University Town Center Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900
https://universitytowncenterid.com/

The following is the proposed agenda for the Board of Supervisors' Special Meeting of the University Town Center Improvement District (District"), scheduled to be held at 3:00 PM on Monday, November 16, 2026, at Benderson Development Office located at: 7978 Cooper Creek Blvd.; Suite 100 University Park, FL 34201. A physical quorum of the Board of Supervisors will be confirmed prior to the start of the meeting.

Microsoft Teams meeting
Join: https://teams.microsoft.com/meet/2527455992733224?p=U4OjzRvXe5dc0s5Puh
Meeting ID: 252 745 599 273 322 4
Passcode: 2yH9XK7r
Dial in by phone
+1 872-242-9410,301374483# Phone conference ID: 301 374 483#

BOARD OF SUPERVISORS' SPECIAL MEETING AGENDA

Administrative Matters

1. Roll Call to Confirm Quorum
2. Public Comment Period *[For any members of the public desiring to speak on any proposition before the Board]*
3. Proof of Publication

Water Control Plan Presentation

4. Presentation of Water Control Plan by Clint Cuffle, Interim Engineer

Business Matters

5. Review & Accept the Proposed Water Control Plan
6. Authorize submittal of the Water Control Plan to the Jurisdictional Water Management District

Financial Matters

7. Consideration of Payment Authorizations 003-005
8. Consideration of the November 11, 2026 Master Agreement for Professional Services, Proposal #26-265 - Project: Water Control Plan, between WRA and UTCID

Other Business

A. Staff Reports
    1. District Manager
    2. Interim District Engineer
    3. District Counsel
B. Supervisor Requests & Comments
C. Counsel's Ethics Training Session 3 (1-hour)

Adjournment

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Proof of Publication

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Racheal Meade
Pfm Group UTCID
3501 Quadrangle BLVD
Orlando FL 32817-8330

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Herald-Tribune, published in Sarasota County, Florida; with circulation in Sarasota, Manatee and Charlotte Counties; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Sarasota, Manatee and Charlotte Counties, Florida, or in a newspaper by print in the issues of, on:

SAR Herald-Tribune 10/26/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 10/26/2026

Legal Clerk

Nicole Jacobs
Notary, State of WI, County of Brown

8-21-30
My commission expires

Publication Cost:	$205.50	
Tax Amount:	$0.00	
Payment Cost:	$205.50	
Order No:	12745567	# of Copies:
Customer No:	1627627	0
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NICOLE JACOBS
Notary Public
State of Wisconsin

BOARD OF SUPERVISORS MEETING DATES UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT FISCAL YEAR 2026-2027

The Board of Supervisors of the University Town Center Improvement District will hold its regular monthly meetings for Fiscal Year 2026-2027 on the first Wednesday of each month at 9:00 AM and a Special Board Meeting on November 16, 2026, at 3:00 PM, at the location below as follows:

Benderson Development
7978 Cooper Creek Blvd.,
Suite 100
University Park, FL 34201
1. November 4, 2026
2. November 16, 2026
(Special Meeting at 3 PM)
3. December 2, 2026
4. January 6, 2027
5. February 3, 2027
6. March 3, 2027
7. April 7, 2027
8. May 5, 2027
9. June 2, 2027
10. July 7, 2027
11. August 4, 2027
12. September 1, 2027

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from PFM Management Services, LLC at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, or by calling (407) 723-5900 ("District Office").

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that the person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager
Vivian Carvalho

McClatchy

The Beaufort Gazette
The Belleville News-Democrat
Bellingham Herald
Centre Daily Times
Sun Herald
Idaho Statesman
Bradenton Herald
The Charlotte Observer
The State
Ledger-Enquirer
Durham | The Herald-Sun
Fort Worth Star-Telegram
The Fresno Bee
The Island Packet
The Kansas City Star
Lexington Herald-Leader
The Telegraph - Macon
Merced Sun-Star
Miami Herald
El Nuevo Herald
The Modesto Bee
The Sun News - Myrtle Beach
Raleigh News & Observer
Rock Hill | The Herald
The Sacramento Bee
San Luis Obispo Tribune
Tacoma | The News Tribune
Tri-City Herald
The Wichita Eagle
The Olympian

AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Cols	Depth
70039	IPL0383617	Legal Ad - IPL0383617	UTCID FY 27 Annual Mtg.	1.0	80.0L

ATTENTION: Racheal Meade
3501 Quadrangle Boulevard, Suite 270
Orlando, FL 32817
meader@pfm.com;jacksonk@pfm.com

BOARD OF SUPERVISORS MEETING DATES UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT FISCAL YEAR 2026-2027

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Benderson Development
7978 Cooper Creek Blvd.,
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1. **November 4, 2026**
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District Manager
Vivian Carvalho
IPL0383617
Oct 25 2026

THE STATE OF FLORIDA
COUNTY OF MANATEE

Before the undersigned authority personally appeared the undersigned, who on oath says that he/she is Legal Advertising Representative of the The Bradenton Herald, a newspaper published in Manatee County, Florida, that the attached was published on the publicly accessible website of The Bradenton Herald or by print in the issues and dates listed below.

THE STATE OF FLORIDA
COUNTY OF MANATEE
Affiant further says that The Bradenton Herald website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

1.0 insertion(s) published on:
10/25/26 Print

Print Tearsheet Link

Marketplace Link

Russ Davis

Sworn to and subscribed before me on Oct 26, 2026, 11:14 AM EDT

MARY CASTRO
ELECTRONIC NOTARY PUBLIC
STATE OF TEXAS
COMMISSION # 134932849
MY COMMISSION EXPIRES 6/5/2028

Online Notary Public. This notarial act involved the use of online audio/video communication technology. Notarization facilitated by SIGNiX®

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Presentation of Water Control Plan,
by
Clint Cuffle, Interim Engineer

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Review & Accept the Proposed Water Control Plan

https://wraconsultants.box.com/s/cvb7flkvr4fyx6rolrdtxdkmqr687t99

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Authorize submittal of Proposed Water Control Plan to the Jurisdictional Water Management District

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Consideration of the November 11, 2026
Master Agreement for Professional Services
Proposal #26-265
Project: Water Control Plan,
between WRA and UTCID

MASTER AGREEMENT FOR PROFESSIONAL SERVICES
Between
WRA and University Town Center Improvement District
Proposal #26-265
November 11, 2026

DESIGN PROFESSIONAL:
Water Resource Associates, LLC (WRA)
7978 Cooper Creek Blvd, Ste 102
University Park, FL 34201

CLIENT:
University Town Center
Improvement District
c/o PFM Management Services LLC
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817

Project Name & Description:
UTCID – Water Control Plan: The University Town Center Improvement District (District) encompasses approximately 1,469.651 acres of commercially zoned property located on the western side of the I-75 and University Parkway interchange in Manatee and Sarasota Counties, FL. The project consists of preparing the District's Water Control Plan and supporting Engineer's Report, and providing engineering support through the public hearing and adoption process.

Scope/Intent and Extent of Services:
See Attachment A

Fee Arrangement:
Time and Materials with a not to exceed **$70,000** per tasks detailed in Attachment A. Reimbursable per "Other Direct Charges" in Attachment B. Terms and conditions are provided in Attachment C. No retainer is required.

DESIGN PROFESSIONAL:	**CLIENT:**
Clint R. Cuffle, P. E., Principal	
(Printed Name/Title)	(Printed Name/Title)
(Signature) 11/11/2026 (Date)	(Signature) (Date)
WRA, LLC	
(Name of DESIGN PROFESSIONAL)	(Name of CLIENT)

7978 COOPER CREEK BLVD, SUITE 102 UNIVERSITY PARK, FLORIDA 34201
PHONE: 813-265-3130 www.wraengineering.com

ATTACHMENT A – SCOPE OF SERVICES

UTCID – Water Control Plan

WRA will provide professional engineering services to the District, at the direction of the Board of Supervisors, District Management, and District Counsel, as detailed in the tasks below. Work performed by WRA on the Water Control Plan since October 2026 is included within this agreement.

TASK A – DATA COLLECTION AND RESEARCH

WRA will gather and review available information needed to prepare the Water Control Plan, including the UTC/SIPOC Master Drainage Plan, existing SWFWMD Environmental Resource Permits and County approvals, record drawings, FEMA floodplain data, existing and future land use data, and District records. WRA will coordinate with District Management, District Counsel, and the District's operations and maintenance contractors as needed.

TASK B – WATER CONTROL PLAN PREPARATION

WRA will prepare the District's Water Control Plan, including the Engineer's Certification, Sections 1.0 through 15.0, and Appendices A through P. The plan will address the following:

1. District responsibilities, powers, and statutory authority
2. District boundary and service area, existing land use, and future land use
3. Stormwater management, flood protection, floodplain management, and the master drainage system
4. Engineering standards, level of service, and water control structures
5. Irrigation and water supply
6. Roadways and hurricane evacuation
7. Five-Year Water Control Plan and Capital Improvement Program
8. Environmental and water quality programs
9. Administration, operation, and maintenance
10. Development review and Master Drainage Plan consistency, areas outside the District, and administrative structure

Deliverables include one draft for District and Counsel review, one revised draft addressing comments, and a final signed and sealed Water Control Plan.

TASK C – BOARD COORDINATION AND PUBLIC HEARING SUPPORT

WRA will assist District Counsel with the public hearing notice and summary of the proposed Water Control Plan. WRA will attend and present at the Board of Supervisors public hearing scheduled for December 2, 2026, and will respond to written objections and Board questions related to the plan.

