

University Park Recreation District

12051 Corporate Boulevard, Orlando, FL 32817 Phone: 407-723-5900

<http://universityparkrd.com/>

The regular meeting of the **Board of Supervisors of University Park Recreation District** will be held on **Friday, July 9, 2021 at 1:00 p.m.** at the **Varsity Club** located 7671 The Park Blvd, University Park, FL 34201 and or virtually.

Meeting ID: 860 3797 1767

Passcode: 285858

Join meeting via Zoom:

<https://us02web.zoom.us/j/86037971767?pwd=QmliNIRmTIVoRDFBREZrUEIJSExlZz09>

NOTE: If you are calling into the meeting by phone or Zoom, please MUTE your line!

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

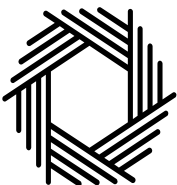
- Call to Order
- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

Administrative Matters

1. Consideration of the Minutes of the June 9, 2021 Special Board of Supervisors Workshop Meeting
2. Consideration of the Minutes of the June 11, 2021 Board of Supervisors Meeting
3. Consideration of the Minutes of the June 29, 2021 Continued Board of Supervisors Meeting *(under separate cover)*
4. Consideration of the Minutes of the June 29, 2021 Board of Supervisors Workshop Meeting *(under separate cover)*

Business Matters

5. Consideration of Proposed Resolution 2021-15, Regarding the Location of Pickleball Courts *(under separate cover)*
6. Update on the Website Development with the UPCA
7. Update on the Design Group Phase 1 Master Improvement Plan Project
8. Consideration of Proposed Resolution 2021-16, Statutory and Charter Amendments *(under separate cover)*
9. Update of Summer Golf Course Renovation Holes #10-18
10. Monthly Board of Supervisors Reports
 - Jim Case- Topic is UPCA coordination with the Recreation District.



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- Sally Dickson- Topic is Marketing
- Bill DiPaolo- Topics are Finance and Charter Amendments relating to the Election and other items within the Charter to be amended.
- Steve Ludmerer- Topic is District Management Structure
- Karen Pagano- Topic is Communications

Other Business

11. Staff Reports
 - a. District Counsel
 - b. District Manager
 - c. General Manager & Director of Finance
 - a. Management Discussion & Analysis Report

District Financials

12. Ratification of Payment Authorizations # 51-52

Date	Meeting Type	Time	Location	Note
August 13, 2021	BOS Meeting	1:00 PM	University Park Country Club	The Varsity Club

13. Supervisor Requests

Adjournment



University Park Recreation District

Consideration of the Minutes of the June 9,
2021 Special Board of Supervisors Workshop
Meeting

MINUTES OF MEETING

**UNIVERSITY PARK RECREATION DISTRICT
BOARD OF SUPERVISORS WORKSHOP MEETING**

Wednesday, June 9, 2021 at 10:00 a.m.

University Park Varsity Room

7671 The Park Blvd, University Park, FL 32401

Board Members present at roll call:

James Case	Chairperson
Steve Ludmerer	Vice Chairperson
Sally Dickson	Assistant Secretary
Karen Pagano	2nd Vice Chairperson
Bill DiPaolo	Treasurer

Also, Present:

Vivian Carvalho (via phone)	District Manager - PFM Group Consulting, LLC
Venessa Ripoll (via phone)	Assistant District Manager-PFM Group Consulting, LLC
Mark Barnebey	District Counsel- Blalock Walters Law Firm
Laurie Evans	General Manager- Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	Director of Finance- Country Club
William Gallo	Gallo Herbert Architects (via phone)
John Gallo	Gallo Herbert Architects (via phone)
Brian Herbert	Gallo Herbert Architects (via phone)
Lisa Briggs	Club Design Group, Inc.

FIRST ORDER OF BUSINESS

Organization Matters

Call to Order and Roll Call

The meeting was called to order at 10:00 a.m. by Mr. Case. Ms. Ripoll called the roll. Those in attendance are outlined above.

Public Comments

Mr. Case asked everyone on the phone line to wait patiently as they straighten up the log in code. The meeting recessed at 10:01 a.m. until the log in code is fixed. The meeting was resumed at 10:15 a.m.

Mr. Case will open an additional public comment period after the Discussion of the agenda items. He asked any members of the public to raise their hand if they had commentary about any agenda item. There were no public comments at this time. Mr. Case closed the public comment period.

SECOND ORDER OF BUSINESS

Administrative Matters

Presentation for the Restaurant Renovation

There were two presentations, one by Club Design Group, Inc. and the second by Gallo Herbert Architects.

Mr. Fetsick shared his screen which showed the presentations. He introduced Ms. Lisa Briggs from Club Design Group, Inc.

Ms. Briggs provided information about Club Design Group. She provided examples of projects Club Design Group has completed in order to show the Board some ideas. She pointed out some aspects of a project that might be of interest to the Board. She showed the Board a Beach Club her company is currently working on including 3-D renderings. She encouraged the Board follow up with her references and reach out to the architects.

Mr. Case brought up concern regarding moving forward in a timely fashion. Ms. Briggs stated it is a valid concern and depends on how much construction and materials the District uses. The timeline is currently unknown.

Mr. Ludmerer commented the examples given seem to have more open interior space than the District's grill at Lakeside. Ms. Briggs commented that their client had more open space after the renovation. Mr. Ludmerer asked about the cost per square foot. Ms. Briggs stated it wouldn't be meaningful to this Board because it was a percentage of the construction cost. She tries to price it by looking at square footage, how many hours the renovation takes, and the how the job is different or similar to the other jobs she has worked on. Mr. Ludmerer stated if Club Design Group purchases the materials it will not be tax exempt. If the District provides the tax-exempt certificate Club Design Group can work out the details on how that would work. The District might have to pay directly.

A Board Member asked if there was an average square foot cost for these type of renovations. Ms. Briggs replied she has seen is range from \$3.00 per square foot to \$10.00 per square foot and up to \$20.00 per square foot depending on what is being undertaken.

A Board member asked how big her team is. Ms. Briggs stated it is a team of 6 and her role is to manage the vision, budget, and direction of the collaboration.

Mr. Case asked Ms. Briggs to describe how she would work out her relationship with other entities and construction companies. Mr. Briggs stated Club Design Group would have a small committee with 7 people including a representative of the community and she would assign one of those as the Chair of the Committee who would be a liaison to the Board. She would have regular meetings with the team including the architects that are on board to take all of that on as a collaboration. She stated there will be constant construction/team meetings. Mr. Case asked Ms. Briggs if the Board asks her to submit a proposal with costs and details what that would look like. Ms. Briggs stated she would send a contract with terms and conditions for review. The District would have to define the scope of work and then Club Design Group can analyze what they can manage in house vs if there are engineers involved and if there are any architectural changes. Ms. Briggs will start with an opinion of probable cost and take that into a more defined budget which will turn into a not to exceed budget after the Board agrees exactly what they are looking for and define the quantities, scope, and description of the project. The Board will sign off on that and the Contractor will use that to go into construction and purchasing. Their whole meeting process to define the scope is approximately 6-10 meetings. The Construction Committee will meet every two weeks and have an opinion of probable cost with approximately 4-6 meetings. This process will be approximately 8-10 weeks.

The Club Design Group proposal includes a \$50,000.00 for interior design and \$100,000.00 to act as the client representative for project management. A Board member asked if the Board chose to go a different route with the project Management piece would that be a problem. Ms. Briggs didn't think it would be an issue as long as they are integrated in the process. It would not be a problem if the District brought in an Architect and General Contractor to manage the project and act as the owner's representative. The District can move forward with the design work to define the scope and then make the decision to add a Project Manager and contractors for various components of the project. A discussion took place that the Project Manager could be a member of the Board or whoever they wanted to assign to the position.

Mr. Fetsick stated the District has timing issues it cannot control. He asked Ms. Briggs timing and when she can commit to get started. Ms. Briggs stated her company has a lot of prospects they are working on and 2 out of the 6 prospects have been confirmed. As of today she can get started quickly. She stated if the Board came back in two weeks she would be able to get started, if they waited a month it would be slot steal and she might not be available if they waited 2 months. On the pending projects some are looking to start design concepts now, but they don't want to vote until October.

Ms. Evans asked what is the most defining aspect of University Park that Ms. Briggs noticed. Ms. Briggs stated her first reaction is the established lush mature landscape within the community. University Park has a quaintness of the different vignettes in the buildings. She noted it reads like natural Florida in that it is welcoming and cozy. The

design would be light, bright, and airy. She suggested tapping into the natural element of the lake and views.

The meeting recessed for 5 minutes break and return with the next presentation. The meeting resumed at 11:31 a.m.

Mr. Gallo provided background of Gallo Herbert Architects. He noted the architecture and social interaction is important. He discussed their excellence in design. Mr. Gallo will help University Park organize the strategy of the project and the priorities of the project as it relates to the dollars appropriated and to how the District can most efficiently achieve the results they want. Mr. Herbert will be the Architect for the project. Mr. Tights will be the Project Manager. Ms. Castro will be the interior designer. Mr. Dezi would be the designer of the architecture. Mr. Yuria would be the Construction Administration. Gallo Herbert Architects will bring on the best consultants for the project.

Mr. Gallo discussed how Gallo Herbert Architects approaches a project which are as follows:

1. Understand UPRD Core Values & Culture
2. Adhere to best components of the Master Plan
3. Immediately develop a management plan for communication and project documentation
4. Enter an aggressive due diligence phase to understand existing conditions of the UPRD campus.
5. Evolve the programming
6. Negotiate successful outcomes between those using facilities and the facilities themselves
7. Conduct code research
8. Past performance and budget adherence
9. Progressive estimates and monthly updates on the schedule.
10. Discuss sustainable concepts the Board wants to implement
11. Take University Park through completion of the project and assist with close out.

