

University Park Recreation District

3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817 Phone: 407-723-5900 Fax: 407-723-5901

<http://universityparkrd.com/>

The regular meeting of the **University Park Recreation District Board of Supervisors** will be held on **Friday, June 9, 2023, at 1:00 p.m.** at the Community Center located at 8301 The Park Boulevard, University Park, FL 34201 and or virtually.

Meeting ID: 845 8893 8513

Passcode: 755354

Join meeting via Zoom:

<https://us02web.zoom.us/j/84588938513?pwd=eUE4Q3BTNGVLNXBsOGViRXk1cWo2QT09>

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]*
- Supervisor Requests & Comments

Administrative Matters

1. Consideration of the Minutes of the May 2, 2023, Board of Supervisors' Workshop Meeting
2. Consideration of the Minutes of the May 16, 2023, Board of Supervisors' Meeting

Staff Report Matters

3. District Counsel
 - a. Discussion & Possible Action Pertaining DRI and Zoning Ordinance
4. District Manager
 - a. Form 1 Filing Reminder
5. Club Management:
 - a. Management Discussion & Analysis Report
 - b. Update on the Business Plan Progress

District Financial Matters

6. Ratification of Payment Authorization Nos. # 93 - 94



Date	Meeting Type	Time	Location	Note
June 27, 2023	Workshop Meeting	2:00 PM- 4:00 PM	University Park	Community Center
July 14, 2023	Board Meeting	1:00 PM	University Park	Community Center

Adjournment



University Park Recreation District

Consideration of the Minutes of the
May 2, 2023, Board of Supervisors'
Workshop Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT WORKSHOP MEETING

Tuesday, May 2, 2023

2:00 p.m.

Community Center

8301 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via Zoom:

Sally Dickson	Chairperson	
Mark Criden	Vice Chairperson	
Steve Ludmerer	Treasurer	(via Zoom)
David Murphy	Assistant Secretary	
Rusty Piersons	Assistant Secretary	

Also, Present in person or via Zoom:

Vivian Carvalho	District Manager - PFM Group Consulting LLC	
Venessa Ripoll	District Manager - PFM Group Consulting LLC	(via Zoom)
Kwame Jackson	ADM - PFM Group Consulting LLC	(via Zoom)
Mark Barnebey	Blalock Walters - District Council	
Curtis Nickerson	Director of Properties and Facilities - Country Club	
John Fetsick	General Manager - Country Club	
Jeff Sedeka	UP Arts Alliance Representative	
Various Audience Members present and via Zoom		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 2:00 p.m. by Ms. Dickson and Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Discussion

Discussion of Capital Improvement Plan a) Presentation by the UP Arts Alliance

Mr. Sedaka provided an overview of the presentation. He stated that the objective was to provide the Board with data driven information to support space needs for today and into the future. So far, they have talked with many residents existing affinity groups about how they currently use club facilities, how their individual needs are not being met, and how their needs are expected to change in the future.

The current membership stands at 2,300 people and is expected to increase. There are capacity issues with meeting and activity spaces as well as dining continue to hinder the quality and quantity of member experiences. About 1,000 residents and members participate in affinity group activities beyond the standard activities; these include about 450 in the Women's Club, 300 in the Arts Alliance, 250 in Cards and Games, and 25-50 in book clubs, film groups, bird groups, scuba diving, stamps, and others. Currently, many of these groups meet in their homes due to the lack of space for such meetings.

The RD and the UPCA Boards currently meet in the Community Center Zoom conference room, many residents have asked the Boards meet in a space that provides more in-person and interactive meetings for larger groups of members and residents. Larger meetings are currently held in the Lakeside Room which require room breakdowns and set-ups, causing service disruptions to member and outside revenue events and staff inconveniences. Other activities that use the Varsity Club and are top priorities include GM coffees, flu shots, elections, rehearsals, smaller group Board meetings, and all paying outside events. Last season, cancellations averaged around 20% per month.

Mr. Sedaka recommended four () new activity rooms at about 1,000 sq. ft. each based on the observations and data collected. These rooms should be designed to be converted to larger rooms to accommodate larger group meeting of about 100-250 people. The most recent information relating to the space needs which was presented at the last RD Board meeting appears to satisfy existing and future space needs for affinity groups and larger meeting spaces for Board and committee meetings. The most recent information also shows comparable costs that appear consistent with prior presentations for completing the desired results. The current Lakeside Room usage for meetings would be replaced with the new building space, eliminating frequent service disruptions to member and outside dining functions. He stated that the remodeled 1st floor of the Varsity Club space would become available for existing residents, members, and other events including outside private meetings, parties, and luncheons. Another benefit is that disruption to

existing utilized space is minimized during construction. Additional fitness/wellness needs to be considered as an add-on to existing space as differences in purpose and functionality of fitness/wellness space and meeting space requires separate facilities.

