

**University Park Recreation District (“District”)
Goals, Objectives, Performance Measures/Standards &
Annual Reporting Form**

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

a. Goal 1.1: Public Meetings Compliance

- i. **Objective:** Hold a minimum of seven regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.
- ii. **Measurement:** Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.
- iii. **Standard:** A minimum of seven Board meetings were held during the fiscal year.
- iv. **Achieved:** Yes No

b. Goal 1.2: Notice of Meetings Compliance

- i. **Objective:** Using at least two communication methods, provide public notice of each meeting in accordance with Florida Statutes.
- ii. **Measurement:** Timeliness and method of meeting notices as evidenced by providing public notice using at least two mediums, which comply with Florida Statutes.
- iii. **Standard:** 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (for example, newspaper, online notices, and District website).
- iv. **Achieved:** Yes No

c. Goal 1.3: Access to Records Compliance

- i. **Objective:** Ensure that meeting minutes and other public records are readily available and accessible to the public pursuant to applicable law by completing quarterly District website checks.
- ii. **Measurement:** Quarterly website reviews will be completed to ensure public records are up to date as evidenced by District Management’s records.
- iii. **Standard:** 100% of quarterly website checks were completed by District Management or third-party vendor.
- iv. **Achieved:** Yes No

2. Infrastructure and Facilities Maintenance

a. Goal 2.1: District Infrastructure and Facilities Inspections

- i. **Objective:** A Florida licensed engineer (#Licensed Engineer”) will conduct an annual inspection of the District’s facilities and equipment valued of \$25,000.00 or greater, infrastructure and related systems.
- ii. **Measurement:** A minimum of one inspection completed per year as evidenced by Licensed Engineer’s report related to District’s infrastructure and related systems.
- iii. **Standard:** Minimum of one inspection was completed in the fiscal year by the Licensed engineer.
- iv. **Achieved:** Yes No *(this goal is in progress and will be completed in 2026)*

Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

- i. **Objective:** Prepare and approve the annual proposed budget by June 15 and final budget by September 15 each year.
- ii. **Measurement:** Proposed budget was approved by the Board by June 15 and final budget was adopted by September 15 as evidenced by meeting minutes and budget documents listed on the District’s website and/or within District records.
- iii. **Standard:** 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District’s website.
- iv. **Achieved:** Yes No

Goal 3.2: Financial Reports

- i. **Objective:** Publish to the District’s website (or link as permitted by applicable law) the most recent versions of the following documents: Annual audited financial statements for the most recently available fiscal year, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.
- ii. **Measurement:** Annual audit, previous years’ budgets, and financials are accessible to the public as evidenced by corresponding documents on the District’s website.
- iii. **Standard:** District’s website contains 100% of the following information posted in a timely manner: Most recent annual audited financial statements for the most recently available fiscal year, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.
- iv. **Achieved:** Yes No

Goal 3.3: Annual Financial Audit

- v. **Objective:** Conduct an annual independent financial audit per statutory requirements and publish the results to the District's website for public inspection, and transmit to the State of Florida.
- vi. **Measurement:** Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website (or linked) and transmitted to the State of Florida.
- vii. **Standard:** Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.
- viii. **Achieved:** Yes No

SIGNATURES:

Chair/Vice Chair:



Date:

12/1/2025

Printed Name:

STEVE HEITNER

University Park Recreation District

District Manager:



Date:

11/24/2025

Printed Name:

VIVIAN CARVALHO

University Park Recreation District