

University Park Recreation District

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The Meeting of the **Board of Supervisors of the University Park Recreation District** will be held on **Friday, November 14, 2025, at 1:00 PM** at the Business Offices located at 8301 The Park Boulevard, University Park, FL 34201 and or virtually.

Meeting ID: 845 8893 8513

Passcode: 755354

Join meeting via Zoom:

<https://us02web.zoom.us/j/84588938513?pwd=eUE4Q3BTNGVFNXBSOGVlRXk1cWo2QT09>

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

Administrative Matters

1. Consideration of Minutes of the:
 - a. September 30, 2025, Auditor Selection Committee Meeting
 - b. October 6, 2025, Board of Supervisors' Special Meeting
 - c. October 17, 2025, Board of Supervisors' Meeting
 - d. October 23, 2025, Board of Supervisors' Continued Meeting
2. Ratification of Approval of Varsity Club Renovation Project

Staff Report Matters

3. District Counsel
4. District Manager
5. Club Management
 - a. Management Discussion & Analysis Report

Old Business Matters

6. Consideration of Resolution 2026-03, Adopting Membership Cap
7. Consideration of General Manager's Goals and Objectives

New Business Matters

8. Review and Consideration of Professional Consulting Services RFP Template
 - a. RFP Template
 - b. Email from Supervisor Piersons



9. Consideration of Recommendation of the Auditor Selection Committee
10. Consideration and Appointment of Election Chair
11. Consideration of Resolution 2026-04, Setting a Public Hearing Date for Amendment to Rules of Procedure

District Financial Matters

12. Ratification of Payment Authorization No. 149

Date	Meeting Type	Time	Location
November 19, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices
December 2, 2025	Board Workshop Meeting	2:00PM	University Park Business Offices
December 10, 2025	Strategic Planning Committee Meeting	3:00PM	University Park Business Offices
December 12, 2025	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
December 17, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices
December 30, 2025	Board Workshop Meeting	2:00PM	University Park Business Offices

13. Supervisor Requests & Public Comments

Adjournment



University Park Recreation District

Consideration of Minutes of the:

- a. September 30, 2025, Auditor Selection Committee Meeting
- b. October 6, 2025, Board of Supervisors' Special Meeting
- c. October 17, 2025, Board of Supervisors' Meeting
- d. October 23, 2025, Board of Supervisors' Continued Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT AUDITOR SELECTION COMMITTEE

Tuesday, September 30, 2025

1:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Committee Members present in person or via phone:

Dick Crouch	Auditor Selection Committee Member
Tony Crisafio	Auditor Selection Committee Member
David Murphy	Auditor Selection Committee Member

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
John Fetsick	General Manager – Country Club
Paul Fay	Accountant – Country Club
Alan Port	Finance Committee Member (via phone)
Various Audience Members present	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call, and Public Comment Period

The Auditor Selection Committee meeting was called to order at 1:05 p.m. by Ms. Carvalho. Those in attendance are outlined above.

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Administrative Matters

- 1. Review and Approval of Audit Documents**
 - a. Audit RFP Notices Template**
 - b. Instructions to Proposers**
 - c. Evaluation Criteria – with and without price**

The Board discussed who should Chair the meetings. The Committee members determined Ms. Carvalho to continue chairing the meeting.

Ms. Carvalho proceeded with the review of the auditor documents and the auditor selection process. She noted the district goes through this process every three years. It can be extended to five years, but the district has not gone through the rule making for that process yet.

The Board reviewed the documents and evaluation criteria. It was noted the Board can adjust the point system or proceed with recommended criteria format.

ON MOTION by Mr. Crouch, seconded by Mr. Murphy, with all in favor, the Auditor Selection Committee approved the Audit Documents and Evaluation Criteria with price.

There was brief discussion regarding soliciting proposals. It was noted that if no proposals are submitted, vendors can be solicited within the terms of the RFP.

There was also discussion regarding the timing of the Auditor Selection Committee (ASC) and selection of an auditor. This included choosing a deadline for proposals and the date of the next ASC meeting. The Board agreed on October 30, 2025, by 12:00 p.m., as the deadline for proposals to be submitted and November 6, 2025, at 1:00 p.m., will be the next ASC meeting.

Ms. Carvalho reviewed the ranking process.

There was brief discussion regarding the companies to solicit and their experience.

ON MOTION by Mr. Crouch, seconded by Mr. Crisafio, with all in favor, the Auditor Selection Committee approved October 30, 2025, at 12 p.m., as the Auditor Proposal Submission Deadline and November 6, 2025, at 1:00 p.m., as the next ASC meeting. In addition, the five companies to solicit includes: Phillips Harvey, Miller, LNL, CRI, and Suplee, Shea and Cramer.

The following meetings were noted:

Date	Meeting Type	Time	Location	Note
September 30, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices
October 10, 2025	BOS	1:00 PM	University Park	Business Offices

THIRD ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Mr. Murphy, seconded by Mr. Crouch, with all in favor, the Auditor Selection Committee adjourned the University Park Recreation District Auditor Selection Committee Meeting at 1:22 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT SPECIAL BOARD OF SUPERVISORS' & ATTORNEY CLIENT SESSION MEETING

Wednesday, October 6, 2025

2:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson
Steve Heitzner	Vice Chairperson
Rusty Piersons	2 nd Vice Chairperson
David Murphy	Treasurer
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Mark Barnebey	District Counsel - Blalock Walters
Fred Moore	District Counsel - Blalock Walters
Olivia Cristantiello	Court Reporter

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call

The Board of Supervisors' meeting was called to order at 2:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

General Business Matters

Attorney-Client Session Meeting Discussion on Appeal Process/ Litigation

This meeting is being held today, October 6, 2025, at 2:00 p.m., and will be held under the Attorney/Client Session provisions available under Florida's Sunshine Law, Section 286.011(8), Florida Statutes, on October 6, 2025, and beginning at 2:00 p.m. and lasting approximately one (1) hour at the request of the District's Counsel. This meeting shall be held at the Business Offices located at 8301 The Park Blvd, University Park, FL 34201. This meeting shall commence at an open meeting and then will move into an Attorney/Client Session limited in attendance to the University Park Recreation District's Counsel Mark Barnebey and Fred Moore, who will meet in private with the District Board of Supervisors (Sally Dickson, Steve Heitzner, David Murphy, Russell Piersons, Scott Huebner), District Manager (Vivian Carvalho) and a court reporter who will transcribe the full proceedings to be made part of the public record for release at the

conclusion of the litigation for the purpose of discussing: Dean Matt v. University Park Recreation District, SC 2024-0990, Lower Tribunal Case No.: 2024-CA000252. At the conclusion of the private portion of the meeting, the meeting will continue in public.

The Board entered into a SHADE meeting at 2:03 p.m.

Reopen Meeting in Public

The University Park Recreation District Special Board of Supervisors' Meeting was reopened at 3:02 p.m.

ON MOTION by Mr. Heitzner, seconded by Mr. Murphy, with Mr. Huebner opposed, and with all others in favor, the Board authorized District Counsel to hire outside Counsel to assist with the appeal process.

Supervisor Requests & Public Comments

There was brief discussion regarding communication to the community. It was noted there will be meeting minutes.

Mr. Barnebey noted the Supreme Court still has not made a decision. Everything that is allowed is being done to move the case forward.

It was noted the docket record will be updated with the Board's decision within five to seven days.

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location	Note
October 17, 2025	BOS Meeting	1:00 PM	University Park	Business Offices
November 4, 2025	Workshop Meeting	2:00 PM	University Park	Business Offices

There were no further Supervisor requests or public comments.

THIRD ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Mr. Piersons, seconded by Mr. Heitzner, with all in favor, the Board adjourned the University Park Recreation District Special Board of Supervisors' Meeting at 3:08 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING

Friday, October 17, 2025

1:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson
Steve Heitzner	Vice Chairperson
Rusty Piersons	2 nd Vice Chairperson
David Murphy	Treasurer
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via
phone)		
John Fetsick	General Manager - Country Club	
Curtis Nickerson	Director of Properties & Facilities– Country Club	
Marisa Powers	District Counsel - Blalock Walters	
Michael Beaumier	Owner's Representative – Osprey Consulting	
Justin Sears	Executive Chef	
Chris Gallagher	Hoyt Architects	
Robbie Gronbach	Willis Smith Construction	
Suzanne Sinclair-Thomson	Wellness Director	
Various Audience Members in-person and via Zoom		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call, and Pledge of Allegiance

The meeting was called to order at 1:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

A resident played a recording from a previous meeting and commented regarding the capital expenditure plan. She questioned the timing of the remodels for the Pro Shop, office and Varsity

Club. She noted these are capital expenses, not maintenance. She reviewed the budget for these items.

Mr. Fetsick noted the budgetary numbers mentioned were incorrect. It was noted the bond has not come through at this point. He gave an overview of the remodels.

Mr. Underwood, a resident, commented regarding the Board elections and responsibilities. He questioned if there was a form that needed to be completed to express interest. He also commented regarding the expenses shown online and noted some of them have been redacted.