Mr. Sedaka presented some slides concerning space comparisons which provided an overview of various space approaches, examples of scheduling that provided details of current and desired current usage of the 4 rooms of various activities for members and guests, and space standards that provided calculations for room sizes for various activities and number of participants.

Ms. Dickson asked for clarification on the square footage of the rooms proposed. Mr. Criden thanked Mr. Sedaka for the thorough presentation. Mr. Ludmerer had some comments about the usage of meeting space and meeting the needs of all the residents. Mr. Piersons had some questions concerning the scheduling of the various groups at the Varsity Club. Ms. Fairchild talked about the struggles of finding the space to hold meetings for certain groups and mentioned that the meeting room need to be flexible. There was also a small update to the presentation given last week concerning the proposed new 8,000 sq. ft. building and where it should be built.

THIRD ORDER OF BUSINESS

Discussion of Proposed Fiscal Year 2024 Budgets a) Enterprise Fund b) O&M Fund

Mr. Fetsick mentioned that Mr. Fay as the controller is currently working on the budget and reviewed what it takes to create the actual budget.

Mr. Fetsick reviewed his presentation for the Board starting with the key assumptions of an operating budget. He predicts that membership dues will increase by 5-6% and membership enrollments will remain flat. Initiation fees will increase significantly, notably for non-resident members. Golf operations will remain strong with higher fees and less outside play. The new outdoor dining space will increase revenue and expenses, mainly labor. Racquets, fitness, and G&A will remain consistent with 2023. Inflation and the labor market will continue to put financial pressure on operations. He provided a chart that separated family and single memberships between the 2023 and 2024 budgets and actuals. He continued with Capital Funding, Initiation Fees, and Capital Dues and expects a significant increase in non-resident full member initiation fees.

Mr. Fetsick recommended a \$2 golf cart fee increase. He wants to prioritize member rounds and experience with fewer rounds of golf played. Expenses for golf operations will include market impact on wages, credit card charges, and pro shop cost of goods and services. Mr. Fetsick expects a revenue increase of about \$366,000.00 for restaurant operations with the opening of the outdoor dining area and bar, increased menu prices, and the holding of more

banquet events. The expenses are expected to increase of about \$404,000.00 due to the market impact on wages, increased demand for staffing, entertainment, and the costs of goods sold. Mr. Fetsick expects the Racquets and Fitness revenue to align with the current year's revenue, where the expenses will continue to be the maintenance of the tennis courts and adding additional staffing for member services. The General & Administrative expenses will include property insurance and office supplies/equipment. He also reviewed the Executive Summary and compared the FY 23 and FY24 budgets' revenue, expenses, operating income, RD expenses, availability for other RD needs, and the capital allocation. Ms. Dickson had some questions concerning the increased fees for the memberships and golf operations. Mr. Fetsick went into detail of how these prices were determined when creating the budget. Mr. Murphy commented that when reviewing the options for measuring membership initiation fees and annual dues, the fees are equitable across the various membership categories. Mr. Fetsick then reviewed the General Fund Budget which are the expenses incurred to run the district.

Ms. Dickson stated that the next Board meeting is scheduled for May 16, 2023, at 1:00 p.m. where they will review and approve the proposed budgets and the next Workshop meeting is scheduled for May 30, 2023, from 2:00 – 4:00 p.m. Mr. Criden mentioned that the neighborhood meeting has been suspended and will be scheduled for a later time.

A homeowner commented that there should be a discounted rate for golf players for doubling up in a cart. Ms. Pizzi asked why they have not gone back to having two people per cart. There was another question concerning charging credit card fees.

FOURTH ORDER OF BUSINESS

Adjournment

There were no additional items to come before the Board.

ON MOTION by Ms. Dickson, with all in favor, the May 2, 2023, Workshop Meeting of University Park Recreation District was adjourned at 3:22 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**University Park
Recreation District**

Consideration of the Minutes of the
May 16, 2023, Board of
Supervisors' Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING

Tuesday, May 16, 2023

1:00 p.m.