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TASK D – ENGINEER'S REPORT

Upon authorization by the Board of Supervisors following the public hearing, WRA will prepare the Engineer's Report identifying all benefited properties, determining benefits and potential for flood-related damages, and estimating the cost of implementing the improvements associated with the Water Control Plan.

TASK E – FINAL HEARING AND ADOPTION SUPPORT

WRA will support District Counsel with the notice of filing of the Engineer's Report, attend the final hearing before the Board of Supervisors, and prepare final revisions to the Water Control Plan and Engineer's Report for adoption.

SERVICES NOT INCLUDED IN THIS CONTRACT

Services not specifically identified in the above Scope of Services and performed at CLIENT's request will be considered additional services. If any of the following services are required, WRA will either provide these services in accordance with the hourly rate schedule provided in Attachment B, or, if requested, will prepare a separate proposal for the work. Examples of services that are not included in the scope of this contract include, but are not limited to the following:

1. Boundary, topographic, or bathymetric surveying services
2. New or updated stormwater, floodplain, or groundwater modeling
3. Permitting with SWFWMD, FDEP, USACE, Manatee County, or Sarasota County
4. Design, bidding, or construction phase services for capital improvements
5. Environmental field work, wetland delineations, or water quality sampling
6. Expert witness or litigation support services
7. Attendance at Board or other meetings beyond those described above
8. Any other items not specifically described in this proposal

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ATTACHMENT B
2026 FEE SCHEDULE

Charges for work performed by WRA on aproject will be calculated and billed in U.S. currency at the rates and category shown below. The labor rates include all fringe benefits, burdens, and fees. This schedule is revised annually at the beginning of each year. Changes within a calendar year will not be made on a project in progress without prior notification.

PROFESSIONAL SERVICES RATES (per hour)

Engineering	Principal	$270.00
	Senior Professional Engineer	$205.00
	Senior Construction Engineer	$205.00
	Project Manager	$190.00
	Senior Facilitator	$180.00
	Professional Engineer	$185.00
	Construction Engineer	$170.00
	Civil Engineer	$160.00
Environmental	Environmental Manager	$215.00
	Lead Environmental Scientist	$175.00
	Senior Environmental Scientist	$160.00
	Staff Environmental Scientist	$135.00
	Environmental Scientist	$110.00
	Environmental Field Technician	$85.00
GIS	Senior GIS Analyst	$160.00
	GIS Analyst	$135.00
Design and Planning	Senior Landscape Architect	$190.00
	Senior Planner	$190.00
	Landscape Architect/Designer	$155.00
	CADD Designer	$130.00
	Technician	$95.00
Survey	Professional Surveyor	$200.00
	Survey Crew (2 person)	$180.00
	Survey CADD Technician	$140.00
Administrative	Permit Coordinator	$110.00
	Administrative Assistant	$85.00

OTHER DIRECT CHARGES

Copying (B/W Prints)	$0.25 per page
Copying (Color Prints)	$0.50 per page
Drawings (B/W & Color Prints)	$3.50 per sheet
Mylars	$10.00 per sheet
Mileage	$0.76 per mile
Postage/Courier/Overnight Delivery	Actual Cost + 15%
Subcontractors	Actual Cost + 15%

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ATTACHMENT B (CONTINUED)
2026 ENVIRONMENTAL SERVICES
EQUIPMENT / OTHER DIRECT CHARGES RATES, AND FEDERAL PER DIEM

Item	Description	Daily Rate
ATV / UTV	ATV (All-Terrain Vehicle) / UTV (Utility Task Vehicle)	$175.00
Auger	Motorized Auger -used to drill holes.	$50.00
Boat	Used for water travel on project.	$350.00
Boat Drone	Used for benthic/submerged vegetation environmental surveys.	$125.00
Drone	Used for updated aerial imagery.	$125.00
Flow Meter	Used tomeasure water flow rate.	$25.00
GPS -Survey	Used tosurvey wetland flag locations that will be part of a certified survey.	$550.00
GPS -Tracker	Used for wildlife surveying to determine areas that were included in the survey.	$20.00
GPS -Trimble	Used for preliminary wetland delineations.	$75.00
Peristaltic Pump	Used for ground water quality sampling.	$30.00
Pressure Transducer	Used tosense/monitor liquid level/s for well or pump stations.	$5.00
Scope Camera	Used for wildlife surveying (gopher tortoise, bats).	$120.00
Speakers (wildlife/scrub jay)	Used toplay animal calls toattract surveyed species.	$10.00
Secchi Disc	Used todetermine water clarity in surface water sampling locations.	$20.00
Sprayer -Backpack Sprayer	Used for applying herbicides.	$25.00 per person
Sprayer -Tank Sprayer	Used for applying herbicides.	$25.00
Static Depth/Water Level Meter	Used tomeasure depth to static water level in well, piezometer, sounding tube, or closed pipe.	$25.00
Supplies -Herbicide Spraying Supplies	Chemicals, and clean-up supplies (soaps, rags, etc.) for herbicide spraying.	$100.00
Supplies -Water Quality Sampling Supplies	Tubing, gloves, and other supplies used for water quality sampling.	$50.00
Supplies -Wetland Delineation Supplies	Flags, nails, and other supplies used for wetland delineation.	$15.00
Trailer	Used tocarry project equipment and supplies.	$150.00
Turbidity Meter	Used for measuring water quality.	$25.00
Water Transfer Pump	Used totransfer water.	$50.00
YSI - Sampling Meter	YSI Water Quality Sampling Meter.	$175.00

FEDERAL PER DIEM - https://www.federalpay.org/perdiem/2026/florida

If a project site is located more than 100 miles from the WRA Tampa office, WRA reserves the right to apply a per diem and hotel rate, per person, per day, based on the current Federal (IRS) approved rates for Florida.

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PHONE: 813-265-3130 www.wraengineering.com

ATTACHMENT C
TERMS AND CONDITIONS OF AGREEMENT

1. **Invoice Procedures & Payment**
   WRA shall submit invoices to CLIENT for work accomplished once during each calendar month; the amount of each monthly invoice shall be based on time charges or a "percentage of completion method" applicable Lump Sum cited herein for the work accomplished during the invoicing period. Said invoices shall be submitted by WRA as soon as accomplished and shall be due and payable by CLIENT upon receipt.
   a. CLIENT, as owner or authorized agent for the owner, or as an authorized representative of a governmental entity, hereby agrees that payment as provided herein will be made for said work within thirty (30) days from the date the invoice for same is mailed to CLIENT at the address set out herein or is otherwise delivered, and, in default of such payment, hereby agrees to pay all costs of collection, including reasonable Attorney's fees, whether action be brought or not. CLIENT hereby acknowledges that unpaid invoices shall accrue interest at 18% per annum, or 1½% per month, after they have been outstanding for over thirty (30) days. Upon cancellation, abandonment or suspension of the project by CLIENT prior to completion of services to be performed, WRA shall be paid for all work accomplished to the date of cancellation, abandonment or suspension on a quantum merit basis in accordance with the provisions for compensation contained herein.
   b. WRA agrees to provide CLIENT with mechanic's lien waivers at the time of any payment by CLIENT with respect to the work covered by such payment.
   c. WRA shall have the exclusive right to terminate or suspend work progress due to excessive unpaid outstanding fees earned over 90-days. WRA will not be responsible or liable for damages caused due to termination and suspension of work as a result of non-payment. WRA shall provide written notice of work suspension to the client. The notice will be provided five (5) business days prior to suspension.

2. **Set-offs, Back-charges, Discounts**
   Payment of invoices shall not be subject to any discounts or set-offs by CLIENT, unless agreed to in writing by WRA. Payment to WRA for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

3. **Disputed Invoices**
   a. If CLIENT objects to any portion of an invoice, CLIENT shall so notify WRA in writing within 30 calendar days of receipt of the invoice. CLIENT shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with the other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement.

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PHONE: 813-265-3130 www.wraengineering.com

b. Interest as stated above shall be paid by CLIENT on all disputed invoice amounts that are subsequently resolved in WRA's favor and shall be calculated on the unpaid balance from the due date of the invoice.

4. **Suspension of Services**
If CLIENT fails to make payments when due or otherwise is in breach of this Agreement, WRA may suspend performance of the services upon 10 calendar days' notice to CLIENT, WRA shall have no liability whatsoever to CLIENT for any costs or damages as a result of such suspension caused by any breach of this Agreement by CLIENT. Upon payment in full by CLIENT, WRA shall resume services under this Agreement and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for WRA to resume performance. In addition, WRA has the right to not start work for CLIENT based upon delinquent past due invoices.

5. **Termination of Services for Failure of Payment**
If CLIENT fails to make payment to WRA in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for termination of the Agreement by WRA.

6. **Liability**
In performing its professional services hereunder, WRA will use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by WRA's undertaking herein or its performance of services hereunder. WRA agrees to hold CLIENT harmless from loss, damage, injury, or liability arising directly and solely from the negligent acts or omissions of WRA, its employees, agents, subcontractors and their employees and agents but only to the extent set forth as follows. To the fullest extent of the law, and not with-standing any other provisions of this Agreement, the total liability in the aggregate of WRA and WRA's officers, directors, employees, agents, and WRA's sub-consultants, and any of them, to CLIENT or to anyone claiming by, through and under CLIENT, for any and all claims, losses, costs or damages whatsoever arising out of, resulting from or in any way related to the services under this Agreement form any cause or causes including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty express or implied of WRA or WRA's officers, directors, employees, agents, WRA's sub-consultants or any or them, shall not exceed the total compensation received by WRA under this Agreement or the total lump sum amount of this proposal, whichever is greater. Under no circumstances shall WRA be liable for extra costs or other consequences due to changed conditions or for costs related to the failure of contractors or materialmen to install work in accordance with the plans and specifications.

