

Central Florida Tourism Oversight District

BOARD OF SUPERVISORS

**April 26, 2023
9:30 a.m.**

**Central Florida Tourism Oversight District
Board of Supervisors Meeting**

Agenda

April 26, 2023

9:30 a.m.

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. SAFETY MINUTE
4. PUBLIC COMMENT PERIOD
5. CONSENT AGENDA
No items
6. INFORMATIONAL ITEMS
 - 6.1 Permitting and Regulatory Report
 - 6.2 Proposed 2024 Budget Calendar
7. REPORTS
 - 7.1 Management Report
 - 7.2 Acting General Counsel Report
8. NEW BUSINESS
 - 8.1 Approval of legislative findings regarding and declare the Development Agreement and Declaration of Restrictive Covenants entered into by the Reedy Creek Improvement District and Walt Disney Parks and Resorts U.S. void *ab initio* and direction to litigation counsel regarding same.
9. PUBLIC HEARINGS
 - 9.1 Resolution No. 639 (Final Reading) – A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT AMENDING ARTICLE 6, CHAPTER 6-90 AND ARTICLE 7, CHAPTER 7-20 AND CHAPTER 7-30 OF THE RCID LAND DEVELOPMENT REGULATIONS; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

- 9.2 Resolution No. 640 - A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTRAL FLORIDA TOURIST OVERSIGHT DISTRICT ADOPTING REGULATIONS PROHIBITING COVID-19 RESTRICTIONS AND MANDATES BY BUSINESSES WITHIN THE DISTRICT UPON THEIR CUSTOMERS OR PATRONS AND PROHIBITING COVID-19 RESTRICTIONS AND MANDATES REGARDING THE SERVICES AND OPERATIONS OF THE CENTRAL FLORIDA TOURIST OVERSIGHT DISTRICT; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

10. UNFINISHED BUSINESS

- 10.1 Special Advisor to the Board and District Administrator positions
10.2 General Counsel
10.3 District Clerk Job Description

11. OTHER BUSINESS

- 11.1 Executive Session – Closed meeting in accordance with Section 286.011(8), Florida Statutes, to discuss the litigation case between the District and Tracy Schrey – Case No. 2018-CA-007365-O. – An advertisement regarding such closed meeting and those persons in attendance was published in the Orlando Sentinel on Friday, April 21, 2023.

12. ADJOURN

APPEALS: All persons are advised that, if they decide to appeal any decision made at a Board of Supervisors hearing, they will need a verbatim transcript of the record of the proceedings. It is the responsibility of every party-in-interest to arrange for a transcript of the proceedings, which must include the verbatim testimony and evidence upon which the appeal is made.

AMERICANS WITH DISABILITIES ACT: The Central Florida Tourism Oversight District is committed to reasonably accommodating the needs of anyone with disabilities who wishes to attend or participate in public meetings. Anyone with a disability who requires a reasonable accommodation should contact the Clerk of the Board, by telephone at (407) 934-7480 or via email (currently at DistrictClerk@rcid.org), no less than one business day (i.e. Monday through Friday, excluding legal holidays) in advance of the applicable meeting to ensure that the District has sufficient time to accommodate the request.

Central Florida Tourism Oversight District

Board of Supervisors

Agenda Item 6.1

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Meeting Date	
April 26, 2023	
Agenda Item Name	
Permitting and Regulatory Report for March 2023	
Requested Action	
None	
Staff Report	
The attached Permitting and Regulatory Report is for the month of March 2023.	
Additional Analysis	
None	
Fiscal Impact Summary	
None	
Exhibits Attached	
1. Permitting and Regulatory Report - March 2023	

Central Florida Tourism Oversight District (CFTOD)

Regulatory Activity Summary

Month of March 2023

Planning & Engineering

Consistency/Concept Plan/Site Plan Reviews:	4	
Stormwater Permit Application Reviews:	6	
Site Construction Permit Application Reviews:	24	
Dewatering Permit Application Reviews:	4	
Right-of-way Utilization Permit Application Reviews:	15	
Tributary Basin (stormwater) Reviews:	35	(in progress)
Construction Compliance Inspections completed:	39	(Projects Weekly)

Building & Safety

Permit applications submitted:	658	
Permits issued or approved:	893	
Inspections and re-inspections completed:	3,771	
Elevator:	530	
Pool:	208	
*Annual Emergency Power Tests Conducted:	9	

* Note: These overnight testing procedures are conducted to verify proper function of emergency power transfer, smoke control systems, exit and emergency illumination, and stairwell pressurization within buildings occupied by staff and public.

Environmental Sciences

Water quality

Sample Sites visited:	434
Samples taken:	1,464
Tests completed:	4,024

Mosquito Monitoring

Traps set:	199	(50 locations/week)
Mosquitos Collected:	9,429	
Sentinel Chickens Tested:	192	(blood samples)

Note: Recent dry conditions have aided in keeping mosquito populations to a minimum.

Central Florida Tourism Oversight District

Board of Supervisors

Agenda Item 6.2

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Meeting Date	
April 26, 2023	
Agenda Item Name	
Proposed 2024 Budget Calendar	
Requested Action	
None	
Staff Report	
The attached is a proposed 2024 Budget Calendar.	
Additional Analysis	
None	
Fiscal Impact Summary	
None	
Exhibits Attached	
1. Proposed 2024 Budget Calendar	

CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT**P. O. Box 10,170****Lake Buena Vista, Florida 32830**

April 21, 2023

To: Distribution
From: Susan Higginbotham
Subject: Ad Valorem Trim and Utilities Budget Timetable FY2024

Description	Date	Responsibility	Notes
• Budget requests due from departments	6/01/2023	Departments	
• Budget meetings with departments	6/22/2023- 6/30/2023	All	
• BOS meeting reviewing Ad Valorem budget/millage rate	07/12/2023	All	
• BOS meeting reviewing Ad Valorem budget/millage rate and Utility budget/utility rates	7/26/2023	All	
• File DR-420 with County Property Appraisers	8/4/2023	Finance	Set date
• BOS budget workshop reviewing Ad Valorem budget/millage rate and Utility budget/utility rates	08/23/2023	All	
• Mail Trim Notices	8/24/2023	Orange & Osceola Property Appraisers	Set date
• Tentative Budget Hearing-BOS approves tentative budgets and rates	9/13/2023	All	9/3 to 9/18
• Final Hearing Letters mailed • Utility Rates advertised if updated	9/15/2023	Finance	At least 10 days prior to final budget hearing
• Final Budget Hearing-BOS approves final budgets and rates	9/27/2023	All	Within 15 days after tentative budget adopted
• File Resolutions filed w/ County Property Appraisers	09/29/2023	Finance	Within 3 days after adopt final mil
• Trim Final Package filed with DOR	10/27/2023	Finance	30 days after adopt final mil
• Updated Utility rates in effect	10/01/2023	Finance	First meeting reading after Oct 1
• Ad Valorem Invoices mailed	November 2023	Orange & Osceola Tax Collectors	

