



ORANGE COUNTY MAYOR

Jerry L. Demings

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June 13, 2022

TO: Commissioner Nicole Wilson, District 1
Commissioner Christine Moore, District 2
Commissioner Mayra Uribe, District 3
Commissioner Maribel Gomez Cordero, District 4
Commissioner Emily Bonilla, District 5
Commissioner Victoria P. Siplin, District 6

FROM: Mayor Jerry L. Demings

SUBJECT: **Appointment of Assistant County Administrator**

As you may recall, following Darren Gray's resignation as Deputy County Administrator, Carla Bell Johnson was promoted from Assistant County Administrator to Deputy County Administrator, leaving her previous role vacant. Over the past few months, the County Administrator and I have evaluated the needs of the organization, including some structural adjustments. With the objective of continuing to strengthen our financial and fiscal acumen, we conducted a recruitment for an Assistant County Administrator. I am pleased to announce the appointment of Lisa Snead as Assistant County Administrator. Subject to confirmation by the Board of County Commissioners, her start date will be July 11, 2022.

Ms. Snead began her career with Orange County Government, having worked for more than 11 years in the Office of Management and Budget, Risk Management, Human Resources, and the Convention Center. She has more than 20 years of diverse and progressively responsible professional experience in local government organizations, including various fiscal and financial management roles within Lake County, Seminole County, and the City of Longwood. Most recently, she served as the Chief Financial Officer of Volusia County Public Schools, overseeing Finance, Budget, and Risk Management for the school district. Ms. Snead will have primary oversight of our financial and administrative offices, including the Office of Management and Budget, Fiscal and Business Services, Information Systems and Services, Risk Management, and Human Resources. Ms. Snead's starting annual salary will be \$170,019, and her resume is attached for your review.

Please contact County Administrator Byron Brooks if you have any questions or desire more information.

ACTION REQUESTED: Confirmation of the Mayor's managerial appointment of Lisa Snead as Assistant County Administrator.

Attachment: Resume

c: Byron W. Brooks, AICP, County Administrator
Carla Bell Johnson, AICP, Deputy County Administrator
Ricardo Daye, Director, Human Resources

Lisa Snead
1824 Delany Avenue, Orlando, FL 32806 407.267.7384
lpsnead@bellsouth.net]

Qualifications

UCF, Bachelor of Science in Business Administration, with a major in Finance. Over 20 years of diverse and progressive professional experience in local government financial services, including Finance, Budget, Risk Management, Economic Development, Tourism Development, Health Benefits, and Wellness, Purchasing, Utility Billing, Leisure Services, and Local School Financial and Risk Management. Areas of Responsibility Include:

- Leadership
- Management
- Financial and Budget Management
- Debt and Investment Management
- Strategic Issue Management
- Business Outreach
- Customer Service
- Media & Public Relations
- Marketing
- Event Planning
- Communications
- Teambuilding
- Tourism & Economic Development
- Project/Team Management
- Development and Mentoring
- Government Relations

CFO, Volusia County Schools 2021- Present

- \$1 Billion Dollar Budget; 63,000+ Students; 8,000+ employees
- COPS Issuance, \$80 Million Dollars
- Oversee Finance, Budget, and Risk Management for the School District
- Prepare District Wide Budget linked to Strategic Planning Goals
- Attend School Board Meetings and Make Presentations to the Board
- Attend Cabinet Meetings and update members on key issues impacting the organization
- Maximize use of grant funds to improve the District's Financial Condition Ratio
- Liaison to the Project Oversight Committee – Citizen's Oversight Committee for ½ penny infrastructure sales tax
- Liaison to the Internal Audit Committee – Citizen's oversight Committee responsible for school board audit oversight

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Director of Budget, Volusia County Schools 2020- 2021

- Prepare District Wide Budget
- Oversee Business Side of ERP Implementation
- Oversee Fixed Asset Function
- Manage Budget Staff

Director of Financial Services, City of Longwood April 2015 – 2020

- Fiscal Management of City of Longwood’s \$45+ Million Dollar Budget, including budget development, forecasting, expense management and cash flow monitoring and investment.
- Staff recruitment, development, selection, supervision, and evaluation
- Utility Billing Department/Restructured and outsourced meter reading function, reducing read cycle time, improving customer service, and implementing a succession plan.
- Received the Florida Government Financial Officers Award for Outstanding Financial Management.
- Coordination with Citizens and Commissioners through the Special Assessments Program, volunteer groups and fiscal management for the City.

