

Orange County Government

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



Charter Review Commission Agenda - Final

Monday, February 25, 2019

4:30 PM

County Commission Chambers

2020 Charter Review Commission

CRC Members:

***James R. Auffant–Jack Douglas–Russell Drake–Camille Evans–John E.
Fauth–Matthew Klein–Jeffrey A. Miller–Samuel Vilchez Santiago–Soraya Smith–Lee
Steinhauer–Eugene Stoccardo–Anthony (Tony) Suarez–Carmen Torres–Dotti Wynn***

Call to Order**Pledge of Allegiance****I. Welcome & Introductions****II. Purpose of the CRC****III. Administrative Functioning of the CRC**

- A. [CRC-20-001](#) Comptroller Services

IV. Orientation

- A. [CRC-20-002](#) Sunshine Law
- B. [CRC-20-003](#) Public Records Law
- C. [CRC-20-004](#) State Code of Ethics
- D. [CRC-20-005](#) Rules of Procedure
- E. [CRC-20-006](#) Quorum Requirements

V. Key First Tasks of CRC

- A. [CRC-20-007](#) Election of Chair and Vice Chair
- B. [CRC-20-008](#) Appointment of General Counsel Procurement Committee Members
- C. [CRC-20-009](#) Appointment of Administrative Assistant
- D. [CRC-20-010](#) Future Meeting Schedule

VI. Member Comment**VII. Public Comment**



Comptroller Clerk's Office
Administrative Functioning of the Charter Review Commission (CRC)

1. Overseeing and directing CRC staff, in accordance with the direction of the CRC Chair and attorney.
2. Providing research as directed by CRC Chair, committee chairs, and attorney.
3. Preparing the Final Report of the CRC.
4. Preparing meeting agendas and backup materials for all regular business and committee meetings of the CRC.
5. Scheduling public hearings and securing facilities in each of the six commission districts.
6. Attending, recording, and preparing minutes for all meetings of the full CRC.
7. Attending, recording and preparing written reports for all committees formed by the CRC.
8. Publishing online copies of meeting minutes, committee meeting reports, audio/video, research results provided to members, meeting schedules and materials on the Comptroller's web site.
9. Preparing community outreach materials, in accordance with the direction of the CRC Chair.
10. Providing physical workspace for CRC temporary staff member.
11. Providing computer, software, and telephone for CRC staff member (including coverage services for when CRC staff member is not in office).
12. Providing meeting space for CRC committees and digital recorders for capturing of meeting content.
13. Providing current updates and status, as well as online history and background material, on the CRC via the Comptroller's web site.
14. Monitoring CRC budget and expenditures.



2020 ORANGE COUNTY CHARTER REVIEW COMMISSION (CRC)

MEMORANDUM

TO: 2020 CRC Members

FROM: Katie Smith, Comptroller Deputy Clerk
Clerk of the Board Department

DATE: February 18, 2019

SUBJECT: February 25, 2019 - Agenda Item
Request for Proposal (RFP) for CRC General Counsel

General Counsel to the CRC is independent from the Orange County Board of County Commissioners (BCC) and provides legal advice only to the CRC. Orange County Government defrays all costs of the CRC including legal services. The County is committed to a full and open competitive procurement process. As such, all awards are made in accordance with Orange County Code and procedures. These procedures are to establish a fair, equitable and impartial process by which awards are given.

The Comptroller Clerk of the Board Department, as initiator, provided the Orange County Procurement Division with the approved budget and selection criteria for General Counsel. The selection criteria was established during past CRC cycles. In accordance with the Orange County Procurement Ordinance, the division on February 12, 2019, issued RFP Y19-1028-TJ, including identification of evaluation criteria and weights.

A Procurement Committee will be formed for the purpose of reviewing and scoring proposer responses. The committee will be comprised of the CRC Chair, two CRC member delegates, one BCC commissioner and three county staff members.

The following Procurement Committee timelines apply:

Tuesday, March 5 3:00 pm – 4:30 pm	Mandatory County Procurement Committee Training Comptroller's Martha O. Haynie Conference Room
Wednesday, March 13	RFP Responses delivered to Procurement Committee
Wednesday, March 27 TBD - After 1:00 pm	Mandatory Procurement Committee Meeting

ACTION REQUESTED: Appoint the CRC Chair and two CRC members delegates to serve on the Procurement Committee.

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2020 ORANGE COUNTY CHARTER REVIEW COMMISSION (CRC)

MEMORANDUM

TO: 2020 CRC Members

FROM: Katie Smith, Comptroller Deputy Clerk
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DATE: February 18, 2019

SUBJECT: February 25, 2019 - Agenda Item
CRC Administrative Assistant

The Orange County Human Resources Division solicited for a Temporary Administrative Assistant January 9, 2019 through January 14, 2019. This position is for a limited duration and is projected to begin in March 2019 and end as late as November 2020. This individual will work under the general direction of the Deputy Clerk of the BCC serving as staff to the commission.

Thirty-three of seventy-five applicants met the minimum requirements of the position. Six candidates were selected to complete skills assessments including writing and basic MS Office skills.

Three of the six applicants scored over 94% on the assessments. Based upon the assessment scores obtained, three candidates were selected for a personal interview with staff. Ms. Julie Alvin ranked first for assessment scores. Additionally, through her prior work experience, she has demonstrated an ability to identify resources and conceptualize future needs. Ms. Alvin has extensive experience preparing reports and Excel documents and she possesses strong organizational and communication skills.

ACTION REQUESTED: Confirmation of the appointment of Julie Alvin to serve as Administrative Assistant to the 2020 CRC subject to County hiring requirements.

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TENTATIVE 2020 CRC TIMELINE FOR CONSIDERATION

Date/Month	Meeting	Topics
2019		
1/8/2019	BCC	Charter Review Commission - Discussion Agenda
1/15/2019	BCC	BCC Adoption of Resolution Creating CRC
2/19/2019	Submittal Requirement	CRC Member Financial Disclosure Reports
2/25/2019	First 2020 CRC meeting	Elect Chair & Vice Chair; Appoint General Counsel and Admin Asst Committees
3/14/2019	CRC meeting	Committee progress reports; hire General Counsel; meet Admin Assistant; discuss topics CRC members might want to consider
4/11/2019	CRC meeting	Invite 4-6 guests
May	CRC meeting	Invite 4-6 guests
June	CRC meeting	Invite 4-6 guests
July	CRC meeting	Invite 4-6 guests
August	1-2 public hearings	One public hearing/BCC commission district
September	1-2 public hearings	One public hearing/BCC commission district
October	1-2 public hearings	One public hearing/BCC commission district
November	1-2 public hearings	One public hearing/BCC commission district
December	CRC meeting	Progress reports from workgroups
2020		
January	CRC meeting	Progress reports from workgroups
February	CRC meeting	Finalize amendment topics; appoint Ballot Summary and Final Report Committees
March	CRC meeting	Review amendment wording
April	CRC meeting	Review amendment wording
May	CRC meeting	Review amendment wording
6/19/2020	Last day of candidate qualifying for 11/2020 elections	CRC final report must be completed