Central Florida Tourism Oversight District

Board of Supervisors

Agenda Item 9.1

Meeting Date	
April 26, 2023	
Agenda Item Name	
Resolution No. 639 (Final Reading) – A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT AMENDING ARTICLE 6, CHAPTER 6-90 AND ARTICLE 7, CHAPTER 7-20 AND CHAPTER 7-30 OF THE RCID LAND DEVELOPMENT REGULATIONS; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.	
Requested Action	
Read Resolution No. 639 by title, conduct a public hearing, approve Resolution No. 639 amending Article 6, Chapter 6-90 and Article 7, Chapter 7-20 and Chapter 7-30, and set April 26, 2023 as the second reading and public hearing on Resolution No. 639.	
Staff Report	
<p>The Central Florida Tourism Oversight District (“District”) exists pursuant its enabling act codified at Chapter 2023-5, Laws of Florida becoming effective on February 27, 2023 (the “Act”). Pursuant to the Act, the District has superior authority within the entire District, including within the jurisdictional limits of the City of Lake Buena Vista and the City of Bay Lake, for comprehensive planning, zoning, land development regulations, environmental protection regulations, and platting and subdivision regulations. The Act gives the District the authority to review, process, and comment on and approve, approve with conditions, or reject applications for development orders and building permits pertaining to properties within the entire District. Further, the Act requires that the District must exercise its authority set forth in the Act to adopt, amend, and enforce a comprehensive plan in accordance with the Community Planning Act, ss. 163.3161-163.3253, Florida Statutes, and adopt and enforce zoning regulations, land development regulations, environmental protection regulations, building and safety codes and regulations, platting and subdivision regulations, and fire prevention regulations governing the entire district, including within the city limits of any municipality within the District. The review and evaluation of applications for development orders and issuance of development orders is imperative for ensuring enforcement of such superior regulations adopted by the District.</p> <p>Based upon the Act, Resolution No. 639 proposes to amend the RCID Land Development Regulations to address the District’s superior authority and control, and authority to issue development orders within the District. Further, Resolution No. 639 amends the RCID Land Development Regulations to be consistent with the Board of Supervisors serving as the local planning agency and performing the duties of the Planning Board under the RCID Land Development Regulations. Further, Resolution No. 639 amends the notice procedures for amendments to the RCID Land Development Regulations consistent with the Act and establishes a process for proposed amendments to municipal land development regulations to ensure that</p>	

no conflicts arise between the District's land development regulation and the municipal land development regulations and that any proposed municipal amendments are more stringent than the District's regulations.

Additional Analysis	
None	
Fiscal Impact Summary	
None	
Exhibits Attached	
1. Resolution No. 639	

RESOLUTION NO. 639

A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT AMENDING ARTICLE 6, CHAPTER 6-90 AND ARTICLE 7, CHAPTER 7-20 AND CHAPTER 7-30 OF THE RCID LAND DEVELOPMENT REGULATIONS; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the Central Florida Tourism Oversight District (“District”) exists pursuant its enabling act codified at Chapter 2023-5, Laws of Florida becoming effective on February 27, 2023 (the “Act”); and

WHEREAS, pursuant to the Act, the District has superior authority within the entire District, including within the jurisdictional limits of the City of Lake Buena Vista and the City of Bay Lake, for comprehensive planning, zoning, land development regulations, environmental protection regulations, and platting and subdivision regulations; and

WHEREAS, pursuant to the Act, the District’s comprehensive planning, zoning, land development regulations, environmental protection regulations, and platting and subdivision regulations shall control within the city limits of City of Lake Buena Vista and the City of Bay Lake to the extent of any conflict between the District’s resolutions and regulations on such matters; and

WHEREAS, the Act gives the District the authority to review, process, and comment on and approve, approve with conditions, or reject applications for development orders and building permits pertaining to properties within the District; and

WHEREAS, pursuant to the Act, the District must exercise its authority set forth in the Act to adopt, amend, and enforce a comprehensive plan in accordance with the Community Planning Act, ss. 163.3161-163.3253, Florida Statutes, and adopt and enforce zoning regulations, land development regulations, environmental protection regulations, building and safety codes and regulations, platting and subdivision regulations, and fire prevention regulations governing the entire district, including within the city limits of any municipality within the District; and

WHEREAS, based on the Act, the Board of Supervisors finds it necessary to amend the RCID Land Development Regulations to address the District’s superior authority and control and authority to issue development orders within the District; and

WHEREAS, the Act gives the Board of Supervisors the authority to determine the manner in which the RCID Land Development Regulations and other codes, regulations, and restrictions shall be determined, established, and enforced, and amended, supplemented, changed, or repealed; and

WHEREAS, the Board of Supervisors desire to amend the RCID Land Development Regulations in order to provide for the District Board of Supervisors to serve as the local planning agency and perform the duties of the Planning Board under the RCID Land Development Regulations; and

WHEREAS, the Board of Supervisors finds this Resolution to be in the best interest of the public health, safety and welfare and is consistent with the Act; and

WHEREAS, the Act requires a single reading and public hearing for a District resolution adopting regulations; however, the District has elected to conduct two readings and public hearings prior to the adoption of this Resolution; and

WHEREAS, both readings and public hearings on this Resolution were advertised in the Orlando Sentinel at least ten (10) days in advance of each reading and public hearing; and

WHEREAS, the District and its employees are directed to comply with this Resolution and take actions as needed to implement the purposes and intent of this Resolution.

NOW, THEREFORE, BE IT RESOLVED AND ORDAINED by the Board of Supervisors of the Central Florida Tourism Oversight District, as follows:

SECTION 1. Recitals. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Resolution.

SECTION 2. Amendment. Article 7, Chapter 7-20 of the RCID Land Development Regulations are hereby amended to add a new Section 7-20.13 to read as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions; provisions not being included are not being amended):

Section 7-20.13 Superior Authority. Pursuant to Chapter 2023-5, Laws of Florida, the Central Florida Tourism Oversight District's authority over comprehensive planning, zoning, land development regulations, environmental protection regulations, and platting and subdivision regulations shall control within the entire District, including within the jurisdictional limits of the City of Lake Buena Vista and the City of Bay Lake. The District is responsible for reviewing, processing, evaluating, commenting on and approving, approving with conditions or denying applications for development orders throughout the District, including within the jurisdictional limits of City of Lake Buena Vista and the City of Bay Lake. Pursuant to Chapter 2023-5, Laws of Florida, the City of Lake Buena Vista and City of Bay Lake shall not adopt land development regulations that are less stringent than or in conflict with the District's Land Development Regulations. The City of Lake Buena Vista and City of Bay Lake shall not accept applications for, consider for approval or issue any development orders or development permits, or approve or execute any development agreement regarding any development projects. To the extent the City of Lake Buena Vista or City of Bay Lake adopt more stringent comprehensive plan goals, objectives or policies or land development regulations applicable to lands within their respective jurisdictions, the District will consider and evaluate such matters in the processing, review, evaluation, commenting on and issuance of development orders pertaining to proposed development within such municipalities, if applicable.