7. **Underground Utilities**
CLIENT agrees to hold WRA harmless as a result of unforeseen utility conflicts encountered during construction. The location of existing utilities shown on the design plans will be determined for the best-information available without benefit of physically

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PHONE: 813-265-3130 www.wraengineering.com

excavating to determine exact locations. The above ground survey, local municipality utility atlases and available as-builts will be used as a basis-of-design.

8. **Arbitration**
   All claims, counterclaims, disputes, and other matters in question between CLIENT and WRA arising out of this Agreement or the breach thereof shall be decided by binding arbitration in accordance with the Construction Industry Rules of the American Arbitration Association then obtaining, at the sole discretion of WRA. Notice of demand for arbitration must be filed in writing with the other party to this Agreement and with the American Arbitration Association no later than that date when institution of legal or equitable proceedings based on such claim, dispute, or other matter in question would be barred by the applicable statute of limitations. In addition, no arbitration proceedings shall include by consolidation, joinder, or in any other manner, any party other than CLIENT and WRA, and arbitration in respect of a specifically described claim, counterclaim, dispute or other matter in questions shall not be expanded to include any other issue. The restriction of the previous sentence as to parties to and issues of the arbitration proceedings may be amended by specific written approval of CLIENT and WRA for each exception.

9. **Notice to Owner**
   If CLIENT is not Fee Owner of the property, the undersigned Fee Owner hereby acknowledges that the services requested of WRA are pursuant to a direct contract between CLIENT and Fee Owner and are intended to improve the real property of Fee Owner. In consideration of the improvements, CLIENT agrees to permit WRA to provide "Notice to Owner" prior to initiation of professional services.

10. **Termination**
    Either CLIENT or WRA may terminate this AGREEMENT without penalty at any time with or without cause upon giving the other party 15-calendar days' prior written notice. CLIENT shall within 15-calendar days of termination pay WRA for all services rendered and all costs incurred up to the date of termination, in accordance with the compensation provisions of this AGREEMENT. CLIENT shall also reimburse WRA for all of WRA's termination expenses, including, but not limited to, those associated with demobilization reassignment of personnel, and space and equipment costs.

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PHONE: 813-265-3130 www.wraengineering.com

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Consideration of Payment Authorizations
003-005

UNIVERSITY TOWN CENTER
IMPROVEMENT DISTRICT

Payment Authorization No. 003
10/23/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
26-02089M	BUSINESS OBSERVER (UTCID)	10/23/2026	University Town Center ID (UTCID)	72.19
26-02450S	BUSINESS OBSERVER (UTCID)	10/23/2026	University Town Center ID (UTCID)	72.19
34429	EGIS INSURANCE ADVISORS (UTCID)	09/22/2026	University Town Center ID (UTCID)	5,000.00
			Total:	**5,144.38**

Board Member

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

RECEIVED
By M. Magar at 12:07 pm, Oct 22, 2026

Invoice # 26-02089M **Date 10/23/2026**

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-02089M **Notice of the Board of Public Meeting** **RE:** Meeting on November 4, 2026 at 9:00am **Published:** 10/23/2026	$72.19

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid	()
Total	**$72.19**

Payment is due within 30 days of the 1st publication date of your notice. if payment is not made, affidavits may be held

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE
The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT
NOTICE OF THE BOARD OF PUBLIC MEETING

Notice is hereby given that the Board of Supervisors ("Board") of the University Town Center Improvement District ("District") will hold a regular meeting of the Board of Supervisors on November 4, 2026, at 9:00 a.m., at Nathan Benderson Park Finishing Tower, Floor 2, 5851 Nathan Benderson Circle, Sarasota, FL 34235.

A copy of the agenda may be obtained at the offices of the District Manager, c/o PFM Management Services LLC, 3501 Quadrangle Boulevard, Suite 270 | Orlando, FL 32817 Phone: (407) 723-5900 ("District Manager's Office") during normal business hours.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued to a date, time, and place to be specified on the record at such meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Vivian Carvalho
District Manager
October 23, 2026 26-02089M

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

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Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

RECEIVED
By M. Magar at 12:07 pm, Oct 22, 2026

Invoice # 26-02450S **Date 10/23/2026**

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-02450S **Notice of the Board of Public Meeting** **RE:** Meeting on November 4, 2026 at 9:00am **Published:** 10/23/2026	$72.19

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid	()
Total	**$72.19**

Payment is due within 30 days of the 1st publication date of your notice. if payment is not made, affidavits may be held

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District Manager
October 23, 2026 26-02450S

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RECEIVED
By M. Magar at 12:12 pm, Oct 21, 2026

INVOICE

Customer	University Town Center Improvement District
Acct #	1801
Date	09/22/2026
Customer Service	Charisse Bitner
Page	1 of 1

University Town Center Improvement District
c/o PFM Group Consulting, LLC
3501 Quadrangle Blvd, Ste 270
Orlando, FL 32817

Payment Information	
Invoice Summary	$ 5,000.00
Payment Amount	
Payment for:	Invoice#34429
1001261320	

Thank You

Please detach and return with payment

Customer: University Town Center Improvement District

Invoice	Effective	Transaction	Description	Amount
34429	10/01/2026	Renew policy	Policy #1001261320 10/01/2026-10/01/2027 Florida Insurance Alliance Package - Renew policy Due Date: 10/1/2026	5,000.00

Please Remit Payment To:
Egis Insurance and Risk Advisors
P.O. Box 748555

Total
$ 5,000.00

Thank You

FOR PAYMENTS SENT OVERNIGHT: Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349
TO PAY VIA ACH: [redacted]

Remit Payment To: Egis Insurance Advisors
P.O. Box 748555
Atlanta, GA 30374-8555

(321)233-9939
accounting@egisadvisors.com

Date
09/22/2026

FLORIDA INSURANCE ALLIANCE

PREMIUM SUMMARY

University Town Center Improvement District
c/o PFM Group Consulting LLC
3501 Quadrangle Blvd, Ste 270
Orlando, FL 32817

Term: **October 1, 2026 to October 1, 2027**

Quote Number: 1001261320

PREMIUM BREAKDOWN

Property (Including Scheduled Inland Marine)	Not Included
Crime	Not Included
Automobile Liability	Not Included
Hired Non-Owned Auto	Included
Auto Physical Damage	Not Included
General Liability	$2,750
Public Officials and Employment Practices Liability	$2,250
Deadly Weapon Protection Coverage	Not Included
TOTAL PREMIUM DUE	**$5,000**

IMPORTANT NOTE
Defense Cost - Outside of Limit, Does Not Erode the Limit for General Liability, Public Officials Liability, and Employment related Practices Liability.

Deductible does not apply to defense cost. Self-Insured Retention does apply to defense cost.

Additional Notes:

(None)

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Payment Authorization No. 004
10/30/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
AD-96040	FLORIDACOMMERCE (UTCID)	10/01/2026	University Town Center ID (UTCID)	175.00
DM-10-20261-75	PFM MANAGEMENT SERVICES LLC (UTCID)	10/01/2026	University Town Center ID (UTCID)	4,166.67
			Total:	**4,341.67**

Board Member

FloridaCommerce, Special District Accountability Program

Fiscal Year 2026 - 2027 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/01/2026				**Invoice No: 96040**
Annual Fee: $175.00	**1st Late Fee: $0.00**	**2nd Late Fee: $0.00**	**Received: $0.00**	**Total Due, Postmarked by 11/30/2026: $175.00**

STEP 1: Review the following profile and make any needed changes.

1. Special District's Name, Registered Agent's Name and Registered Office Address:

RECEIVED
By M. Magar at 5:03 pm, Oct 23, 2026

001897
University Town Center Improvement District
Ms. Maggie Mooney
Persson, Cohen, Mooney, Fernandez & Jackson, P.A
6853 Energy Court
Lakewood Ranch, Florida 34240

FLORIDA COMMERCE

2. Telephone:
3. Fax:
4. Email: Not on file - please provide.
5. Status: Independent
6. Governing Body: Elected
7. Website Address: Not on file - Due by the end of the first fiscal year after creation.
8. County(ies): Manatee, Sarasota
9. Special Purpose(s): Drainage and/or Water Control
10. Boundary Map on File: 07/22/2026
11. Creation Document on File: 07/22/2026
12. Date Established: 07/16/2026
13. Creation Method: Special Act
14. Local Governing Authority: Multi
15. Creation Document(s): Chapter 2026-222 Laws of Florida
16. Statutory Authority: Chapter 298, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments, Non-Ad Valorem

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: Maggie Mooney Date 10/8/26

STEP 3: Pay the annual state fee or certify eligibility for zero annual fee.

a. Pay the Annual Fee: Pay the annual fee by following the instructions at www.FloridaJobs.org/SpecialDistrictFee.

b. Or, Certify Eligibility for the Zero Fee: By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1.___ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2.___ This special district is in compliance with its Fiscal Year 2024 - 2025 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects $3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2024 - 2025 AFR with DFS and has included an income statement with this document verifying $3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved:____ Denied: ____ Reason:_____

STEP 4: Make a copy of this document for your records.

STEP 5: Email this document to SpecialDistricts@Commerce.fl.gov or mail it to us. For our mailing address, visit www.FloridaJobs.org/SpecialDistrictFee. Direct questions to 850-717-8430.

