

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 Sebeika	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. Sebeika 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. Sebeika recommended four (4) 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. Sebeika 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. Sebeika 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. Nancy 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 plans and 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 and expects continued pro shop sales. 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 expenses, initiation fees and annual dues, the fees would need to be reasonable and 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