SECTION 3. Amendment. Article 7, Chapter 7-30 of the RCID Land Development Regulations are hereby amended to delete Section 7-30.5 and Section 7-30.6 and to revise Section 7-30.2 to

read as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions; provisions not being included are not being amended):

Section 7-30.2 Local Planning Agency. ~~The Planning Board~~ Board of Supervisors of the District shall act as the "local planning agency" and perform those duties as set forth in Section 163.3174 Florida Statutes and the duties of the Planning Board as set forth in this Chapter. When the Board of Supervisors makes a decision pursuant to the duties of the Planning Board as set forth in these Land Development Regulations, the Board of Supervisors are the final decision-making authority for the District and no further administrative appeal is available. The Board of Supervisors may concurrently act in its role as both the local planning agency and governing body of the District when considering matters.

Section 7-30.5 Appointment of Members. ~~The membership of the Planning Board shall be five (5) members appointed by the Board of Supervisors. At all times, at least one (1) of the members must be professionally knowledgeable in the field of land use planning and regulations.~~

Section 7-30.6 Terms of Membership. ~~All appointments to the Planning Board are for a period of three (3) years.~~

SECTION 4. Amendment. Article 6, Chapter 6-90 of the RCID Land Development Regulations are hereby amended to revise Section 6-90.4 to read as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions; provisions not being included are not being amended):

Section 6-90.4 Notice. ~~Notice shall be given in accordance with the provisions of Section 166.041 Florida Statutes and other applicable state laws.~~ (a) District. In accordance with Chapter 2023-05, Laws of Florida, a single reading and public hearing on a resolution proposing an amendment is required to amend the Land Development Regulations. A notice of intent to adopt a resolution proposing an amendment to the Land Development Regulations will be published in a newspaper of general circulation at least ten (10) days before the public hearing on such resolution. The Board of Supervisors may conduct a single public hearing on a resolution proposing amendments to the Land Development Regulations and serve in both its capacities as the local planning agency and the governing body of the District during such public hearing.

(b) City. For any proposed amendments to land development regulations within the City of Lake Buena Vista or City of Bay Lake, such cities will provide the District Board of Supervisors a copy of the proposed amendments at least sixty (60) days in advance of conducting the first reading and public hearing on an ordinance adopting such amendments along with a written summary of the purpose and intent of such proposed amendment and explaining why such amendments are more stringent than and not in conflict with the District's Land Development Regulations. As municipalities, the City of Lake Buena Vista and City of Bay Lake are required to comply with the notice and ordinance adoption procedures of Section 166.041, Florida Statutes for considering any amendments to land development regulations within their jurisdictions. Further, the City of Lake Buena Vista and City of Bay Lake are required to send to the District Board of Supervisors written notice of the time, date and place of the readings and public hearings on any

ordinance adopting changes to land development regulations at least fifteen (15) days in advance of such readings and public hearings.

SECTION 5. Codification. Sections 2, 3 and 4 of this Resolution shall be incorporated into the RCID Land Development Regulations. Grammatical, typographical and similar or like errors may be corrected, and additions, alterations, and omissions not affecting the construction or meaning of this resolution or the Land Development Regulations may be freely made.

SECTION 6. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Resolution.

SECTION 7. Conflicts. In the event of a conflict or conflicts between this Resolution and any other resolution, ordinance/resolution or provision of law, this Resolution controls to the extent of the conflict, as allowable under the law. This Resolution shall apply to and be enforced throughout the unincorporated and incorporated areas of the Central Florida Tourism Oversight District, including within the jurisdictional boundaries of the City of Lake Buena Vista and City of Bay Lake.

SECTION 8. Effective Date. This Resolution shall become effective immediately upon adoption by the Board of Supervisors of the Central Florida Tourism Oversight District.

First reading held on April 19, 2023

Second reading held on April 26, 2023

PASSED AND DULY ADOPTED, with a quorum present and voting, by the Board of Supervisors of the Central Florida Tourism Oversight District, this 26th day of April 2023.

CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT

By: _____
Martin Garcia
Chair of the Board of Supervisors

Attested:

By: _____
John H. Classe, Jr.
District Administrator and
Secretary of the Board of Supervisors

Central Florida Tourism Oversight District

Board of Supervisors

Agenda Item 9.2

Meeting Date	
April 26, 2023	
Agenda Item Name	
Resolution No. 640 - A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTRAL FLORIDA TOURIST OVERSIGHT DISTRICT ADOPTING REGULATIONS PROHIBITING COVID-19 RESTRICTIONS AND MANDATES BY BUSINESSES WITHIN THE DISTRICT UPON THEIR CUSTOMERS OR PATRONS AND PROHIBITING COVID-19 RESTRICTIONS AND MANDATES REGARDING THE SERVICES AND OPERATIONS OF THE CENTRAL FLORIDA TOURIST OVERSIGHT DISTRICT; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.	
Requested Action	
Read by title and adopt Resolution No. 640.	
Staff Report	
<p>Resolution No. 640 provides that a business entity shall not require patrons or customers to provide any documentation certifying COVID-19 vaccination or post-infection recovery or impose a COVID-19 testing mandate to gain access to, entry upon, or service from the business entity's buildings and structures in the District, including within the incorporated areas of the District.</p> <p>Further, this resolution creates regulations governing the COVID policies of Contractors doing business with the District. A Contractor of the District may not require any employee or subcontractor to provide any documentation certifying a COVID-19 vaccination or post-infection recovery or impose a COVID-19 testing mandate. Further, a Contractor of the District may not refuse to hire or discharge a person, deprive or tend to deprive a person of employment opportunities, or adversely affect his or her status as an employee, or otherwise discriminate against a person with respect to compensation, terms, conditions, or privileges of employment based on the knowledge or belief of a person's COVID-19 vaccination status.</p> <p>The resolution also reiterates prior COVID-19 related rules adopted in Resolution No. 638 so that those rules are also set forth in Resolution No. 640. Resolution No. 640 is consistent with current statutes (Sec. 381.00316, Fla. Stat.) and pending legislation amending that statute.</p>	
Additional Analysis	
None	
Fiscal Impact Summary	
None	
Exhibits Attached	
1, Resolution No. 640	

RESOLUTION NO. 640

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CENTRAL FLORIDA TOURIST OVERSIGHT DISTRICT ADOPTING REGULATIONS PROHIBITING COVID-19 RESTRICTIONS AND MANDATES BY BUSINESSES WITHIN THE DISTRICT UPON THEIR CUSTOMERS OR PATRONS AND PROHIBITING COVID-19 RESTRICTIONS AND MANDATES REGARDING THE SERVICES AND OPERATIONS OF THE CENTRAL FLORIDA TOURIST OVERSIGHT DISTRICT; PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.