MEMORANDUM

To: All Special District Registered Agents

From: Paola Muir, Special District Accountability Program

Date: October 1, 2026

Subject: Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code - Fiscal Year 2026 – 2027 Special District State Fee Invoice and Profile Update
Due by 11:59 p.m. on November 30, 2026

This memorandum contains the guidance for complying with the annual state fee and update requirements using the enclosed *Fiscal Year 2026 – 2027 Special District State Fee Invoice and Profile Update* (invoice).

The Annual State Fee

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program administered by FloridaCommerce and requires FloridaCommerce to annually collect a state fee from each special district to cover the costs of administering the Act. For additional information, visit www.FloridaJobs.org/SpecialDistricts.

The Fiscal Year 2026 – 2027 state fee is now due and remains $175, unless the special district certifies that it is eligible for a zero annual fee by executing "Step 3.b." on the invoice. FloridaCommerce requests payment by Visa, MasterCard or electronic check at www.FloridaJobs.org/SpecialDistrictFee. This website is the only acceptable portal for paying the state fee, and is fast, free and convenient. From this website, you may also download a duplicate invoice and FloridaCommerce's W-9 Form. Payment must be completed by 11:59 p.m. on November 30, 2026. Otherwise, a $25 late fee will automatically be assessed on December 1, 2026. **Late fees are authorized by law and will not be waived by FloridaCommerce.**

Update Requirements

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain and update specific information with FloridaCommerce and requires FloridaCommerce to make that information available through the *Official List of Special Districts* (www.FloridaJobs.org/OfficialList). The Florida Legislature, state agencies, and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information, and make informed policy decisions. To help ensure completeness and accuracy, each special district's registered agent must annually review the profile printed on the invoice, identify any needed corrections or updates by marking directly on the invoice, provide any missing information, sign and date the invoice and return the invoice to FloridaCommerce at SpecialDistricts@Commerce.fl.gov.

The Florida Special District Handbook

The *Florida Special District Handbook* (www.FloridaJobs.org/SpecialDistrictHandbook), recently updated for 2026, covers the accountability and general operating requirements specified in the Act. FloridaCommerce encourages all special district staff and governing body members to regularly review the handbook.

Thank You

Thank you in advance for complying with the state fee and profile update requirements. Detailed instructions follow on the opposite side of this memorandum.

(TURN OVER FOR INSTRUCTIONS)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

Instructions: Complete the following five steps by 11:59 p.m. on November 30, 2026:

STEP 1: Review the special district's profile on the invoice:

- ☐ Directly on the invoice, identify any needed changes by striking through the outdated or incorrect information and hand-writing the new or correct information.
- ☐ Complete any missing or unknown information.
- ☐ Provide any noted missing documents, such as the boundary map, creation document or amendments not referenced on the profile.

STEP 2: Certify accuracy and completeness by signing and dating where indicated.

STEP 3: Pay the state fee, or certify eligibility for the zero annual fee:

- ☐ **STEP 3.a.: If paying the state fee:**
  - ☐ Pay with a Visa, MasterCard or electronic check by visiting the official state fee website listed below and following the instructions.
  - ☐ Write "Paid Online" on the invoice.
  - ☐ In the event of a hardship preventing online payment, visit the official state fee website listed below and see, "Instructions for Paying by Check".
- ☐ **STEP 3.b.: If certifying eligibility for the zero annual fee pursuant to Rule 73C-24.003(3)(e), Florida Administrative Code:**
  - ☐ Initial **both** statements.
  - ☐ For those special districts not required to file an Annual Financial Report covering Fiscal Year 2024 – 2025 (e.g., newly created special districts or housing authorities), provide an income statement verifying $3,000 or less in revenues for the current fiscal year.

STEP 4: Make a copy of the completed invoice for your records.

STEP 5: Email the completed invoice and any other requested documents to SpecialDistricts@Commerce.fl.gov.

Official State Fee Website (process payment and download a duplicate invoice, previous memorandums and instructions, and FloridaCommerce's W-9 Form)

www.FloridaJobs.org/SpecialDistrictFee

Special District Accountability Program Contact

Paola Muir
850-717-8471
SpecialDistricts@Commerce.fl.gov

00102808202

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this

PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.
ATTORNEYS AND COUNSELORS AT LAW

David P. Persson**
Andrew H. Cohen
Kelly M. Fernandez*
Maggie D. Mooney*
R. David Jackson*
Daniel P. Lewis
Amy Farrington
Karla M. Armstrong
* Board Certified City, County and Local Government Law
** Retired

Telephone (941) 306-4730
Facsimile (941) 306-4832
Email: mmooney@flgovlaw.com

Reply to: Lakewood Ranch

October 13, 2026

Via email: carvalhov@pfm.com
Vivian Carvalho, DM
University Town Center Improvement District
PFM Group Consulting LLC
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817

RE: University Town Center Improvement District

Dear Vivian,

Enclosed is the FY2026/2027 Special District Fee Invoice and Update Form from the Florida Department of Economic Opportunity for the above-referenced District, along with step-by-step instructions.

I have signed the form as Registered Agent. Per the instructions, payment may be made with credit card, ACH, or paper check. If the Invoice is in order, please arrange for it to be returned via email, as indicated. The deadline for payment of the $175.00 fee is November 30, 2025.

Should you have any questions, please contact me.

Sincerely,

Maggie D. Mooney
Signed Electronically

MDM/fmw

Transaction Confirmation and Receipt

Print this page for your records.

Special District:	University Town Center Improvement District
Transaction No:	305717620
Payment Date:	10/26/2026
Invoice Number:	96040
Amount Paid:	175.00
Full Name:	Ms. Maggie Mooney
Address:	Persson, Cohen, Mooney, Fernandez & Jackson, P.A., 6853 Energy Court Lakewood Ranch, Florida 34240
Phone Number:	941-306-4730
Email Address:	mmooney@flgovlaw.com

Prepare and Provide Your Annual Update

To ensure that the Official List of Special Districts remains up-to-date, complete the annual update process as follows, even if no changes are necessary.

Steps:

1. Review the information on the Special District State Fee Invoice and Profile Update document.
2. Mark any changes directly on the document.
3. Write "Paid online" and the date paid directly on the document.
4. Sign and Date the document
5. Email the document to SpecialDistricts@Commerce.fl.gov or mail it to:

Florida Department of Economic Opportunity
Bureau of Budget Management
107 East Madison Street, MSC 120
Tallahassee, Florida 32399-4124

Date	Invoice Number
October 1, 2026	DM-10-20261-75
Payment Terms	Due Date
Upon Receipt	October 1, 2026

RECEIVED
By M. Magar at 4:53 pm, Oct 23, 2026

Bill To:

University Town Center Improvement District
c/o PFM Management Services District Accounting Dept.
Orlando, FL 32817
United States of America

Company Address:

PO Box 69751
Baltimore, MD 21264-9751
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Management Services LLC

PO Box 69751
Baltimore, MD 21264-9751
United States of America

RE: District Management Fee: October 2026

Professional Fees	$4,166.67
Total Amount Due	**$4,166.67**

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Payment Authorization No. 005
11/6/2026

Invoice No	Supplier	Invoice Date	Property	Invoice Amount
144961	PFM MANAGEMENT SERVICES LLC (UTCID)	11/05/2026	University Town Center ID (UTCID)	203.44
7952997	USA TODAY MEDIA CORP (UTCID)	10/31/2026	University Town Center ID (UTCID)	205.50
			Total:	**408.94**

Board Member

Date	Invoice Number
November 5, 2026	144961
Payment Terms	Due Date
Upon Receipt	November 5, 2026

RECEIVED
By M. Magar at 12:27 pm, Nov 06, 2026

Bill To:

University Town Center Improvement District
c/o PFM Management Services District
Accounting Dept.
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817
United States of America

Company Address:

PO Box 69751
Baltimore, MD 21264-9751
+1 (215) 5676100

Remittance Options:

Via Mail:

PFM Management Services LLC

PO Box 69751
Baltimore, MD 21264-9751
United States of America

RE: Billable Expenses

Expenses	$203.44
Total Amount Due	**$203.44**

Date	Invoice Number
November 5, 2026	144961
Payment Terms	Due Date
Upon Receipt	November 5, 2026

Expense Supporting Detail

Category	Worker	Transaction Date	Amount Billed
Advertising	Vivian Carvalho	10/05/26	$102.81
Advertising	Vivian Carvalho	10/05/26	$100.63
		Advertising	$203.44
		Total Expenses:	**$203.44**

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 26-02226S **Date 09/25/2026**

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-02226S **Board of Supervisors Meeting Dates** **RE:** Fiscal Year 2026-2027 **Published:** 9/25/2026	$100.63

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid	()
Total	**$100.63**

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INVOICE

Legal Advertising

BOARD OF SUPERVISORS
MEETING DATES
UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT
FISCAL YEAR 2026-2027

The Board of Supervisors of the University Town Center Improvement District will hold its regular monthly meetings for Fiscal Year 2026-2027 on the first Wednesday of each month at 9:00 AM at the location below as follows:

Benderson Development
7978 Cooper Creek Blvd., Suite 100
University Park, FL 34201

1. **October 7, 2026**
2. **November 4, 2026**
3. **December 2, 2026**
4. **January 6, 2027**
5. **February 3, 2027**
6. **March 3, 2027**
7. **April 7, 2027**
8. **May 5, 2027**
9. **June 2, 2027**
10. **July 7, 2027**
11. **August 4, 2027**
12. **September 1, 2027**

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from PFM Management Services, LLC at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, or by calling (407) 723-5900 ("District Office").