Ms. Dickson noted there will be an Election Chair nominated that will be responsible for gathering interest and application forms for the elections.

Ms. Powers noted that the items that are redacted are due to the pending litigation. Those items will be reviewed with District Staff.

There was brief discussion regarding the details of the redacted expenses and notifying the Board members of those expenses. It was noted that general descriptions can be added.

Mr. Nadeau, a resident, commented regarding the interest in the outstanding loan and operational expenses.

There were no further public comments.

SECOND ORDER OF BUSINESS

Administrative Matters

Consideration of Minutes of the:

- a. **September 2, 2025, Board of Supervisors' Continued Meeting**
- b. **September 2, 2025, Board of Supervisors' Workshop Meeting**
- c. **September 12, 2025, Board of Supervisors' Meeting**
- d. **September 17, 2025, Board of Supervisors' Special Meeting**

The Board reviewed the minutes.

There was brief discussion regarding the attachment of any oral statements as exhibits. It was noted Mr. Huebner's oral statement and 10 points for an alternative path forward will be included as exhibits to the minutes.

There was also discussion regarding the monetary amounts brought in by the Trivia and Bingo nights. It was noted this has not yet been received. Mr. Fetsick will follow up.

ON MOTION by Mr. Murphy, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District approved the Minutes of the September 2, 2025, Board of Supervisors' Continued Meeting, the September 2, 2025, Board of Supervisors' Workshop Meeting, the September 12, 2025, Board of Supervisors' Meeting, and the September 17, 2025, Board of Supervisors Special Meeting.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel – No report.

District Manager –

a. Review of General Procedures for the 2026 Elections

Ms. Carvalho noted there are six open public records requests, with one additional request reviewed this morning.

Ms. Carvalho reviewed the election procedure process that was previously approved by the Board. She noted an Election Chair will need to be appointed at the November meeting or at the Continued Meeting. There will be a platform on the District's website for residents to validate their voting.

There was brief discussion regarding the procedure and the election process timeline.

It was noted an Election Chair will be nominated from a list of residents who submit interest. The methodology needs to be determined by the Board. There was brief discussion regarding the methodology.

Ms. Sydney Johnson will work on sending out an email blast this week to the residents regarding the criteria for being an Election Chair and serving on the Election Committee.

It was noted if no volunteers are found, an independent entity can be hired as the Election Chair.

Mr. Murphy reviewed the timeline for the elections. He proposed that the first form should be due by January 12, 2026, and the second form should be due by January 26, 2026.

There was brief discussion regarding the timeline and forms. It was noted the Election Procedures will need to be modified by resolution. The Board agreed to have a final due date of January 30, 2026.

It was noted the District had previously adopted the rules and procedures of Manatee County regarding extraneous markings. This should be listed in the Election Procedures document. District Counsel will follow up and bring back to the Continued Meeting.

Club Management –

a. Management Discussion & Analysis Report

Mr. Fetsick gave an overview of the report. It was noted the Finance and Strategic Planning Committees have hosted their first few meetings. Initial Committee reports will be brought to the November meeting. It was noted that Mr. Freedman is the Chair of the Strategic Planning Committee and Mr. Crouch is the Chair of the Finance Committee.

Mr. Fetsick gave an update on golf operations and upcoming member events. He noted a new PGA Pro has been hired, Mr. Orechwa. He also noted that the back nine has reopened. Yom Kippur Break the Fast, Pink Week, and Fall Fest will be taking place in October and November.

Mr. Fetsick also gave an update on membership and an overview of the Year-to-Date Financial Operating Results, Current Balance Sheet, Projected Balance Sheet, and Capital Sources and Uses.

There was discussion regarding the recent club surveys and the results.

Mr. Fetsick noted the data results will be posted along with key comments. There will be action items created from the results which will be sent to the Board. It was noted cross-tabulation is also available for the data.

Mr. Murphy gave an overview of the golf surveys that he is currently reviewing.

Mr. Huebner commented regarding the cap for membership and the number of summer memberships. It was noted there will need to be an amendment if the cap is increased.

Mr. Huebner recommended tying membership expiration to the end of the fiscal year. The Board agreed. There was brief discussion on the timing, and the cap. Mr. Fetsick will review the timing and follow up.

It was noted Mr. Fetsick will stay within the guidelines and the process to increase the cap will be kept on the agenda.

District Management will review the previous agreed guidelines regarding the cap and follow up.

FOURTH ORDER OF BUSINESS

Business Matters

Update on the Capital Improvement Plan

a. Presentation of Preliminary Concept of Kitchen and Fitness Center

Mr. Heitzner gave an overview of the capital improvement plans related to the Kitchen and Fitness (Wellness Center) facilities. It was noted the kitchen concept is more detailed than the Wellness Center concept, at this time. Feedback is welcomed.

Mr. Heitzner reviewed the purpose of the plan, the UPRD Board responsibility, and the due diligence process that has been done thus far.

Mr. Heitzner gave an overview of the Kitchen Renovation Advisory Group, the market and industry analysis, and the pain points for members and the executive chef. He reviewed the impact these issues have on members and staff.

Ms. Dickson noted the kitchen is currently in compliance with all health standards and requirements.

Mr. Murphy stated he is creating a summary of the Social and Dining survey. He will send that out next week. It was noted the servers scored very high on the survey, but speed of service did not.

Mr. Heitzner gave an overview of the kitchen renovation strategy.

Mr. Gallagher gave an overview of three kitchen concepts and the pros and cons related to those options. It was noted that Plan A does not provide additional storage. It was also noted that keeping the current kitchen up and running during any of the options is not feasible. There would need to be a temporary solution.

There was lengthy discussion regarding the interruption to service and possible outdoor areas to use for the kitchen. Possible temporary solutions include the use of the Varsity Club, outdoor space, or mobile kitchens. It was noted this project would take approximately 11 months.

There was discussion regarding permitting, electrical needs, and the timing of the project.

There was also brief discussion regarding the various options for bathrooms and breakrooms. It was noted feasibility relates to cost.

Mr. Gronbach gave an overview of the estimated costs and what is included in each option.

Mr. Fetsick gave an overview of the possible kitchen locations.

There was brief discussion regarding dining capacity and storage. Mr. Sears noted that Plan B is the most feasible plan for the kitchen's needs.

Ms. Dickson noted the Activity Admin Building is a separate building from the Wellness Center and kitchen and could be a possible venue for events and dining.

There was discussion regarding the speed of turning over tables and kitchen efficiency.

Mr. Sears gave an overview of the dry storage area and kitchen equipment.

Mr. Gronbach continued with his overview. It was noted the temporary kitchen cost was not included in the current cost overview.

There was brief discussion regarding the temporary kitchen.

Mr. Heitzner gave an overview of the Wellness Center Advisory Group, the market and industry analysis, and the wellness/racquets pain points for members and the fitness operations team. He reviewed the impact these issues have on members and staff.

Mr. Gallagher gave an overview of three Wellness Center concepts.

Mr. Heitzner gave an overview of the possible locations for the Wellness Center.

Mr. Gronbach gave an overview of the estimated costs and what is included in each option for the Wellness Center. It was noted there is some cost reduction flexibility within all options.

There was discussion regarding cost reduction and feasibility of options. It was noted a decrease in size of the building will decrease the cost. These options need to be reviewed by staff and more details completed.

Mr. Piersons commented on the possibility of adding a second floor. It was noted it is not efficient for that size of building in the current location.

There was lengthy discussion regarding efficiency of the designs and the structural options.

Mr. Murphy noted Plan A would be feasible in relation to cost and it would provide a new building instead of adding on to an ageing building.

There was discussion regarding next steps in the process. It was noted there are no additional costs related to the pre-construction schematic designs.

It was noted the Board needs time to review the plans.

Ms. Dickson recommended having a continued meeting next week to provide direction at that time related to the plans.

Mr. Heitzner reviewed Options A and B relating to the kitchen.

There was brief discussion regarding the costs, the interruption to service, and what is included in each plan. It was noted that everything needs to be completed as efficiently as possible.

It was also noted the Fitness Center can be moved to another location while construction takes place and a mobile kitchen option will be provided.

The Board agreed to continue the meeting until October 23, 2025, at 1:00 p.m. Mr. Fetsick noted he will move the Fitness Advisory Group meeting that is set to occur that day.

There was brief discussion regarding items to defer to the Continued Meeting.

Review of the McMahon Group Strategic Planning Proposal

This item was deferred to the Continued Board Meeting.

It was noted the Strategic Planning Committee is meeting on Monday to review the proposal.

Consideration of Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards

This item was deferred to the Continued Board Meeting.

It was noted the goals and objectives have been sent out to the Board for review.

Update on Auditor Selection Committee

Mr. Fetsick gave an update on the Auditor Selection Committee and noted it is comprised of Mr. Murphy, Mr. Crouch, and Mr. Crisafio. They have met and approved the RFP process and criteria. Once the proposals are received, they will make a recommendation to the Board.