Mr. Tights discussed the project charter broken into the phases. He noted the interior remodeling of the dining room, expanding the exterior dining capabilities, an indoor/outdoor bar, the repurpose of the pro shop, the multipurpose room, the Varsity Club renovation, landscape, architecture. It is a comprehensive project. He explained that projects that remodel existing buildings are more difficult to achieve than brand new buildings. Mr. Tights also noted the parking areas need reconfiguration and their hardscape issues that have to be dealt with and they understand the importance of the budget and they are serious about staying within budget.

Mr. Gallo stated it is critical to establish priorities and understand how the priorities interconnect with the maintenance of traffic and maintenance of operation perspective of the campus.

Mr. Tights stated the architects must understand the UPRD business plan, financial plan, and aesthetic goals. Gallo Herbert Architects needs to understand how the fire marshall building departments and utilities impacts the project. A discussion took place about 3D renderings and design work.

Mr. Herbert discussed the design process including creating a methodology for the project. It will be presented to the Board. Then the architects will come up with conceptual interior and exterior designs for the building and present them to the Board.

Mr. Ludmerer asked about the timeframe. The Architects responded the Board needs to tell them the priorities. On any project to get to the end of design development is approximately 60 days. Then the District would be done with design development and have a firm understanding of timing, how it will happen, and what interiors would look like. Then the Board would update the budget and schedule. If everything is approved the architects would go into drawing blueprints stages. Gallo Herbert Architects would then need jurisdictional approvals for a number of the items such as additions and site modifications. They like to have a preapplication meeting with the authority who has jurisdiction such as the City, County or District. The Preapplication meeting and approval process was discussed. The site plans, elevations, floor plans, landscape plans etc. would be submitted to the authority having jurisdiction in the City or County. That process usually takes 2-3 months to get through. The next step is the construction documents. The architects would coordinate the consultants during that process. The interior design group would put together furniture, fixture, equipment packages, display boards, and renderings of what the materials would look like. It would be put into a project data book to include specification of all materials and color schemes.

Mr. Herbert discussed detailed cost estimates which would be done in stages of the project. The next step is permitting, pricing, and vetting. During the bidding process the Gallo Herbert Architects will respond to RFP's and distribute plans for the bidding contractors. They will assist the District in evaluating pricing. They will evaluate and compare the bids. They will then engage in value engineering sessions. The step would be the construction administration process. They would structure and coordinate zoom and on-site meetings. They would establish project management software. It is important to coordinate how the Club would stay in operation during the construction. They will establish green practices and keep that in mind during the process. They will provide a monthly report to the Board. Mr. Herbert discussed direct owner purchases for tax savings to the District. Mr. Herbert next discussed the closeout documents and process. Mr. Case asked on what date he projects closeout. Mr. Gallo stated it depends on the process and what the District is starting with and which phase they are doing. Assuming the best-case

scenario closeout is likely to be in a year and a half but there are so many variables the Architects need direction on from the Board.

Mr. Case asked how they expect to keep the Club functioning during construction. Mr. Gallo suggested creating the outdoor spaces and exterior addition first. Then members can use those spaces while construction is taking place in the interior. Mr. Case asked about cost estimates. Mr. Gallo replied they are done at every phase. They would compare the budget with the appropriations set aside.

Ms. Dickson asked if the District would put together a committee who would communicate with the Architects. She asked how they recommend the District do that efficiently and effectively. Mr. Gallo responded that his firm likes when they put together a Development Team. It would consist of stakeholders from various components of the facilities. It would consist of Management, Director of Food Service, Activities and Residents. In addition, members of the jurisdiction may be invited. Development Team Meetings would happen every two weeks to every month.

There were no other questions from the Board. Gallo Herbert Architects left the meeting in progress.

Review & Discussion of Phase 1 RFP Master Improvement Plan Project Proposals

The Board Discussed the Phase 1 RFP Master Improvement Plan Project Proposals.

Mr. Case stated the second proposal seemed generic and he was not sure they read the RFP. A comment was made that it wasn't a presentation geared toward the UPRD project although they understand what the District is trying to accomplish. The District needs to define its scope of work because both proposals were vague. Mr. Case suggested Club Design Group as they are local, and it is primarily an interior design job however the District needs an architect for portions of this job and other jobs the District has in mind. He suggested the District obtain Club Design Group separately and Gallo Herbert Architects separately and have the two entities work together and collaborate on the project. Gallo Herbert Architects was talking about a large project, but the District currently has a small project. Mr. Ludmerer felt a lack of engagement from Gallo Herbert Architects. He suggested the Board asked Ms. Briggs about the architects she works with closely and ask her if she has ever worked with Gallo. Ms. Evans stated Mr. Gallo is interesting, insightful and engaging in person and personally met with her 2-3 times. She does not know if Mr. Gallo would entertain the idea of working with Ms. Briggs as he has works with his own interior designer and this may be an obstacle. Ms. Briggs was open to working with any architect the Board chose. Ms. Evans leans towards hiring Mr. Gallo for the architectural work. Mr. Case suggested the Board ask Mr. Gallo if he is interested in only

doing the architectural work. Ms. Evans asked Mr. Barnebey if the District hired both Club Design Group and Gallo Herbert Architects could they structure the contracts at this point as continuing services contracts. Mr. Barnebey stated the District is hiring them for a project and whatever is in the scope of work for that project. Gallo wanted to be considered for the Master Planning Project. A discussion took place why the District did not select them at the time. Mr. Ludmerer stated he didn't present a plan which focused on County Club and the UPRD property.

Mr. Barnebey stated the next step in this process is for the Board to select the first proposal and the second proposal and authorize the General Manager to proceed with contract negotiations. He further explained this item is on the Agenda for the Board of Supervisors Meeting scheduled for Friday, June 11, 2021. Ms. Evans and Mr. Fetsick will work on getting an answer by Friday as to whether or not Gallo is interested at all in collaborating with Mr. Briggs as the Architect for the project. A lengthy discussion took place about the committee. Mr. Barnebey stated the committee should not have more than one Board member and advised the Board not to include District staff. It should be a volunteer committee headed by Ms. Evans as Chair. Mr. Ludmerer asked about noticing a public meeting for the volunteer committee. Mr. Barnebey stated they could do that but they won't be able to speak to each other about the matters coming before them outside of that publicly noticed meeting. Ms. Evans is going to ask Ms. Briggs which architects and engineers she works with and if she has worked with Mr. Gallo in the past. Ms. Evans will reach out to Mr. Gallo and find out if he is willing to do the architectural and engineering portions of the project and working with Ms. Briggs as the designer. Neither one needs to lead each other in their portions of the project.

Ms. Evans stated since she is retiring the General Manager in place at the time should lead that portion of the project or their designee. Mr. Fetsick will handle the financial piece and handle the construction project and the budget. Ms. Evans stated the County Club is more than equipped to handle the volunteer group and save \$100,000.00.

The Board recessed at 1:00 p.m. and reconvened at 1:13 p.m.

Review & Discussion of Charter Amendments

The Board discussed the Charter Amendments and possible Statutory changes. Mr. Barnebey provided a draft of changes to the UPRD Charter and Chapter 418 Florida Statutes. Mr. Case discussed the issues the Board was having with who was eligible to vote for the Board Supervisors. It was decided all residents would be eligible to vote and the District will assemble that voting list by an online registration process. That was agreed upon for the development of the Charter. Ms. Pagano thought the Board agreed to leave the definition of the voter the same meaning owners or residents as to not disenfranchise anybody but the registration is 7 days before the election and she does

not think it is enough time to conduct an election 7 days after that timeframe. Mr. DiPaolo stated the revisions did not reflect that and the Board previously discussed online voting. The District must look at the Statutory changes that would be required to allow that and if it is worth it. Mr. Barnebey stated there was an incorrect version of the Charter Amendments that was sent out but the most up to date version is within the agenda package.

Mr. Barnebey stated some of the changes are both Statutory and Non-statutory Charter Amendments that tie together, and some are Charter changes to clarify language. He stated the electronic voting is a good issue to discuss. The HOA has specific language in their statutory language for electronic voting. The national politics and state politics regarding voting issues will affect this issue because the UPRD is a governmental entity and there will be potential concern as to whether or not there is any possibility of this moving forward to shift how the District can vote in the legislative session. What will concern them is the potential broadening to other governmental agencies and bodies. There may be an issue with electronic voting.

Mr. Barnebey discussed the Board wants to include language which is a Statutory and Charter change to allow the District to not have to go out to a public sale for future bond issuances. Those issues are in section 418.22. and Charter Section 2-8-157. This will allow the District to do a private sale of the bonds. Dr. Fishkind wanted to do that last time for timing sake and rates. As of now the District cannot do that because the Statute requires Districts to go out to public sale.

Mr. Barnebey stated the second change is on short term borrowing to allow a longer period of time for short term borrowing. This would be a Charter change.

Mr. Barnebey discussed the election issue. He put in a requirement for residents to register with the District 7 days prior to the election. A lengthy discussion took place to clarify who can vote in the election. Mr. Manti stated if the Board says there should be one vote per lot/household the UPRD could start a registration process using the information from the County and have 2,200 names and addresses as the data base and send information to the lot owners and ask who they will designate to vote but they would have to start the process early. A discussion took place about UPCA opt in requirements. The HOA is not permitted to share their list. Mr. Barnebey stated UPRD is not the only Recreation District in the state and whatever UPRD does to change the statute or Charter will affect other Recreation Districts as well. Mr. Mantia stated a promise was made that every homeowner can vote meaning one lot, one vote. The Board discussed and agreed to one vote per lot by the owner. Mr. Barnebey will incorporate the change to the DRAFT.

Mr. Barnebey stated if the District uses electors, they cannot have it run by the Supervisor of Elections on the same day of the General Elections. The Board had

agreed to hold its election on the Tuesday after the first Monday in December. A discussion took place about the voter registration 7 days prior to election and the date of the election. Mr. Ludmerer stated the Board of Supervisors shall appoint a Non-Board Member to coordinate the election. A discussion took place about using the opt in feature on the District website to inform the homeowners of the election however there will be substantial editing involved to ensure those on the list are owners and not residents. A question was raised if there needs to be a name attached to the electronic voting process or if it is first come first serve per lot for voting. Mr. Barnebey stated it would be better to have a name but whoever voted first gets the vote. One vote per owner per lot through a process that designates one individual to vote. The Board discussed a voter registration 30-45 days in advance of the election. A request was made to eliminate an election day meeting. The dates will be changed to the 2023 election.

