



Received on July 10, 2025

Deadline: August 5, 2025

Publish: August 10, 2025

OFFICE OF COMPTROLLER

INTEROFFICE MEMO


**ORANGE
COUNTY
FLORIDA**

Phil Diamond, CPA
County Comptroller
Finance and Accounting
Department
Special Assessments
PO Box 38
Orlando, FL 32802
Telephone: 407-836-5770
Fax: 407-836-5753

Date: July 10, 2025

To: David Rooney, Deputy Clerk

Through: Cheryl Gillespie, Agenda Development

From: Eric Gassman, Chief Deputy Comptroller 

Contact: Staff person and telephone number for public to contact to answer questions:
Ann Curtis, 407-836-5770

Re: Adoption of the Non-Ad Valorem Assessment Roll

Applicant: Special Assessments

Type of Hearing: To Adopt the Non-Ad Valorem Assessment Roll in
conjunction with the September 4, 2025 Budget Hearing

Hearing Required by F.S.#: Florida Statutes Sections 125.01 (01) (q) and 197.3632.

Advertising Requirements /
Timeframe: This public hearing notice will require a lay out ad with
the Orlando Sentinel. The advertisement is not to be
published in that portion of the newspaper where the legal
notices and the classified advertising appear. **Publish only
one (1) time and must be published at least twenty (20)
days prior to the public hearing to satisfy Florida
Statutes requirements with the tentative advertisement
date as August 10, 2025.**

Notify Abutters: N/A

Estimated Time Required: One (1) minute

District: All Districts

Hearing Controversial: No.

David Rooney, Deputy Clerk
Adoption of the Assessment Rolls
July 10, 2025

Report: Copies are being distributed to the County's Office of Management and Budget; the County Attorney's Office, and your office.

Materials being submitted as backup for public hearing:

1. The original certification form (DR-408A) with the Non Ad Valorem Assessment Roll.

ADDITIONAL SPECIAL INSTRUCTIONS TO CLERK:

1. Notify Special Assessments Section / Finance and Accounting Department of public hearing date(s) to prepare public hearing notice. Special Assessments will e-mail the public hearing notice to the Clerk.
2. Copy distribution is emailed containing original certification form with the Non Ad Valorem Assessment Roll.
3. Interoffice or hand deliver the following documents to the Special Assessments / Finance and Accounting Department:
 - a. Original Certification Form (DR-408A) with the Mayor's signature with the Non Ad Valorem Assessment Roll
4. **Special Assessments will be responsible for submitting the original certification form (DR-408A) with the Mayor's signature and the assessment rolls to the Orange County Tax Collector within the statutory time frame, which is Friday - September 5, 2025.**