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OFFICE OF COMPTROLLER

INTEROFFICE MEMO

ORANGE
COUNTY
FLORIDA

Phil Diamond, CPA
County Comptroller
Finance and Accounting Department
Special Assessments
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Date: March 5, 2025
To: David Rooney, Deputy Clerk
Through: Cheryl Gillespie, Agenda Development
From: Eric Gassman, Chief Deputy Comptroller
Contact: Ann Curtis, 407-836-5770
Re: Request Number **M25-023** for a Resolution for Special Assessments for One Time Only Lot Cleaning Assessments

Applicant: Molly Catapano, Orange County Code Enforcement
Type of Hearing: To establish a Resolution for Special Assessments for one-time only lot cleaning assessments.
Hearing Required by F. S.# Florida Statute Sections 125.01 (01) (q) and 197.3632. This public hearing may be scheduled any time prior to **May 31, 2025**. **The resolution must be approved by May 31, 2025 to be included on the November 2025 real estate tax bill.**
Advertising Requirements / Timeframe: **Publish only one (1) time and must be published at least twenty (20) days prior to the public hearing with the advertisement date as Sunday, March 16, 2025.**
Notify Abutters: Special Assessments will mail public hearing notices to all of the affected property owners.
Estimated Time Required: One (1) minute
District: All Districts
Hearing Controversial: Possibly. This is the annual resolution to impose one-time only assessments for lot cleaning collections.

Report: The Orange County Code Enforcement Department is requesting the approval of a resolution for Special Assessments for one-time only lot cleaning assessments for parcels located in various parts of Orange County. The one-time cost for each parcel is shown in Exhibit "A" of the Resolution. These Special Assessments will be assessed on the November 2025 real estate tax bill.

Materials being submitted as backup for public hearing request:

1. Resolution – one (1) copy of the proposed resolution for one time only lot cleaning assessments.

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. **Send the original adopted resolution to the Special Assessments Section / Finance and Accounting Department.**
3. Send 1 (one) certified copy of the adopted resolution(s) to the Special Assessments Section / Finance and Accounting.
4. Send one (1) tearsheet, one (1) proof of publication, and one (1) DR-413 of the public advertisement to the Special Assessments Section / Finance and Accounting Department.