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 723-5900 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

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District Manager
Vivian Carvalho
September 25, 2026 26-02226S

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Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
, 941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 26-01862M **Date 09/25/2026**

Attn:
University Town Center - PFM
3501 QUADRANGLE BLVD.,STE 270
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description	Amount
Serial # 26-01862M **Board of Supervisors Meeting Dates** **RE:** Fiscal Year 2026-2027 **Published:** 9/25/2026	$102.81

Important Message

Please include our Serial # on your check

Pay by credit card online: https://legals.businessobserverfl.com/send-payment/

Paid	()
Total	**$102.81**

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INVOICE

Legal Advertising

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MEETING DATES
UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT
FISCAL YEAR 2026-2027

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Benderson Development
7978 Cooper Creek Blvd., Suite 100
University Park, FL 34201

1. **October 7, 2026**
2. **November 4, 2026**
3. **December 2, 2026**
4. **January 6, 2027**
5. **February 3, 2027**
6. **March 3, 2027**
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A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting is advised that the person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

District Manager
Vivian Carvalho
September 25, 2026 26-01862M

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

USA TODAY CO.

LocaliQ

ACCOUNT NAME		ACCOUNT #	INV DATE
Pfm Group UTCID		1627627	10/31/26
INVOICE #	**INVOICE PERIOD**	**CURRENT INVOICE TOTAL**	
0007952997	Oct 1- Oct 31, 2026	$205.50	
PREPAY (Memo Info)	**UNAPPLIED (included in amt due)**	**TOTAL CASH AMT DUE***	
$0.00	$0.00	**$205.50**	

BILLING ACCOUNT NAME AND ADDRESS

Pfm Group UTCID
Racheal Meade
3501 Quadrangle BLVD
Orlando, FL 32817-8330

PAYMENT DUE DATE: NOVEMBER 30, 2026

Legal Entity: USA TODAY Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com

FEDERAL ID 47-2390983

Immediate Action Required: Enroll in E-Invoicing. USA TODAY Co. has discontinued mailed invoices as we move to paperless billing. If you received this by mail, enroll today to avoid invoice delivery interruption: https://gcil.my.site.com/financialservicesportal/s/e-invoicing.

Date	Description	Amount
10/1/26	Balance Forward	$0.00

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
10/26/26	12745567	SAR Herald-Tribune	University Town Center Improvement District- FY 27 meetings		$205.50

RECEIVED
By M. Magar at 4:12 pm, Nov 03, 2026

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	$205.50
Service Fee 3.99%	$8.20
*Cash/Check/ACH Discount	-$8.20
*Payment Amount by Cash/Check/ACH	$205.50
Payment Amount by Credit Card	$213.70

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME	ACCOUNT NUMBER	INVOICE NUMBER	AMOUNT PAID
Pfm Group UTCID	1627627	0007952997	

CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
$205.50	$0.00	$0.00	$0.00	$0.00	$0.00	**$205.50**

REMITTANCE ADDRESS (Include Account# & Invoice# on check)	TO PAY BY PHONE PLEASE CALL:	TOTAL CREDIT CARD AMT DUE
USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244	1-877-736-7612	$213.70
	To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/	

0001627627000000000000079529970002055067175

USA TODAY CO.

LocaliQ

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Racheal Meade
Pfm Group UTCID
3501 Quadrangle BLVD
Orlando FL 32817-8330

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Herald-Tribune, published in Sarasota County, Florida; with circulation in Sarasota, Manatee and Charlotte Counties; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of Sarasota, Manatee and Charlotte Counties, Florida, or in a newspaper by print in the issues of, on:

SAR Herald-Tribune 10/26/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 10/26/2026

Legal Clerk

Nicole Jacobs
Notary, State of WI, County of Brown

8-21-30
My commission expires

Publication Cost:	$205.50	
Tax Amount:	$0.00	
Payment Cost:	$205.50	
Order No:	12745567	# of Copies:
Customer No:	1627627	0
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NICOLE JACOBS
Notary Public
State of Wisconsin

BOARD OF SUPERVISORS MEETING DATES UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT FISCAL YEAR 2026-2027

The Board of Supervisors of the University Town Center Improvement District will hold its regular monthly meetings for Fiscal Year 2026-2027 on the first Wednesday of each month at 9:00 AM and a Special Board Meeting on November 16, 2026, at 3:00 PM, at the location below as follows:

Benderson Development
7978 Cooper Creek Blvd.,
Suite 100
University Park, FL 34201
1. November 4, 2026
2. November 16, 2026
(Special Meeting at 3 PM)
3. December 2, 2026
4. January 6, 2027
5. February 3, 2027
6. March 3, 2027
7. April 7, 2027
8. May 5, 2027
9. June 2, 2027
10. July 7, 2027
11. August 4, 2027
12. September 1, 2027

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from PFM Management Services, LLC at 3501 Quadrangle Boulevard, Suite 270, Orlando, Florida 32817, or by calling (407) 723-5900 ("District Office").

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District Manager
Vivian Carvalho

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Staff Reports

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

District Manager

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Interim District Engineer

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

District Counsel

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Supervisor Requests & Comments

UNIVERSITY TOWN CENTER IMPROVEMENT DISTRICT

Counsel's Ethics Training Session 3
(1-hour)

PERSSON, COHEN, MOONEY, FERNANDEZ & JACKSON, P.A.

ATTORNEYS AND COUNSELORS AT LAW



Florida's Ethics Law Training

Presented by:

Maggie D. Mooney, Esq.

November 16, 2026 (Part 1)
Special Board of Supervisor's Meeting
University Town Center Improvement District

History : Sunshine Amendment

- Article II, Sec. 8 was adopted by Florida voters in 1976 to provide for ethical conduct standards and disclosure requirements for public officers and employees.



- Specified that the Legislature was to adopt the code of ethics for the public officers.

Art. II, Sec. 8, Fla. Const.


GAMBLE
THE PUBLIC
LEGISLATURE
WE CAN'T BE PESTERED AT THIS TIME... ALL I CAN TELL YOU IS... TRUST US!!
STATE BUDGET

Scope - Florida's Ethics Law*:

- Article II, Section 8 of the Florida Constitution
  - Mandates Ethical Conduct and Financial Disclosure

- Part III, Chapter 112, Florida Statutes (Code of Ethics)
  - Establishes the behavior/conduct standards

- Florida Administrative Code Rules (administered by Commission on Ethics)

* Locally adopted Ethics Codes/Rules are Not Covered.

Florida's Ethics Law:

Florida Statutes 112.3145 requires that designated elected officials (including elected special district officials):

> *[C]omplete 4 hours of ethics training* ***each calendar year**** *which addresses, at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of this state.*

*Elected officers are not subject to training requirements in the calendar year they are leaving office.

Florida's Ethics Code : 2 Overriding Principles



1. Maintaining Public Trust

2. Transparency

Ethics Code – Chapter 112, Part III, Fla. Stat.

- Adopted in response to Constitutional mandate.
- Legislates how public officials will meet transparency and public trust requirements.
- Sets forth prohibited conduct and affirmative obligations.



(Cartoon by Ma Hongliang)

Florida Administrative Rule 34-7.025:

Fla. Admin. R. 34-7.025(2)(b) sets forth the topics that MUST be covered in training:

1. Doing business with one's own agency;
2. Conflicting employment or contractual relationships;
3. Misuse of position;
4. Disclosure or use of certain information;
5. Gifts and honoraria, including solicitation and acceptance of gifts, and unauthorized compensation;
6. Post-officeholding restrictions;
7. Restrictions on the employment of relatives;
8. Voting conflicts;
9. Financial disclosure requirements, including the automatic fine and appeal process;
10. Commission procedures on ethics complaints and referrals; and
11. The importance of and process for obtaining advisory opinions rendered by the Commission.
12. *Foreign country of concern information*. (Nov. 2026 – NEWLY ADOPTED)

Prohibited Conduct and Transactions









Prohibited Conduct– Gift Solicitation



- Prohibited Solicitations: Elected Officials and their spouse/children are prohibited from soliciting or accepting gifts of any value based on understanding that the elected official would be influenced by the item.(i.e., vendor, contractors, etc.)
- "Gift" is broadly defined. Includes loans, rewards, future employment, favor, etc.
- Excludes gifts from relatives.

Fla. Stat. **§ §** 112.313, 112.3148



Prohibited Conduct: Soliciting Honorarium

Honorarium:

Payment of money or anything of value given as consideration for a speech or other written/oral presentation (other than a book).



Prohibited Conduct: Soliciting Honorarium

- Special District officials are prohibited from soliciting honorariums or accepting them from PAC or lobbyists who lobbied the agency within 12 months.
- This prohibition Does Not include payment of actual and reasonable transportation, lodging, food/beverage related to an event (incl. registration fee). Fla. Stat. § 112.3149

Prohibited Conduct – Business with Agency

- Doing Business with One's Agency – Includes 2 prohibitions:

  (1) Public officials cannot directly or indirectly sell goods or services from the person's business to the district. Prohibition also applies to businesses owned by the official, official's spouse or child.

  (2) Public officials cannot act in a "private capacity" renting, selling or leasing any goods/services to their special district.

See, Fla. Stat. § 112.313

Prohibited Conduct: Conflicting Employment

Conflicting Employment/Contractual Agreement – Includes 2 prohibitions:

(1) Prohibits officials from having an employment or contractual relationship with the public entity that is regulated by the public entity;

(2) Prohibits officials from having an employment or contractual relationship that will create a continuing or recurring conflict of interest.