Community Center

8301 The Park Boulevard, University Park, FL 34201

Board Members present at roll call in person or via Zoom:

Sally Dickson	Chairperson
Steve Ludmerer	Treasurer / 2 nd Vice Chairperson
David Murphy	Assistant Secretary
Rusty Piersons	Assistant Secretary

Also, Present in person or via Zoom:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Venessa Ripoll	District Manager - PFM Group Consulting LLC (via Zoom)
Kwame Jackson	ADM - PFM Group Consulting LLC (via Zoom)
Mark Barnebey	Blalock Walters - District Counsel
Curtis Nickerson	Director of Properties and Facilities - Country Club
John Fetsick	General Manager - Country Club
Various Audience Members 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 Ms. Dickson and Ms. Carvalho. Those in attendance are outlined above.

Public Comments

Mr. Kostner had some questions regarding the treatment of invasive tree species in the District and the Board's plan to remove them per the Mutual Cooperation Agreement. He was concerned that there was not an allocation in the FY 2024 Budget for this issue. Ms. Dickson commented saying that any kind of plan to remove the invasive tree species would have to be reasonable as it would be a large amount of money for anyone to spend for

such a project. Mr. Nickerson added that there is no requirement by Manatee County to remove Brazilian pepper trees, only a recommendation. He also stated that if there was to be a mass removal of these trees, there would be an outcry from the community to replant trees in those areas. Mr. Fetsick mentioned that what is owned by the District and what is owned by the HOA would be a gray area in this aspect and would need a plan between the two entities to tackle this issue.

SECOND ORDER OF BUSINESS

Administrative Matters

Consideration of the Minutes of the April 4, 2023, Board of Supervisors' Workshop Meeting, the Minutes of the April 14, 2023 Board of Supervisors' Meeting, and the Minutes of the April 21, 2023 Continued Board of Supervisors' Meeting

The Board reviewed the minutes.

ON MOTION by Mr. Murphy, seconded by Mr. Ludmerer, with all in favor, the Board approved the Minutes of the April 4, 2023, Board of Supervisors' Workshop Meeting, the Minutes of the April 14, 2023 Board of Supervisors' Meeting, and the Minutes of the April 21, 2023 Continued Board of Supervisors' Meeting with the suggested changes.

THIRD ORDER OF BUSINESS

Staff Report Matters

Update from Mark Criden
a. Neighborhood Meeting
b. Capital Improvement Plan

District Counsel – Mr. Barnebey mentioned that during the next Workshop meeting, they will need to discuss the CRR issue that has been persistent. He also stated that there were some questions raised by the County concerning the DRI amendments and their requirement of unlimited square footage for recreation and the possibility of providing a new traffic study. They will be meeting with the County soon to discuss these concerns.

District Manager – Ms. Carvalho had no report for today’s meeting.

Club Management (Management Discussion & Analysis Report) – Mr. Fetsick mentioned the announcement of the four Advisory Groups that will be assisting management over the next 12-month period. The groups include coverage of fitness & wellness, golf, racquets, and social & dining. Mr. Rico Alcala chairs the meetings between these groups along with internal head representatives. He also stated the work that has begun on the business plan and it has been going well, they have been discussing the current business model, financials, and identifying some SWOT analysis. He had met with Mr. King who has agreed to work with Mr. Criden and himself on project management. Mr. Murphy had heard recommendations from residents asking that a Board member sit in at these meetings from time to time so that residents can see that the Board is taking interest in the project. He wants to keep the involvement informal; Mr. Piersons agreed with this sentiment. Mr. Ludmerer suggested that the meeting minutes from these group meeting be published on the District website.

Mr. Fetsick stated that there have been a few membership downgrades and resignations which is pretty standard for this time of the year. There are currently 1,288 **full** memberships, 399 full Members, almost 770 social memberships and 150 grandfathered non-members which has gone down about 40 in the last two years. There are up to 38 pickleball passes, which when added to the racquets and full memberships, is well over 100 memberships. The total rounds for golf are down to 2,600. Revenue remains over budget but is down from the year prior. He mentioned that they had a very successful tennis tournament last month and a successful pickleball tournament last week.

The Statements of Operations were presented after Mr. Nathan Phillips provided his report on the FY 2022 audit. The Operating Revenue stands at \$347,000 over budget, a total operating revenue at \$6.4 million, expenses at \$252,000 over budget, Food and Beverage at \$296,000 over budget. Mr. Fetsick expressed his concerns with the Food and Beverage budget being incredibly high due to the labor market. Mr. Ludmerer commented that they need to look for ways that would reduce cost and create better results. There was a suggestion of using H2B Visas which would have employees working for 6 months, but the expenses would be costly. Mr. Murphy commented on events such as trivia and bingo nights and the cost associated with those as they are special events. He asked whether there might be some pricing opportunity. He also suggested having two seating for special evenings such as Prime Rib Night on a trial basis. This could enhance member experience by allowing more members the chance to participate in these always sold-out events, while better utilizing the staff already present. The Asset Reserve Fund year to date is at \$760,000.