Mr. Murphy reviewed the auditor selection rankings.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the Board of Supervisors for the University Park Recreation District ratified the members of the Auditor Selection Committee.

Supervisor Requests & Public Comments

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
October 20, 2025	Strategic Planning Committee Special Meeting	3:00PM	University Park Business Offices
October 22, 2025	Finance Committee Rescheduled Meeting	3:00PM	University Park Business Offices
November 4, 2025	Board Workshop Meeting	2:00PM	University Park Business Offices
November 6, 2025	Auditor Selection Committee Meeting	1:00PM	University Park Business Offices
November 12, 2025	Strategic Planning Committee Meeting	3:00PM	University Park Business Offices

November 14, 2025	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
November 19, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices

There were no further Supervisor requests or public comments.

FOURTH ORDER OF BUSINESS

District Financial Matters

Ratification of Payment Authorization Nos. 147 – 148

Ms. Dickson noted the payment authorizations have been reviewed.

ON MOTION by Mr. Murphy, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District ratified Payment Authorization Nos. 147-148

FIFTH ORDER OF BUSINESS

Continuance

There was no further business to discuss.

ON MOTION by Mr. Heitzner, second by Mr. Piersons, with all in favor, the October 17, 2025, Board of Supervisors Meeting for the University Park Recreation District was continued at 3:53 p.m., to October 23, 2025, at 1:00 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT CONTINUED BOARD OF SUPERVISORS' MEETING

Thursday, October 23, 2025

1:00 p.m.

Business Offices

8301 The Park Boulevard, University Park, FL 34201

Board Members present in person or via phone:

Sally Dickson	Chairperson
Steve Heitzner	Vice Chairperson
Rusty Piersons	2 nd Vice Chairperson
David Murphy	Treasurer
Scott Huebner	Assistant Secretary

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Kwame Jackson	ADM - PFM Group Consulting LLC (via phone)
Kristin Lasky	Admin - PFM Group Consulting LLC (via phone)
John Fetsick	General Manager - Country Club (via phone)
Curtis Nickerson	Director of Property & Facilities - Country Club
Mark Barnebey	District Counsel - Blalock Walters (via phone)
Various Audience Members in-person and via Zoom	

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order, Roll Call, and Pledge of Allegiance

The Board of Supervisors' meeting was called to order at 1:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

The Pledge of Allegiance was recited.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Staff Report Matters

District Counsel – No report.

District Manager – No report.

Club Management – No report.

THIRD ORDER OF BUSINESS

Business Matters

Review of the McMahon Group Strategic Planning Proposal

Ms. Dickson gave an update on the Strategic Planning Committee meeting. The recommendation from the committee is to approve an RFP for the strategic plan.

There was brief discussion regarding hiring a consulting company and what the strategy will be for the committee.

Mr. Heitzner noted it is the committee's role to establish the end goal and a consulting company would finalize how to reach that goal.

Mr. Murphy noted the findings of the recent club surveys are still being gathered and reviewed.

There was lengthy discussion regarding the role of the Strategic Planning Committee. It was noted the surveys would provide guidance for the Strategic Planning Committee. The consulting companies will also gather data from the surveys to input into the concept plans. The baseline cost is \$70,000.00.

There was discussion regarding the consulting companies, moving forward with the concepts, and the Capital Improvement Plan. It was noted the plan is not only about projects and buildings, but also about finance and elements of business.

There was continued discussion regarding the role of the Strategic Planning Committee and the consulting companies.

Mr. Piersons recommended going through the RFP process and having presentations for the Board based on the vendors' professional position.

There was brief discussion regarding the RFP process.

Mr. Fetsick noted if the Board is not ready to enter into the RFP process, then the Strategic Planning Committee is not needed at this time. He also gave an overview of various consulting companies, noting there is a difference between a strategic plan and a master plan.

Mr. Murphy and Ms. Dickson discussed the age of the community and role of the strategic plan. They both recommended moving forward with the RFP process.

There was brief discussion regarding the RFP process and scope of work.

Mr. Huebner briefly discussed the costs and the consulting companies.

There was discussion regarding the McMahon Group's kitchen concepts and the costs associated with those plans.

It was noted the RFP process will gather more information and feedback in order to be fiscally responsible with the funds.

There was discussion regarding the timing of the project and the plans presented thus far. It was noted the Board previously voted and approved the current Capital Improvement Plan.

Mr. Heitzner noted feedback can be brought to the McMahon Group to adjust the concepts.

There was discussion regarding the Strategic Plan versus the Capital Improvement Plan.

Mr. Murphy gave a brief overview of the survey results thus far.

There was brief discussion regarding the RFP. It was noted the RFP can be created by the Strategic Planning Committee to be reviewed by the Board prior to the process beginning. The Committee meets again on November 12, 2025.

ON MOTION by Mr. Murphy, second by Mr. Heitzner, with all in favor, the Board of Supervisors for the University Park Recreation District approved the creation of parameters for an RFP for Strategic Planning by the Strategic Planning Committee, with a deadline of November 14, 2025.

Mr. Barnebey gave an overview of the RFP parameters and process. It was noted District Counsel, District Management, and Mr. Fetsick will finalize the RFP, with final review by the Board.

There was brief discussion regarding the timing and rankings of the RFP.

Ms. Carvalho noted the rankings are within the parameters created by the Strategic Planning Committee.

Mr. Freedman gave an overview of the process for the Strategic Planning Committee. He noted the creation of the scope of work and rankings will be able to be completed by November 14, 2025, and the current proposal can be a guide on what to ask for in the RFP.

Ms. Dickson will follow up with the UPCA in order to communicate the current strategy. She requested polling the committee to gather a date for the first week of November to hold a Strategic Planning Committee Special Meeting. Ms. Jennifer Brown will poll the committee.

It was noted the Strategic Planning Committee meetings are publicly noticed in the newspaper.

There was brief discussion regarding holding a meeting versus a workshop.

Ms. Dickson will notify the Strategic Planning Committee of the agenda for the upcoming meeting. This will only be for the Strategic Planning Committee, not the Board of Supervisors.

Consideration of Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards

Ms. Dickson noted this is a statutory annual requirement for special Districts and differs from the General Manager's goals and objectives.

Ms. Carvalho noted that the report will be finalized before December 1, 2026 for fiscal year 2025. This resolution applies to goals and objectives for fiscal year 2026. It was noted District Management oversees the completion and compliance of these goals and objectives.

ON MOTION by Mr. Piersons, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-01, Adopting the District's Fiscal Year 2025-2026 Goals, Objectives, and Performance Measures and Standards.

Ms. Carvalho noted these are items the District already does.

Mr. Piersons recommended having a six-month follow-up from District Management to ensure all goals and objectives are being met.

Consideration of Resolution 2026-02, Amending General Procedures for the 2026 Election

Ms. Carvalho gave an overview of the procedure updates and noted the online form is being created for voting eligibility purposes.

The Board reviewed the voting eligibility form and the updates.

Mr. Barnebey reviewed the point of extraneous markings. It was noted if the nominee that the resident is voting for is clearly identifiable, the vote will count.

It was noted that all ballots are retained after voting by District Management and the rules will be posted on the District's website.

There was brief discussion regarding extraneous markings.

ON MOTION by Mr. Heitzner, second by Mr. Murphy, with all in favor, the Board of Supervisors for the University Park Recreation District approved Resolution 2026-02, Amending General Procedures for the 2026 Election.

Update on the Capital Improvement Plan

a. Update of Preliminary Concept of Kitchen and Fitness Center

Mr. Huebner gave his feedback regarding the kitchen. He noted there should be a plan that includes tearing down other buildings to provide more space and to allow a shorter time of closure.

There was brief discussion regarding the size of the bathrooms, and the concept plans thus far. This included discussion of possible profits with a bigger facility.

There was discussion regarding the current kitchen concepts and possible modifications. It was noted there needs to be a locker room area and additional bathrooms.

Mr. Huebner recommended Plan A with modifications. He recommended modifying the bathrooms, and the possibility of a snack bar or future additions of storage. It was noted that improving the golf area increases revenue.

There was brief discussion regarding the storage area in the plans and future expansion.

There was a recommendation to have the Board submit their prioritized feedback. It was noted it would be ideal to have Plan B at the cost of Plan A.

Mr. Heitzner will follow up with Hoyt Architects providing the Board's feedback and recommendations.

Mr. Heitzner recommended Mr. Huebner to walk through the kitchen space with Mr. Fetsick to gain better insight.

Mr. Heitzner gave an overview of the recommendations for the Fitness Center. This included building a second floor onto the building. It was noted this would shade the tennis courts and cause possible parking issues.

There was discussion regarding having a two-story fitness center, what that would include, and the issues with a two-story building.

Mr. Murphy noted this was previously rejected at a town hall meeting.

There was also discussion regarding other fitness center options. It was noted the priority is to gain more fitness floor space and classroom space.

Mr. Huebner recommended having a multi-use pavilion. There was brief discussion regarding the pavilion and the location.