See, Fla. Stat. § 112.313 (7)

Prohibited Conduct: Misuse of Position

- Misuse of Public Position – Prohibits officials from "corruptly using" position for yourself or others. Fla. Stat. § 112.313 (6)
- "Corrupt" determination is based on facts; generally, it is interpreted as being done with a "wrongful intent" that is inconsistent with the official's proper performance of duties.
- Caselaw construed this to require proof that the official had notice his/her conduct was inconsistent with duties and a violation of ethics code.

Prohibited Conduct: Relative Employment

- Nepotism –Prohibits officials from seeking advancement or employment of relatives. *See*, Fla. Stat. § 112.3135
- May not appoint, employ, promote, advance or advocate for a relative in an agency position.
- 2026 Legislation created an exception to allow officials who are relatives serving on the same board to "appoint, employ, promote, or advance" a relative. *See*, Fla. Stat. 112.3135.

Relative Defined

- Statutory definition of "relative" has to be evaluated. *See*, Fla. Stat. § 112.312(21)
- 2026 Legislation amended definition to include foster parents and children (current and former). *See*, Fla. Stat. 112.312 (2).
- Relative limited to specific familial relations.:

Father	Uncle	In-laws
Mother	Aunt	Steps
Son	First Cousin	Halfs
Daughter	Nephew/Niece	Fosters
Brother	Husband	
Sister	Wife	



New addition

Additional Prohibited Conduct

- Improperly Disclosing Information – Prohibits the use of information not available to the public for the benefit of yourself or others. Fla. Stat. § 112.313 (8)

- Post-officeholding restrictions - Prohibits special district officials from representing anyone before their government for 2 years after leaving office. Fla. Stat. 112.313(13), (14)

Prohibited Conduct: Disproportionate Benefit

- Abuse of Public Position – Prohibits officials from obtaining a "disproportionate benefit" for yourself or others.
- 2018 Amendment to the Florida Constitution. *See*, Art. II, Sec. 8(h), Fla. Const.



Prohibited Conduct: Disproportionate Benefit

- "Disproportionate benefits" defined by Florida Administrative Rules.
- A benefit, privilege, exemption or result arising from an act or omission inconsistent with the proper performance of public duties. R. 34.18-001(3), Fla. Admin. C.
- Violations of "disproportionate benefit" requires a wrongful intent through action or inaction that rises to the level of an intentional abuse of public position.

Prohibited Conflicts



Prohibited Conduct: Conflicts

- Florida's Ethics Code is premised upon maintaining public trust by prohibiting public officials from using their office for "private gain".
- Private gain generally means a public official's ***financial interest*** is directly enhanced as a result of a vote, and there is a direct and immediate gain.

Art. II, Sec. 8, Fla. Const.; Ch. 112, Fla. Stat.



Prohibited Conduct: Voting Conflicts

- "Voting Conflict" means voting on a matter that will result in a special private gain or loss to the board member or a person connected to them in a private capacity.
- A voting conflict does not "void" the vote for the board, and Florida law does not provide for a "cure".
- A voter conflict exposes the voting board member to liability/exposure.

Fla. Stat. § 112.3143

Voting Conflict - Obligations

- Voting restriction applies when there is a specific benefit to yourself, an employer, a principal or relative.
- Must abstain from voting and refrain from discussion on any measure that creates a "special private gain or loss".
- If conflict is known, must publicly state to the assembly the nature of the conflict and abstain from voting.
- Memorandum of Voting Conflict form (Form 8B) must be filed with the Clerk within 15 days.

Fla. Stat. § 112.3143

Transparency Requirements – Forms!

- Form 8 B – Memorandum of Voting Conflict
- Form 1 – Limited Financial Disclosure
- Form 9 – Quarterly Gift Disclosure



Form 8B – Memorandum of Voting Conflict

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ❑ CITY ❑ COUNTY ❑ OTHER LOCAL AGENCY
CITY COUNTY	NAME OF POLITICAL SUBDIVISION:
DATE ON WHICH VOTE OCCURRED	MY POSITION IS: ❑ ELECTIVE ❑ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

Form 8B – Memorandum of Voting Conflict

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, _____, hereby disclose that on _____, 20 ____:

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

___ inured to the special gain or loss of _____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

_____ Date Filed

_____ Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

Fill in the Blank Form

Briefly Describe Conflict

Submit Completed Form to the Clerk who will Incorporate them into the Minutes.

Form 1 – Limited Financial Disclosure

- More than 35,000+ public officials are required to file this form **annually**.
- Commission on Ethics (COE) maintains list of all public offices and public employment positions required to file this form.
- Form is intended to allow the public to evaluate potential conflicts of interest, deters corruption and increases public confidence.
- The Form is a public record once submitted.



Form 1 – Required Filing for Local Officers

"Local officers" are defined as:

- Every person who is elected or appointed to office in any political subdivision , county, municipality, school district, **independent special district,** or other political subdivision.
- Any person holding certain delineated public positions (i.e., City Manager, County Administrator, Fire Chief, Police Chief, Purchasing Agent, etc.)