FOURTH ORDER OF BUSINESS

Business Matters

Review and Acceptance of Fiscal Year 2022 Audit Report

Mr. Fetsick introduced Mr. Nathan Phillips from the Phillips Feldman Group who was in charge of the FY 2022 audit. Mr. Phillips presented a thorough review of the Audit Report to the Board.

ON MOTION by Mr. Ludmerer, seconded by Mr. Murphy, with all in favor, the Board accepted the Fiscal Year 2022 Audit Report.

**Consideration of Resolution
2023-06, Approving a
Preliminary Enterprise Fund
(Country Club) Budget for
Fiscal Year 2024 and Setting a
Public Hearing Date
[Suggested Date, September 8,
2023]**

Mr. Fetsick reviewed the County Club Budget for FY 2024. Membership dues will increase about 5%-6%, initiation fees will increase significantly, and the newer dining space for food and beverage will increase in revenue and expenses. He mentioned that they are keeping close eye on workers compensation and insurance. Ms. Carvalho stated that the total **net** revenue will be \$12,192,175.

ON MOTION by Mr. Ludmerer, seconded by Mr. Piersons, with all in favor, the Board approved Resolution 2023-06, Approving a Preliminary Enterprise Fund (Country Club) Budget for Fiscal Year 2024 and Setting a Public Hearing Date for September 8, 2023 at 1:00 p.m. at this location.

**Consideration of Resolution
2023-07, Approving a
Preliminary General Fund
Budget for Fiscal Year 2024
and Setting a Public Hearing
Date [Suggested Date,
September 8, 2023]**

Mr. Fetsick reviewed the General Fund Budget for FY 2024. Ms. Carvalho stated that the total net revenue will be \$250,000.

ON MOTION by Mr. Murphy, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2023-07, Approving a Preliminary General Fund Budget for Fiscal Year 2024 and Setting a Public Hearing Date for September 8, 2023 at 1:00 p.m. at this location.

**Update of Capital Improvement
Plan and Cost**

Mr. Fetsick provided an update concerning working with an estimator and Mr. Baumier on the cost. He mentioned that they have a site visit scheduled last week and will be prepared to provide costs during the June Board meeting. Mr. Nickerson mentioned that he had spoken with the contractor and vendors today concerning irrigation and committing at the end of July for 2024. Mr. Fetsick asked about the financial commitment, and it was mentioned that the work will be started once the funds are available.

FIFTH ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorization Nos. # 91-92**

ON MOTION by Mr. Ludmerer, seconded by Mr. Piersons, with all in favor, the Board ratified Payment Authorization Nos. # 91-92.

Ms. Dickson stated that the next Board meeting is scheduled for June 9, 2023, at 1:00 p.m. at the same location and the next Workshop meeting is scheduled for June 27, 2023, from 2:00 p.m. – 4:00 p.m. at the same location, but she will look into adding an additional Workshop meeting closer to the beginning of June.

Mr. Charlesworth stated his concerns with waiting until 2024 to proceed with the irrigation system. Mr. Nickerson provided some input saying they will do everything they can to bring it together and explain the issue with the parts that are needed.

Mr. Ludmerer asked for an update concerning the air conditioning in the Fitness Center. Mr. Nickerson stated that there has been a temporary fix by way of a rented air conditioning unit and a permanent fix will have a wait time of about 4-6 weeks due to the part needed. Mr. Fetsick mentioned that the rental cost of the air conditioning unit is about \$5,000 per month.

SIXTH ORDER OF BUSINESS

Adjournment

There were no further comments.

ON MOTION by Mr. Murphy, seconded by Mr. Ludmerer, with all in favor, the May 16, 2023, Board of Supervisors' Meeting of University Park Recreation District was adjourned at 2:33 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

District Counsel

University Park Recreation District

District Manager

University Park Recreation District

Club Management

- Management Discussion & Analysis Report
emenlysis Report
- Update of the Development of the Business Plan

University Park Recreation District
Management Discussion & Analysis Report
As of May 31, 2023

The Park Grille Café

The newly renovated Park Grille Café opened on Tuesday, May 23rd during our monthly Tuesday, Trucks & Tunes, with well over 300 attendees. The feedback on the renovation, new hours and Café menu has been overwhelmingly positive. We do have additional work via a punch list, notably gutter/downspout work and some wood craftsmanship, which will occur over the coming weeks with limited to no impact on the operation. We have retained cash from the Contractor until we're pleased that the punch list has been satisfied.

