occompt.com/vab/>

Exhibit A FY18/19 BCC Meeting Statistics

FY18/19 BCC Meeting Date	Consent Items	Items Filed for the Record	Public Hearings	Discussion Items	Work Session	Speakers	Ordinances	Agreements	Abutter Notices	Total Costs for Advertising
October 2, 2018	42	2	4	5	1	2	0	7	525	\$4,453.84
October 16, 2018	33	2	12	3	0	41	3	6	1690	
October 30, 2018	52	1	10	2	3	40	1	18	3909	
November 13, 2018	83	4	10	5	0	38	2	28	861	\$2,085.52
December 4, 2018	52	3	0	5	0	7	0	4	0	\$5,260.54
December 18, 2018	63	2	17	4	0	27	2	21	1886	
January 8, 2019	32	3	12	6	0	46	0	4	3361	\$26,195.52
January 15, 2019	38	8	10	2	0	9	2	7	795	
January 29, 2019	34	3	7	1	2	12	0	6	477	
February 12, 2019	41	2	2	3	1	97	0	14	309	\$30,706.12
February 26, 2019	54	4	13	4	2	29	0	17	12052	
March 12, 2019	38	2	13	5	0	8	0	6	1099	\$7,349.91
March 26, 2019	50	2	13	5	2	15	0	8	432	
April 9, 2019	54	4	17	4	1	46	0	21	576	\$7,108.16
April 23, 2019	46	4	8	7	2	29	0	14	112	
May 7, 2019	64	7	7	5	1	28	1	35	313	\$5,893.84
May 21, 2019	54	3	15	3	0	35	4	15	2019	
June 4, 2019	35	0	13	5	0	55	1	8	2305	\$3,744.77
June 18, 2019	45	8	11	1	1	18	1	16	1371	
July 2, 2019	48	6	11	3	0	17	2	11	379	\$4,178.55
July 16, 2019	56	4	8	3	0	23	1	21	474	
August 6, 2019	73	5	14	7	0	49	3	20	892	\$13,341.14
August 20, 2019	46	8	17	3	2	47	1	12	2362	
September 10, 2019	87	2	9	3	2	27	0	21	713	\$5,872.36
September 24, 2019	38	3	8	1	1	31	1	14	363	
TOTALS	1258	92	261	95	21	776	25	354	39275	\$116,190.27

Exhibit A FY17/18 BCC Meeting Statistics

FY17/18 BCC Meeting Date	Consent Items	Items Filed for the Record	Public Hearings	Discussion Items	Work Session	Speakers	Ordinances	Agreements	Abutter Notices	Total Costs for Advertising
October 3, 2017	30	3	7	3	2	35	0	7	404	\$3,798.15
October 17, 2017	27	4	7	4	1	26	1	4	951	
October 31, 2017	45	5	5	5	1	36	3	6	0	
November 14, 2017	59	6	3	4	3	65	4	12	0	\$5,581.28
November 28, 2017	42	5	11	2	2	32	0	7	3371	
December 12, 2017	52	1	7	5	0	9	1	11	1434	\$2,830.02
December 19, 2017	30	4	3	9	4	3	1	3	188	
January 9, 2018	45	0	14	3	1	36	4	14	883	\$25,650.60
January 23, 2018	45	6	5	4	1	26	2	5	118	
February 6, 2018	31	4	6	4	1	5	2	4	277	\$30,979.40
February 20, 2018	62	5	2	3	2	16	1	14	0	
March 6, 2018	42	2	10	2	4	10	0	11	140	\$7,878.46
March 20, 2018	55	5	23	5	0	23	1	19	2084	
April 10, 2018	68	6	18	5	1	64	1	11	2264	\$6,788.06
April 24, 2018	43	6	8	0	1	56	0	2	251	
May 8, 2018	46	4	11	8	0	19	1	11	319	\$4,899.55
May 22, 2018	52	3	15	7	1	11	0	8	1243	
June 5, 2018	39	6	11	5	2	40	6	3	1277	\$4,024.81
June 19, 2018	54	4	7	2	1	34	2	10	572	
July 10, 2018	51	15	17	8	1	90	2	8	1890	\$4,627.00
July 17, 2018	31	2	2	0	0	22	0	8	343	
July 31, 2018	48	5	7	2	1	13	0	13	407	
August 7, 2018	43	5	7	4	0	9	1	12	485	\$12,038.60
August 21, 2018	49	4	8	4	2	22	1	23	1908	
September 11, 2018	69	2	5	3	1	17	0	14	825	\$8,944.10
September 18, 2018	39	4	8	6	1	21	2	10	3298	
TOTALS	1197	116	227	107	34	740	36	250	24932	\$118,040.03

