




## Interoffice Memorandum

January 6, 2023

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

FROM: Tim Boldig, Interim Director   
Planning, Environmental, and Development Services Department

CONTACT PERSON: **Scott Skraban, Manager**  
**Fiscal and Operational Support Division**  
**407-836-5363**

SUBJECT: January 24, 2023 – Consent Agenda  
Resolution Designating Certain County Employees Assigned to  
the Office of Tenant Services as Code Enforcement Officers  
(Related to Tenant's Bill of Rights Ordinance)

On January 24, 2023, staff will present an ordinance to the Board for adoption at a public hearing that, among other things, establishes the Orange County Office of Tenant Services ("Ordinance"). The Ordinance states that County employees assigned to the Office of Tenant Services and designated as code enforcement officers by the County shall be considered code enforcement officers for the purposes of enforcing Chapter 25, Article XIII ("Residential Tenancies"), Division 1 ("Rental Notices Ordinance") and Division 3 ("Tenant's Bill of Rights Ordinance") through the issuance of noncriminal civil citations.

Chapter 162, Florida Statutes, authorizes the County to designate certain employees as code enforcement officers whose duty it is to enforce codes and ordinances enacted by the County. Chapter 11 of the County Code authorizes the Board to designate, by resolution, certain employees as code enforcement officers.

In this Resolution, the Board designates the following employee positions assigned to the Office of Tenant Services as code enforcement officers for the purposes of enforcing the Rental Notices Ordinance and the Tenant's Bill of Rights Ordinance: Program Manager, Program Coordinator, and Family Services Administrator. This Resolution also reiterates the County Administrator's authority to approve the designation of additional code enforcement officers without further action by the Board in accordance with Section 11-63 of the County Code.

**ACTION REQUESTED:** **Approval and execution of Resolution of the Orange County Board of County Commissioners regarding the Designation of Certain County Employees Assigned to the Office of Tenant Services as Code Enforcement Officers.**

TB/SS/js  
Attachment