Central Florida Tourism Oversight District

Board of Supervisors Meeting

FINAL BUDGET HEARING MEETING MINUTES

September 26, 2025

On Friday, September 26, 2025, the Central Florida Tourism Oversight District Board of Supervisors met in regular session at the Administration Office of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida. The meeting was posted in accordance with Florida Statutes, and a quorum was present.

Board of Supervisors Present:

Chair Alexis Yarbrough
Vice-Chairman Brian Aungst Jr.
Supervisor John Gilbert
Supervisor Scott Workman

Via Virtual:

Supervisor Bridget Ziegler

CFTOD Staff:

District Administrator S.C. Kopelousos
Deputy District Administrator Mike Crikis
Chief Financial Officer Susan Higginbotham
Fire Chief Eric Ferrari
District Attorney Roy Payne
Director of Security and Emergency Management Tanya Naylor

1. Call to Order

Chair Yarbrough called the meeting to order at 5:31 p.m. at the Administration Office of the District, 1900 Hotel Plaza Boulevard, Lake Buena Vista, Florida.

2. Opening Invocation

An invocation and message were delivered by Fire Chaplain Rick Spencer and Billy Dover

3. Pledge of Allegiance

The Pledge of Allegiance was led by Chief Eric Ferrari.

4. PUBLIC COMMENT

There were no requests for public comment, and no public comment was made at this meeting.

5. CONSENT AGENDA

There were no changes or objections under the consent agenda.

Vice-Chairman Aungst moved to approve the Consent Agenda, which was seconded by Supervisor Workman. There was no discussion among the Supervisors, and the Consent Agenda was approved by a unanimous vote.

6. REPORTS

6.1 Management Report

The District Administrator gave an update on the Bronson Solar project, which launched on September 16.

7. GENERAL BUSINESS

7.1 Approve contract #C006919 for bus services with the Central Florida Regional Transportation Authority and authorize the District Administrator to execute the contract in the amount of $1,656,888

Planning & Engineering Manager Katherine Luetzow presented background information on Item 7.1 and recommended Board approval for the District Administrator to execute Contract #C006919 for bus services with Central Florida Regional Transportation Authority and authorize the District Administrator to execute the contract.

Upon motion by Vice-Chairman Aungst, seconded by Supervisor Gilbert.

Vice-Chairman Aungst posed a question about awarding an annual contract. Ms. Luetzow responded that the contract aligns with Transportation Authority's annual budget and that the Transportation Authority also changes the bus routes annually.

No further questions were asked. The Board unanimously approved Item 7.1.

7.2 Approve a one-year Astro25 service and radio maintenance contract with Motorola Solutions, Inc. in the amount of $537,139

Chief Ferrari presented background information and scope on Item 7.2 and recommended Board approval for the District Administrator to execute a one-year service maintenance contract with Motorola Solutions, Inc for the District's Motorola P25 Radio System.

Upon motion by Vice-Chairman Aungst, seconded by supervisor Workman.

Vice-Chairman Aungst posed a question about awarding an annual contract. Chief Ferrari responded that the scope of the next agreement can change year to year as the system equipment changes.

Supervisor Workman posed a question regarding other entities using the towers. Chief Ferrari responded that Orange County public safety is co-located on one of the towers we own.

No further questions were asked. The board unanimously approved 7.2.

7.3 <u>Approve the purchase of a Sutphen heavy-duty 100' mid-mount aerial ladder truck through the local dealer, South Florida Emergency Vehicles, and authorize the District Administrator to execute the purchase documents in the amount of $2,287,610</u>

Chief Ferrari presented background information and scope on Item 7.3 and recommended Board approval for the District administrator to execute the purchase of a Sutphen heavy-duty 100' mid-mount aerial ladder truck through the local dealer, South Florida Emergency Vehicles.

Chair Yarbrough posed a question about the lead time to purchase new trucks and the District's ability to amend our order. Chief Ferrari responded with a brief explanation of the timeline and explained we can adjust the design up to a year from the start of production. Then, the final design is used to start production.

Chair Yarbrough asked if there were any other questions or concerns. There was no further Board discussion. Upon motion by Vice-Chairman Aungst, seconded by Supervisor Workman, the Board unanimously approved Item 7.3

7.4 <u>Approve award of a three-year contract for maintenance, repair, startup, and standby services for all District-owned escalators and elevators to SW Elevators, LLC and authorize the District Administrator to execute the contract not to exceed $4,500,000</u>

Parking Operations Manager, John Addy presented background information on Item 7.4 and recommended Board approval for the District Administrator to execute a three-year contract for maintenance, repair, startup, and stand-by services for all District-owned escalators and elevators to SW Elevator, LLC.

There was no Board discussion. Upon motion by Vice-Chairman Aungst, seconded by Supervisor Gilbert, the Board unanimously approved Item 7.4

8. PUBLIC HEARING
Second Reading to the Amended CFTOD Comprehensive Plan

8.1 <u>Ordinance/Resolution No. 674;</u>

<u>AN ORDINANCE/RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT, PROVIDING AMENDMENTS TO THE DISTRICT'S CURRENT COMPREHENSIVE PLAN INCLUDING AMENDMENTS TO THE FUTURE LAND USE MAP, THE FUTURE LAND USE ELEMENT, THE</u>

TRANSPORTATION ELEMENT, THE HOUSING ELEMENT, THE INFRASTRUCTURE ELEMENT, THE CONSERVATION ELEMENT, THE RECREATION AND OPEN SPACE ELEMENT, THE INTERGOVERNMENTAL COORDINATION ELEMENT, THE CAPITAL IMPROVEMENTS ELEMENT, AS WELL AS THE CREATION OF A PROPERTY RIGHTS ELEMENT; BY ADOPTING THE COMPREHENSIVE PLAN 2045; PROVIDING SEVERABILITY AND AN EFFECTIVE DATE

Planning & Engineering Manager Katherine Luetzow provided a brief presentation on the 2045 Comprehensive Plan, noting that this meeting represents the culmination of many months of hard work. She reminded the Board that the item previously received Board approval in June 2025, followed by City approval in July 2025.