It was noted the buildings are being built not only for current members, but future members as well.

Mr. Murphy gave an overview of future membership based on the survey results.

Supervisor Requests & Public Comments

The upcoming workshops and meetings were noted.

Date	Meeting Type	Time	Location
November 4, 2025	Board Workshop Meeting	2:00PM	University Park Business Offices
November 6, 2025	Auditor Selection Committee Meeting	1:00PM	University Park Business Offices
November 12, 2025	Strategic Planning Committee Meeting	3:00PM	University Park Business Offices
November 14, 2025	Board of Supervisors' Meeting	1:00 PM	University Park Business Offices
November 19, 2025	Finance Committee Meeting	3:00PM	University Park Business Offices

Mr. Huebner requested two items to be added to the workshop agenda. These items are the process of how Supervisor requests for agenda items get added to an agenda, and a deep dive into the Varsity Club expenses.

Ms. Dickson recommended getting the information related to questions that Supervisors may have prior to meetings when possible. This allows for proper discussion.

There was brief discussion regarding the spending authority of Park Boulevard Management (PBM).

Mr. Murphy noted there have been questions regarding the Varsity Club expenditures. He recommended approving the purchase of the new furniture.

There was brief discussion regarding the purchase of the Varsity Club furniture and the associated expenditures.

ON MOTION by Mr. Murphy, second by Ms. Dickson, with Mr. Huebner and Mr. Piersons opposed, and all others in favor, the Board of Supervisors for the University Park Recreation District authorized Mr. Fetsick to purchase the Varsity Club furniture.

The Zoom conference connection was lost due to technical issues. It was noted that if Zoom attendees have public comments, those can be sent directly to District Management.

There were no further Supervisor requests or public comments.

FOURTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss.

ON MOTION by Mr. Piersons, second by Ms. Dickson, with all in favor, the October 23, 2025, Continued Board of Supervisors Meeting for the University Park Recreation District was adjourned at 3:13 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson



University Park Recreation District

Ratification of Approval of Varsity Club Renovation Project



University Park Recreation District

Staff Reports



University Park Recreation District

Club Management

a. Management Discussion & Analysis Report

University Park Recreation District
Management Discussion & Analysis Report
As of October 31, 2025

Finance & Strategic Planning Committees

The Finance and Strategic Planning Committees are well established and have each held several meetings.

The Finance Committee has identified roles and responsibilities for each Committee Member. Initial priorities are a review of our Capital Reserve Sources and Uses and a peer/market evaluation of Initiation Fees. To that end, I anticipate a recommendation from the Finance Committee at the December board meeting to increase Initiation Fees to some TBD amount for each membership category level.

The Strategic Planning Committee is primarily focused on an RFP to hire a third-party consultant to help lead the strategic planning process for the Committee. The RFP is being reviewed by the Board at today's meeting and, with approval today, the RFP proposals would be due by December 12th at Noon (immediately before the next RD Board meeting).

Season is here!

Our "Season", unofficially November-April (the busiest six months of the year), is here.

Our season kicked off with a very successful Gridiron Fall Festival with approximately 240 Members and Guests attending. Feedback was very positive on the food, décor, theme, music by the Soul Sensations, etc.

Thanksgiving is sold out with approximately 600 reservations (all Members & Guests) and "to-go" orders are gaining steam for the Wednesday before.

We have created a "monster" with Trivia. The popularity of Trivia continues to grow. This is wonderful but creates challenges in trying to fit everyone in. We estimate approximately 500+ Members would like to participate in Trivia monthly. This week, we decided to have Trivia on back-to-back nights, Wednesday/Thursday, to fit as many Teams and Members as we possibly could. We will serve approximately 375 Members just this week with Trivia. We are looking into hosting 3 Trivia's a month come January-April, possibly on three consecutive nights.

Survey's

The Amenity Survey Process has concluded. All four surveys (Social & Dining, Golf, Racquets, and Fitness) were completed and the results distributed to our membership. The overall results were very positive; however, we are actively identifying areas for opportunity/improvement. I will be presenting the results at an upcoming Workshop and then we will distribute to the community. Key themes and action items to improve in identified areas will be the focus as we move forward.

Golf/Racquets/Wellness

Our sports activities are all picking up, including the opening of the MGA/LGA/9-holers in Golf, Ladies Tri-Cities/Men's Suncoast in Tennis and the highest participation ever on the Pickleball courts and in the Fitness/Wellness facilities.

University Park Recreation District
Management Discussion & Analysis Report
As of October 31, 2025

Membership

		Full	Racquets	Social	Net Change in Memberships	Trial Full	Trial Rac/Fit	Trial Fit/Soc	Trial Social	Sum Golf	Sum Tennis	Wait List
2024 Totals 12/31/24		445	108	786	1339	2	0	0	2	0	0	9
January		-1	1	0	0	3						
February		-4	1	3	0							
March		1	2	-6	-3	-2		2	-2			-2
April		2	1	4	7	-3				41	14	-6
May		5	-1	-1	3			-2		29	33	
June		1	1	-1	1					5	2	
July		-2		2	0					0	2	
August		5	-1	1	5							
September		3	-2	-1	0							1
October	10/15	4	4	-5	3					-75	-51	1
	10/30	3		-2	1							
Total Members		462	114	780	1356	0	0	0	0	0	0	3
Social Access		104	28		132							
Fitness		21	1	131	153							
Range			10	57	67							
Twilight Tennis				24	24							
Pickleball		2		56	58							
Total Passes					434							

*134 grandfathered non-members (-1 to prior month), 195 grandfathered members (flat to prior month)

**312 non-resident memberships (+5 to prior month)

UNIVERSITY PARK COUNTRY CLUB STATEMENT OF OPERATIONS

YTD OPERATING RESULTS, 12 MONTHS THROUGH 9/30/25	Actual Results of UPCC Operations	Budget	\$ Variance	% Change	COMMENTS
Total Revenues	\$13,050	\$13,914	(\$864)	(6.2%)	Revenue miss impact
Less: Outside Golf Capital Allocation	(233)	(277)	44	(16.0%)	10% of Outside Golf Allocated to Capital
Total Revenues, Less Capital Allocation	12,817	13,638	(820)	(6.0%)	
Total Expenses	12,574	13,303	728	5.5%	Expense reduction impact
Net Operating Surplus (Deficit)	243	335	(92)	(27.4%)	Net Operating impact
Revenues and Expenses, Details	Actual	Budget	\$ Variance	% Change	
Dues revenue	\$6,131	\$6,145	(14)	(0.2%)	
Golf operations revenue	3,471	4,060	(588)	(14.5%)	Unfavorable primarily due to Hurricane Milton (\$150k), less than favorable weather conditions during season, and lower Pro Shop sales/foot traffic (\$67k).
Dining operations revenue	3,012	3,272	(260)	(7.9%)	Unfavorable to budget primarily due to Hurricane Milton (\$71k) and reduced foot traffic from golf operations.
Racquets/Fitness/Other operations revenue	203	161	42	26.2%	Increase to fitness classes
Subtotal, Revenues	12,817	13,638	(820)	(6.0%)	Revenue miss impact
Golf operations	1,736	1,885	149	7.9%	No LPGA Pro hired, Pro Shop COGS, Credit Card Fees
Golf maintenance	3,444	3,441	(3)	(0.1%)	
Dining operations	4,314	4,760	446	9.4%	COGS Control, less Temp Labor, less Spoilage, limited linens
Racquets & Fitness operations	622	662	39	5.9%	
General & Adm	2,458	2,555	97	3.8%	Delayed Accountant hire, Maintenance labor, Credit Card Fees
Subtotal, Expenses	12,574	13,303	728	5.5%	Expense reduction impact
Net Operating Surplus (Deficit), net of \$233k outside golf capital allocation	\$243	\$335	(\$92)	(27.4%)	Variance is \$92k, 27.4% from budget