Staffing Update

As announced last week, Joe Lisi has resigned from his position as Director of Racquets & Fitness. His last day is Friday, June 9th. We wish Joe well in his future endeavors. Succession Planning has commenced, and updates will be provided as soon as possible.

Membership

		Full	Racquet s	Social	Soc / Res - Cmty Reard	Jr. Exec.	Change in Annual Mbrs	Trial Full	Trial Rac/Fit	Trial Fit/Soc	Trial Social	Sum Golf	Sum Tennis	Sum Dining
2022 Totals		386	125	241	521	2	1275	27	2	6	4	0	0	0
Jan 2023		2	1	-2	3		4	14	1		0			
Feb 2023		5		0	3		8	5	-1	-2	3			
March 2023		5	-2	1	-1		3	-24	1	-3	-4			
April 2023		-1	-3	-1	3		-2	-14	-3	-1	2	108	18	
	5/5						0					6	3	
	5/12						0					6	1	
	5/23	1			2		3	-7			0			
NEW	5/24						0					3	3	
Total Members		398	121	239	531	2	1291	1	0	0	5	123	25	0
Add SAP		97	31				128							
Add AFP		17	1	29	86		133							
Add Range			15	21	28		64							
Add Twi Ten				18	1		19							
Add Pickleball				4	34		38							
Total Passes		114	47	72	149	0	382							

*149 grandfathered non-members

Summer golf memberships were essentially cut in half, from 287 to 123. As we know, we increased the rate and reduced the term length. We are seeing more course availability, however, for our annual members (and for outside play to offset the decrease in membership revenue).

University Park Recreation District
Management Discussion & Analysis Report
As of May 31, 2023

Statements of Operations (as of April 30, 2023):

UNIVERSITY PARK COUNTRY CLUB & RD			
SEVEN MONTHS ENDING APRIL 30, 2023			
<i>(in thousands)</i>			
SUMMARY STATEMENT OF OPERATIONS	FY2023	FY2023	FY2023
Description	YTD Actual	YTD Budget	YTD Variance
<u>REVENUE:</u>			
MEMBERSHIP DUES	\$ 2,961	\$ 2,894	\$ 67
GOLF OPERATIONS	2,787	2,518	269 (a)
TENNIS & FITNESS CENTRE	91	62	29
DINING OPERATIOINS	1,824	1,671	154 (b)
OTHER INCOME	21	22	(2)
TOTAL REVENUE	\$ 7,684	\$ 7,167	\$ 517
<u>EXPENSES:</u>			
GOLF OPERATIONS	\$ 976	\$ 987	\$ (11)
TENNIS & FITNESS CENTRE	291	280	12
DINING OPERATIONS	2,457	2,046	410 (b)
GOLF COURSE MAINTENANCE	1,728	1,719	9
GENERAL & ADMIN	1,144	1,164	(20)
TOTAL DIRECT EXPENSES	\$ 6,596	\$ 6,195	\$ 401
OPERATING INCOME/(LOSS)	\$ 1,088	\$ 971	\$ 116
<u>CAPITAL ALLOCATION:</u>			
INITIATION FEES & OTHER	\$ 528	\$ 433	95
OUTSIDE GOLF -CAPITAL ALLOCATION	204	131	73
CAPITAL DUES	99	98	1
TOTAL CAPITAL ALLOCATION	\$ 831	\$ 662	\$ 169

(a) \$269k favorable to budget due to 1,921 more rounds than budgeted and increased public rates.

(b) \$154k favorable to budget due to overall increased capacity for a la carte dining and member events and slight menu pricing to combat continued inflation.

\$410k unfavorable to budget primarily due to higher COGS (variable with revenue + real cost increases) and labor increases (OT wages due to club activity).