WHEREAS, the Central Florida Tourism Oversight District (“District”) exists pursuant to its enabling act codified at Chapter 2023-5, Laws of Florida becoming effective on February 27, 2023 (the “Act”); and

WHEREAS, Section 7(2) of the Act authorizes the Board of Supervisors to “adopt administrative rules and regulations with respect to the conduct of the business of the district” and “any of the projects of the district, on proper notice and public hearing”; and

WHEREAS, Section 7(8) of the Act authorizes the Board of Supervisors to “adopt and enforce policies governing the solicitation and award of contracts entered into by the district”;

WHEREAS, Section 7(9) of the Act authorizes the Board of Supervisors to “adopt and enforce employment and personnel policies governing employees”; and

WHEREAS, Section 23(4) of the Act authorizes the Board of Supervisors to “adopt, amend, supplement, or repeal codes regulating building safety...the operation of amusement and recreation parks and facilities...and such other safety or sanitary codes as the board of supervisors may determine to be necessary”; and

WHEREAS, Section 23(4)(e) of the Act authorizes the Board of Supervisors to “Provide for the manner in which such...codes, regulations, and restrictions shall be determined,

established, and enforced, and amended, supplemented, changed, or repealed, as the board of supervisors may determine, with notice and public hearing as required by law; and

WHEREAS, Section 23(10) of the Act authorizes the Board of Supervisors to adopt regulations “relating to safety, health, sanitation, or building safety,” prescribing “standards at least equivalent to the minimum standards in applicable statewide regulations protecting the general safety and welfare of the public”; and

WHEREAS, Section 13 of the Act states, “The district shall have the power to exercise any of its rights, powers, privileges, and authorities in any and all portions of the district lying within the boundaries of Orange County, Osceola County, the City of Bay Lake, the City of Lake Buena Vista, and any other municipal corporation or other political subdivision, heretofore or hereafter created or organized, the boundaries of which lie wholly or partly within the geographic limits of the district, to the same extent and in the same manner as in areas of the district not incorporated as part of a county, municipality, or other political subdivision”; and

WHEREAS, the Board of Supervisors find and declare that society is harmed by discrimination based on COVID-19 vaccination status because healthy persons are deprived of participating in society and accessing goods, services and amusements; and

WHEREAS, the Act provides for regulations and codes of the District enacted pursuant to power and authority of the District are to be adopted by resolution of the Board of Supervisors upon a single reading and public meeting, with at least ten (10) days’ notice of an intent to adopt such resolution being published; and

WHEREAS, notice of intent to adopt this Resolution was published in the Orlando Sentinel on April 15, 2023 and a public hearing on this Resolution was held on April 26, 2023.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
THE CENTRAL FLORIDA TOURIST OVERSIGHT DISTRICT, THAT:**

SECTION 1. RECITALS. The foregoing recitals are incorporated herein by reference and made a part hereof.

**SECTION 2 - COVID-19 POLICIES GOVERNING EMPLOYEES OF THE
DISTRICT.**

2.1 The District will not refuse to hire or discharge a person, deprive or tend to deprive a person of employment opportunities, or adversely affect his or her status as an employee, or otherwise discriminate against a person with respect to compensation, terms, conditions, or privileges of employment based on the knowledge or belief of a person's COVID-19 vaccination status.

2.2 No employee of the District shall be required to wear a face mask, a face shield, or any other facial covering that covers the mouth and nose as a condition of employment with the District. This provision does not apply to, and is not meant to circumscribe the use of safety equipment required as part of the occupational, safety, training, and educational requirements of fire fighters, other emergency responders, personal protection for health care providers, or other District personnel.

2.3 The District may otherwise institute screening protocols consistent with authoritative or controlling government-issued guidance to protect public health.

**SECTION 3 – COVID-19 POLICIES GOVERNING BUILDINGS, FACILITIES,
AND SERVICES OF THE DISTRICT**

3.1 No person shall be required to wear a face mask, a face shield, or any other facial covering that covers the mouth and nose, or provide proof of COVID-19 vaccination status or a negative COVID-19 test in order to enter a buildings or facility of the District.

3.2 No person shall be denied access to services from, or otherwise face discrimination based on such person's refusal to wear a face mask, a face shield, or any other facial covering that covers the mouth and nose, or refusal to provide proof of COVID-19 vaccination status or a negative COVID-19 test.

3.3 This Section does not apply to a facility of a health care provider or health care practitioner as those terms are defined in s. 408.833, Florida Statutes.

3.4 The District may otherwise institute screening protocols consistent with authoritative or controlling government-issued guidance to protect public health.

SECTION 4 – COVID-19 POLICIES GOVERNING CONTRACTS AND PROJECTS OF THE DISTRICT.

4.1 A Contractor of the District may not require any employee or subcontractor to provide any documentation certifying a COVID-19 vaccination or post-infection recovery or impose a COVID-19 testing mandate.

4.2 A Contractor of the District may not refuse to hire or discharge a person, deprive or tend to deprive a person of employment opportunities, or adversely affect his or her status as an employee, or otherwise discriminate against a person with respect to compensation, terms, conditions, or privileges of employment based on the knowledge or belief of a person's COVID-19 vaccination status.

4.3 A Contractor of the District may otherwise institute screening protocols consistent with authoritative or controlling government-issued guidance to protect public health.

4.4 Prospective Contractors of the District may be required to make certifications of compliance with this Section 4 before or concurrently with the execution of a purchase order, contract or agreement with the District.

4.5 A Contractor of the District who commits a violation of this Section 4 may be subject to termination of its purchase order, contract or agreement with the District subject to any required contractual notice and opportunity to cure, if applicable.

SECTION 5 – COVID-19 POLICIES GOVERNING SAFETY AND SANITATION OF STRUCTURES IN WHICH PRIVATE BUSINESSES OPERATE IN THE DISTRICT

5.1 The District finds that business entities that offer goods, services and amusement to members of the public at a business entity's building(s) or structure(s) located within the District should not discriminate against patrons or customers based upon their personal health decisions and prevent such persons from gaining access to goods, services and amusements being offered. Further, such discriminatory practices are not necessary for the safety, health, and sanitation of the general population and are depriving healthy people from participating in society and accessing goods, services and amusements.

5.2 A business entity shall not require patrons or customers to provide any documentation certifying COVID-19 vaccination or post-infection recovery or impose a COVID-19 testing mandate to gain access to, entry upon, or service from the business entity's buildings and structures in the District, including within the incorporated areas of the District. Each day that a business entity is in violation of this subsection 5.2 constitutes a separate violation. Each structure or building for which access to, entry upon or service is denied a patron or customer of a business entity constitutes a separate violation.

5.3 A business entity may otherwise institute screening protocols consistent with authoritative or controlling government-issued guidance to protect public health.