UNIVERSITY PARK COUNTRY CLUB COMPARATIVE BALANCE SHEET AS OF SEPTEMBER 30, 2025 AND 2024

Assets	UPCC Operating Fund		Capital Irrigation Fund		Comments & Assumptions
	Unaudited 9/30/25	Unaudited 9/30/24	Unaudited 9/30/25	Unaudited 9/30/24	
Operating Cash & Short-Term Investments	\$1,445	\$756			
Accounts Receivable	365	393			
Inventory	315	288			
Deposits & Prepaids	209	187			
Future Assessments based on BAN or Long-Term Bonds			5,922	4,448	Amounts drawn from BAN, \$4,059 + Amounts borrowed from UPCC Capital Reserves, \$1,835 as of FY25, \$28 accrued interest
Subtotal, operating assets	2,334	1,623	5,922	4,448	
Board Designated Cash & Investments & Receivable from Irrigation Fund:					
Operating Reserves	400	400			BOS designated for future use.
Capital Reserves	532	4			
Capital Reserves Used for Irrigation Project--Due from Capital Irrigation Fund	1,835	3,330			Portion of irrigation project paid out of UPCC reserve funds
Sub total, Board Designated Cash, Capital Reserves & Capital Irrigation Fund Receivable	2,767	3,734	-	-	
Property and Equipment - Net	24,606	20,440			
Property and Equipment - CIP	1,211	5,003	-	-	
Total Assets	\$30,918	\$30,800	\$5,922	\$4,448	
Liabilities & Net Position:					
Accounts Payable					
Operations Related	\$319	\$317			
Accrued Liabilities & Other Payables	403	669	28	-	
Gift Cards & Store Credits	122	109			
Subtotal, operating liabilities	844	1,095	28	-	
Deferred Revenue	1,579	1,467			
Capital Lease Obligations	418	418			
Capital Projects Payable	108	459			
Due to UPCC Operating Fund			\$1,835	\$2,943	
BAN Payable to Bank			4,059	1,505	
Total Liabilities	2,950	3,439	5,922	4,448	
Beginning Balance, Purchase of UPCC assets in 2019	16,750	16,750	-	-	
Due From Capital Irrigation Fund	1,835	3,330			
Prior Years' Operating Surplus	7,281	5,536			
Current Period Operating Surplus	2,102	1,745			
Net Position	27,968	27,361	-	-	
Total Liabilities & Net Position	\$30,918	\$30,800	\$5,922	\$4,448	

UNIVERSITY PARK COUNTRY CLUB CAPITAL SOURCES AND USES AS OF SEPTEMBER 30, 2025

Sources		Notes
2019, Construction Fund after UPCC club purchase	\$4,157	
2021, Loan Forgiveness	856	
2024-5, Bond Anticipation Note for Irrigation Project		\$1,838 was paid out of Operating Cash and needs to be repaid from either BAN assessment or 2024 Bond funds when available.
	3,754	
Sub total, Bond Proceeds and Loan Forgiveness	8,767	Bonds & Loan Forgiveness
FY 2021 Init Fees & 10% Outside Golf	673	
FY 2022 Init Fees & 10% Outside Golf	666	
FY 2023 Init Fees, Cap Dues & 10% Outside Golf	1,330	
FY 2024 Init Fees, Cap Dues & 10% Outside Golf	1,850	
FY 2025 Init Fees, Cap Dues & 10% Outside Golf	1,439	
Sub total, Init Fees, Capital Dues & 10% Outside Golf	5,957	Capital raised through Operations
Total Sources of Capital	14,724	
Uses		
2022, Parking Lot - Asphalt	136	
2021-2025, Golf Course Improvement & Irrigation	7,412	
2023, Tennis/Pickleball Courts	810	
2022-2023, Buildings - Renovations, A/C and Upgrades		
	291	
2023-2025, Range Picker, Bag Drop/Pro Shop FF&E	120	
2022-2024, Grille - Kitchen Equipment	289	
2023, Golf Course Maintenance Equipment	459	
2023, IT Equipment - Computers, Server etc	91	
2023-2024, Racquets And Fitness Equipmet	89	
2021-2023, Indoor Dining Renovation	1,066	
2023-2024, Outdoor Dining (Cafe) Renovation	2,326	
Subtotal, Uses	13,089	
<u>Construction In Progress</u>		
2025, Back 9 Renovation	1,017	
2020, Master Plan Project	151	
Admin Office Renovation	26	
Varsity Club Renovation	9	
Locker Room Renovation	3	
Other - Carpeting	5	
Subtotal, CIP	1,210	
Total Uses	14,299	
Remaining Capital Reserves	425	Capital Account Balance at 9/30/2025
Due to operating capital from BAN or Bond	1,835	
Total Capital Reserves	2,260	Balance with Irrigation Project repayment

University Park Recreation District
Summary Operating Data
As of September 30, 2025

Rounds of Golf (as of September 30, 2025):

	September				YTD		
	Actual	Budget	Variance		Actual	Budget	Variance
Member Rounds	2,524	3,250	(726)		41,700	49,147	(7,447)
Outside Rounds	1,426	1,846	(420)		26,637	31,979	(5,342)
	3,950	5,096	(1,146)		68,337	81,126	(12,789)

Rounds of Golf (as of September 30, 2024):

	September				YTD		
	Actual	Budget	Variance		Actual	Budget	Variance
Member Rounds	2,381	2,206	175		44,992	46,165	(1,173)
Outside Rounds	1,353	1,638	(285)		29,043	32,023	(2,980)
	3,734	3,844	(110)		74,035	78,188	(4,153)

Dining Operations

Dining operations revenue is 260k unfavorable to budget, primarily due to the 8-day closure caused by Hurricane Milton and decreased foot traffic from golf operations in October, which accounted for \$71K of the shortfall. Additionally, unfavorable weather conditions throughout the remainder of the fiscal year further reduced golf operations traffic, negatively impacting dining revenue.

Dining costs were \$446K favorable to budget, driven by effective cost controls in both COGS and operating supplies such as linens and kitchen items. COGS accounted for \$244K of the total variance, primarily due to lower sales and a reduction in the COGS percentage. For the year, the COGS percentage for food was 46% versus the budget of 52%, representing a 17% improvement compared to the prior year of 63% (versus 55% PY budget).

Hurricane Milton

Total hurricane related expenses for the fiscal year amounted to \$323K, excluding GCM labor. The club received \$85K in insurance proceeds and \$348K from FEMA, resulting in a net positive impact of \$111K. These transactions were recorded separately from operations and are not included in the reported operating income of \$243K.



University Park Recreation District

Consideration of Resolution 2026-03, Adopting Membership Cap

RESOLUTION 2026-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT AMENDING THE MEMBERSHIP CAP; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the University Park Recreation District ("District") was established by the Manatee County Commission, Florida, effective August 2, 2018; and

WHEREAS, in November 2019, the District acquired the University Park Country Club ("Country Club") and has begun operating and maintaining the Country Club; and

WHEREAS, pursuant to Chapters 120 and 418, Florida Statutes, and Manatee County Ordinance 18-29, the University Park Recreation District through its Board of Supervisors ("Board") may adopt rules and regulations regarding usage of District property and facilities; and

WHEREAS, on June 4, 2024, the Board adopted rules and regulations related to the rates and fees for the usage of District property (including the Country Club); and

WHEREAS, On April 11, 2025, the Board amended the rules and regulations regarding the rates and fees for usage of District Property pursuant to Rule 2025-01 and Resolution 2025-10; and

WHEREAS, the Board desires to amend the rules and regulations solely to increase the full membership cap by ten (10) (to be surpassed only by District Homeowners); and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

1. **ADOPTION OF INCREASED MEMBERSHIP CAP.** Pursuant to Rule 2025-01 and Resolution 2025-10, the full membership cap may be increased by ten (10) at regular meetings of the Board. Thus, the membership cap shall be increased by ten (10) and now shall be limited to 460 members, which may be only surpassed by District Homeowners. This increase is reflected in Exhibit "A," attached hereto which is incorporated herein by reference.
2. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ____ DAY OF _____, 2025.

ATTEST:

**UNIVERSITY PARK
RECREATION DISTRICT**

Secretary

By: _____
Sally Dickson, Chair



University Park Recreation District

Consideration of General Manager's Fiscal Year 2025-2026 Goals, Objectives, and Performance Standards

TARGET AREA	GOAL	%	TOP PRIORITY PROJECTS/INITIATIVES	KPI's / SUPPORTING METRICS
Operations Revenue Generation	Total Club Revenue vs. Budget	25	- Evaluate and implement member and non-member golf experiences with pricing to increase revenue - Create “retention” plan for summer memberships converting to full or racquets memberships for Board approval - Drive continuous menu development that increases member and non-member usage and revenue (i.e., variety, specials, seasonal options, healthy options, etc.) - TASKS: - Provide all monthly financial reports to BOS and District Management 7 days prior to Board meetings	- Quarterly reporting on new opportunities/projected revenue vs impact on usage and revenue results (monthly updates as appropriate) - Introduce and execute at least 3 new revenue generating experiences/events during FY.
Operations COST CONTROL	Total Club Profitability	20	- Develop an operational budget that delivers exceptional member experience while operating the Club in a profitable position - Work with the UPRD Finance Committee to identify opportunities to generate additional Capital Reserves (reduce the Capital Gap). - Maintain Full Membership at or above Membership Cap of 450. - Identify 2-3 expense areas that can be reviewed for possible cost reduction without compromising member experience (ex. manage line of expenses by reviewing vendor rates, creating operational policies, communicate policies effectively with staff and members, etc.). - Implement menu and pricing changes - TASKS: - Evaluate menu offerings for special events (i.e., Bingo, Trivia, Brunches, etc.) that reflect participant input; Identify areas of potential waste and eliminate; Focus on creative F&B offerings that are high margin	- Manage the Club operating results within 5% of Budget. - Maintain adequate staffing while remaining at or below the industry standard of 58% of Payroll to Total Revenue benchmark. - Increase member retention (reduce attrition) year over year. - Quarterly financial results reporting for each initiative - Report on cost reduction initiatives and F&B offerings / projected financial results/ outcomes
Member Satisfaction	Increase Participation Positive Survey Results	15	- Implement in-season and off-season member satisfaction surveys (3-4 annually) - Increase visibility/interactions with membership; more engagement/communication through member facing involvement weekly - TASKS: - Attend holiday and special events; hold coffee/cocktails with the GM events; dining room walk throughs; happy hour appearances; - Develop, with each Advisory Group, at least 1 new/major initiative per functional area (i.e., Racquets, Golf, F&B, and Fitness/Wellness)	- Member satisfaction survey results goal 85%+ top two box responses overall - Proposals for improving areas identified as needing improvement - Report on initiatives quarterly (planned implementation, projected result in member satisfaction based on member usage and survey feedback gathered)
Employee Action	Improved Retention Positive Survey Results	15	- Implement an employee recognition program - Implement an employee incentive program to drive sales - Provide quarterly training program for employees - TASKS:	- Retention program results - Incentive program results