Financial and Business Administrator, Leisure Services, Seminole County Government 2012 – 2015

- Marketing Programs and Events/responsible for putting together the marketing plan for the Leisure Services Programs as well as publishing a quarterly promotional magazine for the department.
- Sponsorship Program/streamlined the program reducing the length of time to process sponsorships from 2 months to 1 week and doubled the number of sponsors and revenue resulting in a new funding source for equipment purchases necessary to retain United States Tennis Association Tournaments.
- Community Impact Report/Created an annual report for the Department, which was utilized as the model for the County’s annual report.
- Developed, and oversaw budget/implementation, including creation of a quarterly monitoring system which provided information to divisions allowing them to better manage their programs leading to increased productivity and revenue development.
- Department Policies and Procedures/created and updated policies and procedures which supported the reaccreditation of the agency.
- Staff Liaison between the Seminole Cultural Arts Council and the Seminole County CRA.
- Staff Liaison with the Tourist Development Council and oversaw the financials for the tourist development department.

Deputy Manager, Downtown Orange County at the Convention Center, 2008-2011

- Government Relations/ Met with and served key stakeholders in the International Drive Tourism corridor to bridge the gap between government and local, national, and international business.
- Developed the Art on I-Drive Program along with local law enforcement; the program was funded 100% by private business contributions and was featured in the Orlando Sentinel as a means of crime prevention and community revitalization. The program was later duplicated by the City of Orlando's Mainstreet programs.
- Managed Pedestrian Safety Team/instrumental in helping the Center retain key medical show clients.
- Green Hospitality Initiative/Gained national recognition from the US Green Building Council for pilot program instituted.
- Worked with Developers on International Drive to streamline government processes including development review processes and permitting processes.
- Worked with Efficient Transportation for the Community (ETC) group of business stakeholders to implement programs and address key issues related to transportation in the I-Drive Corridor.
- Worked with the Intelligent Transportation Society of America to coordinate with Public Works to install permanent Intelligent Transportation Infrastructure on International Drive.
- Coordinated with local businesses and SharePoint America, to create "Electric Avenue" on I-Drive, making International Drive Electric Vehicle Charging Station Abundant.
- Convention Center staff representative for the International Drive CRA.

**OMB Administrator; CIP Coordinator; Risk Manager; Financial Analyst;
Wellness Program Analyst**, Orange County Government 1992-2000 & 2006-2008

- Analyst for the Convention Center
- Budget Development/Supervised Analyst
- Department Management/Risk Manager for Orange County/15 staff department including oversight of 8 contractual law firms and hundreds of legal claims, reducing internal chargebacks by over \$10 Million dollars in one year.
- Increased participation in County Wellness Programs from 24 percent to 98 percent.
- Capital Improvement Program Coordinator/coordinated development of County CIP Program which received a National Association of Counties Award for excellence in streamlining the CIP Process.

Education

- UCF Orlando, FL
- B.S.B.A -Major: Finance

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Community Involvement

2010 to Present, Board of Directors, Fairwinds Credit Union (Currently Serving as Chair)
2017 to Present, Board Member of Women in Public Finance, State of Florida (President Elect 23)
2019 Chair, Florida Government Finance Officers Association (FGFOA) Conference Host Committee, Event Planning for the Annual FGFOA Conference, +1000 Attendees.
2017 Co-Chair, FGFOA Host Committee, Annual FGFOA Conference, over 1000 attendees
2016 to Present, Legal Court Appointed Guardian, Carmen Wilson, Key West, FL
2007 to Present, Audit Committee Member, Fairwinds Credit Union
2007 to 2017, Troop Leader, Girl Scouts of America
2019 Board of Directors, Seminole Cultural Arts Council; Member of the Event Planning Committee for the Annual Heart for the Arts Gala.
2012 to 2015, Board of Directors, Seminole Cultural Arts Council
2008 to 2010, Student Advisory Council Member, Blankner School
2006 to 2010, Mentor, Blankner School
1995 to 2000, Outreach Love, St. James Cathedral, At Risk Youth Mentoring Program
1992 to 1995, Coalition for the Homeless, Boy and Girls Club Youth Mentor

Other

2019-Present, Realtor, Keller Williams Realty @ the Parks
2001-2006, Stay at Home Mom, Wedding Photographer, Caterer
1990-1993, Sr. Budget Analyst, Lake County Government
1985-1990, Walt Disney World Cast Member

Interest

Family, travel, connecting with and helping people, and volunteering in the community