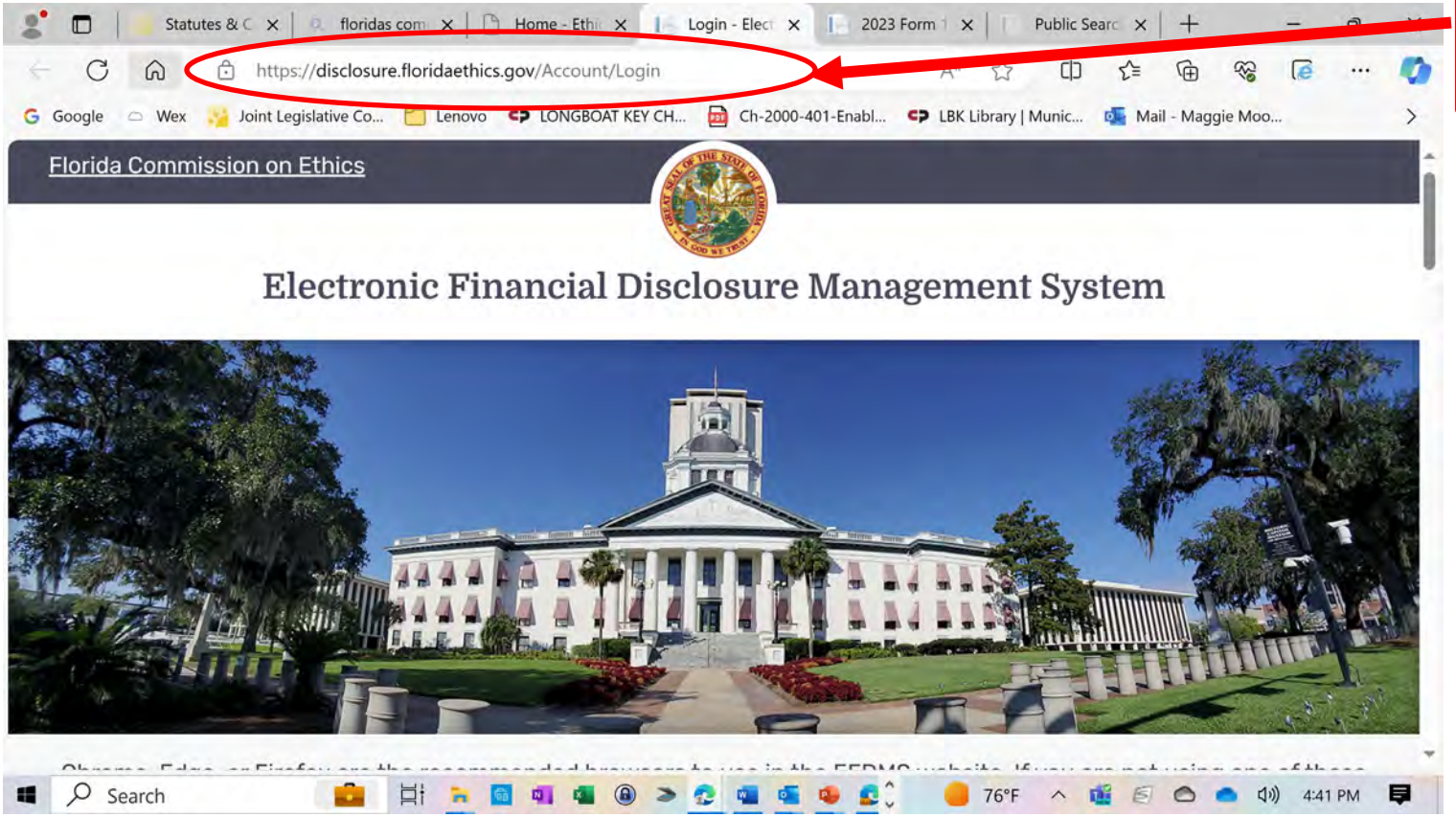


Form 1 – Limited Financial Disclosure

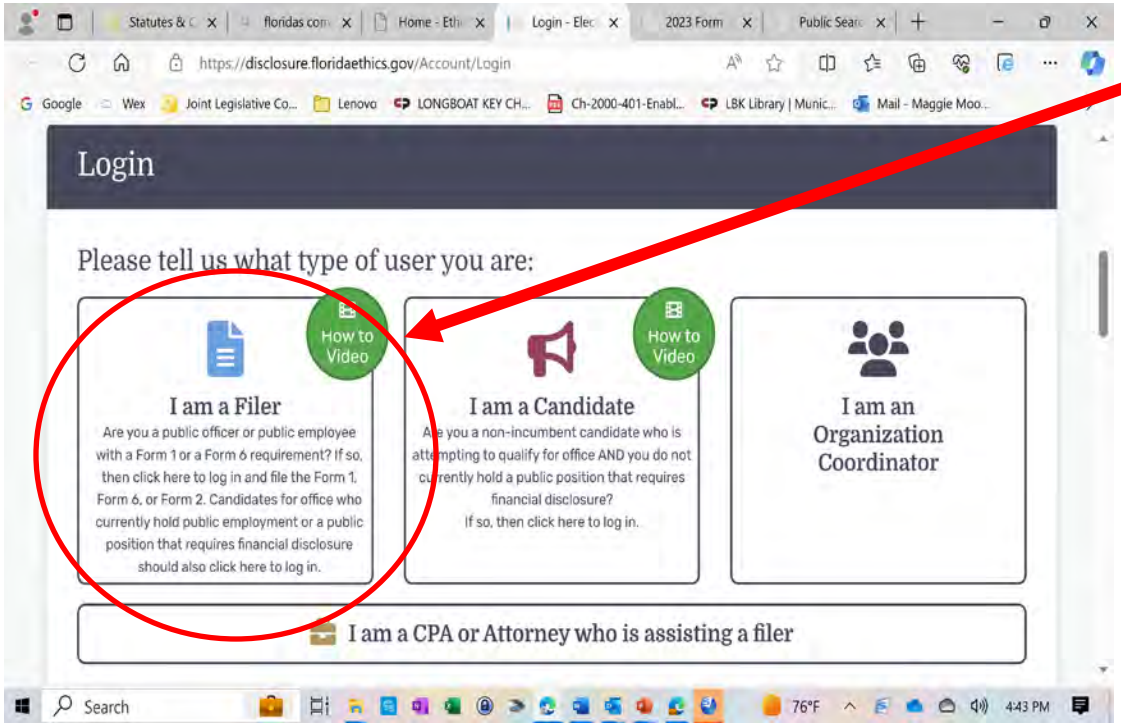
- Elected and appointed special district officials must fill out Form 1 (Limited Financial Disclosure form) annually on or before July 1.
- Requires the reporting of person's sources and types of financial interests.
- Does not require monetary values.
- Form 1 **MUST** be filed electronically.
- Must file within 30 days of appointment.
- Form 1F is filed within 60 days of leaving position.

Form 1- Electronic Filing

Website for electronic filing



Form 1- Electronic Filing



- MUST follow instructions to File Form 1 and file annually by July 1.
- Form should include field to confirm Ethics Class completion.

Form 1 – Deadline July 1

- If Form 1 is not filed by Sept. 1, automatic fines accrue at $25/day, with a maximum penalty of $1500
- Fines may be appealed but can only be waived by Commission on Ethics (COE) for "unusual circumstances"
- COE can investigate officials for failure to file and can result in removal from office.



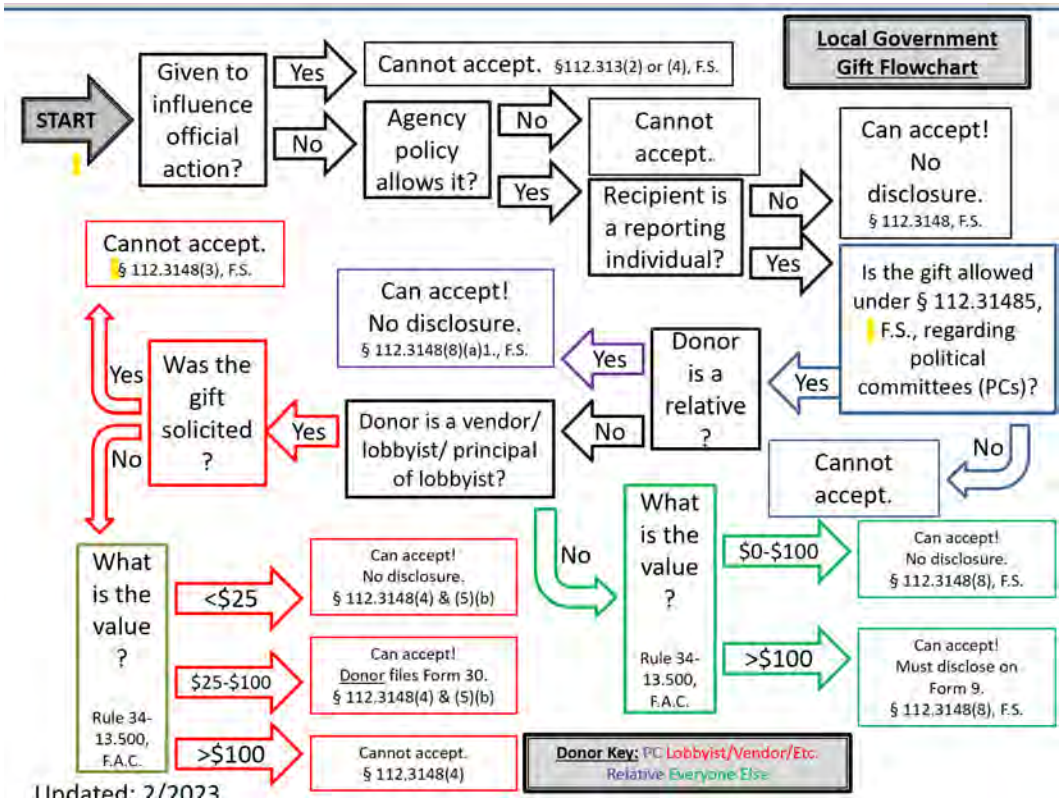
Transparency: Gift Reporting



- All gifts are prohibited IF the gift is given to influence a vote.
- Acceptance of Gifts: Elected Officials may accept gifts valued between $25-$100 from a vendor/lobbyist doing business with the agency but the gift must be reported by the donor and reporting official.
- Gifts valued over $100 require disclosure on the Quarterly Gift Disclosure Form 9.

Fla. Stat. § 112.3148

Form 9- Gift Reporting Determinations



This Flow Chart Was Prepared by the Commission on Ethic's General Counsel As an Aid to Assist Local Governments in Understanding their Reporting Obligations.

Form 9 - Gift Reporting

Form 9 **QUARTERLY GIFT DISCLOSURE (GIFTS OVER $100)**

LAST NAME -- FIRST NAME -- MIDDLE NAME:	NAME OF AGENCY:
MAILING ADDRESS:	OFFICE OR POSITION HELD:
CITY: ZIP: COUNTY:	FOR QUARTER ENDING (CHECK ONE): ❑MARCH ❑JUNE ❑SEPTEMBER ❑ DECEMBER YEAR 20___

PART A — STATEMENT OF GIFTS

Please list below each gift, the value of which you believe to exceed $100, accepted by you during the calendar quarter for which this statement is being filed. You are required to describe the gift and state the monetary value of the gift, the name and address of the person making the gift, and the date(s) the gift was received. If any of these facts, other than the gift description, are unknown or not applicable, you should so state on the form. As explained more fully in the instructions on the reverse side of the form, you are not required to disclose gifts from relatives or certain other gifts. **You are not required to file this statement for any calendar quarter during which you did not receive a reportable gift.**

DATE RECEIVED	DESCRIPTION OF GIFT	MONETARY VALUE	NAME OF PERSON MAKING THE GIFT	ADDRESS OF PERSON MAKING THE GIFT

Quarterly filing requirement when gift is believed to exceed $100.

TAKE AWAY ON GIFTS

There is no obligation to file a Gift Disclosure Form 9 if you have not accepted a gift!



Florida Commission on Ethics

- Created the Commission on Ethics (COE) to investigate complaints and breaches of public trust.
- 9 Member Commission that serves 2-year term:
  - -5 appointed by Governor
  - -2 appointed by President of the Senate
  - -2 appointed by Speaker of the House
- Members not permitted to hold public employment during their terms.
- Meet in Tallahassee.

Florida Commission on Ethics



JEREMY M. RODGERS, *CHAIR*
Tallahassee (R)
Term expires June 30, 2028
Appointed by the Governor



JON M. PHILIPSON, *VICE CHAIR*
Tampa (D)
Term expires June 30, 2027
Appointed by the Governor



NICHOLAS X. DURAN
Miami (D)
Term expires June 30, 2028
Appointed by the Speaker of the House of Representatives



MICHAEL H. HELLMAN
Miami (R)
Term expires June 30, 2027
Appointed by the Governor



MARTIN KERNER
Term expires June 30, 2028
Appointed by the President of the Senate



JOSEPH OGLESBY
Tallahassee (R)
Term expires June 30, 2027
Appointed by the Governor



ABBEY L. STEWART
Tallahassee (NPA)
Term expires June 30, 2027
Appointed by the Governor

PICTURE COMING SOON

RYAN K. STUMPHAUZER
Miami (NPA)
Term expires June 30, 2028
Appointed by the Speaker of the House of Representatives

PICTURE COMING SOON

JOSHUA C. WEBB
Term expires June 30, 2028
Appointed by the President of the Senate

Florida Commission on Ethics

- Can render legal advisory opinions to public officials seeking guidance.
- Has Jurisdiction to review and investigate Ethics Complaints against *individual public officers and employees* for violation of the Florida's Ethics Code.
- They cannot conduct an investigation until a sworn compliant is filed.
- They do not independently initiate an action even if there are newspaper articles, letters or phone calls.