The Board discussed the financing provisions.

A question was raised if the District can have a Charter that allows for electronic voting should it become legal. Mr. Barnebey stated the District can change the Charter. The language says individuals can vote in person by proxy or by such other means as allowed by law. The question is if the District needs to address that as a Statutory change. His opinion is it is highly unlikely the District will get electronic voting. Mr. Barnebey was asked if other Districts would want the statute to change to allow electronic voting. He replied he suspected they would, and he would be happy to talk to them about it but right now it will be a really difficult to obtain that approval in the legislative session.

A comment was made that legislation and regulations are made so that it was not definitive due to society changes. A suggestion was made to add language to state electronic voting will be allowed but must meet the same requirements for security access as voting by other means spelled out by law. Mr. Barnebey stated this language is almost identical to the language right now. He was asked if he changed the word "Member" in the Charter. He thinks he did. Mr. DiPaolo suggested he put that aside and assess the climate later because if the attorney feels there is not much of a change for electronic voting there is no point in paying attorney fees for an impossible mission. Mr. Barnebey stated it would threaten other changes made to the Charter. It does not make sense for the District to incur attorney fees.

A suggestion was made to email ballots and have them be returned via email. Mr. Case stated that would be considered electronic voting and there would be issues arising with voting by email. Mr. Barnebey will not pursue statutory changes regarding electronic voting but pursue a change to allow for one vote per lot.

Mr. DiPaolo asked about the timeline to incorporate all the changes with the Charter. Mr. Barnebey stated the statutory language would get to the legislature in October or November 2021. If approved during the legislative session in July 2022 then the District will go to the Manatee County Commissioners for the Charter Amendments on or around August 2022.

Mr. Barnebey will revise the Charter Amendments and have an updated version by the June 11, 2021 Board Meeting.

The Board's discussion concluded. Mr. Case opened the floor for public comment. There was no public comment.

THIRD ORDER OF BUSINESS

Adjournment

Mr. Case requested a motion to adjourn the meeting at 2:31 p.m.

ON MOTION by Ms. Pagano, seconded by Mr. DiPaolo, with all in favor, the Wednesday, June 9, 2021 Board of Supervisors' Workshop Meeting for University Park Recreation District was adjourned at 2:31 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**University Park
Recreation District**

Consideration of the Minutes of the June 11,
2021 Board of Supervisors Meeting

MINUTES OF MEETING

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

Friday, June 11, 2021, at 1:00 p.m.

University Park Varsity Club

7671 The Park Blvd, University Park, FL 32401

Board Members present at roll call:

James Case	Chairperson
Steve Ludmerer	Vice Chairperson
Sally Dickson	Assistant Secretary
Karen Pagano	2nd Vice Chairperson
Bill DiPaolo	Treasurer

Also, Present:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Mark Barnebey	District Counsel- Blalock Walters Law Firm
Laurie Evans	General Manager- Country Club
Curtis Nickerson	Director of Properties & Facilities- Country Club
John Fetsick	Director of Finance- Country Club
Rico Alcala	Club Operations Director
Various Members of the General Public	(present and via zoom)

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 1:00 p.m. by Mr. Case. Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comments

Mr. Case provided opening remarks and stated each individual would have a total of three minutes to speak.

Deborah Van Brunt requested to reconsider addressing public comments and questions after the presentation.

Carol Shabe agreed with Ms. Van Brunt.

Judy stated she could hear the presentation.

The public comments were closed.

SECOND ORDER OF BUSINESS

Administrative Matters

**Consideration of the Minutes of
the April 9, 2021 Board of
Supervisor Meeting**

The Board reviewed the minutes of the April 9, 2021 Board of Supervisors Meeting. Mr. Ludmerer provided feedback on the minutes and changes. The minutes before the Board include Mr. Ludmerer's revisions.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Board approved the Minutes of the April 9, 2021 Board of Supervisors Meeting, as amended.

**Consideration of the Minutes of
the April 9, 2021 Continuation of
the Board of Supervisors Meeting**

The Board reviewed the minutes of the April 9, 2021 Continuation of the Board of Supervisor Meeting which was held on April 20th, 2021. Mr. Ludmerer noted the title of the minutes of the April 9th continuation meeting should reflect April 20th, 2021. Ms. Carvalho clarified it was requested to have the minutes title as April 9, 2021 Continuation BOS Meeting as opposed to April 20th Continuation BOS Meeting on the Agenda. However, the minutes of this meeting is reflected in the heading April 20th, 2021 the continuation of the Board of Supervisors. .

ON MOTION by Mr. Ludmerer, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the April 20th, 2021 Continuation Board of Supervisors Meeting, as presented.

**Consideration of the Minutes of
the Minutes of the May 14, 2021
Board of Supervisors Meeting**

The Board reviewed the minutes of the May 14, 2021 Board of Supervisors' Meeting.

ON MOTION by Ms. Dickson, seconded by Ms. Pagano, with all in favor, the Board approved the Minutes of the May 14, 2021 as presented.

**Pickleball Advisory Volunteer
Group Presentation**

Mr. Case introduced the Pickleball Advisory Volunteer Group. The group consists of the following members Joyce Giberti, Mac McDeritt, and Jack Siegel.

Ms. Giberti initiated the presentation and outlined the the overview and objectives within the Presentation. In addition, the pickleball advisory group wanted to thank to the following individuals for their insight and suggestions to the group. They are as follows:

Alan Ward
Ann Backus
David Van Brunt
Jason Grose
Joe Lisi
John Bondur
Len Goldstein
Markus Kostner
Peter Pizzi
Warren Cohen

In addition, Ms. Giberti covered the following topics:

- The Rationale for Pickleball at UPCC
 - o Pickleball has become one of the most popular sports sweeping the United States. The Advisory Group's scope of work includes identifying how pickleball fits into the UPCC and the overall demand in the community.
- Evaluation of all possible locations
 - o Once interest was identified, the next step would be to locate viable locations for pickleball throughout the community.
- Evaluation of viable locations

- Once viable locations were discovered, with the assistance of two engineers, the Advisory Group look more thoroughly at those viable locations.
- Pickleball Interest
 - Over 30 people play pickleball in the community.
 - A survey was conducted in 2020 where pickleball was of high interest.
- Site Visits
 - No sounds barriers were identified.
 - 8 courts across the street from homes
 - Sites courts have been very active.
 - Lights and sounds concerns were address by the community.
 - Tennis players, pickleball players and enthusiasts. were interviewed. during site visits for their opinion on pickleball.

Mr. Siegel further explained the viable locations within the community. Following the guidelines given, the Advisory Group looked for viable sites that would allow for up to eight courts expansions. The pro-court style was chosen to provide a high-quality pickleball experience. To be thorough, every location by the RD could house pickleball sites. An evaluation of each was completed for on and off-campus sites.

Evaluation criteria were collectively sourced from experts, residents, Board members, and the Advisory Group's own ideas, resulting in six criteria guidelines.

In short, Mr. Siegel stated the footprint layout is 46 feet x 133 feet.

So, a review for the remaining sites for consideration occurred.

The review of viable sites against criteria resulted in the following sites:

Site B: Existing Croquet Area

Site C: Existing Tennis Courts 10/11

Site D: Northeast Corner Parking lot

Mr. McDevitt explained the Advisory Group reviewed the noise monitoring diagram, problematic areas with noise. Site X was introduced, which is utilizing parts of tennis courts 5/6. Site X is summarized as the best scenario for the site by Keane Acoustics.

Reviewed the two remaining sites, B and X, related to cost & comparison included on the recorded documents.

Mr. Siegel stated the Advisory Group had reviewed the site and evaluation criteria and elimination of Parcel L.

The Board commented on the pickleball presentation and thanked .

Mr. Case commented on objectives and core values from the presentation to UPRD. He presented concern about the cost of the project and timing. An additional consideration was raised about the potential of starting with four courts versus eight courts. Mr. Case asked if the group has considered this option.

Ms. Pagano asked the question based on the study, should the pickleball courts go to eight courts versus four courts. She noted Mr. McDevitt stated he does not think there should be eight courts initially.

Mr. DiPaolo stated there is not enough in the budget. He supports four pickleball courts initially.

Mr. Ludmerer stated Site X is intrusive and does harm. Parcel L was eliminated for environmental impact. The problem is the footprint. He reviewed and comment on noise implication. It caps the tennis growth if utilizing the area proposed in the presentation.

Mr. DiPaolo disagrees with the clearing that was presented on the slide. He thinks more 30 feet needs to be cleared.

Ms. Dickson commented on the follow up statement made by Mr. Lumerer that of Site X does harm. She stated the proposed sites outlines various options to reduce no harm. Furthermore, she stated the provided examples of different harm done by different audiences.

Ms. Evans stated what an amazing job the Advisory Volunteer Group did in this project and commented how autonomous they were through the project.

Mr. Case requested staff to obtain estimates for 4 pickleball courts versus 8 on the existing croquet area.

The meeting was recessed at 2:55 p.m.

The meeting was reconvened at 3:03 p.m.

Update on the Website Development with the UPCA

Ms. Evans provided an update of the website and stated all materials had been sent to the website designer for the landing page. There are two different designers, one that hosts the URL currently, the landing page is different than the one doing the UPCA website. Ms. Evans expects to have the majority, or a new design and a free mock-up by

June 29, 2021, for the Board's review. The UPCA website is progressing; the landing page is in its final stages, while many other pages are in development.

Ms. Pagano commented that Ms. Evans's team is doing a great job.