			• Hold monthly departmental meetings- act on feedback • Develop and monitor individual goals for department heads and managers that are aligned with GM objectives • Establish measurable goals for each initiative	• Report on Training Programs/effectiveness/employee feedback • Improved employee survey results – increase top two box • Improved retention
Expansion	Maintain Project Timeline & Timely Communications	10	• Play a pivotal role in development and execution of Capital Improvement Plan • Develop and publish annual communications plan for the Country Club • Protect and build on our positive reputation • TASKS: • Ensure frequent and timely communication to membership; support BOS expansion initiatives as approved; • Identify and establish 2-3 best industry practices based on community involvement (participation in industry associations, round tables, etc.)	• On time/on budget results • Results achieved by comms plan • Document written communications; measure effectiveness • Document best practices/objectives/results
Governance	Policy Implementation Continuity	10	• Introduce a system that oversees continuity among club policies and their implementation. • Oversee the functional advisory groups (i.e., golf, racquets, dining and event, etc.). • TASKS: • Create a policy outline that applies to every Advisory Group (who they report to, roles/responsibilities, etc. • Ensure BOS and community are kept aware of goals, issues, solutions and accomplishments of these groups • Ensure that Finance and Strategic Planning Committees are receiving appropriate staff support	• Create and maintain policy documents • Maintenance and dissemination of written communications reflecting meetings/minutes of Advisory Groups • Follow through on projects approved based on member input; timely responses to Advisory Group requests/suggestions
	Strategic Planning and Finance Committee Updates & Improved Efficiencies		• Policies and procedures developed as a result of Committee contributions; improvements in financial efficiencies and strategic direction of the Club	• Provide two updates to the Board in 2026
UPRD UPCA Joint Projects	Identifying Opportunities Beneficial to the Club and Community	5	• Identify areas for cooperation to improve the community and its reputation; advise BOS of such areas and proceed once approved • Coordinate with PBM/UPCAI to strengthen complementary communications • Foster alignment between the two entities on identified initiatives • Outline, where appropriate, anticipated financial efficiencies	• Establish goals by approved projects for BOS review • Report on financial/operational benefits achieved

	Irrigation System Impact: Tracking Improved efficiencies		Quantify cost savings and/or water reallocation to the community as a result of new irrigation system.	By March 31, 2026 submit report to Board.
	Integrated Water Plan Development: SWFWMD Approval of Permit		Work with Southwest Florida Water Management District (SWFWMD) for approval of a modification to our water use permit.	To be modified and approved by SWFWMD in 2026.



University Park Recreation District

Review and Consideration of Professional Consulting Services RFP Template

- a. RFP Template**
- b. Email from Supervisor Piersons**

**UNIVERSITY PARK RECREATION DISTRICT
REQUEST FOR PROPOSAL FOR
PROFESSIONAL CONSULTING SERVICES
RFP No. _____**

University Park Recreation District, a political subdivision of the State of Florida (hereinafter referred to as the District) seeks proposal (Proposals) from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Proposers), to provide Professional Consulting Services as specified in this Request for Proposals to the District located in Manatee County, Florida.

PARAMETERS/ SCOPE OF SERVICES:

1. Assess current state - Review University Park background material
 - a. Review existing material that may provide insight into resident amenity preferences
 - i. Membership - Past and Present
 - ii. Past surveys, questionnaires, studies
 - iii. Capital Project Documentation
 - iv. Financial Records
 - v. Governance Documents
 - vi. Operations Information
 - vii. Facility Information
2. Competitive analysis - Benchmark data research and analysis
 - a. Identify HOAs that have country clubs
 - i. In our immediate Sarasota area that cater to the same demographic
 - ii. Within Florida and the Southeast
 - iii. Both thriving as well as those that are declining
 - b. What types of amenities or services are essential to membership retention and growth
3. SWOT analysis based upon the information that has been gathered and comparison to other HOAs/clubs
4. Communications Plan
 - a. Describe process for eliciting and disseminating information to residents and members
5. Recommendations for areas of improvement and investment
6. Consulting project pricing and timeframe
7. Credentials and client affidavits/references

Selection Criteria

1. Approach/Process
2. Communications Plan
3. Customization to UP Needs
4. Creativity
5. Completeness
6. Past Experience
7. Pricing

The District reserves the right to reject any or all proposals, to waive technicalities, to re-advertise, and to otherwise conduct this Request for Proposals in the manner it deems to be in the best interests of the District.

Prospective firms, as well as any agents, representatives or persons acting at the request of such prospective firms, shall be prohibited from discussing any matters related in any way to this Request for Proposals with any District officer, agent, or employee, other than John Fetsick, or as may otherwise be directed in the Request for Proposals.

SECTION A, INSTRUCTIONS TO PROPOSERS

A.01 INFORMATION CONFERENCE

Proposer Orientations can be scheduled at the University Park Country Club, 7671 The Park Boulevard, University Park, FL 34201 on an as requested basis. Please contact the General Manager, John Fetsick (Jfetsick@universitypark-fl.com, 941-355-3888 x 226) of your intention to schedule and to secure gate access credentials.

A.02 DUE DATE AND TIME

Submit the Proposal package in a sealed container with the following information clearly marked on the outside of the package: Professional Consulting Services, Proposer's name, and Proposer's address. Proposals must be received by the District prior to the Due Date and Time:

The Due Date and Time for submission of Proposals in response to this Request for Proposals (RFP) is **Friday, December 12, 2025, at 12:00 P.M. EST**. Proposals must be submitted to the General Manager and addressed as follows:

**John Fetsick
General Manager - UPRD
7671 The Park Boulevard
University Park, FL 34201**

Proposal(s) received after the Due Date and Time will not be considered. It will be the sole responsibility of the Proposer to deliver its Proposal to the District for receipt on or before the Due Date and Time. If a Proposal is sent by U.S. Mail, courier or other delivery services, the Proposer will be responsible for its timely delivery to the Procurement Division. Proposals delayed in delivery will not be considered, will not be opened at the public opening, and arrangements will be made for their return at the Proposer's request and expense.

A bid opening meeting will be held at 3:30 P.M. EST on Friday, December 12, 2025, at the offices of University Park Country Club (UPCC) 7671 the Park Blvd., University Park, FL 34201, Florida at which time every bid received will be opened and read aloud, irrespective of any irregularities therein. Bidders and/or their representative properly interested may be present.

A.03 SUBMISSION OF RESPONSES

The contents of the Proposal sealed package must include:

- One (1) bound original clearly identifying Proposer and marked "ORIGINAL".

- Three (3) bound copy(s) clearly identifying Proposer and marked “COPY” with all required information and identical to the original.
- One (1) electronic format copy(s) clearly identifying Proposer.

Electronic format copies should be submitted on separate Universal Serial Bus (USB) portable flash memory drives in Bluebeam or Adobe Acrobat® portable document format (PDF) in one continuous file. Do not password protect or otherwise encrypt electronic Proposal copies. Electronic copies must contain an identical Proposal to the original.

Upon submission, all Proposals become the property of UPRD which has the right to use any or all ideas presented in any Proposal submitted in response to this Request for Proposals whether, or not, the Proposal is accepted.

A.04 ORGANIZATION OF RESPONSES

Proposals must be organized and arranged with tabs in the same order as listed in the subsections within Exhibit 2, Proposal Response, identifying the response to each specific item.

Proposals must clearly indicate the legal name, address and telephone number of the Proposer. Proposal Signature Form must be signed by an official or other individual authorized to make representations for the Proposer.

A.05 DISTRIBUTION OF SOLICITATION DOCUMENTS

All documents issued pursuant to this RFP are attached to this solicitation

A.06 ADDENDA

Any interpretations, corrections or changes to this RFP will be made by addendum. Addenda will be issued via email.

All addenda are a part of the RFP, and each Proposer will be bound by such addenda. It is the responsibility of each Proposer to obtain, read and acknowledge all addenda issued. Failure of any Proposer to acknowledge an issued addendum in its Proposal will not relieve the Proposer from any obligation contained therein.