Following those approvals, the Comprehensive Plan was submitted to the State for full review. Ms. Luetzow was pleased to report that the 2045 Comprehensive Plan was returned with zero comments from the State.

She expressed appreciation for her team's dedication, specifically recognizing Senior Planner Lee Pulham and the Planning & Engineering staff for their efforts throughout the process. Ms. Luetzow confirmed that no changes have been made to the Comprehensive Plan since its prior approval. With this second reading, the Planning & Engineering team is requesting final adoption of the 2045 Comprehensive Plan by the Board.

District Counsel Roy Payne read Ordinance/Resolution No. 674 in its entirety.

Chair Yarbrough asked the Board if there were any comments. There were none. Chair Yarbrough thanked Katherine and her team for all their hard work. With no other comments presented, a Motion was made by Vice Chairman Aungst, seconded by Supervisor Gilbert.

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Vice-Chairman Aungst – Yes

Supervisor Zeigler -Yes

Supervisor Workman – Yes

Chair Yarbrough – Yes

Supervisor Gilbert – Yes

Motion was unanimously approved by the Board.

FY 2026 Final Millage & Final Budget Presentation

8.2 Approving Final Millage Rate - Resolution No. 678,

A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT ADOPTING THE FINAL MILLAGE RATE FOR THE LEVYING OF AD

VALOREM TAXES FOR FISCAL YEAR 2026; AND PROVIDING AN EFFECTIVE DATE

Chief Financial Officer Susan Higginbotham gave a brief presentation. It was reported there were no changes made since the tentative approval on September 12th.

Susan Higginbotham read Resolution No. 678 in its entirety, followed by District Counsel Roy Payne's approval of the reading.

Chair Yarbrough asked for public comment. There were none. Chair Yarbrough asked the Board if there were any comments. The Board had no comments. The Motion to approve was made by Vice-Chairman Aungst, seconded by Supervisor Gilbert.

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Chair Yarbrough – Yes

Vice-Chairman Aungst – Yes

Supervisor Workman – Yes

Supervisor Zeigler -Yes

Supervisor Gilbert – Yes

Motion was unanimously approved by the Board.

8.3 Approving Final Budget - Resolution No. 679,

A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT ADOPTING A FINAL BUDGET FOR FISCAL YEAR 2026; AND PROVIDING AN EFFECTIVE DATE

Chief Financial Officer Susan Higginbotham read Resolution No. 679 in its entirety, followed by District Counsel Roy Payne's approval of the reading.

Chair Yarbrough asked for public comment. There were none. Chair Yarbrough asked the Board if there were any comments. The Board had no comments. The Motion to approve was made by Vice-Chairman Aungst, seconded by Supervisor Workman.

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Supervisor Zeigler -Yes

Vice-Chairman Aungst – Yes

Supervisor Workman – Yes

Supervisor Gilbert – Yes

Chair Yarbrough – Yes

Motion was unanimously approved by the Board.

FY 2026 Final Utility Budget and Rate Presentation

8.4 Approving Final Rates for FY2026 – Resolution No. 680,

A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT SETTING UTILITY RATES FOR FISCAL YEAR 2026; AND PROVIDING AN EFFECTIVE DATE

Director of Utility Business Affairs, Jennifer Albritton, gave an update that no changes have been made since the tentative approval of the Utility budget. A brief overview presentation was given on the Utility rate recommendation and overall budget breakdown for Fiscal Year 2026. Jennifer asked if there were any questions and none were presented.

Ms. Albritton read Resolution No. 680 in its entirety, followed by District Counsel Roy Payne's approval of the reading.

Chair Yarbrough asked for public comment. There were none. Chair Yarbrough asked the Board if there were any comments. With none presented, Motion to approve was made by Vice Chairman Aungst, seconded by Supervisor Gilbert.

There was no other Board discussion

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Vice-Chairman Aungst – Yes

Supervisor Gilbert – Yes

Supervisor Workman – Yes

Supervisor Zeigler -Yes

Chair Yarbrough – Yes

Motion was unanimously approved by the Board.

8.5 Approving Final Utility Budget - Resolution No. 681,

A RESOLUTION OF THE CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT ADOPTING A FINAL UTILITY BUDGET FOR FISCAL YEAR 2026; AND PROVIDING AN EFFECTIVE DATE

Ms. Albritton read Resolution No. 681 in its entirety, followed by District Counsel Roy Payne's approval of the reading.

Chair Yarbrough asked for public comment. There were none. Chair Yarbrough asked the Board if there were any comments. With none presented, Motion to approve was made by Vice Chairman Aungst, seconded by Supervisor Workman

There was no other Board discussion or comment.

A roll call vote was conducted by District Administrator S.C. Kopelousos.

Supervisor Zeigler -Yes

Supervisor Workman – Yes

Supervisor Gilbert – Yes

Vice-Chairman Aungst – Yes

Chair Yarbrough – Yes

Motion was unanimously approved by the Board.

9. OTHER BUSINESS

10. ADJOURN

Chair Yarbrough thanked all staff involved in the budget process and wished everyone safe travels home.

There being no further business to come before the board, the Chair Yarbrough adjourned the meeting at 5:58 p.m.

ATTESTED THIS 24th day of October

Alexis Yarbrough, Chair of the Board of Supervisors
Central Florida Tourism Oversight District

Alycia M Mills, District Clerk
Central Florida Tourism Oversight District