Review & Consideration of Phase 1 RFP Master Improvement Plan Project Proposals

Ms. Evans provided an update on the Phase 1 RFP Master Improvement Plan Project. Two companies have been selected, Club Design Group and Gallo Architects. Ms. Evans has reached out to both vendors.

Ms. Evans is authorized to negotiate an agreement with Lisa Briggs of Club Design Group. Two separate contracts will be issued to both vendors, as they have both agreed to work with each other on the project.

Ms. Briggs stressed the importance of an Interior Design Group.

Ms. Evans will arrange a meeting with Ms. Briggs to review the scope of work.

Mr. Barnebey framed the motion.

ON MOTION by Mr. Ludmerer, seconded by Ms. Pagano, with all in favor, the Board to select Club Design Group as the 1ST rank proposer designer regarding the Master Improvement Plan Project authorizing General Manager to negotiate a contract.

Review & Discussion of Charter Amendments

Based on the discussion of the workshop and changes need to be made by Mr. Barnebey the Charter Amendment has been tabled for either to be further reviewed at the continued Board of Supervisors' Meeting and or Board of Supervisors Workshop Meeting scheduled for June 29, 2021.

Consideration of Amendment to the Water Agreement with UPCA

Mr. Barnebey provided an update of the Water Agreement with UPCA. He entered in rate lock of a \$10.00 rate.

ON MOTION by Ms. Dickson, seconded by Mr. DiPaolo, with all in favor, the Board to approve the Water Agreement with UPCA as presented.

Monthly Board of Supervisors Reports

1. Mr. Case- Topics are UPCA coordination with the Recreation District.
Mr. Case sent a letter to UPCA for addressing concept changes to the CC&R for the community. The letter was not received very well by UPCA. The topic will be reviewed at a later time. The UPCA staff potentially will be relocating to the Community Center on July 15, 2021.

2. Sally Dickson- Topics is Marketing
Ms. Dickson had not update .

Ms. Evans stated Mr. Gio Cantarella is undertaking the compilation of the marketing plan.

3. Bill DiPaolo – Topics are Finance and Charter Amendments relating to the Election and other items within the Charter to be amended.

- Charter Updates
 - o Charter updates and remodeling have been addressed.
- Audit
 - o Mr. DiPaolo will review the draft audit and will also request Mr. Fetsick to provide a copy to the Board.
- A group of volunteers has been selected to review the audit. A Zoom meeting will be held on June 29, 2021, with the auditor to address the remaining questions.

4. Steve Ludmerer – Topics is District Management Structure

Mr. Ludmerer is pleased with Ms. Carvalho and Ms. Ripoll's coordination of the meeting minutes and communication with Board Members. In addition, he also asked for Board Members to respond to meeting minutes correspondence.

5. Karen Pagano- Topics is District Management Structure

Ms. Pagano had no update.

**Review & Acceptance of FY 2020
Audit Report**

The FY 2020 Audit Report will be reviewed at the continued meeting on June 29, 2021, at 10:00 a.m. before the scheduled workshop meeting.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

District Counsel- Mr. Barnebey provided an update about the outstanding assessment. The last outstanding assessment has been paid off.

Mr. Ludmerer commented on being involved with assessments and collections issues. He recommends utilizing the Manatee County taxing authority for all future assessments whenever possible.

Ms. Carvalho suggested entering into an agreement with Manatee County Tax Collector Authority and Property Appraiser Office. In addition, she described what is involved regarding achieving a set agreement with Manatee County.

Mr. Gio Cantarella confirmed he is working with Ms. Dickson on the Marketing Plan.

District Manager- Ms. Carvalho noted the next Workshop meeting is scheduled for June 29, 2021. The District has confirmed that a continued meeting Board of Supervisors' will be held on June 29, 2021 at 10:00 at this location.

The Board should have received the Form 1 Filing document by mail, which is due by July 1, 2021.

General Manager & Director of Finance Report

a) **Management Discussion & Analysis Report**

Ms. Evans highlighted some aspect of her report. She stated that there has been some changes to the mask policy that went into effect in May. It outlines that for fully vaccinated members, guests and residents are no longer required to wear masks. However, all staff members are required to wear masks regardless of vaccination status; this has become a challenge for staff members. Ms. Evans suggests continuing to follow CDC guidelines. Plans are being made to allow vaccinated staff members to waive mask-wearing requirements after July 1, 2021. In efforts to encourage staff members to get vaccinated, a \$1000 lottery has been created for vaccinated staff only.

General Manager & Director of Finance –

Ms. Evans reiterated communications of the Varsity Club and Happy Hour topic. Happy Hour can not be reinstated due to lack of space and need for staff members. Currently, the entire space for Happy Hour is not available, and there is a lack of staff to facilitate Happy Hour on Wednesdays and Fridays. It has been stated that 26 percent of cooks have left the food/kitchen industry. In efforts to attract new hires to the restaurant, there is a \$500 signing bonus and a \$500 referral bonus.

Ms. Dickson asked questions about the lack of staff in the community.

Ms. Evans responded there is a lack of staff members for indoor and outdoor servers, hosts, and kitchen staff specifically related to the restaurant.

Ms. Evans also noted that Sunday Brunch will occur once a month during the summer. In addition, banquet business has significantly increased due to a high volume of weddings and dinner rehearsals. The renovation schedule for the restaurant needs to be decided to accommodate busy banquet schedules.

Mr. Nickerson stated golf operations continue to grow successfully. Summer memberships have increased 50 percent since last year. There are currently 225 summer golfing memberships. Rates have increased as well.

Mr. Fetisck notified the Board, PPP loan had been granted full forgiveness. The loan for 2020 has been approved and appropriated by the UPCA on May 20, 2021. The amount of \$856,000,000 has been allocated for the RD for full use funds. The exact use of funds has not been identified yet.

Mr. Ludmerer questioned the impact of initiation fees. He has requested John Fetisck to detail where the cost is coming from. Mr. Fetisck will follow-up on this item.

Ratification of Payment Authorizations #49-50

Mr. Fetisck presented Payment Authorizations #49-50. These are generally normal District expenses. He requested a motion to ratify as presented.

ON MOTION by Mr. DiPaolo, seconded by Mr. Ludmerer, with all in favor, the Board ratified Payment Authorizations #49-50.

FOURTH ORDER OF BUSINESS

Supervisor Requests

There were no Supervisor requests.

FIFTH ORDER OF BUSINESS

Continuance

Mr. Case requested a motion to continue the meeting to June 29, 2021, before Board of Supervisors' Workshop at this location at 10:00AM.

ON MOTION by Ms. Dickson, seconded by Mr. Ludmerer, with all in favor, the Friday, June 11, 2021 Board of Supervisors' Meeting for University Park Recreation District was continued to June 29, 2021 at 10:00AM at this location.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**University Park
Recreation District**

Consideration of the Minutes of the June 29,
2021 Continued Board of Supervisors
Meeting (*under separate cover*)

**University Park
Recreation District**

Consideration of the Minutes of the June 29,
2021 Board of Supervisors Workshop
Meeting (*under separate cover*)

**University Park
Recreation District**

Consideration of Proposed Resolution
2021-15, Regarding the Location of Pickleball
Courts *(under separate cover)*

University Park Recreation District

Update on the Website Development with the
UPCAI

University Park Recreation District

Update on the Design Group Phase 1
Master Improvement Plan Project

UPRD Board of Supervisors Meeting

Friday, July 9, 2021

Business Matters

7. Update on the Club Design Group Phase 1 Master Improvement Plan Project

Approval and Appointment of a Designer

The UPRD Board, at its June 11th Board meeting, approved club management to engage with Club Design Group (CDG), led by President Lisa Miles-Briggs, in contract negotiations for CDG to perform the design work for the Restaurant facilities of the Club.

Subsequently, John Fetsick and Mark Barneby, with assistance from Bill DiPaolo, worked with CDG on the terms of the contract. Certain statute requirements, payment terms, FF&A procurement and minimum insurance requirements were the primary items discussed and/or edited during this time.

Finally, at the continued Board Meeting on Tuesday, June 29th the board approved CDG as the designer for Phase 1 of the Master Plan. Club Management is excited to work with Lisa and her team on this exciting new chapter for the Club.

Project Team

A project team has been identified to lead Phase 1 on behalf of the club. Those participating are as follows:

- Laurie Evans, General Manager
- Curtis Nickerson, Director of Property & Facilities
- John Fetsick, Director of Finance
- Bill DiPaolo, Treasurer
- Peter Pizzi, Resident and Architect

The project team met with Lisa for a preliminary kick-off meeting on Wednesday, June 16th. The Project Team and CDG are both aligned on priorities and are eager to get started ASAP.

Lifestyle Advisory Group

In addition to the Project Team, a Lifestyle Advisory Group was established to represent the residents and members of the club. Those participating are as follows:

- | | |
|----------------------|---|
| • Deborah Van Brunt | Art in the Park |
| • Vicki DiPaolo | President of Women's Club |
| • Kris Pizzi | Chair of Neighborhood Chair Council |
| • Kathy Bondur | President of Architecture and Landscape Committee |
| • Ronni Loundy | President of LGA (Golf) |
| • Mary Jane Sanacore | President of 9-Hole LGA (Golf) |
| • Kathy Pearlman | Active Tennis Member |
| • David Murphy | Active Member |

The Group, formed with those who lead various clubs and committees within UPCC, met with Lisa and her team on Tuesday, June 29th. The meeting was very engaging, and the member feedback was excellent. This was the first of several meetings which will shape the ultimate vision of the restaurant design. The next meeting is scheduled for Tuesday, July 13th.