A.07 RESPONSE EXPENSES

All costs incurred by Proposer in responding to this RFP and to participate in any interviews/presentations/demonstrations, including travel, will be the sole responsibility of the Proposer.

A.08 QUESTION AND CLARIFICATION PERIOD

Each Proposer shall examine all RFP documents and will judge all matters relating to the adequacy and accuracy of such documents. Any questions or requests concerning interpretation, clarification or additional information pertaining to this RFP shall be made in writing via email to the Districts Designated Procurement Contact. All questions received and responses given will be provided to potential Proposers via an addendum to this RFP

The District will not be responsible for oral interpretations given by other sources including District staff, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information will be given.

A.09 FALSE OR MISLEADING STATEMENTS

Proposals which contain false or misleading statements, or which provide references which do not support an attribute or condition claimed by the Proposer, may be rejected. If, in the opinion of the District, such information was intended to mislead the District in its evaluation of the Proposal, and the attribute, condition or capability is a requirement of this RFP, such Proposer will be disqualified from consideration for this RFP and may be disqualified from submitting a response on future solicitation opportunities with the District.

A.10 WITHDRAWAL OR REVISION OF RESPONSES

Proposers may withdraw Proposals under the following circumstances:

- a. If Proposer discovers a mistake(s) prior to the Due Date and Time. Proposer may withdraw its Proposal by submitting a written notice to the Procurement Division.
The notice must be received in the Procurement Division prior to the Due Date and Time for receiving Proposals. A copy of the request shall be retained, and the unopened Proposal returned to the Proposer; or
- b. After the Proposals are opened but before a contract is signed, Proposer alleges a material mistake of fact if:
 1. The mistake is clearly evident in the solicitation document; or
 2. Proposer submits evidence which clearly and convincingly demonstrates that a mistake was made in the Proposal. Request to withdraw a Proposal must be in writing.

A.11 JOINT VENTURES

Proposers intending to submit a Proposal as a joint venture with another entity are required to have filed proper documents with the Florida Department of Business and Professional Regulation and all other State or local licensing agencies as required by Florida Statute Section 489.119, prior to the Due Date and Time.

A.12 LOBBYING

After the issuance of any solicitation, no prospective Proposer, or their agents, representatives or persons acting at the request of such Proposer, shall contact, communicate with or discuss any matter relating in any way to the solicitation with any District officers, agents or employees, other than the Procurement Official or designee, unless otherwise directed by the Procurement Official or designee. This prohibition includes copying such persons on written communications (including email correspondence) but does not apply to presentations made to evaluation committees or at a District Board meeting where the Commission is considering approval of a proposed contract/purchase order. This requirement ends upon final execution of the contract/purchase order or at the time the solicitation is cancelled.

A.13 EXAMINATION OF RESPONSES

The examination and evaluation of the Proposals submitted in response to this solicitation generally requires a period of not less than thirty (30) calendar days from the Due Date and Time.

A.14 ERRORS OR OMISSIONS

Once a Proposal is opened, the District will not accept any request by Proposer to correct errors or omissions in the Proposal other than as identified in paragraph A.11.

A.15 DETERMINATION OF RESPONSIBLENESS AND RESPONSIVENESS

The District will conduct a due diligence review of all Proposals received to determine if the Proposer is responsible and responsive.

To be responsive a Proposer must submit a Proposal that conforms in all material respects to the requirements of this RFP and contains all the information, fully completed attachments and forms, and other documentation required. Proposals that are deemed non-responsive will not be considered or evaluated.

To be responsible, a Proposer must meet the minimum qualification requirements and have the capability to perform the Scope of Services contained in this RFP. Proposals submitted by Proposers that are deemed non-responsible will not be considered or evaluated.

A.16 RESERVED RIGHTS

The District reserves the right to accept or reject any and all Proposals, to waive irregularities and technicalities, to request additional information and documentation, and to cancel this solicitation at any time prior to execution of the contract. In the event only one Proposal is received, the District reserves the right to negotiate with the Proposer. The District reserves the right to award the contract to a responsive and responsible Proposer, which in its sole determination is the best value and in the best interests of the District.

The District reserves the right to conduct an investigation as it deems necessary to determine the ability of any Proposer to perform the work or service requested. Upon request by the District, Proposer shall provide all such information to the District. Additional information may include, but will not be limited to, current financial statements prepared in accordance with generally accepted accounting practices and certified by an independent CPA or official of Proposer; verification of availability of equipment and personnel; and past performance records.

A.17 APPLICABLE LAWS

Proposer must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida.

A.18 TAXES

UPRD is exempt from Federal Excise and State Sales Taxes therefore, the Proposer is prohibited from delineating a separate line item in its Proposal for any sales or service taxes.

The Successful Proposer will be responsible for the payment of taxes of any kind, including but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and/or materials furnished under the award in accordance with all applicable laws and regulations.

A.19 SCRUTINIZED COMPANIES

Pursuant to Florida Statute Section 287.135, as of July 1, 2012, a company that, at the time of submitting a response for a new contract or renewal of an existing contract, is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statute Section 215.473, is ineligible for, and may not submit a response for or enter into or renew a contract with an agency or local governmental entity for goods or services of \$1 million or more.

A.20 COLLUSION

Proposer certifies that its Proposal is made without prior understanding, agreement, or connection with any other corporation, firm or person submitting a Proposal for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

Any such violation may result in contract cancellation, return of materials or discontinuation of services and the possible removal of Proposer from participation in future District solicitations for a specified period.

The district reserves the right to disqualify a Proposer during any phase of the solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud on the part of the Proposer.

A.21 CODE OF ETHICS

With respect to this Request for Qualifications, if any Proposer violates, directly or indirectly, the ethics provisions of the Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Proposer will be disqualified from eligibility to perform the work described in this RFP, and may also be disqualified from submitting any future bids or proposals to supply goods or services to UPRD.

A.22 PUBLIC ENTITY CRIMES

In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, Successful Proposer, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two for a period of 36 months from the date of being placed on the convicted vendor list. Proposer is to complete Form 3 and submit with your Proposal

A.23 AMERICANS WITH DISABILITIES

The District does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of District functions including one's access to participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for an information conference or Proposal opening should contact John Fetsick at least twenty-four (24) hours in advance of either activity.

A.24 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, UPRD hereby notifies all Proposers that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this Request for Qualifications and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status in consideration of award.

A.25 MINORITY AND/OR DISADVANTAGED BUSINESS ENTERPRISE

The State of Florida Office of Successful Proposer Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 4870915.

A.26 DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this Request for Proposal become “Public Records” and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Proposals become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the Proposals shall be conducted at the public opening.

If UPRD rejects all Proposals and concurrently notices its intent to reissue the solicitation, the rejected Proposals are exempt from public disclosure until such time the UPRD provides notice of an intended decision concerning the reissued solicitation or until UPRD withdraws the reissued solicitation. A Proposal is not exempt for longer than twelve (12) months after the initial notice of rejection of all Proposals.

Pursuant to Florida Statute 119.0701, to the extent Successful Proposer is performing services on behalf of UPRD, Successful Proposer must:

- a. Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and UPRD public record policies. Proposer agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by UPRD, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and UPRD policies including but not limited to Section 119.0701, Florida Statutes.

IF THE PROPOSER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THIS RFP OR THE PROPOSER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS RFP, CONTACT UPRD'S CUSTODIAN OF PUBLIC RECORDS, VIVIAN CARVAHLO, AT (407) 723-5900; 3501 QUADRANGLE BOULEVARD, SUITE 270, ORLANDO, FL 32817; CARVALHOV@PFM.COM

- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Proposer does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Proposer transfers all public records to the District upon completion of the contract, the Successful Proposer shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Proposer keeps and maintains public records upon completion of the contract, the Successful Proposer shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to UPRD, upon request from UPRD's custodian of public records, in a format that is compatible with the information technology systems of the District.

A.27 TRADE SECRETS

UPRD is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials, and data submitted as part of a Proposal in response to a Request for Proposal are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes.

Notwithstanding any other provision in this solicitation, designation of the entire proposal as 'trade secret', 'proprietary', or 'confidential' is not permitted and may result in a determination that the Proposal is non-responsive and therefore the proposal will not be evaluated or considered.

Except for materials that are 'trade secrets' as defined by Chapter 812, Florida Statutes, ownership of all documents, materials and data submitted as part of a Proposal in response to the Request for Proposal shall belong exclusively to the District.

To the extent that Proposer desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Proposal that are not declared as trade secret. In addition, Proposer shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Proposer shall offer a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret. Additionally, Proposer shall provide a hard copy of its Proposal that redacts all information designated as trade secret.