5.4 If a business entity violates this Section 5, the District shall have the right to take one or more of the following enforcement actions set forth in this subsection. For the first violation, the District will give the business entity at least fifteen (15) days written notice and an opportunity to cure the violation. The District will not be required to give the business entity any opportunity to cure before taking enforcement actions concerning repeat violations. If the violation is not timely corrected within the cure period given or upon notice of a violation for a repeat violation, the District may impose a \$250.00 civil fine per each violation, with each day a violation occurs or exists constituting a separate violation. In addition to and without limiting the foregoing, if the violation is not corrected within ninety (90) days after the expiration of the cure period given or upon notice of violation for a repeat violation, the District may: (i) revoke the certificate(s) of occupancy for any structure or building for which the business entity is requiring patrons or customers to provide any documentation certifying COVID-19 vaccination or post-infection recovery or impose a COVID-19 testing mandate to gain access to, entry upon, or service, and require the business entity to vacate and not use such structures or building for any human habitation or use, subject to limited personnel for security and fire protection of the structures and buildings and the premises thereof; (ii) withhold issuance of any new building permit or certificate of occupancy being requested by the business entity concerning any structure or building anywhere in the District until the violation is cured; (iii) file and prosecute an action at law or in equity in a court of proper jurisdiction to enforce this Section, including without limitation, the collection of civil fines imposed and obtain injunctive relief to prevent violations; and/or (iv) any combination thereof.

SECTION 6. DEFINITIONS.

For purposes of this Resolution, the words defined below have the meanings given:

(1) "Business entity" has the same meaning as in Section 606.03, Florida Statutes.

(2) "Contractor" means any person or entity under purchase order, contract or agreement with the District to provide goods, materials, equipment or services to the District, except for (i) federal, state or local governmental entities and agencies, (ii) a health care practitioner, and (iii) a health care provider.

(3) "COVID-19" means the novel coronavirus identified as 182 SARS-CoV-2; any disease caused by SARS-CoV-2, its viral fragments, or a virus mutating therefrom; and all conditions associated with the disease which are caused by SARS-CoV-2, its viral fragments, or a virus mutating therefrom;

(4) "Facial covering" means a cloth or surgical face mask, a face shield, or any other facial covering that covers the mouth and nose.

(5) "Health care practitioner" has the same meaning as in s. 456.001, Florida Statutes. The term does not include a health care practitioner who is employed by a health care provider.

(6) "Health care provider" means a health care provider as defined in s. 408.07, Florida Statutes; a service provider licensed or certified under s. 393.17, part III of chapter 401, or part IV of chapter 468; or a provider with an active health care clinic exemption under s. 400.9935.

SECTION 7. SEVERABILITY. If any section, subsection, sentence, clause, phrase, word or provision of this Resolution is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Resolution.

SECTION 8. CONFLICTS. Sections 2 through 6 of this Resolution shall constitute

regulations of the Central Florida Tourism Oversight District with the full weight, authority and force of law. In the event of a conflict or conflicts between this Resolution and any other resolution, ordinance/resolution or provision of law, this Resolution controls to the extent of the conflict, as allowable under the law. This Resolution shall apply to and be enforced throughout the unincorporated and incorporated areas of the Central Florida Tourism Oversight District, including within the jurisdictional boundaries of the City of Lake Buena Vista and City of Bay Lake.

SECTION 9. EFFECTIVE DATE. This Resolution will take effect immediately upon its adoption.

ADOPTED at a regular meeting of the Board of Supervisors of the Central Florida Tourist Oversight District, held on this 26th day of April, 2023.

**CENTRAL FLORIDA TOURIST
OVERSIGHT DISTRICT**

[SEAL]

By: _____
Martin Garcia, Chair of the Board of Supervisors

ATTEST:

Tina Graham, District Clerk

Central Florida Tourism Oversight District

Board of Supervisors

Agenda Item 10.1

Page 1 of 1

Meeting Date	
April 26, 2023	
Agenda Item Name	
Special Advisor to the Board and District Administrator Position	
Requested Action	
Approve the position of the Special Advisory to the Board of Supervisors, approve the job description for the District Administrator, and establish a procedure to fill the position.	
Staff Report	
None	
Additional Analysis	
None	
Fiscal Impact Summary	
None	
Exhibits Attached	
1. District Administrator Original Job Description 2. District Administrator Revised Job Description – provided at the April 19, 2023 BOS meeting	



POSITION DESCRIPTION

Status: Exempt
Title: District Administrator
Department: Administration
Reports to: President, Board of Supervisors

Job Code: Ex-102-015

Position Summary:

Perform functions to serve as CEO of the District, providing operational and financial stewardship for taxpayers. Direct and coordinate the work of division heads in order to ensure that the District meets its fiscal and fiduciary responsibilities and objectives.

Essential Functions:

- Direct the strategic planning for overall District operations and present the Strategic Plan to the Board of Supervisors for review and authorization.
- Serve as the Executive Liaison to the primary taxpayer, Board of Supervisors, and all stakeholders of the District to build on and maintain effective working relationships.
- Serve as City Manager for either the City of Bay Lake or the City of Lake Buena Vista and Secretary of the Board of Supervisors, carrying out the fiduciary responsibilities of each entity.
- Direct Executive Leadership and the Management Team through the planning, management and controlling of their respective responsibilities. Monitor and provide guidance on recommended new or modified District policy for any operating area and for the Division as a whole. Review operations of each functional area through Executive Leadership and provide information as requested and in reporting sessions to the Board of Supervisors as to the status of operations.
- Represent the District in relationships with other government agencies and regulatory bodies, including cities, counties, state, and federal governments and related agencies working under the direction of those governments. Work with other government agencies to join in on lobbying efforts as required to communicate and forward the position of the District in the interests of its stakeholders. Oversee and protect the interest of District stakeholders in contractual arrangements with other governmental entities for services.
- Serve as a member of the RCID Audit Committee and maintain current awareness of the status of the District's continual audit readiness.
- Interview, select, recommend hire, train and assign team members. Provide direction and mentoring, develop and communicate performance metrics to assess the effectiveness of teams, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations. Develop and implement staffing plans and related budgets as required.



Since 1967
Reedy Creek
IMPROVEMENT DISTRICT

POSITION DESCRIPTION

Status: Exempt
Title: District Administrator
Department: Administration
Reports to: President, Board of Supervisors

Job Code: Ex-102-015

Other Duties:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

Competency:

- Excellent leadership skills. Highly refined interpersonal skills, as well as the ability to communicate publicly.
- Financial acumen with experience managing and developing complex budgets.
- Knowledge of business and government administration.
- A well-developed sense of strategic timing and ability to accurately infer intent of subtle circumstances.
- Computer skills with knowledge of Microsoft Suite programs.

Education/Experience Requirements:

- Bachelor's degree in Business, Finance, Public Administration, Engineering, Science or closely related field.
- Sixteen to twenty years in a senior leadership capacity.
- Regular, dependable attendance required.

Other Requirements:

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job and is not intended to be inclusive. Reasonable accommodation(s) may be made to enable individuals with disabilities, as defined by law, to perform any essential functions.