**University Park
Recreation District**

Consideration of Proposed Resolution
2021-16, Statutory and Charter Amendments
(under separate cover)

University Park Recreation District

Update of Summer Golf Course Renovation
Holes #10-18

Golf Course Maintenance Renovation Project Update – July 1, 2021
Curtis Nickerson

We are just over three weeks into our mid-9 renovations. This project includes leveling and expanding select tees, rebuilding of greenside bunkers, and repairing/removing a considerable amount of cart paths. While we have faced many challenges this year, work is progressing nicely. We have had delays and setbacks with nearly all of our suppliers, with sod being the most difficult. While most of the issues relate to loading, trucking, and delivery, we have also struggled with the quality of the sod (see pictures below). We are using several different farms to help cover any delivery delays and issues with quality. This has kept us progressing nicely. While we are confident you will be happy with the end-result, it will require more care and inputs to get us where we need to be for when we open.

Below you will find a brief description of the process followed by a few pictures:

This project is following the same process that we used on the front-9 last summer. We have had nothing but positive feedback about the front-9 project and elected to keep the same contractor and process in place.

Tee Tops:

- Existing turf is removed and stockpiled (allowed to decompose to be used later).
- The stripped area is then tilled with a rotary tiller to break up soil layers and compaction.
- We then rough grade and lower the tee surface slight to facilitate expanding the playing surface.
- Next we laser level the tee surface with a 1% slope for surface drainage.
- New sod is installed.
- The seams between the sod is hand-filled and leveled to fill any voids or inconsistencies.
- We then top dress the entire tee surface with a heavy application of 50-50 sand/compost mix to again fill voids and inconsistencies in the new turf.
- Lastly after a few days of growth and turf establishment we will start mowing and preparing the turf for play.
- Keep in mind that when the sod is delivered it is mowed at around 1.5” height; we mow our tees at .400” so it’s a bit of a lengthy process to reach our goal height of cut (HOC).

Bunkers:

- A 2’-4’ strip of turf is removed around the bunker perimeter to prepare for renovation.
- All the existing sand in the bunker is scraped and stockpiled inside the bunker “bowl”.
- Once all the sand is stockpiled, we dig a hole in the center of the bunker and “bury” the sand. This accomplishes several issues and saves us a considerable amount of money and wear and tear on the course. If we didn’t do this, we would have to haul all this material to Powerline to be removed (major cost implications). We would also have to purchase fill material to use for reshaping the bunker floors and faces. Thus, with our current process we save on material and haul-away costs and we dramatically reduce the traffic damage all the back-and-forth material transporting would cause.

It should be noted we are not re-designing or eliminating any greenside bunkers, as with the front 9 project the goal is to update drainage, replace the sand and increase playability by restoring the bunkers to the original design intent. With that said, we did listen to the tremendous amount of member and guest feedback and will be converting the large bunker by the lake near the green on #10 from a sand bunker to a grass bunker. This was done to increase playability and help aid with some infrastructure issues related to irrigation mainlines in this area.



Laser grading



Hand grading preparing for sod



"Good" sod installation



Poor quality sod



Cart Path Removal



Concrete install (matching new texture to existing. (Existing path is on top and the new is below) We are happy with how well they match.



Bunker Backfill Stockpile



Bunker Excavation, Old Drainage Removal and Sand Stockpiling

University Park Recreation District

Monthly Board of Supervisors Reports

University Park Recreation District

Staff Reports

University Park Recreation District
Management Discussion & Analysis Report
As of June 30, 2021

Overview

Summer is here and so too is the heat, humidity, and daily thunderstorms! Despite these seasonal challenges the golf course, tennis & fitness programs and food and beverage operation remain strong. In fact, golf play exceeded all previous years used for comparative purposes! Banquet business has returned, and most dining nights were sold out.

After more than a year of planning starting with last summer's Strategic Planning Group followed by the Master Plan developed by Fawley Bryant, Phase 1 of the Master Plan has commenced! The UPRD Board of Supervisors approved Club Design Group (CDG), led by President Lisa Miles-Briggs, to lead the design work of the interior and exterior dining renovations. Initial meetings with CDG have been held with Management and a volunteer Lifestyle Advisory Group.

The Board also accepted the fiscal year 2020 (11/22/19-9/30/20) Audited Financial Statements during the June 29th continued Board Meeting. Phillips Harvey Group performed the independent audit for the second consecutive year. This audit was much more complex primarily due to the accounting requirements associated with the purchase of the club within the fiscal year.

The ongoing joint website development project with UPCA continues. The website developer has the materials and is making good progress. A draft will be presented at the July 9th Board meeting.

Mask requirements for staff have changed effective July 1, 2021. All vaccinated employees, with proof of full vaccination, are no longer required to wear a mask, indoors or outdoors. All non-vaccinated employees will be required to wear a mask at all times, regardless of location. The health, safety and well-being of our residents, members, guests, and staff continues to be our highest priority.

Golf Course Maintenance

The approved greenside bunker and tee box renovation project on holes #10-18 continues. The project includes leveling and expanding select tee boxes, renovating greenside bunkers, expansive cart path repairs and the addition of new plant beds and trees. While closed we will also be aerifying greens, fairways and rough. The project, which is scheduled to take approximately 8 – 10 weeks, remains on schedule despite ongoing issues with staffing levels and being able to secure the proper materials, including sod, to complete the project. The holes will remain closed until complete which we are estimating to be mid-August.

Human Resources and Staffing

Staffing continues to be a problem within Golf Course Maintenance and Restaurant Operations. We are working diligently to fill the necessary positions to continue providing the exemplary service our Members and Guests have come to enjoy and expect. We are hopeful the recent decrease in unemployment relief will increase the number of job seekers as we move forward. This will be

University Park Recreation District
Management Discussion & Analysis Report
As of June 30, 2021

increasingly important after the dining renovations are completed and the upcoming busy season commences.

Food and Beverage

Despite entering the off-season months, the Food & Beverage operation continues to see tremendous participation in á la carte dining and special events.

Special events during the month included German Night, the Father's Day Brunch, Seafood Boil, Three for All nights, Prime Rib nights, Trivia and Bingo! The Father's Day Brunch included 334 attendees, a record turnout. We look forward to continued success in July highlighted by the 4th of July BBQ which his SOLD OUT.

Inquires for next year including weddings and other milestone events have been strong and the anticipated renovation has increased interest in our venue. Private, outside banquet events continue to bounce back from the pandemic and in June the club played host to three weddings, two luncheons and a corporate dinner.

Golf

Golf has shown little sign of slowing down. Despite only having 18 holes available, which limits the number of tee times sold per day, June golf revenue exceeded budget and prior years by a wide margin. While the FY 2021 budget does reflect the potential impact of COVID-19, it is interesting to note that YTD golf revenue through May has already exceeded the 2020 budget with 4 months to go!

We continue to hear and golf reviews on all social media platforms confirm that we have some of the best course conditions in our area and that our service and staff is second to none.

With the increased walking traffic, the Pro Shop is experiencing an increase in merchandise revenue with June revenue doubling the budget and exceeding prior year revenue handily.

Tennis & Fitness

As important as summer cultural practices are for the golf course, the upkeep and ongoing maintenance of our har-tru tennis courts is equally as important. Most clubs hire tennis court vendors like Welch Tennis Courts to rebuild and refresh their courts. The work can be as extensive as removing all old clay, adding and leveling the new clay and reinstalling the lines as we have done on Courts 1, 8 and 9. Or less intensive as we have recently done on Courts 3 & 4 to which we have added enough new clay to get through the summer. These courts will be rebuilt in the Fall. In 2019 in addition to adding new clay and leveling the court, service and baselines were replaced on Courts 2,3, 4 and 5. To their credit our tennis maintenance team with the help of our tennis professionals,

University Park Recreation District
 Management Discussion & Analysis Report
 As of June 30, 2021

have taken this work on in-house. This saves us a considerable amount of money and ensures that the job is done right.

Fitness classes have moved back indoors and personal training is gaining traction with more and more members returning to their weekly sessions with Sue Mariller.

Membership

As expected, membership sales for the month of June were generally slow, although 15 Summer Golf memberships were sold during the month bringing the total up to 229 (only 6 below our all-time high of 235 from 2019).

	Full	Tennis	Sports	Social	Soc / Res - Cmty Reard	Twilight Tennis	Jr. Exec.	Change in Annual Mbrs	Trial Full	Trial Ten/Fit	Trial Fit/Soc	Trial Social	Sum Golf	Sum Tennis	Sum Dining	Change in Other Mbrs	Required Community Memberships	
2020 Totals	291	106	79	208	459	8	3	1154	7	7	3	4	0	0	0	21	823	
Jan 2021	4	-1	-3	-1	6	1		6	14	1	2	2				19	8	7 Soc/Res, 1 Tennis
Feb 2021	4	2	-1	-5	-1	2		1	6	-3	1	-1				3	9	7 Soc/Res, 1 Full, 1 Twi Ten
Mar 2021	3	-1	1	-2	2			3	-12	-3	0	-3	156	9	X	147	10	7 Soc/Res, 2 Full, 1 Sports
Apr 2021	-2	-1		-2	10			5	-13	-1	-4	-1	29	1		11	12	11 Soc/Res, 1 Full
May 2021		1		-1	7			7	-2	-1	-2		29	1		25	9	8 Soc/Res, 1 Tennis
Smr 6/2								0					4	1		5		
Smr 6/10								0					7	1		8		
6/11	1	-1	-1	-1	11			9								0	11	11 Soc/Res
Smr 6/25								0					3			3		
Smr 6/30								0					1			1		
NEW 6/30	-1		0	-1	-2			-4		1	1					2	2	2 Soc/Res
Total Members	300	105	75	195	492	11	3	1181	0	1	1	1	229	13	0	245	884	

Past Summer Counts				Summer Conversions			
Golf	T&F	Dining	Year				
136	25	45	2013				
121	22	25	2014				
192	26	42	2015				
108	26	35	2016				
76	15	24	2017	4 Full, 3 Tennis, 2 Sports, 2 Social			
175	17	36	2018	9 Full, 4 Tennis, 1 Sports, 6 Social			
235	25	40	2019	19 Full, 7 Tennis, 4 Sports, 11 Social			
152	54	5	2020	15 Full, 18 Tennis, 2 Sports, 3 Social			
229	13	XX	2021				