In conjunction with trade secret designation, Proposer acknowledges and agrees that:

- a. Trade secret requests made after the opening will not be considered. However, County reserves the right to clarify the Proposers request for trade secret at any time; and
- b. UPRD and its officials, employees, agents, and representatives are hereby granted full rights to access, view, consider, and discuss the information designated as trade secret throughout the evaluation process and until final execution of any awarded purchase order or contract; and
- c. That after notice from UPRD that a public records request has been made pursuant to Proposer's proposal, the Proposer at its sole expense, shall be responsible for defending its determination that submitted material is a trade secret and is not subject to disclosure. Action by Proposer in response to notice from the District shall be taken immediately, but no later than 10 calendar days from the date of notification or Proposer will be deemed to have waived the trade secret designation of the materials.
Proposer shall indemnify and hold District, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney's fees and costs), or claims arising from or related to the designation of trade secrets by the Proposer, including actions or claims arising from UPRD's non-disclosure of the trade secret materials.

A.28 CONFIDENTIALITY OF SECURITY RELATED RECORDS

- a. Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as "the Confidential Security Records") are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):
 - 1. A Security System Plan or portion thereof for any property owned by or leased to District or any privately owned or leased property held by UPRD.
 - 2. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by UPRD.
 - 3. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to UPRD.
- b. Successful Proposer agrees that, as provided by Florida Statute, it shall not, as a result of a public records request, or for other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of the District, or to comply with a court order requiring such release or disclosure. To the extent Successful Proposer receives a request for such records, it shall immediately contact the UPRD designated Contract administrator who shall coordinate UPRD's response to the request.

A.29 E-VERIFY

Prior to the employment of any person under this contract, the Successful Proposer shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Proposer to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Proposer to perform work pursuant to the contract with URD. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work in the United States shall be employed under this contract.

By submission of a Proposal in response to this RFP, the successful Proposer commits that all employees and subcontractors will undergo e-verification before placement on this contract.

The successful Proposer shall maintain sole responsibility for the actions of its employees and subcontractors. For the life of the contract, all employees and new employees brought in after contract award shall be verified under the same requirement stated above.

A.30 LICENSES AND PERMITS

The successful Proposer shall be solely responsible for obtaining all necessary license and permit fees, including, but not limited to, all license fees, permit fees, impact fees, or inspection fees, and responsible for the costs of such fees. Successful Proposer is solely responsible for ensuring all work complies with all Federal, State, local, and Manatee County ordinances, orders, codes, laws, rules, regulations, directives, and guidelines.

A.31 MINIMUM WAGE REQUIREMENTS

The successful Proposer shall comply with all minimum wage requirements, such as Living Wage requirements, minimum wages based on Federal Law, minimum wages based on the Davis-Bacon Act, and the provisions of any other employment laws, as may be applicable to the Agreement.

A.32 PROTEST

Any actual bidder, Proposer, or contractor who is aggrieved in connection with the notice of intent to award of a contract with a value greater than \$250,000 where such grievance is asserted to be the result of a violation of the requirements of the District Procurement Code or any applicable provision of law by the officers, agents, or employees of the County, may file a protest to the Procurement Contact. Protest must be in writing and delivered via email in a sealed container with the following information clearly marked on the outside of the package: Protest related to RFP for Strategic Planning Consulting Services, Proposer's name, and Proposer's address. Proposals must be received by the District prior to the Award Date and Time at the following address:

**John Fetsick
General Manager - UPRD
7671 The Park Boulevard
University Park, FL 34201**

by 5:00 p.m. on the fifth business day following the date of posting of the Notice of Intent to Award by The District. There is no stay of the procurement process during a protest. The

Procurement Contact shall have the authority to settle and resolve a protest concerning the intended award of a contract.

A.33 BINDING OFFER

Proposals will remain valid for a period of 120 days following the Due Date and Time and will be considered a binding offer to perform the required services and/or provide the required goods. The submission of a Proposal will be taken as prima facie evidence that the Proposer has familiarized itself with the contents of this Solicitation

A.34 ACCESSIBILITY

The District is committed to making its documents and information technologies accessible to individuals with disabilities by meeting the requirements of Section 508 of the Rehabilitation Act and best practices (W3C WCAG 2).

Successful Proposer shall ensure all its electronic information, documents, applications, reports, and deliverables required in the proposal are in a format that meets the requirements of Section 508 of the Rehabilitation Act and best practices (W3C WCAG 2).

Where not fully compliant with these requirements and best practices, Successful Proposer shall provide clear points of contact for each document and information technology to direct users in how to obtain alternate formats. Further, Successful Proposer shall develop accommodation strategies for those non-compliant resources and implement strategies to resolve the discrepancies.

A.35 SOLICITATION SCHEDULE

The following schedule has been established for this Solicitation process.

Scheduled Item	Scheduled Date
Non-Mandatory Solicitation Information Conference at UPRD, 7671 The Park Boulevard University Park, FL 34201	As Requested
Question and Clarification Deadline	_____
Final Addendum Posted	_____
Proposal Due Date and Time	December 12 @ 12:00 P.M.
Bid Opening Meeting at UPRD, 7671 The Park Boulevard, University Park, FL 34201	December 12 @ 3:30 P.M.
Technical Evaluation Meeting	To Be Determined
Interviews/Presentations/Demonstrations (if conducted)	To Be Determined
Final Evaluation Meeting (if required)	To Be Determined
Projected Award	To Be Determined

From: Rusty Piersons <russell.piersons@universityparkrd.com>

Sent: Friday, November 7, 2025 12:26 PM

To: Vivian Carvalho <carvalhov@pfm.com>

Subject: Professional Consulting Co. RFP and expectations

ALERT: This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Vivian,

I would like the following added to the November 14th board meeting.

1. Open discussion with regard to hiring a consultant, with each board member addressing the following questions.
2. How does each board member feel about potentially hiring a consultant to help UPCC move forward?
3. What is each board members' expectations in hiring a consulting company to guide UPCC as to what is needed and for our growth and looking forward to the next 10 years?
4. What specifics (by board members or management) if any, has the Strategic Planning Committee (individuals) been guided as to the board's expectations and/or direction, including the master plan?
5. How does each board member feel about allowing the consulting firm the freedom to review, assess and adjust any/all our needs, including the master plan projects and our financial wherewithal?



University Park Recreation District

Consideration of Recommendation of the Auditor Selection Committee



University Park Recreation District

Consideration and Appointment of Election Chair



University Park Recreation District

Consideration of Resolution 2026-04, Setting a Public Hearing for Amendment to Rules of Procedure

RESOLUTION 2026-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON _____, AT _____, OR AS SOON THEREAFTER AS SAME MAY BE HEARD AT THE BUSINESS OFFICES AT THE UNIVERSITY PARK COUNTRY CLUB, 8301 THE PARK BLVD, UNIVERSITY PARK, FL 34201, FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON ADOPTING RULES RELATED TO AGENDA POLICIES FOR BOARD MEETINGS AND WORKSHOPS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the University Park Recreation District (hereinafter the "District") is a recreational district created by Manatee County Ordinance 18-29 ("Charter"), pursuant to the provisions of Chapter 418, Florida Statutes; and

WHEREAS, the District is empowered under the Charter and Chapter 418, Florida Statutes to operate and manage the Country Club and other District property for the benefit of its residents, and in furtherance thereof to exercise the rights and privileges under the laws of the State of Florida; and

WHEREAS, the District is authorized, pursuant to the Charter and Section 418.22, Florida Statutes, to adopt and enforce appropriate rules following the procedures of Chapter 120, Florida Statutes; and

WHEREAS, the Board of Supervisors of the District has from time to time adopted fees for use of Country Club and District facilities and now desires to amend such fees; and

WHEREAS, the proposed rule and related documents are available for public inspection at 3501 Quadrangle Boulevard, Suite 270, Orlando FL 32817 ("District Records Office").

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

1. There is hereby declared a public hearing to be held at _____ or as soon thereafter as may be heard, on _____ at the Business Offices at the University Park Country Club, 8301 The Park Blvd, University Park, FL 34201, for the purpose of hearing comment and objections to the proposed agenda policies for Board Meetings and Workshops. Affected parties may appear at that hearing or submit their comments in writing prior to the meeting to the office of the District Manager, 3501 Quadrangle Boulevard, Suite 270, Orlando FL 32817.

2. Notice of said hearing shall be advertised in accordance with Section 120.54, *Florida Statutes*, and the Charter. The District Manager shall file a publisher's affidavit with the District Secretary verifying such publication of notice. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

3. This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this 14th day of November 2026.

ATTEST:

**BOARD OF SUPERVISORS OF THE
UNIVERSITY PARK RECREATION
DISTRICT**

Secretary

Sally Dickson, Chair



University Park Recreation District

Ratification of Payment Authorization No. 149

University Park Recreation District

10/9/2025

Payment Authorization No. 149

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
McClatchy Media	59598	Notice of Public Meeting - September 2025	\$ 980.45
Risk Strategies	10453337	Public Official Liability 25-26	\$ 17,034.15
Florida Department of Economic Opportunity	93455	FY 2026 Annual State Fee	\$ 175.00
Vglobal Tech	7729	Quarterly ADA & WCAG Audits	\$ 300.00

O&M - General Fund Expenses Total

\$ 18,489.60

Asst. Secretary/Secretary

 10/10/25
Asst. Treasurer