Ethics Opinions:

- Legally binding advisory opinions may be sought from public officers, employees or candidates from the Florida Commission on Ethics (COE).
- Advisory opinions are binding on the conduct of the person who is subject of the opinion.
- Once issued and followed, the opinion provide a type of immunity from ethics complaint from the individual seeking the direction.
- Opinions are available on the COE's website: www.ethics.state.fl.us.



Recent Changes With Ethics Opinions (2026)

Opinion Anonymity:

- Rulemaking changes allow individuals requesting advisory opinions to have their names removed from published opinions and materials unless they explicitly consent to their name disclosure.
- Anticipated to occur July 2026- June 2027.



2026 Legislation Added Additional Topics:

By Nov. 2026, the Commission on Ethics is required to add training requirements for elected officials that cover:

- Efforts by foreign countries of concern (i.e., Chinese Communist Party's United Front strategy) to target and influence subnational governments;
- How to spot and report foreign influence campaigns; and
- The enhanced penalties for accepting gifts from foreign countries of concern or designated foreign terrorist organizations.

Chapter 2026-66, Laws of Florida

Ethics Complaints:

- An Administrative Complaint can be filed with Florida Commission on Ethics (COE).
- Ethics Complaints are the easiest type of action to file!
- Complaint form is available on COE website.
- Complaint is investigated by agency investigator.
- If probable cause exists, an administrative hearing is scheduled before the COE panel in Tallahassee to determine violation.
- COE conducts a hearing, decides whether the law violated, and recommends a penalty.

Ethics Complaints:

- There is no filing fee or service of process associated with an Ethics Complaint.
- Once filed the Complaint and all proceedings and records are confidential until the respondent requests the Complaint be made public OR the action is before the Commission on Ethics in a public hearing setting.
- Five year statute of limitations on Ethics Complaints (starts the day after the violation or breach is committed).
- Commission can dismiss small minor violations.

Fill in the blank form.

Simple request for statement of violation.

Florida Commission on Ethics
P. O. Drawer 15709, Tallahassee, Florida 32317-5709
"A Public Office is a Public Trust"

COMPLAINT

1. PERSON BRINGING COMPLAINT:

Name:_____ TelephoneNumber:_____

Address:_____

City:_____ County:_____ State:_____ Zip Code:_____

2. PERSON AGAINST WHOM COMPLAINT IS BROUGHT:

Use a separate complaint form for each person you wish to complain against:

Name:_____ Telephone Number:_____

Address:_____

City:_____ County:_____ Zip Code:_____

Title of office or position held or sought:_____

3. STATEMENT OF FACTS:

Please provide a full explanation of your complaint, describing the facts and the actions of the person named above and why you believe he or she violated the law. Include relevant dates and the names and addresses of persons whom you believe may be witnesses. Please do not submit more than 15 pages, including this form. Please do not submit video or audio tapes, CDs, DVDs, flash drives or other electronic media; such material will not be considered part of the complaint and will be returned.

4. OATH

I, the person bringing this complaint, do swear or affirm that the facts set forth in the foregoing complaint and attachments thereto are true and correct to the best of my knowledge and belief.

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ❑ physical presence or ❑ online notarization, this _____ day of _____, 20 _____, by _____.
(name of person making statement)

_____
SIGNATURE OF COMPLAINANT

_____
(Signature of Notary Public)

_____
(Print, Type, or Stamp Commissioned Name of Notary Public)

Ethics Complaint Process:

1. Initial Review for Legal Sufficiency

2. Preliminary Investigation and Probable Cause Determination

3. Public Hearing

Step 1: Legal Sufficiency

- Commission Executive Director reviews complaint to determine whether a Florida law is plead in the document.
- If not plead properly, then the Compliant is brought to Commission for dismissal.
- If plead properly (actually alleges a violation of Florida Ethics law), then an Order to Investigate is issued and commenced.

Step 2: Investigations & Probable Cause

- Allegations are investigated by a investigator (employee of the Ethics Commission.)
- Interviews and evidence is collected.
- Investigator writes a Report of Investigation on findings.
- Commission's Attorney prepares a recommendation based upon Report regarding probable cause.
- A probable cause hearing is scheduled before the Commission.
- If there is probable cause, a DOAH evidentiary hearing may be scheduled or no further action may occur.
- If there is not probable cause, the file is closed.

Step 3: Public Hearing

- Most Public Hearings on Probable Cause determinations are sent to DOAH so an administrative law judge can preside over the matter.
- The Commission's Advocate (an Assistant Attorney from the Attorney General's Office) prosecutes the case at an administrative trial.
- Administrative law judge makes a recommended public report on the violation that is sent back to the Commission on Ethics.
- The Commission on Ethics makes a determination on the recommended violations and penalties at a public hearing.

Potential Penalties:



- Removal/suspension from office.
- Impeachment.
- Censure, reprimand, demotion or salary reduction.
- Forfeiture of a max of 1/3 of public salary (for 1 yr. period)
- Restitution of any pecuniary benefits received due to the violation.
- Civil penalty of up to $20,000
- For gift violations – up to 3x's the value of the gift.
- Daily fines ($25/day) up to $1500 for late form submittal.

Ethics Complaint: Real Life Example

LOCAL

Penalty decided for Manatee Commissioner Baugh who violated ethics in vaccine rollout

By **Ryan Callihan**
Updated January 30, 2023 10:18 AM



Manatee County Commissioner Vanessa Baugh apologizes for COVID-19 vaccine VIP list debacle before a county work session.
By Mymanatee.org

Excerpt from Bradenton Herald:

Baugh, a Republican who has served on the Manatee County Commission since 2012, has been ordered to pay an $8,000 fine and accept a public reprimand from the nine-member board.

The Lakewood Ranch official faced ethics complaints after staff said she ordered them to schedule appointments for herself and four other people.

Elizabeth Miller, who investigated the ethics complaints and worked on the agreement deal with Baugh's attorney, explained the contents of the agreement.

"(Baugh) admits the violation. She admits that while she was a public officer, she used or attempted to use her official position to secure a special privilege or benefit for herself or others," said Miller. "Also, she admits that her actions were corrupt."

Criminal Ethics and Public Corruption Laws

Criminal statutes relating to official misconduct exist for certain enumerated public crimes:

- Criminal bribery (Fla. Stat. 838.015)
- Unlawful Compensation or Reward (Fla. Stat. 838.016)
- Corruption by Harm of Public Servant (Fla. Stat. 838.021)
- Criminal Official Misconduct (Fla. Stat. 838.022)
- Corruption by Threat of Harm (Fla. Stat. 838.021)
- Criminal Misuse of Confidential Information (Fla. Stat. 839.26)

When an Ethics Complaint is Filed Against You....



1. Don't Panic!
2. Ethics Complaints are Confidential.
3. Call Your District's Legal Counsel.
4. Filing of Complaint Does Not Mean Complaint Will Move Forward.
5. If it Does Move Forward, Find out Whether Your District Will Provide a Defense.
6. Inquire into Insurance Coverage.
7. Obtain Independent Legal Counsel.



Oath of Office for Public Officials

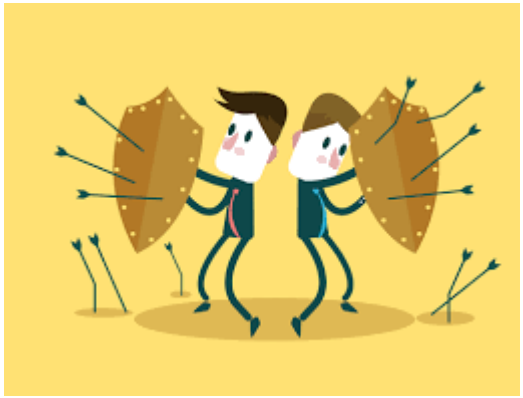
'I do solemnly swear (or affirm) that I will support, protect, and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the state; and that I will well and faithfully perform the duties of *[Insert Special District Name]* on which I am now about to enter. So help me God."

See, Sect. 5(b), Art. II, Fla. Const.

Indemnification & Public Service

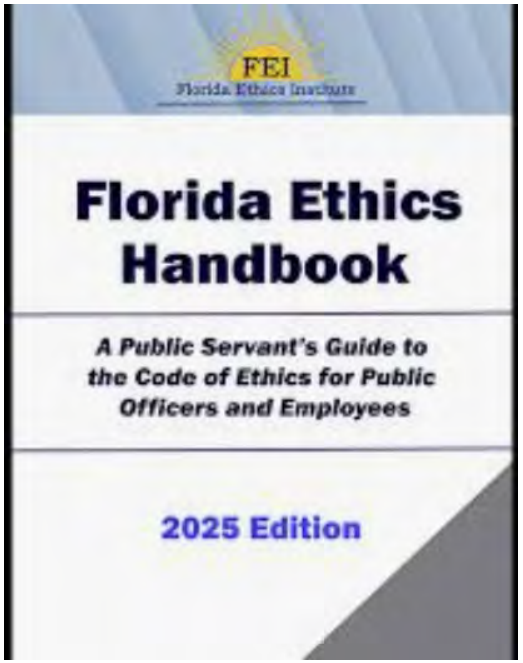
Public officials have a right to be defended when acting in the course and scope of duties :

- Florida Statutes § 111.07
- Common law
- Local Policy



Other Resources

- Florida Commission on Ethics Website: https://ethics.state.fl.us
- Training videos on obligations: https://ethics.state.fl.us/Training/Training.aspx
- Florida Association of Special Districts
- Florida Ethics Handbook




Questions?

For more information, please contact:

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