University Park Recreation District
Management Discussion & Analysis Report
As of June 30, 2021

Statements of Operations (as of May 31, 2021):

University Park Recreation District
 Management Discussion & Analysis Report
 As of June 30, 2021

SUMMARY STATEMENT OF OPERATIONS				
	FY2021	FY2021	FY2021	FY2021
Description	YTD Actual	YTD Budget	YTD Variance	Budget
REVENUE:				
MEMBERSHIP DUES	\$ 2,375,852	\$ 2,349,550	\$ 26,302	\$ 3,490,674
GOLF OPERATIONS	2,656,111	2,039,818	616,293	2,525,706
TENNIS & FITNESS CENTRE	49,373	49,517	(144)	67,806
RESTAURANT INCOME	1,299,994	1,344,184	(44,190)	1,721,582
OTHER INCOME	-	-	-	5,000
TOTAL REVENUE	\$ 6,381,330	\$ 5,783,069	\$ 598,261	\$ 7,810,768
EXPENSES:				
PAYROLL & RELATED:				
GOLF OPERATIONS	\$ 372,630	\$ 380,041	\$ (7,411)	\$ 536,990
TENNIS & FITNESS CENTRE	145,966	144,160	1,806	208,375
RESTAURANT	850,156	822,569	27,587	1,181,409
GOLF COURSE MAINTENANCE	975,122	984,209	(9,087)	1,426,398
GENERAL & ADMINISTRATIVE	787,271	739,168	48,103	1,088,773
TOTAL PAYROLL & RELATED	\$ 3,131,145	\$ 3,070,147	\$ 60,998	\$ 4,441,945
DIRECT EXPENSES:				
GOLF OPERATIONS	\$ 528,414	\$ 448,418	\$ 79,996	\$ 598,782
TENNIS & FITNESS CENTRE	72,254	81,606	(9,352)	119,681
RESTAURANT CGS	609,740	508,827	100,913	665,791
RESTAURANT OPER EXP	296,743	301,908	(5,165)	425,426
GOLF COURSE MAINTENANCE	841,558	799,777	41,781	1,186,312
GENERAL & ADMIN	258,632	222,881	35,751	315,472
PROPERTY INSURANCE	122,948	131,688	(8,740)	197,532
SALES OFFICE - OTHER	34	9,440	(9,406)	14,160
TOTAL DIRECT EXPENSES	\$ 2,730,323	\$ 2,504,545	\$ 225,778	\$ 3,523,156
OPERATING INCOME/(LOSS)	\$ 519,862	\$ 208,377	\$ 311,485	\$ (154,333)
INITIATION FEES & OTHER	\$ 263,499	\$ 152,400	111,099	159,250
OPERATIONS RECOVERY SURCHARGE (1/1/21-9/30/21)	191,243	199,890	(8,647)	361,710
SUB-TOTAL	\$ 974,604	\$ 560,667	\$ 413,937	\$ 366,627
RD GOVERNANCE- REVENUE	1,000			-
RD GOVERNANCE- DISTRICT MANAGEMENT	(46,667)			(70,000)
RD GOVERNANCE- LEGAL	(33,232)			(35,000)
RD GOVERNANCE- OTHER	(149,887)	-	-	(217,090)
SURPLUS FOR OTHER RD NEEDS	\$ 824,717	\$ 560,667	\$ 413,937	\$ 149,537

(a) \$616k increase over Budget due to 9,653 more rounds than budgeted, including 4,573 outside rounds, and pricing.

University Park Recreation District
Management Discussion & Analysis Report
As of June 30, 2021

- (b) Continued impact of COVID-19, particularly fewer Banquet events, especially early in the FY. Higher COGS is due to "To Go" Service costs vs. traditional indoor dining and fewer dining events with higher margins (e.g., special events and Sunday brunch).
- (c) Increase primarily due to Legal and Professional services including legal expenses related to a 401(k) Plan matter, Trademarks, and Strategic Planning Consulting.
- (d) Actual legal expense of \$33k is for General Representation.
- (e) FY2021 YTD expenses include unique/unbudgeted expenses for the Board Election (\$13k), Annual Trustee Fee (\$7k) and Accounting (\$6k) which will smooth out variance to Budget over the balance of the FY.

Revenue Flash Report (as of June 30, 2021):

Unavailable as of posting date of July 2nd. To be added for presentation purposes on July 9th.

**University Park
Recreation District**

Ratification of Payment Authorizations # 51-52

University Park Recreation District

6/14/2021


Payment Authorization No. 51

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	113927	Billable Expenses	\$ 53.23
McClatchy Company, LLC	29281	Notice of Public Meeting - May	\$ 451.62
Blalock Walters	40896-016-17	V. Patricia Lester	\$ 580.00
Blalock Walters	40896-000-31	General Representation - May 2021	\$ 2,171.45

O&M - General Fund Expenses Total	\$ 3,256.30
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Asst. Secretary/Secretary

 6/14/2021

Asst. Treasurer



Date	Invoice Number
February 18, 2021	113927
Payment Terms	Due Date
Upon Receipt	February 18, 2021

Bill To:
University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
12051 Corporate Blvd
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
43rd Floor
Philadelphia, PA 19103
+1 (215) 567-6100

Remittance Options:

Via Mail:

PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: Billable expenses.

Expenses

\$53.23

Total Amount Due

\$53.23



Date	Invoice Number
February 18, 2021	113927
Payment Terms	Due Date
Upon Receipt	February 18, 2021

Expense Supporting Detail

Category	Worker	Transaction Date	Amount Billed
Gas (Rental Car)	Jane Gaarlandt	01/08/21	\$13.17
			Gas (Rental Car) <u>\$13.17</u>
Rental Car	Jane Gaarlandt	01/08/21	\$26.68
			Rental Car <u>\$26.68</u>
Tolls	Jane Gaarlandt	01/08/21	\$13.38
			Tolls <u>\$13.38</u>
Total Expenses:			\$53.23

University Park RD 50%



Print



Toll Statement

Your Information

Customer Name : JANE GAARLANDT
Address : 2698 DANIELLE DR , OVIEDO FL 32817

Your Card Information

CC Type : VISA CARD
CC Number : *****4224

Your Payment Information

Statement ID : EHI110981418
Total Toll Amount : \$4.25
Service Charge : \$3.95
 \$3.95 per toll usage day, max \$19.75 per rental
Total Charges : \$8.20
Amount Paid : \$8.20 50% = \$4.10
Balance Due : \$0.00

Your Rental Information

Contract/Rental Agreement Number : 26LPS7
Pick up Date and Time : 1/7/2021 4:55:00 PM (OVIEDO, FL)
Return Date and Time : 1/8/2021 4:49:00 PM (OVIEDO, FL)

Tolling Summary

Toll Date Time	Toll Authority/Toll Road	Entry Plaza	Exit Plaza	Vehicle Class	Toll Fee
1/8/2021 4:26:59 PM	Florida Department of Transportation	--	SR417 ALOMA AVE EAST/WEST MP38	2	\$0.75
1/8/2021 3:58:14 PM	Florida Department of Transportation	--	SR417 CELEBRATION MAINLINE MP1	2	\$1.25
1/8/2021 6:51:11 AM	Florida Department of Transportation	--	SR417 CELEBRATION MAINLINE MP1	2	\$1.25
1/8/2021 6:19:43 AM	Florida Department of Transportation	--	SR417 RED BUG LAKE ROAD MP41	2	\$1.00

Please note that there may be a delay on tolls being posted to your receipt due to a delay of the Transportation Agencies consolidating and posting tolls in a timely manner. In the event additional tolls are forwarded to us, we will process them and forward an additional e-receipt to you as soon as possible.

If you have any questions regarding toll activity that is listed on the receipt please contact us at 877-860-1258 or tollpasscustomer@htallc.com.



University Park RD 50%

Print



Toll Statement

Your Information

Customer Name : JANE GAARLANDT
Address : 2698 DANIELLE DR , OVIEDO FL 32817

Your Card Information

CC Type : VISA CARD
CC Number : *****4224

Your Payment Information

Statement ID : EHI11191567
Total Toll Amount : \$9.28
Service Charge : \$0.00
\$3.95 per toll usage day, max \$19.75 per rental
Total Charges : \$9.28
Amount Paid : \$9.28 50% = \$4.64
Balance Due : \$0.00

Your Rental Information

Contract/Rental Agreement Number : 26LPS7
Pick up Date and Time : 1/7/2021 4:55:00 PM (OVIEDO, FL)
Return Date and Time : 1/8/2021 4:49:00 PM (OVIEDO, FL)

Tolling Summary

Toll Date Time	Toll Authority/Toll Road	Entry Plaza	Exit Plaza	Vehicle Class	Toll Fee
1/8/2021 6:46:23 AM	SR-417	--	JYOUNG-M	2	\$2.90
1/8/2021 6:40:10 AM	SR-417	--	BOGCY-M	2	\$2.90
1/8/2021 6:29:51 AM	SR-417	--	CURRY-M	2	\$1.74
1/8/2021 6:24:09 AM	SR-417	--	UNIV-M	2	\$1.74

Please note that there may be a delay on tolls being posted to your receipt due to a delay of the Transportation Agencies consolidating and posting tolls in a timely manner. In the event additional tolls are forwarded to us, we will process them and forward an additional e-receipt to you as soon as possible.

If you have any questions regarding toll activity that is listed on the receipt please contact us at 877-860-1258 or tollpasscustomercare@htallc.com.