University Park Recreation District
Management Discussion & Analysis Report
As of May 31, 2023

Revenue Flash Report (as of May 31, 2023):

(in thousands)	May				YTD			
	Actual	Budget	Variance		Actual	Budget	Variance	
MEMBERSHIP DUES	\$ 425	\$ 417	\$ 7		\$ 3,385	\$ 3,311	\$ 74	
GOLF OPERATIONS	338	258	81		3,125	2,775	350	(a)
TENNIS & FITNESS CENTRE	10	8	2		101	69	31	
DINING OPERATIONS	244	203	41		2,068	1,873	195	
OTHER INCOME	1	1	(0)		22	23	(2)	
TOTAL OPERATING REVENUE:	\$ 1,018	\$ 886	\$ 132		\$ 8,702	\$ 8,053	\$ 649	
CAPITAL ALLOCATION:								
INITIATION FEES & OTHER	\$ 25	\$ 8	\$ 17		\$ 553	\$ 441	\$ 112	
OUTSIDE GOLF -CAPITAL ALLOCATION	20	19	1		224	150	74	
CAPITAL DUES	25	25	0		124	123	1	
TOTAL CAPITAL ALLOCATION:	\$ 69	\$ 51	\$ 18		\$ 901	\$ 713	\$ 187	
TOTAL REVENUE:	\$ 1,087	\$ 937	\$ 150		\$ 9,602	\$ 8,766	\$ 836	

(a) 350k over Budget YTD due to pricing and more outside rounds than budgeted, as outlined below:

Rounds of Golf (as of May 31, 2023):

	May				YTD		
	Actual	Budget	Variance		Actual	Budget	Variance
Member Rounds	4,937	3,960	977		37,247	36,000	1,247
Outside Rounds	3,033	3,430	(397)		26,219	24,965	1,254
	7,970	7,390	580		63,466	60,965	2,501

Rounds of Golf (as of May 31, 2022):

Member Rounds	4,985	3,720	1,265		36,379	34,035	2,344
Outside Rounds	3,275	3,430	(155)		29,972	26,425	3,547
	8,260	7,150	1,110		66,351	60,460	5,891

**University Park
Recreation District**

Ratification of
Payment Authorization Nos. # 93 - 94

University Park Recreation District

5/2/2023

Payment Authorization No. 93

O&M - General Fund Expenses

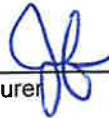
<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
McClatchy Company, LLC	191858	Notice of Public Meeting - April 2023	\$ 204.75
PFM	124495	Software License	\$ 900.00
Phillips Feldman Group	147629	FY 2022 Audit	\$ 1,525.00

O&M - General Fund Expenses Total

\$ 2,629.75

Asst. Secretary/Secretary

Asst. Treasurer

 5/3/23



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

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UNIVERSITY PARK RECREATION DISTRICT

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

APRIL INVOICE

Invoice No.: 191858
Invoice Date: 04/30/2023
Due Date: 05/30/2023
Bill-To Account: 29585
Sales Rep: Crystal Trunick

Dates	Order No.	Description	Product	Size	Billed Units	Times Run	Net Amount
04/07/2023 - 04/07/2023	398852	Print Legal Ad-IPL01149840 IPL0114984	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 63 L	63 L	1	\$74.88
04/21/2023 - 04/21/2023	411062	Print Legal Ad-IPL01191540 IPL0119154	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 55 L	55 L	1	\$65.52
04/25/2023 - 04/25/2023	411702	Print Legal Ad-IPL01194160 IPL0119416	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 54 L	54 L	1	\$64.35

April Summary

Amount Due: \$204.75

Please Return This Portion With Your Payment (Thank You)

McClatchy Company LLC
PO Box 510150
Livonia MI 48151

ADVERTISING INVOICE

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

APRIL INVOICE

Invoice No.: 191858
Account No.: 29585
Account Name: UNIVERSITY PARK RECREATION
DISTRICT
Amount Due: \$204.75

Email questions to ssccreditandcollections@mcclatchy.com

McClatchy Company LLC
PO Box 510150
Livonia MI 48151

0000029585 0000191858 000020475 2



Date	Invoice Number
April 12, 2023	124495
Payment Terms	Due Date
Upon Receipt	April 12, 2023

Bill To:

University Park Recreation District
c/o PFM Group Consulting District Accounting
Department
3501 Quadrangle Blvd., Suite 270
Orlando, FL 32817
United States of America

Company Address:

1735 Market Street
42nd Floor
Philadelphia, PA 19103
+1 (215) 5676100

Remittance Options:**Via Mail:**

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

RE: Billable expenses.