Driving Requirements:



Status: Exempt

Job Code: Ex-102-015

Title: District Administrator

Department: Administration

Reports to: President, Board of Supervisors

Must possess a valid Florida State Driver's license and maintain eligibility under the District's commercial vehicle program.

Physical Demands:

While engaging in the duties of this position the Employee performs lifting and/or carrying of up to 20 lbs. Employee sits frequently. Employee stands and walks occasionally. Employee occasionally bends/stoops/crouches, pushes/pulls and climbs. Employee uses their hand(s)/arm(s) to reach in any direction and seize, grasp, hold and turn object using hand(s). Employee uses fingers, versus whole hand, to pick, pinch and feel objects. Employee sees, talk and hear as they communicate with others in person, electronically or by phone.

Employee will operate motor vehicle(s) that involve the use of hand/foot controls.

Status: Exempt
Title: District Administrator
Department: Administration
Reports to: Board of Supervisors

Job Code: Ex-102-015

Position Summary:

Perform functions to serve as CEO of the District, providing operational and financial stewardship for taxpayers. Direct and coordinate the work of division heads in order to ensure that the District meets its fiscal and fiduciary responsibilities and objectives.

Essential Functions:

- Direct the strategic planning for overall District operations and present the Strategic Plan to the Board of Supervisors for review and authorization.
- Serve as the Executive Liaison to taxpayers, Board of Supervisors, and all stakeholders of the District to build on and maintain effective working relationships.
- Serve as City Manager for either the City of Bay Lake or the City of Lake Buena Vista and Secretary of the Board of Supervisors, carrying out the fiduciary responsibilities of each entity.
- Direct Executive Leadership and the Management Team through the planning, management and controlling of their respective responsibilities. Monitor and provide guidance on recommended new or modified District policy for any operating area and for the Division as a whole. Review operations of each functional area through Executive Leadership and provide information as requested and in reporting sessions to the Board of Supervisors as to the status of operations.
- Represent the District in relationships with other government agencies and regulatory bodies, including cities, counties, state, and federal governments and related agencies working under the direction of those governments. Work with other government agencies to join in on lobbying efforts as required to communicate and forward the position of the District in the interests of its stakeholders. Oversee and protect the interest of District stakeholders in contractual arrangements with other governmental entities for services.
- Serve as a member of the RCID Audit Committee and maintain current awareness of the status of the District's continual audit readiness.
- Interview, select, recommend hire, train and assign team members. Provide direction and mentoring, develop and communicate performance metrics to assess the effectiveness of teams, both as a department and individually. Evaluate performance and provide counseling, cross training and coaching to employees. Maintain harmonious team/employer relations. Develop and implement staffing plans and related budgets as required.

Other Duties:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.

Status: Exempt
Title: District Administrator
Department: Administration
Reports to: Board of Supervisors

Job Code: Ex-102-015

- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

Competency:

- Excellent leadership skills. Highly refined interpersonal skills, as well as the ability to communicate publicly.
- Financial acumen with experience managing and developing complex budgets.
- Knowledge of business and government administration.
- A well-developed sense of strategic timing and ability to accurately infer intent of subtle circumstances.
- Computer skills with knowledge of Microsoft Suite programs.

Education/Experience Requirements:

- Bachelor's degree in Business, Finance, Public Administration, Engineering, Science or closely related field.
- Five to ten years in a senior leadership capacity.
- Regular, dependable attendance required.

Other Requirements:

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job and is not intended to be inclusive. Reasonable accommodation(s) may be made to enable individuals with disabilities, as defined by law, to perform any essential functions.

Driving Requirements:

Must possess a valid Florida State Driver's license and maintain eligibility under the District's commercial vehicle program.

Physical Demands:

While engaging in the duties of this position the Employee performs lifting and/or carrying of up to 20 lbs. Employee sits frequently. Employee stands and walks occasionally. Employee occasionally bends/stoops/crouches, pushes/pulls and climbs. Employee uses their hand(s)/arm(s) to reach in any direction and seize, grasp, hold and turn object using hand(s). Employee uses fingers, versus whole hand, to pick, pinch and feel objects. Employee sees, talk and hear as they communicate with others in person, electronically or by phone.

Status: Exempt
Title: District Administrator
Department: Administration
Reports to: Board of Supervisors

Job Code: Ex-102-015

Employee will operate motor vehicle(s) that involve the use of hand/foot controls.

Central Florida Tourism Oversight District

Board of Supervisors

Agenda Item 10.2

Page 1 of 1

Meeting Date	
April 26, 2023	
Agenda Item Name	
General Counsel Position	
Requested Action	
Approve the job description for the District General Counsel, and establish a procedure to fill the position.	
Staff Report	
None	
Additional Analysis	
None	
Fiscal Impact Summary	
None	
Exhibits Attached	
<ol style="list-style-type: none">1. General Counsel Job Description Original Job Description2. General Counsel Job Description Job Description – provided at the April 19, 2023 BOS meeting	

General Counsel Job Description

Job Title: District General Counsel

Location: Central Florida Tourism Oversight District

Salary: Commensurate with experience and qualifications

Job Description:

The District General Counsel is responsible for providing legal advice, guidance, and representation to the Central Florida Tourism Oversight District, the Board of Supervisors, District Administrator, and all District departments on various legal matters related to the District's enabling act and laws applicable to the District. The District General Counsel will be the chief legal advisor to the District and will provide legal representation for the District in litigation, administrative hearings, and other legal proceedings except as such matters may be assigned to outside counsel. The District General Counsel is hired and terminated by the Board of Supervisors.

Responsibilities:

- Provide legal advice and guidance to the Board, District Administrator, and all District departments on various legal matters related to the District, including but not limited to land use and zoning, contracts, employment law, public records, public meetings, and ethics.
- Draft and review resolutions, contracts, and other legal documents for compliance with state and federal laws and regulations.
- Represent the District in legal proceedings, including litigation, administrative hearings, and appeals.
- Attend and provide legal counsel at District Board meetings, public hearings, and other public meetings.
- Advise District staff on legal issues related to procurement, bid protests, and other contractual matters.
- Manage outside counsel when necessary and ensure quality legal representation for the District.
- Monitor legislative developments and advise the District on the impact of proposed legislation on District operations.
- Advise the District on risk management issues and develop strategies to minimize the District's exposure to legal liability.

- Perform other legal duties as assigned by the Board of Supervisors or District Administrator.