University Park RD 50%

Print



Toll Statement

Your Information

Customer Name : JANE GAARLANDT
Address : 2698 DANIELLE DR, OVIEDO FL 32817

Your Card Information

CC Type : VISA CARD
CC Number : *****4224

Your Payment Information

Statement ID : EH111320133
Total Toll Amount : \$9.28
Service Charge : \$0.00
 \$3.95 per toll usage day, max \$19.75 per rental
Total Charges : \$9.28
Amount Paid : \$9.28 50% = \$4.64
Balance Due : \$0.00

Your Rental Information

Contract/Rental Agreement Number : 26LPS7
Pick up Date and Time : 1/7/2021 4:55:00 PM (OVIEDO, FL)
Return Date and Time : 1/8/2021 4:49:00 PM (OVIEDO, FL)

Tolling Summary

Toll Date Time	Toll Authority/Toll Road	Entry Plaza	Exit Plaza	Vehicle Class	Toll Fee
1/8/2021 4:25:09 PM	SR-417	--	UNIV-M	2	\$1.74
1/8/2021 4:19:10 PM	SR-417	--	CURRY-M	2	\$1.74
1/8/2021 4:09:01 PM	SR-417	--	BOGGY-M	2	\$2.90
1/8/2021 4:02:48 PM	SR-417	--	JYOUNG-M	2	\$2.90

Please note that there may be a delay on tolls being posted to your receipt due to a delay of the Transportation Agencies consolidating and posting tolls in a timely manner. In the event additional tolls are forwarded to us, we will process them and forward an additional e-receipt to you as soon as possible.

If you have any questions regarding toll activity that is listed on the receipt please contact us at 877-860-1258 or tollpasscustomercare@htallc.com.

University Park RD 50%

Jane Gaarlandt

From: DoNotReply@erac.com
Sent: Friday, January 8, 2021 4:51 PM
To: Jane Gaarlandt
Subject: ENTERPRISE Rental Agreement 26LPS7

EXTERNAL EMAIL: Use care with links and attachments.



RA #: 26LPS7

Renter: GAARLANDT,JANE

Dates & Times	Location
Pickup Jan 07, 2021 4:55 PM	1441 ALAFAYA TRAIL OVIEDO, FL 32765-9171 4073303733
Return Jan 08, 2021 4:49 PM	1441 ALAFAYA TRAIL OVIEDO, FL 32765-9171 4073303733

Vehicle	
Make/Model: CHEV/EQUI	
Color: SILVER	
Mileage: 307	
Fuel Out: 13.5g	Fuel In: 13.6g
License: AEUW08	
Unit #: 7SMT99	Vehicle #: LS519724

Charges	Price/Unit	Total
TIME & DISTANCE 01/07 - 01/08	1.0 @ \$47.00/DAY	\$47.00
FL WASTE TIRE & BATTERY FEE	1.0 @ \$0.02/DAY	\$0.02
SC REC - FL SURCHG RECOV	1.0 @ \$2.00/DAY	\$2.00
VEHICLE LICENSE FEE RECOVERY	1.0 @ \$0.85/DAY	\$0.85
SALES TAX	7.0000%	\$3.49

Total Charges: \$53.36 50% = \$26.68

Charge To: VISA xxxx4224

2021-01-08 16:51:19

University Park RD 50%

RaceTrac 265
10 Alafaya Woods Blv
Oviedo FL 32765
(407) 366-4620
For Guest Experience
Comments, Please
Call 888.636.5589 or
go to racetrac.com

PUMP No. 11
Grade: Unl-87
Gallons: 11.558 G
Price: \$2.279/Gal
Total Fuel: \$26.34

As advertised,
E20 Flex Fuel may be
offered in place of
E15 Gasoline

TOTAL SALE \$26.34
Visa \$26.34

Capture 50% = \$13.17

Visa
XXXXXXXXXXXX4224
Chip Read

USD\$ 26.34

CAPITAL ONE VISA
Mode: Issuer
AID: A00000000031010
TVR: 0000008000
IAD: 06010A03A0A002
TSI: E800
ARC: 00
ARQC:
B7E6316C6FCAAF4

01/08/2021 16:45:55

I agree to pay the
above Total Amount
according to Card
Issuer Agreement.
Download our app!

HOW ARE WE DOING?
GUEST@RACETRAC.COM
1/8/2021 16:48:12



Beaufort Gazette
 Belleville News-Democrat
 Bellingham Herald
 Bradenton Herald
 Centre Daily Times
 Charlotte Observer
 Columbus Ledger-Enquirer
 Fresno Bee

The Herald - Rock Hill
 Herald Sun - Durham
 Idaho Statesman
 Island Packet
 Kansas City Star
 Lexington Herald-Leader
 Merced Sun-Star
 Miami Herald

el Nuevo Herald - Miami
 Modesto Bee
 Raleigh News & Observer
 The Olympian
 Sacramento Bee
 Fort Worth Star-Telegram
 The State - Columbia
 Sun Herald - Biloxi

Sun News - Myrtle Beach
 The News Tribune Tacoma
 The Telegraph - Macon
 San Luis Obispo Tribune
 Tri-City Herald
 Wichita Eagle

UNIVERSITY PARK RECREATION DISTRICT
 Attn: Accounts Payable
 7671 THE PARK BOULEVARD
 UNIVERSITY PARK
 BRADENTON, FL 34201

INVOICE	
Invoice No.:	29281
Invoice Date:	05/31/2021
Due Date:	06/30/2021
Bill-To Account:	29585
Sales Rep:	Ryan Dixon

Dates	Order No.	Description	Product	Size	Times Run	Net Amount
05/07/2021 - 05/07/2021	53511	Print Legal Ad IPL0020890	BRD-Bradenton Herald - Legal Legals & Public Notices CLS	2 x 5.61 in	1	\$133.38
05/27/2021 - 05/27/2021	64553	Print Legal Ad IPL0023869	BRD-Bradenton Herald - Legal Legals & Public Notices CLS	2 x 5.81 in	1	\$138.06
05/24/2021 - 05/24/2021	70046	Print Legal Ad IPL0025209	BRD-Bradenton Herald - Legal Legals & Public Notices CLS	2 x 7.61 in	1	\$180.18

Summary	
Amount Due:	\$451.62

 Please Return This Portion With Your Payment (Thank You)

McClatchy Company LLC
 PO Box 510150
 Livonia MI 48151

INVOICE	
Invoice No.:	29281
Account No.:	29585
Account Name:	UNIVERSITY PARK RECREATION DISTRICT
Amount Due:	\$451.62

Email questions to ssccreditandcollections@mcclatchy.com

3402001210 PRESORT PBPS003



UNIVERSITY PARK RECREATION DISTRICT
 ATTN: ACCOUNTS PAYABLE
 UNIVERSITY PARK
 7671 THE PARK BOULEVARD
 BRADENTON FL 34201-2201



McClatchy Company LLC
 PO Box 510150
 Livonia MI 48151

0000029585 0000029281 000045162 6





WE MAKE A DIFFERENCE

P.O. Box 469 Bradenton, Florida 34206-0469
ph: 941.748.0100 fx: 941.745.2093

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
12051 CORPORATE BLVD
ORLANDO, FL 32817

Page 1
May 31, 2021
Account # 40896-016
Invoice # 40896-016-17

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

V. PATRICIA LESTER

REMITTANCE COPY

40896-016

MPB

BALANCE

\$580.00

**Please Return the Remittance Copy with Your Payment
Make Check Payable to Blalock Walters, P.A.
Federal Tax ID # 59-1950976**



WE MAKE A DIFFERENCE

P.O. Box 469 • Bradenton, Florida 34206-0469
ph: 941.748.0100 fx: 941.745.2093

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
12051 CORPORATE BLVD
ORLANDO, FL 32817

Page 1
May 31, 2021
Account # 40896-016
Invoice # 40896-016-17

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

V. PATRICIA LESTER

DRAFT STATEMENT

MPB

For Professional Services Rendered Thru 05/31/2021

			HOURS		
05/06/2021	MJP	Correspondence with Attorney Flicker regarding receipt of payment for outstanding attorney's fees and confirming the lien amount has been paid as well.	0.20	45.00	48
05/07/2021	MJP	Various communications with Attorney Flicker regarding settlement.	0.40	90.00	49
05/13/2021	MJP	Review of issue relating to status of payment of special assessment lien; prepare correspondence to Vivian Carvalho and John Fetsick relating to the same; prepare follow up correspondence to Matt Flicker relating to the same.	0.40	90.00	50
	MPB	Check on status of lien payment; review and respond to Memorandum from Laurie Evans.	0.80	220.00	54
05/19/2021	MJP	Review communications from Amy Champagne and John Fetsick confirming they have not received payment for outstanding lien; prepare communication to Attorney Flicker regarding the same.	0.20	45.00	51
05/27/2021	MJP	Review various communications from Attorney Flicker and Amy Champagne regarding settlement payment.	0.40	90.00	52
TOTAL FOR THE ABOVE SERVICES			2.40	580.00	

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>RATE</u>	<u>TOTAL</u>
MARISA POWERS	1.60	\$225.00	\$360.00
MARK BARNEBEY	0.80	275.00	220.00

UNIVERSITY PARK RECREATION DISTRICT
V. PATRICIA LESTER
MPB

Page 2
May 31, 2021
Account # 40896-016
Invoice # 40896-016-17

TOTAL CURRENT WORK 580.00

EMAIL ALL INVOICES TO \$580.00
ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM,
JFETSICK@UNIVERSITYPARK-FL.COM AND
PFAY@UNIVERSITYPARK-FL.COM

Org. MPB / Maint. FIRM / Prof. FIRM / Resp. MPB / Dsgn.Htr. SER

Bill Rates:
Principals - \$275.00
Associates - \$225.00
Clerks/Paralegals - \$100.00

*Please Return the Remittance Copy with Your Payment
Make Check Payable to Blalock Walters, P.A.
Federal Tax ID # 59-1950976*



P.O. Box 469 Bradenton, Florida 34206-0469
ph: 941.748.0100 fx: 941.745.2093

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
12051 CORPORATE BLVD
ORLANDO, FL 32817

Page 1
May 31, 2021
Account # 40896-000
Invoice # 40896-000-31

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

REMITTANCE COPY

40896-000	MPB	BALANCE
		<u>\$2,171.45</u>

If you prefer to receive paperless invoices by email, please complete the information below or email mforbes@blalockwalters.com.