Expenses

\$900.00

Total Amount Due

\$900.00



Date	Invoice Number
April 12, 2023	124495
Payment Terms	Due Date
Upon Receipt	April 12, 2023

Expense Supporting Detail

Category	Worker	Transaction Date	Amount Billed
Software Subscriptions	Jennifer Walden	03/26/23	\$900.00
Software Subscriptions			<u>\$900.00</u>
Total Expenses:			\$900.00



INVOICE

INV10839119

PO Number:

Sold To:
Pfm Asset Management LLC
Jennifer L Walden

Account Number: B01463525
Invoice Number: INV10839119
PO Number:

Bill To:
Pfm Asset Management LLC
Jennifer Walden
1735 Market Street
42nd Floor
Philadelphia Pennsylvania 19103
United States

Invoice Date: 03/26/2023
Payment Due By: 03/26/2023
Payment Terms: Due Upon Receipt
Payment Method: CreditCard

Service	Unit Price	Quantity	Subtotal	Tax	TOTAL
Business Plus Account Licenses Service Period: 03/26/2023-03/25/2024	\$300.00	3	\$900.00	\$0.00	\$900.00
				Invoice Subtotal:	\$900.00
				Tax:	\$0.00
				Total:	\$900.00
				Balance Due:	\$0.00
				Currency:	USD

Payments and Adjustments				
Transaction Date	Transaction Number	Transaction Type	Notes	Applied Amount
03/26/2023	P-12016921	Payment		(\$900.00)
			Balance Due:	\$0.00

Please note that failure to pay this invoice by the due date provided may result in suspension of services and the accrual of a late fee as outlined in the Box Service Agreement.

Payments remitted without reference to relevant invoice number(s) will not be processed and will be returned.

Need to Update your Credit Card?
Submit new billing information securely
online at: <https://www.box.com/update>
(be sure to login as the Box
administrator)

Account Number: B01463525
Invoice Date: 03/26/2023
Invoice Number: INV10839119
Payment Due Date: 03/26/2023
Total Amount Due: \$0.00
Amount Enclosed: _____

Copy of our W-9: billing.app.box.com/W-9

For additional Billing information or to pay via credit card, please visit our support site: support.box.com

Date: 4/12/2023
Invoice Number: 147629
Client: 10619

C/O Paul Fay, Controller
University Park Recreation District
7671 The Park Boulevard
University Park, FL 34201

- Please make your check payable to Phillips Feldman Group and enclose the top portion of this invoice with your payment.
- You may make your payment online at WWW.SWFLCPAS.COM by credit card, debit card or e-check or by calling our office.

For professional services rendered as follows:

Progress billing for fees relative to the Audit for the period ending September 30, 2022 plus various MDA versions	\$1,525.00
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Invoice Total: \$1,525.00

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

University Park Recreation District

5/19/2023

Payment Authorization No. 94


O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Blalock Walters	40896-000-55	General Representation - April 2023	\$ 8,036.00
Vglobal Tech	5045	ADA Website Maintenance - May 2023	\$ 218.33

O&M - General Fund Expenses Total	\$ 8,254.33
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Asst. Secretary/Secretary

Asst. Treasurer

 5/22/23



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

UNIVERSITY PARK RECREATION DISTRICT
PFM FINANCIAL ADVISORS, LLC
3504 LAKE LYNDY DRIVE, SUITE 107
ORLANDO, FL 32817

Page 1
April 30, 2023
Account # 40896-000
Invoice # 40896-000-55

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

REMITTANCE COPY

BALANCE

40896-000

MPB

\$8,036.00

If you prefer to receive paperless invoices by email, please complete the information below or email billing@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
3504 LAKE LYNDA DRIVE, SUITE 107
ORLANDO, FL 32817

Page: 1
April 30, 2023
Account # 40896-000
Invoice # 40896-000-55

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 04/30/2023

			HOURS	
04/04/2023	MJP	Review follow up communication from John Fetsick regarding Wedgbury-Mount outstanding balance.	0.20	44.00
	MJP	Attend workshop.	2.10	462.00
04/06/2023	AWC	review statute concerning employees rights; email communications to/from M. Barnebey concerning employers ability to restrict weapons in the workplace	0.40	100.00
	AWC	Analysis of new statute and confer with Attorney Barnebey	0.30	75.00
	MPB	Telephone conference with Steve Ludmerer.	0.30	75.00
04/07/2023	MJP	Review various communications regarding committee/group for business plan development.	0.20	44.00
	MPB	Telephone conference with Rusty Pierson; telephone call to John Fetsick.	0.40	100.00
04/11/2023	MPB	Telephone conference with John Fetsick and Vivian Carvalho; telephone conference with Steve Ludmerer.	0.70	175.00
04/13/2023	MPB	Telephone conference with Bob Gang; review and respond to Memorandum from Bob Gang; preparation for District meeting; preparation of Memorandum to John Fetsick.	0.90	225.00
04/14/2023	JO	Email to Teles McKay regarding CCR's.	0.20	25.00
	MPB	Telephone conference with Mark Criden; respond to Rusty Pierson's questions; preparation of Memorandum to the Chair; telephone conference with the Chair and Vivian Carvalho; preparation for and attendance at Board meeting; conference with Chair and Vivian Carvalho regarding procedural issues; preparation of Memorandum to Bob Gang and Atty. Ritesh Patel; review and respond to Memorandums from Bob Gang and Atty. Ritesh Patel.	5.10	1,275.00