Qualifications:

- Juris Doctorate degree from an accredited law school.
- Admission to the Florida Bar and in good standing.
- At least 10 years of experience practicing local government law, municipal law or a related field and serving as the lead County Attorney, City Attorney or General Counsel for a Florida local governmental entity.
- The Florida Bar Board Certified in City, County, Local Government Law.
- Expertise and knowledge of Florida local government law, including but not limited to comprehensive planning, land use and zoning, subdivision and platting, quasi-judicial procedures, review of applications for development orders, development agreements, real estate transactions, utility easements, drainage easements and other easements, Sunshine law, public records, public meetings, ethics, contracts, public procurement, acquisition of right-of-way and other public lands, eminent domain, inverse condemnation, Bert J. Harris Private Property Rights Act and Florida Land Use and Environmental Dispute Resolution Act.
- A working knowledge and understanding the District's enabling act set forth in Chapter 2023-05, Laws of Florida, and of the charters/enabling acts creating the municipalities within the District.
- Ability to provide effective legal counsel to the Board, District Administrator, and all District departments.
- Strong legal research, writing, and analytical skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with District staff, outside counsel, and other stakeholders.
- Ability to manage multiple projects and prioritize workload.
- Ability to present and argue cases in court.
- Strong work ethic and attention to detail.

General Counsel Job Description

Job Title: District General Counsel

Location: Central Florida Tourism Oversight District, District Administration Building

Salary: Commensurate with experience and qualifications

Job Description:

The District General Counsel is responsible for providing legal advice, guidance, and representation to the Central Florida Tourism Oversight District, the Board of Supervisors, District Administrator, and all District departments on various legal matters related to the District's enabling act and laws applicable to the District. The District General Counsel will be the chief legal advisor to the District and will oversee legal representation for the District in litigation, administrative hearings, and other legal proceedings except as such matters may be assigned to outside counsel. The District General Counsel is hired and terminated by the Board of Supervisors.

Responsibilities:

- Provide legal advice and guidance to the Board, District Administrator, and all District departments on various legal matters related to the District, including but not limited to land use and zoning, contracts, employment law, public records, public meetings, and ethics.
- Draft and review resolutions, contracts, and other legal documents for compliance with state and federal laws and regulations.
- Supervise legal representation of the District in legal proceedings, including litigation, administrative hearings, and appeals.
- Attend and provide legal counsel at District Board meetings, public hearings, and other public meetings.
- Advise District staff on legal issues related to procurement, bid protests, and other contractual matters.
- Manage and provide direction to outside counsel when necessary and ensure quality legal representation for the District.
- Monitor legislative developments and advise the District on the impact of proposed legislation on District operations.
- Advise the District on risk management issues and develop strategies to minimize the District's exposure to legal liability.
- Perform other legal duties as assigned by the Board of Supervisors.

- Serve as the Chief Ethics Officer for the Board of Supervisors and the District.

Requirements:

- Juris Doctorate degree from an accredited law school.
- A Florida licensed attorney, and a member of the Florida Bar in good standing.

Preferred Professional Experience:

- Experience representing government entities.
- Ability to provide effective legal counsel to the Board, District Administrator, and all District departments.
- Strong legal research, writing, and analytical skills.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with District staff, outside counsel, and other stakeholders.
- Ability to manage multiple projects and prioritize workload.
- Strong work ethic and attention to detail.
- A willingness to obtain advanced education and certifications, including board certifications, in relevant areas of legal practice, such as Labor and Employment Law, City, County, Local Government Law, Land Use Law, Real Estate Law, Construction Law and others.
- Working knowledge of Florida local government law, the Sunshine law, public records, public meetings, ethics, contracts, construction, and other pertinent areas of Florida law.
- A working knowledge and understanding the District's enabling act set forth in Chapter 2023-05, Laws of Florida, and of the charters/enabling acts creating the municipalities within the District.

Central Florida Tourism Oversight District

Board of Supervisors

Agenda Item 10.3

Page 1 of 1

Meeting Date	
April 26, 2023	
Agenda Item Name	
District Clerk Position	
Requested Action	
Approve the job description for the District Clerk and establish a procedure to fill the position.	
Staff Report	
None	
Additional Analysis	
None	
Fiscal Impact Summary	
None	
Exhibits Attached	
1. Executive Assistant – District Clerk Original Job Description	



Status: Nonexempt
Title: Executive Assistant – District Clerk
Department: District Administration
Reports to: District Administrator

Job Code: N-102-012

Position Summary:

Perform functions to provide administrative support to the District Administrator. Serve as District Clerk to the Board of Supervisors (BOS) for all Board related activities, working within the limits of standard or accepted practice.

Essential Functions:

- Serve as District Clerk for BOS. Prepare agendas and legal ads, and assemble meeting documents for Agenda Review and BOS meetings. Attend Agenda Review and BOS meetings, take minutes at BOS meetings, and file minutes as required. Provide BOS members with agendas and presentation materials. Prepare quarterly expense reports for BOS members' mileage reimbursement.
- Obtains signatures on all official documents and serves as custodian of all District BOS records.
- Supervises and coordinates District elections and the annual Landowner Meeting.
- Provide administrative support to the District Administrator and BOS members as required.
- Act as the first point of contact for the District Administrator. Maintain positive relationships with personnel, visitors, and contacts.
- Provide assistance as backup to Assistants in other departments located in the District Administration Building, as requested.
- Monitor the office supplies for the District Administration office and order replacements as needed.
- Serve as Assistant City Clerk for Lake Buena Vista and Bay Lake in absence of City Clerk for City Council meetings.
- Maintain the calendars for District Administration. Develop itineraries and agenda, schedule travel, book transportation, and arrange lodging and meeting accommodations for District Administration or for special guests.
- Expedite forms, related to the Board of Supervisors, to be filed with the State of Florida as required, remain aware of deadlines.
- Maintain the District Administration office electronic and hardcopy files.



POSITION DESCRIPTION

Status: Nonexempt

Job Code: N-102-012

Title: Executive Assistant – District Clerk

Department: District Administration

Reports to: District Administrator

- Manage the Boardroom and District Administration office conference room schedule for meetings.
- Coordinate the planning of Board of Supervisor holiday parties and events.

Other Duties:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Attend and participate in occasional evening meetings or events outside of regular business hours.
- Perform other related duties as assigned.

Competency:

- Computer proficient with knowledge of MS Word, Excel, PowerPoint, and Outlook.
- Ability to multi-task a variety of projects at any given time.
- Effective communication skills in both verbal and written form.
- Highly adaptable; demonstrates flexibility and a positive demeanor in the face of conflicting priorities.
- Highly effective communicator; understands the importance of listening, speaks with confidence using clear, concise sentences and is easily understood, produces well thought-out professional correspondence free of grammatical and spelling errors and projects a positive image of the business through the use of professional oral and writing skills.
- Demonstrates exceptional time and task management skills, and proficiency in Microsoft Office Suite components.
- Demonstrates the ability to foresee problems and prevent them by utilizing analytical skills and a broad understanding of the business to effectively interpret and anticipate action to be taken.



Status: Nonexempt
Title: Executive Assistant – District Clerk
Department: District Administration
Reports to: District Administrator

Job Code: N-102-012

- Consistently exhibits sound integrity and judgment with the ability to make reasoned decisions in the absence of direction.

