




AGENDA DEVELOPMENT OFFICE

201 South Rosalind Avenue • Reply To: Post Office Box 1393 • Orlando, Florida 32802-1393  
407-836-5426 • Fax: 407-836-2899 • www.orangecountyfl.net

November 22, 2021

TO: Mayor Jerry L. Demings  
-AND-  
County Commissioners

FROM: Cheryl J. Gillespie, Supervisor   
Agenda Development Office

SUBJECT: Membership and Mission Review Board Sunset Review  
Recommendations  
**CONSENT AGENDA ITEM DECEMBER 14, 2021**

Pursuant to Section 2-210, Orange County Code, the Membership and Mission Review Board (MMRB) is required to prepare and submit to the Board of County Commissioners a list of advisory boards and each advisory board's sunset date. This listing is attached for your information.

The Membership and Mission Review Board requested that each of the following advisory boards complete a sunset questionnaire to assist the MMRB in formulating a recommendation as to whether to extend the existence of the advisory boards or to allow them to sunset.

Animal Services Advisory Board  
Environmental Protection Commission  
Orange County Research and Development Authority

The questionnaire responses are also attached for your review. As indicated by the responses, the Animal Services Advisory Board, Environmental Protection Commission, and Orange County Research and Development Authority are currently active and serving the purposes for which they were created.

**ACTION REQUESTED: Approval of the Membership and Mission Review Board recommendations for extending the existence of the Animal Services Advisory Board, Environmental Protection Commission, and Orange County Research and Development Authority with a new sunset review date of 2027.**

Attachments

All of the advisory boards under the jurisdiction of the MMRB shall be reviewed for “Sunset” by December 31 of the calendar years listed below unless they are unable to be sunset or changed due to requirements from federal or state statute.

**2021:**

Animal Services Advisory Board  
Environmental Protection Commission  
Orange County Research and Development Authority

**2022:**

Community Development Advisory Board  
Development Advisory Board  
Industrial Development Authority  
Nuisance Abatement Board

**2023:**

Agricultural Advisory Board  
Parks and Recreation Advisory Board

**2024:**

Affordable Housing Advisory Board  
Children and Family Services Board  
Citizens’ Commission for Children

**2025:**

Arts and Cultural Affairs Advisory Council  
Building Codes Board of Adjustments and Appeals  
Commission on Aging  
Disability Advisory Board  
Fire and Life Safety Code Board of Adjustments and Appeals

**2026:**

Citizens’ Review Panel for Human Services  
Health Facilities Authority  
Housing Finance Authority  
M/WBE Advisory Committee  
International Drive CRA Advisory Committee  
Neighborhood Grants Advisory Board  
Sustainability Advisory Board

**Boards Unable to be Sunset or Changed:**

Health Council of East Central Florida, Inc.  
MetroPlan Orlando Citizens' Advisory Committee  
Orange Blossom Trail Development Board, Inc.  
Tourist Development Council

1. Please state the purpose and/or mission of the advisory board. Is the advisory board serving the purpose for which it was created?

§ 5-48. Animal services advisory board.

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*Latest version.*

- By resolution, the board of county commissioners will establish an animal services advisory board to assist and advise it in carrying out an effective and comprehensive animal services program.

(Ord. No. 91-8, § 24, 4-2-91)

The purpose is to assist and advise Animal Services in carrying out an effective and comprehensive animal services program. Yes, the Advisory Board is serving the purpose for which it was created.

2. What are the current need(s) of the county being served by the advisory board?

To represent the desire of the citizens of Orange County to educate the public regarding animal welfare, to reduce the numbers of unwanted companion animals, to reduce the incidence of animal and zoonotic disease incidences in Orange County, to promote the common good of the people and animals in Orange County and surrounding communities.

3. What are the accomplishments of the advisory board?

The diversity of backgrounds and breadth of experience on the Board had helped it effectively accomplish community outreach and improve public relations. The Board has been effective in providing guidance for promoting marketing for public education, for improved adoption and foster care programs, for improved spay/neuter programs, for an improved heartworm treatment access program, for promoting awareness of animal abuse/neglect regulatory issues, for expansion of trap/neuter/release partnerships to help reduce the feral cat populations and transmission of diseases in those populations. There are qualified community members willing to serve.

4. Is there another public or private board that would better serve the function of the advisory board? If so, please list the board and explain why it would better serve the function.

No other public or private board serves the same purpose as this Advisory Board.

5. Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created? If so, how should the resolution be amended?

No amendment is needed.

6. Should the advisory board's membership requirements be modified? If so, how should the requirements be modified?

The following are recommendations, but not requirements, for service on this Board: The lawyer appointed to serve should have a familiarity with current animal laws. The veterinarian appointed to serve should be a general practitioner or veterinary specialist who is familiar with the unique aspects peculiar to the practice of shelter medicine, focused on dogs and cats, but not exclusive to dogs and cats. It would be beneficial if the members appointed at large had some background in or a desire to learn more about working with animal fostering, volunteerism at a shelter, or similar exposure to the specific needs of working in an animal shelter environment.

7. What are the direct and indirect costs of maintaining the advisory board?

The direct costs include paying Orange County employees who must prepare documents for the Board and attend the Board meetings; the costs for document preparation, distribution and storage; the use of Orange County facilities to host Board meetings; and any IT support needed to provide AV needs related to the meetings. The indirect costs attain to any other Orange County staff time and facilities support needed to maintain the records for public access and the MMRB support needed.



ENVIRONMENTAL  
PROTECTION  
COMMISSION

*Chair - Mark Ausley*

*Vice Chair - Oscar  
Anderson*

Flormari Blackburn

Billy Butterfield

Mark Corbett

Elaine Imbruglia

Vacancy - Regulated  
Business or  
Municipality

## ENVIRONMENTAL PROTECTION COMMISSION

3165 McCrory Place, Suite 200  
Orlando, FL 32803

July 26, 2021

Ms. Roxy Santiago, Chairperson  
Mission Review and Membership Board  
[RSantiago@ab.ocfl.net](mailto:RSantiago@ab.ocfl.net)

**Subject: Recommendation to Continue the EPC as an Advisory Board**

Dear Ms. Santiago,

In response to your letter dated May 21, 2021, please find the responses below:

- 1. Please state the purpose and/or mission of the advisory board. Is the advisory board serving the purpose for which it was created?**

**Response:**

In accordance with Section 15-31, the commission shall have the following duties, functions, powers and responsibilities:

- To recommend revisions and amendments from time to time of appropriate rules and regulations reasonably necessary for the implementation and effective enforcement, administration and interpretation of the provisions of this act [article] that provide for the effective and continuing protection of the environmental quality of the air, water and land in the County.
- To review staff recommendations for appropriate fees to be charged by the County for the services rendered by the county under the provisions of this act [article].
- To hold public hearings on appeals of staff decisions regarding environmental permits as designated by the Board of County Commissioners and, after publicly discussing the application and taking testimony and evidence from the applicant and public, submit its recommendation on the application to the Board of County Commissioners.
- To perform such other related duties, functions and responsibilities as may be assigned to the commission from time to time by the Board of County Commissioners.
- To make other recommendations to the Board of County Commissioners regarding improvements to the natural resources and environmental issues.

Yes, we believe that Environmental Protection Commission (EPC), the advisory board, is serving its intended mission.

2. **What are the current need(s) of the County being served by the advisory board?**

**Response:** EPC provides an independent review of various technical issues associated with natural resources and other environmental issues.

3. What are the accomplishments of the advisory board?

**Response:**

- Review various Ordinance revisions
  - Confirmation of interpretations of the Environmental Protection Officer (EPO)
  - Make recommendations in regards to boat dock waiver and variance requests.
  - Hear appeals of the decision of the EPO.
  - Participated in the Environmental Charrette held as part of the Customer First Initiative.
4. **Is there another public or private board that would better serve the function of the advisory board? If so, please list the board and explain why it would better serve the function.**

**Response:** We have reviewed the list of the other County Boards and none would serve the function better than EPC.

5. **Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created? If so, how should the resolution be amended?**

**Response:** Based upon the duties and responsibilities of the board it is our position that the existing resolution is sufficient.

6. **Should the advisory board's membership requirements be modified? If so, how should the requirements be modified?**

**Response:** Currently the composition and representative membership of the commission is as follows:

- (1) A representative who is a professional engineer registered in the state with experience in the field of civil engineering or environment engineering;
- (2) A representative of agricultural interests actively engaged in agricultural operations;

- (3) A representative of recognized environmental conservation organizations;
- (4) Two (2) representatives of private businesses or municipalities directly regulated, affected and subject to the provisions of this act [article];
- (5) A representative who is an environmental specialist with a degree in a scientific field and specific knowledge of aquatic biology, zoology, botany or other related field;
- (6) A citizen representative of the interests and point of view of the general public and not directly regulated or affected by the provisions of this act [article].