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 2
April 30, 2023
Account # 40896-000
Invoice # 40896-000-55

			HOURS	
04/17/2023	MPB	Review and respond to Memorandums from Steve Ludmerer.	0.40	100.00
04/19/2023	MPB	Review issue related to liability issue; telephone conference with Vivian Carvalho; review and update information regarding bond counsel; preparation of Memorandums to Vivian Carvalho; review and respond to Mark Criden; telephone conference with Steve Ludmerer.	1.30	325.00
04/20/2023	MJP	Review of issue relating to bond counsel proposals.	0.20	44.00
	MPB	Work on selection of bond and disclosure counsel; preparation of Memorandum to the Chair; preparation of Memorandum to Vanessa Ripoli; telephone call to Vanessa Ripoli; telephone conference with Chair.	1.60	400.00
04/21/2023	MJP	Review of issues for 4/21 continued meeting.	0.20	44.00
	MJP	Attend continued board meeting; meeting with Chair and Vivian; conference with Attorney Barnebey to provide summary of meeting and other matters.	4.00	880.00
	MPB	Preparation of Memorandum to the Chair; preparation of Memorandum to Steve Ludmerer; discuss meeting issues.	0.70	175.00
04/24/2023	MJP	Review communications with Rusty P. regarding D and O insurance and bond counsel proposals.	0.20	44.00
	MJP	Review and outline suggested revisions to Jonas Club Management agreement.	1.90	418.00
	MPB	Review and respond to Memorandum from Rusty Piersons; work on personnel issues.	0.50	125.00
	MPB	Review issues related to the Jones contract.	0.20	50.00
04/25/2023	MJP	Review of issues for strategic workshop; conference with Vivian C.	1.10	242.00
	MJP	Review New ClubHouse Online website; outline concerns; prepare detailed correspondence outlining all suggested revisions to Jonas contract and New ClubHouse Online contract.	2.30	506.00
	MPB	Review contract issues; telephone conference with Vivian Carvalho.	0.40	100.00
04/26/2023	MJP	Review of issue relating to e-verify provisions in clubhouse software and training contracts.	0.20	44.00
	MJP	Review comments to John F. regarding clubhouse contracts.	0.20	44.00
	JO	Charter Review. Email to Natalie Chaipusio and Bobbi Roy regarding fees.	0.40	50.00
	MPB	Review comments on The Jonas and Clubhouse contracts and exhibits; preparation of Memorandum to the Board.	1.10	275.00
04/27/2023	MJP	Review of issues relating to strategy workshop and finance options.	0.20	44.00
	MPB	Review and respond to Memorandum from Vivian Carvalho.	0.40	100.00
04/28/2023	MJP	Prepare for and attend strategic workshop.	5.60	1,232.00
	MJP	Review communication from John F. regarding revisions to Clubhouse contracts.	0.20	44.00

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

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April 30, 2023
Account # 40896-000
Invoice # 40896-000-55

			HOURS	
	JO	Review and respond to email from CindyJean LeBlanc regarding fees.	0.40	50.00
	MPB	Review Memorandum from Mark Criden; review and respond to Memorandum from Steve Ludmerer.	0.20	50.00
04/29/2023	MPB	Preparation of Memorandum to Chair.	0.20	50.00
		TOTAL FOR THE ABOVE SERVICES	34.90	8,036.00
		TOTAL CURRENT WORK		8,036.00
		PREVIOUS BALANCE		\$6,142.00
<u>PAYMENTS RECEIVED</u>				
04/20/2023		Payment received on account. Thank you!		-6,142.00
		AMOUNT DUE (includes Previous Balance if shown above)		<u>\$8,036.00</u>

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_____ Yes, I would prefer paperless billing by email.

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

VGlobalTech

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



INVOICE

BILL TO

University Park RD
3501 Quadrangle Boulevard,
Suite 270, Orlando, FL 32817

INVOICE # 5045**DATE** 05/01/2023**DUE DATE** 05/16/2023**TERMS** Net 15

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Web Maintenance:ADA Website Maintenance Ongoing website maintenance for ADA and WCAG Compliance	1	218.33	218.33

Please make check payable to VGlobalTech.

BALANCE DUE**\$218.33**