_____ Yes, I would prefer paperless billing by email.

Email Address for paperless billing purposes:

Please Return the Remittance Copy with Your Payment
Make Check Payable to Blalock Walters, P.A.
Federal Tax ID # 59-1950976



WE MAKE A DIFFERENCE

P.O. Box 469 • Bradenton, Florida 34206-0469
ph: 941.748.0100 fx: 941.745.2093

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
12051 CORPORATE BLVD
ORLANDO, FL 32817

Page 1
May 31, 2021
Account # 40896-000
Invoice # 40896-000-31

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 05/31/2021

			HOURS	
05/02/2021	MPB	Review possible Charter revisions; telephone conference with Chair.	0.70	164.50
05/03/2021	MPB	Legal research related to Charter amendments; telephone call to Steve Ludmerer.	0.40	94.00
05/04/2021	MPB	Telephone conference with Steve Ludmerer; telephone conference with John Fetsick on budget preparation; preparation for and attendance at the budget workshop.	1.60	376.00
05/14/2021	MPB	Work on Irrigation Water Agreement Amendment; conference with Vivian Carvalho; preparation for and attendance at Board of Supervisors meeting; review Charter issues.	3.90	916.50
05/20/2021	MPB	Telephone conference with Laurie Evans; telephone call to Chair.	0.30	70.50
05/21/2021	MPB	Review Addendum and Notice; preparation of Memorandum to Vivian Carvalho.	0.40	94.00
05/25/2021	MJP	Review of communication from Bill DiPaolo regarding charter amendments.	0.20	40.00
	MJP	Speak with Jim Case regarding Country Club Managemetn Agreement renewal.	0.20	40.00
05/27/2021	MJP	Attend agenda call.	0.70	140.00
	MPB	Review and respond to Memorandum from Steve Ludmerer; telephone conference with Vivian Carvalho.	0.60	141.00
		TOTAL FOR THE ABOVE SERVICES	9.00	2,076.50
05/02/2021		Online Legal Research		94.95
		TOTAL EXPENSES		94.95

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page 2
May 31, 2021
Account # 40896-000
Invoice # 40896-000-31

TOTAL CURRENT WORK	2,171.45
PREVIOUS BALANCE	\$5,564.72
<u>PAYMENTS RECEIVED</u>	
05/10/2021 Payment received on account. Thank you!	-5,564.72
AMOUNT DUE (includes Previous Balance if shown above)	<u>\$2,171.45</u>

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_____ **Yes, I would prefer paperless billing by email.**

Email Address for paperless billing purposes:

***Please Return the Remittance Copy with Your Payment
Make Check Payable to Blalock Walters, P.A.
Federal Tax ID # 59-1950976***

University Park Recreation District

6/23/2021


Payment Authorization No. 52

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	115598	Billable Expenses	\$ 122.33
PFM	DM-06-2021-0048	District Management Fee: June 2021	\$ 5,833.33
PFM	115485	Annual Dissemination FY2021	\$ 5,000.00
PFM	OE-EXP-06-51	May 2021 Postage/Fedex	\$ 17.99
Philips Harvey Group	13820	Audit FY 2020	\$ 3,500.00
Vglobal Tech	2779	ADA Website Maintenance	\$ 208.33

O&M - General Fund Expenses Total	\$ 14,681.98
-----------------------------------	--------------

Asst. Secretary/Secretary

 6/23/21

Asst. Treasurer



Date	Invoice Number
June 15, 2021	115598
Payment Terms	Due Date
Upon Receipt	June 15, 2021

Bill To:
University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
12051 Corporate Blvd
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
43rd Floor
Philadelphia, PA 19103
+1 (215) 567-6100

Remittance Options:

Via Mail:

PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: Billable expenses.

Expenses \$122.33
Total Amount Due **\$122.33**



Date	Invoice Number
June 15, 2021	115598
Payment Terms	Due Date
Upon Receipt	June 15, 2021

Expense Supporting Detail

Category	Worker	Transaction Date	Amount Billed
Gas (Rental Car)	Vivian Carvalho	05/14/21	\$40.40
			Gas (Rental Car) <u>\$40.40</u>
Parking	Vivian Carvalho	05/14/21	\$12.00
			Parking <u>\$12.00</u>
Rental Car	Vivian Carvalho	05/14/21	\$69.93
			Rental Car <u>\$69.93</u>
Total Expenses:			\$122.33

Receipt

763308051419182021

Melbourne Airport
Thank you
For parking with
Republic Parking

FeeComputer Number: 8
Entry Time: 5/12/2021 8:00 AM
Exit Time: 5/14/2021 7:18 PM
Duration: 2d 11h 18m
Op: Donald
Non-resetable tr #: 227223
Tran: 7633
Ticket Number: 70597

Long Term New	\$	36.00

Total:	\$	36.00
MasterCard	\$	36.00
Last 4 Digits:		8330

Please come again

UPRD

Parking

$\$ 36.00 \div 3 \text{ Days} = \$ 12.00 \text{ p/day}$



Rental Agreement # 848993696

Invoice # 90131610364

Renter Information

Renter Name: VIVIAN CARVALHO
Renter Address: PALM BAY, FL 32908 USA
Contract: PUBLIC FINANCIAL MANAGEMENT

Trip Information

Pickup: Wednesday, May 12, 2021 8:05 AM MELBOURNE ARPT (MLB)
Return: Friday, May 14, 2021 7:18 PM MELBOURNE ARPT (MLB)

Vehicle Information

FRONT-WHEEL DRIVE
License #: DZFA76
State/Province: FL
Unit #: 7V2RDV
Vehicle #: MJ155088
Vehicle Class Driven: Premium Crossover 5 door/Automatic/Air
Vehicle Class Charged: Standard SUV 5 door/Automatic/Air
Odometer Mileage/Kilometers: Starting: 5,420 Ending: 6,653
Total: 1,233

Renter Charges

Table with columns: Rental Rate, Taxes and Fees, Total. Includes items like Time & Distance, FI Waste Tire/battery Fee, Sales Tax, etc.

Thank you for renting with Enterprise Rent-A-Car

We appreciate your business! This email was automatically generated from an unattended mailbox, so please do not reply to this e-mail.

UPRD Rental

\$209.79 ÷ 3 Days = \$69.93 p/day

** ICR RECEIPT **

7-ELEVEN
1700 SOUTH BABCOCK ST
MELBOURNE FL 329014441
3217298058
STORE#: 25396
THANK YOU FOR SHOPPING
AT YOUR LOCAL 7 ELEVEN

D# 1 RUL		
14.230 GAL @ 2.839 /GAL		40.40
CREDIT PREPAY		40.40
SUBTOTAL		40.40
TOTAL DUE		40.40
MASTERCARD		40.40
APPROVAL#: 01476Z	AUTH CODE: 0	
APPROVAL TIME: 145528		
AID: A0000000041010		
ENTRY: INSERT		
ARQC 84D2D38D40FE43B		
STORE # 25396		
REF# : 38984669315		

COME BACK
AND SEE US
T#01 OP TRN2016846 05/14/2021 6:58 pm

UPRD
Gas
\$ 40.40



Date	Invoice Number
June 15, 2021	DM-06-2021-0048
Payment Terms	Due Date
Upon Receipt	June 15, 2021

Bill To:
University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
12051 Corporate Blvd
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
43rd Floor
Philadelphia, PA 19103
+1 (215) 567-6100

Remittance Options:

Via Mail:

PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: District Management Fee: June 2021

Professional Fees	\$5,833.33
Total Amount Due	<u>\$5,833.33</u>



Date	Invoice Number
June 10, 2021	115485
Payment Terms	Due Date
Upon Receipt	June 10, 2021

Bill To:
University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
12051 Corporate Blvd
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
43rd Floor
Philadelphia, PA 19103
+1 (215) 567-6100

Remittance Options:

Via Mail:
PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: For the Annual Dissemination for FY2021

Bond Issue	\$5,000.00
Total Amount Due	<u>\$5,000.00</u>



Date	Invoice Number
June 11, 2021	OE-EXP-06-51
Payment Terms	Due Date
Upon Receipt	June 11, 2021

Bill To:
University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
12051 Corporate Blvd
Orlando, FL 32817
United States of America

Company Address:
1735 Market Street
43rd Floor
Philadelphia, PA 19103
+1 (215) 567-6100

Remittance Options:

Via Mail:
PFM Group Consulting LLC
PO Box 65126
Baltimore, MD 21264-5126
United States of America

RE: May 2021 Postage \$.51 and Fedex \$17.48

Expenses	\$17.99
Total Amount Due	<u>\$17.99</u>

ID: 10619
Invoice: 13820
Date: June 15, 2021

University Park Recreation District
John Fetsick, Director of Finance
7671 The Park Boulevard
University Park, FL 34201

Please make your check payable to Phillips Harvey Group and
enclose the top portion of this invoice with your payment.

For professional service rendered as follows:

Progress billing for fees relative to the Audit for the period ending September 30, 2020	\$	3,500.00
---	----	----------

Please pay this amount:	\$	<u>3,500.00</u>
-------------------------	----	-----------------

INVOICE

DUE AND PAYABLE UPON RECEIPT

A monthly finance charge of 1 1/2% will be applied on all unpaid items after 30 days.
This monthly finance charge is calculated at an Annual Percentage Rate of 18%.



Certified Public Accountants
801 Laurel Oak Drive, Suite 303, Naples, FL 34108
P 239 566 1600 | F 239 566 1901 | swflcpas.com

VGlobalTech

636 Fanning Drive
Winter Springs, FL 32708 US
contact@vglobaltech.com
www.vglobaltech.com



INVOICE

BILL TO

UniversityParkRD CDD
12051 Corporate Blvd.
Orlando, FL 32817

INVOICE # 2779

DATE 06/01/2021

DUE DATE 06/01/2021

TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance Ongoing website maintenance for ADA and WCAG Compliance	1	208.33	208.33

Please make check payable to VGlobalTech.

BALANCE DUE

\$208.33

University Park Recreation District

Supervisor Requests