Education/Experience Requirements:

- Associate's degree in a Business discipline, or equivalent preferred, with knowledge of office routines, general business, and related processes and procedures required; or two additional years of related experience to substitute education.
- Knowledge of organization, function and activities of local government. Knowledge of state and local laws and ability to interpret such. Knowledge of municipal codes and ordinance.
- Public Notary.
- Minimum of ten years of progressive experience in administrative assistance and clerical support, with at least five years of experience directly supporting executive level management.
- Experience as a Special District, County or City Clerk or similar role preferred.
- Regular, dependable attendance required.

Other Requirements:

The following requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job and is not intended to be inclusive. Reasonable accommodation(s) may be made to enable individuals with disabilities, as defined by law, to perform any essential functions.

Driving Requirements:

Must possess a valid Florida State Driver's license and maintain eligibility under the District's commercial vehicle program.

Physical Demands:

While engaging in the duties of this position the Employee performs lifting and/or carrying of up to 50 lbs. occasionally and 10 lbs. frequently. Employee sits constantly. Employee stands and walks occasionally. Employee occasionally bends/stoops/crouches and pushes/pulls. Employee uses their hand(s)/arm(s) to reach in any direction and seize, grasp, hold and turn object using hand(s). Employee uses fingers, versus whole hand, to pick, pinch and feel objects. Employee sees, talk and hear as they communicate with others in person, electronically or by phone.



POSITION DESCRIPTION

Status: Nonexempt

Job Code: N-102-012

Title: Executive Assistant – District Clerk

Department: District Administration

Reports to: District Administrator

Employee will operate motor vehicle(s) that involve the use of hand/foot controls.

Documents received at
the April 26, 2023
meeting.

GLENTON GILZEAN, JR.

P.O. BOX 4547, ORLANDO FL 32802

727-488-5403 | GLEN@GLENGILZEAN.COM

PROFILE

Accomplished, results-oriented professional with 15+ years of experience in management, grassroots organizing, economic & education policy, local & state government and governance. Extensive background working with state and local government agencies. Effective and strategic communicator with demonstrated ability to work in team environment. A fast learner with a proactive and versatile approach to problem solving.

PROFESSIONAL EXPERIENCE

November 2015 –present **Central Florida Urban League**

Orlando, FL

President and CEO

- Lead, in conjunction with the Board, the development of the Urban League's strategy.
- Oversee the implementation of the Urban League's long- and short-term plans in accordance with its strategy.
- Communicate effectively with employees, Government authorities, other stakeholders and the public.
- Created, maintained effective relationships with school district administration, faith-based organization, local government, and community-based organizations.
- Conducted effective presentations at community events and open houses to generate interest for Urban League.
- Established formal partnerships with local, state, and federal agencies.
- Provides leadership, direction, motivation, and supervision of direct reports as well as oversees training and development of staff.
- Developed the agency's business plan and operating budget.
- Managed the agency's budgeting/forecasting processes, expense control, and capital planning.
- Managed the public relations program of the agency.
- Ensured the safety and security of the employees, records, and physical assets.

October 2012 –October 2015 **Step Up For Students**

St. Petersburg, FL

Vice President, Family & Community Affairs

- Maintained knowledge of legal and regulatory environment impacting education policy on local and national levels.
- Identified, developed and maintained relationships with key decision makers to support the Florida Tax Credit Scholarship program.
- Maintained organizational presence and outreach by participating in coalitions, responding to requests and speaking at events.
- Built a solid volunteer base and provided training to advocates on grassroots/advocacy mission and messages.
- Cast the vision for and assisted in infrastructure development, advocacy expansion.
- Help scholarship parents learn how to advocate on behalf the education of low-income children.
- Secured \$1.2 million in grant funding for the creation of the AmeriCorps Achieve program.

January 2012 – November 2012 **Pinellas County Schools**

Largo, FL

School Board Member, District 7

- Prescribed standards and policies to provide each student the opportunity to receive a high-quality education.
- Directed the Superintendent to reform teacher evaluations and, improve the professional development department.
- Supported the increase and expansion of digital curriculum within Pinellas County Schools.
- Expanded community partnerships with local chambers of commerce, legislative delegation, and local community-based organizations.
- Increased parental and community engagement by conducting community workshops and town hall meetings.
- As a Board, we balanced the Pinellas County Schools 1.2 billion dollar budget.
- Collectively as a board, we hired both a new Superintendent and School Board Attorney.
- Created Gilzean's Graduates, a mentoring initiative for "middle of road" high school students.

May 2009 – October 2012 **Educate Today, Inc. (501c3 non-profit organization)**

St. Petersburg, FL

Founder / Executive Director

- Created, maintained effective relationships with school district administration, faith-based organization, local government, and community-based organizations.
- Developed the agency's business plan and operating budget.
- Managed the agency's budgeting/forecasting processes, expense control, and capital planning
- Executed the Board of Directors strategic plan.
- Implement the Parent Resource Center for the Tampa bay region.
- Secured \$8.7 million in grant funding for the creation of an academic afterschool programs across the State of Florida.

Jan 2006 – May 2009 **Florida Department of Education Office of the Education Commissioner**

Tallahassee, FL

Regional Field Director

- Managed regional community outreach initiatives.
- Established formal partnerships with local, state, and federal agencies.
- Developed and maintained relationships with superintendents, legislators, college presidents, principals, teachers, parents, business leaders, local officials, and stakeholders.
- Worked on all educational issues facing Broward, Citrus, Charlotte, Collier, Desoto, Hardee, Hernando, Hillsborough, Lee, Manatee, Miami-Dade, Monroe, Pasco, Pinellas, and Sarasota counties.
- Emphasized reading and parental involvement; developed faith-based, business and community partnerships.
- Advised the Education Commissioner on educational issues pertaining to the South Florida & Gulf Coast Regions.
- Served as the Community Liaison to the Department of Education.
- Conducted school visits and mentored students.

EDUCATION

2007 – 2009 University of South Florida, Tampa, FL

M.S. in Business/Entrepreneurship – magna cum laude

2001 – 2005 University of South Florida, Tampa, FL

B.S. in Biomedical Science with Minor in Biomedical Physics

AWARDS AND MEMBERSHIPS

2020: Gubernatorial Appointee to Florida Statewide Complete Count Committee

2019: Gubernatorial Appointee to Florida Commission on Ethics

2019: Orlando Business Journal's CEO of the Year Award

2018: Recipient of the National Urban League's Most Improved Affiliate Award

2017: Served on the Habitat for Humanity of Florida, Board of Directors

2016: Gubernatorial Appointee to 9th Judicial Circuit Nominating Commission

2015: Leadership Network, American Enterprise Institute

2014: Leaders Fellow, James Madison Institute

2013: Recipient of the Governor's Shine Award for Education Excellence

2013: Gubernatorial Appointee to Florida Agricultural and Mechanical University Board of Trustees

2012: Gubernatorial Appointee to Pinellas County School Board, District 7

2009: Served on the Florida Afterschool Network, Board of Directors

2008: Served on the Florida's Attorney General's Gang Reduction Task Force

2007: Served as Chairman of the Hillsborough County Head Start / Early Head Start policy council