Exhibit A FY16/17 BCC Meeting Statistics

FY16/17 BCC Meeting Date	Consent Items	Items Filed for the Record	Public Hearings	Discussion Items	Work Session	Speakers	Ordinances	Agreements	Abutter Notices	Total Costs for Advertising
October 4, 2016	43	3	9	4	1	3	1	7		\$4,023.88
October 18, 2016	39	1	12	2	2	38	0	9		
November 1, 2016	31	4	9	6	1	21	4	9		\$9,116.13
November 15, 2016	43	1	3	0	0	50	4	15		
November 29, 2016	51	8	18	3	2	37	4	19		
December 13, 2016	35	5	16	7	1	56	1	12		\$2,357.97
December 20, 2016	40	2	6	1	0	12	0	4		
January 10, 2017	43	4	10	1	0	2	2	7		\$35,655.81
January 24, 2017	47	8	9	5	3	24	1	4		
February 7, 2017	37	1	7	6	3	21	0	8		\$37,483.85
February 21, 2017	54	0	10	4	4	14	1	11		
March 7, 2017	43	1	16	5	2	32	1	11		
March 21, 2017	37	5	17	3	1	17	0	5		\$5,289.79
April 11, 2017	62	2	13	5	0	24	0	10	2971	
April 25, 2017	56	5	16	4	0	15	3	12	1355	\$12,581.23
May 9, 2017	36	4	14	7	0	8	2	7	234	
May 23, 2017	36	5	12	8	0	20	0	6	972	\$4,527.04
June 6, 2017	38	7	2	4	1	49	2	6	0	
June 20, 2017	44	7	24	4	1	68	1	7	2860	
July 11, 2017	63	2	9	4	1	22	0	18	1092	\$3,846.07
July 18, 2017	22	3	7	0	1	15	0	13	526	
August 1, 2017	46	9	12	5	0	13	0	13	650	\$22,538.83
August 22, 2017	69	4	12	7	1	46	0	28	1195	
August 29, 2017	31	3	6	2	2	30	1	8	341	
September 19, 2017	83	8	8	4	1	8	0	14	837	\$5,479.37
TOTALS	1129	102	277	101	28	645	28	263	13033	\$147,897.48

**Exhibit A
FY15/16 BCC Meeting Statistics**

FY15/16 BCC Meeting Date	Consent Items	Items for the Record	Public Hearings	Discussion Items	Work Session	Speakers	Ordinances	Agreements	Total Costs for Advertising
Ocotber 06, 2015	41	9	15	6	0	32	0	11	\$2,432.77
October 20, 2015	44	8	9	5	0	14	1	11	
November 3, 2015	30	5	4	5	0	13	0	4	\$8,952.12
November 17, 2015	46	2	1	1	0	24	3	11	
December 1, 2015	37	2	12	7	0	70	1	13	\$1,892.25
December 15, 2015	56	0	17	4	0	44	1	24	
January 5, 2016	56	2	5	11	0	12	0	17	\$33,002.84
January 26, 2016	49	3	9	4	1	73	5	20	
February 9, 2016	32	5	11	3	0	13	1	10	\$13,544.16
February 16, 2016	28	2	8	3	1	76	0	5	
March 1, 2016	37	6	8	2	1	16	0	6	\$3,668.80
March 15, 2016	44	5	15	4	1	12	0	9	
April 5, 2016	57	11	21	4	2	33	1	9	\$6,217.82
April 26, 2016	53	10	18	4	0	16	0	16	
May 10, 2016	43	5	14	4	3	64	1	10	\$8,005.54
May 24, 2016	53	8	18	3	2	15	3	8	
June 14, 2016	57	7	5	7	0	0	0	10	\$5,827.69
June 28, 2016	57	1	5	11	0	29	5	21	
July 12, 2016	49	4	18	5	0	123	0	11	\$9,428.53
July 19, 2016	21	0	15	0	0	23	0	8	
August 2, 2016	40	4	11	4	0	26	0	14	\$19,350.07
August 16, 2016	41	3	7	5	0	14	0	10	
August 23, 2016	35	2	9	2	2	32	1	11	
September 13, 2016	53	5	18	2	1	65	1	14	\$3,778.03
September 20, 2016	34	0	6	3	0	29	0	8	
TOTALS	1093	109	279	109	14	868	24	291	\$116,100.62

Exhibit A

RESOLUTION	October 2015 - September 2016	October 2016 September 2017	October 2017 - September 2018	October 2018 - September 2019
MSBU & MSTU				
General Lake Cleaning	2	2	2	1
Installing Turn Lane	0	1	0	0
Landscape Improvements & Maintenance	1	0	0	0
Notice of Intent	1	1	1	1
Retention Ponds	35	27	25	21
Speed Humps	1	0	0	1
Streetlighting	36	37	29	29
BOND	14	14	7	3
CODE ENFORCEMENT DEMOLITIONS	9	0	5	1
CODE ENFORCEMENT LOT CLEANINGS	1000	780	680	600
MISCELLANEOUS	52	30	48	45
PETITION TO VACATE	11	18	14	15
TOTALS	1162	910	811	717