

SECTION 4. BOARDS, COMMISSIONS, COUNCILS AND COMMITTEES

4.50 SEMINOLE COUNTY TOURISM IMPROVEMENT DISTRICT ADVISORY BOARD

A. PURPOSE. The Seminole County Tourism Improvement District Advisory Board ("Advisory Board") shall administer the Seminole County Tourism Improvement District ("SCTID") and make recommendations to the Board on implementation of the Services and Improvements described in the Seminole County Tourism Improvement District Plan ("Plan") and shall undertake any other responsibilities delegated it by the Board.

B. DUTIES/RESPONSIBILITIES.

(1) Management of Funds for the SCTID. The Advisory Board shall manage the funds for the SCTID and shall establish an account for such funds and maintain proper accounting records identifying the receipts, expenditures, and cash balances of the SCTID, and all other records for the SCTID, the customary practices of the County and all applicable provisions of law. Nothing contained herein shall allow the expenditure of funds collected from within the SCTID or interest earned on an account maintained for the SCTID for purposes other than the payment of costs associated with the SCTID, including costs related to additional Services and Improvements provided pursuant to an amendment to the SCTID Ordinance for and specially benefiting parcels within the SCTID. If any revenue in excess of the funds reasonably needed to maintain Services and Improvements in the SCTID reasonable contingency or surplus funds for purposes related thereto should be available in the fund at any time, those funds may be rolled over for the provision of SCTID Services and Improvements. If the SCTID should be dissolved or abolished, such funds shall be spent in accordance with the provisions of the Plan, or returned to the Owner(s) on the date such returns or refunds are made.

(2) Annual Report. Each year, the Advisory Board shall submit a report of activities and expenditures to the County, including its annual budget and expenditures. The report and the budget shall be submitted no later than June 1 of each calendar year. The report shall include:

- (a) A summary of the activities provided in the previous year;
- (b) A summary of the expenditures from the previous year;
- (c) Any requested increase to the Assessment Rate and the basis for such requested increase;
- (d) The amount of any revenue to be carried over from any prior year(s);
- (e) A list of the members of the Advisory Board; and
- (f) A list of accomplishments attributable to the SCTID.

The budget shall include recommendations for expenditures and other essential financial information.

C. FINANCIAL DISCLOSURE. Required.



D. MEMBERSHIP STRUCTURE.

(1) Requirements/Appointment Process. The Advisory Board shall be composed of seven members, one member appointed by each County Commissioner, one member appointed by the County Manager, and one member appointed by the Central Florida Hotel & Lodging Association, Inc. All appointments shall be subject to the approval of a majority vote of the Board of County Commissioners. With the exception of the County Manager's appointee, all Advisory Board members shall be operators or owners of tourist accommodation. The majority of the Advisory Board shall be Owners subject to the Seminole County Tourism Improvement District Assessment. Members of the Advisory Board shall not be members of the Tourism Development Council. Members of the Advisory Board are not required to be Seminole County electors.

(2) Term of Office. Members of the Advisory Board shall serve for staggered terms of four years and may be immediately reappointed. During the Board's initial appointment of Advisory Board members, three Advisory Board members shall be appointed for four years, two Advisory Board members shall be appointed for three years, and two Advisory Board members shall be appointed for two years.

(3) Meetings and Attendance. The Advisory Board shall meet quarterly unless otherwise directed by the Board. All meetings of the Advisory Board shall be conducted in accordance with the Sunshine Law. Accordingly, all meetings of the Advisory Board noticed and open to the public as provided by Florida Law. The Advisory Board shall have minutes of each meeting taken, and such minutes shall be open to public inspection. The Advisory Board may adopt reasonable rules and regulations related to its duties and procedures.

(4) Legal and Staff Assistance. The Advisory Board shall be supported by County staff, as designated by the County Manager, to attend Advisory Board meetings, with participation by the County Manager and County Attorney or designees, as needed.

(5) Dissolution of Advisory Board. The Advisory Board shall be dissolved contemporaneously with either expiration of the SCTID term or upon the earlier dissolution of the SCTID.

E. ELECTION OF CHAIRMAN AND VICE CHAIRMAN.

(1) Election of Chairman and Vice Chairman will be held at the January meeting.

F. AUTHORITY. Resolution 2025-R-21 adopted February 25, 2025