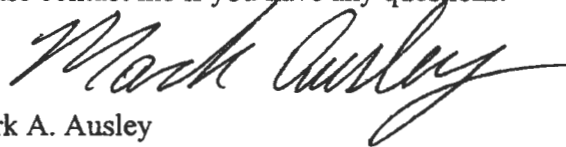
The board composition as outlined above blends the professional expertise along with representative citizens of Orange County. We believe that the current composition and representation of the board adequately services the objectives outlined in the resolution.

We have had a vacancy for a representatives of private businesses or municipalities directly regulated, affected and subject to the provisions of this article for some time now. The MMRB should consider ways to encourage citizens to volunteer.

**7. What are the direct and indirect costs of maintaining the advisory board?**

**Response:** The annual costs of operating and maintaining the Board is \$422.00 for tangible items and \$7,051.92 for staff support costs. There are no indirect costs.

Please contact me if you have any questions.



Mark A. Ausley  
Chairperson, Environmental Protection Commission

cc: David Jones, Manager, Environmental Protection Division,  
[David.Jones@ocfl.net](mailto:David.Jones@ocfl.net)  
Liz Johnson, Assistant Manager, Environmental Protection  
Division, [Liz.Johnson@ocfl.net](mailto:Liz.Johnson@ocfl.net)  
Tim Hull, Environmental Programs Administrator,  
Environmental Protection Division, [Tim.Hull@ocfl.net](mailto:Tim.Hull@ocfl.net)  
Melissa Lopez-Rogers, Liaison, Membership and Mission  
Review Board, [MLopezRogers@ab.ocfl.net](mailto:MLopezRogers@ab.ocfl.net)  
Cheryl J. Gillespie, Supervisor, Agenda Development Office,  
[Cheryl.Gillespie@ocfl.net](mailto:Cheryl.Gillespie@ocfl.net)





Orange County Research and Development Authority

Date: May 24, 2021

To: Orange County Membership and Mission Review Board (MMRB)

From: David L. Brewer  
Chair  
Orange County Research and Development Authority

Joe Wallace  
Executive Director  
Orange County Research and Development Authority

Subject: Responses to Sunset Review Questions

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**Q1. Please state the purpose and/or mission of the advisory board? Is the board serving the purpose for which it was created?**

To develop and operate one (or more) research and development park(s) (the Central Florida Research Park) in affiliation with the University of Central Florida in order to strengthen and diversify the local economy by attracting federal/military research and procurement organizations and technology-based companies with higher paying jobs.

Neither Orange County nor the state of Florida has contributed any public funds for the operation or development of the Central Florida Research Park. Starting with nothing, the Orange County Research and Development Authority now owns \$12,932,338.00 of physical assets including the water and sewer utility for the Central Florida Research Park.

**Q2. What are the current need(s) of the county being served by the advisory board?**

The 1,027 acre Central Florida Research Park is home to over 140 companies with approximately 10,000 employees. The average annual wage in the Central Florida Research Park is approximately \$85,000, which helps strengthen the local economy and also diversifies our economy from total dependence on tourism and hospitality.

The Army (PEO-STRI), and Navy (NAWC Training System Division) award approximately \$5.0 billion in annual contracts for simulation and training systems.

**Q3. What are the accomplishments of the advisory board?**

Today, the Central Florida Research Park is the 6<sup>th</sup> largest research park in the United States based on 10,000 employees. Today the Central Florida Research Park is approximately 70% built out with 65 buildings and 4.0 million square feet of research and development facilities. The Research Park can still add approximately 2.0 million square feet of buildings and 5,000+ employees.

**Q4. Is there another public or private board that would better serve the function of the advisory board? If so, please list the board and explain why it would better serve the function.**

No.

**Q5. Should the resolution creating the advisory board be amended to enable the advisory board to better serve the purpose for which it was created? If so, how should the requirements be modified?**

No.

**Q6. Should the advisory board's membership requirements be modified? If so, how should the requirements be modified?**

No.

**Q7. What are the direct and indirect costs of maintaining the advisory board?**

There are no direct or indirect public costs associated with the operation of the Orange County Research and Development Authority. The Authority is self-supporting from fees generated within the Central Florida Research Park.



DAVID L. BREWER