

University Park Recreation District

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

<http://universityparkrd.com/>

The **Rescheduled Meeting** of the **University Park Recreation District** will be held on **Tuesday, January 17, 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]*

Administrative Matters

1. Consideration of the Minutes of the December 9, 2022, Board of Supervisors Meeting
2. Consideration of the Minutes of the December 16, 2022, Continued Board of Supervisors Meeting (under separate cover)

Staff Report Matters

3. District Counsel
4. District Manager
5. Club Management
 - a. Management Discussion & Analysis Report (under separate cover)

Business Matters

6. Update on Phase 1 and Phase 2 Project
7. Update on the Charter Amendments & Revisions

District Financial Matters

8. Ratification of Payment Authorizations # 82-84



Date	Meeting Type	Time	Location	Note
January 31, 2023	Workshop	10:00 AM	University Park	Community Center
February 10, 2023	Board of Supervisors	1:00 PM	University Park	Community Center

9. Supervisor Requests & Comments

Adjournment

University Park Recreation District

Public Comment Period

University Park Recreation District

Consideration of the Minutes of the
December 9, 2022, Board of Supervisors

MINUTES OF MEETING

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

Friday, December 9, 2022

1:00 p.m.

Community Center

8301 The Park Boulevard, University Park, FL 34201

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

Bill DiPaolo

Vice Chairperson

Mark Criden

2nd Vice Chairperson

Steve Ludmerer

Treasurer

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was suggested to be continued to December 16, 2022, at 1:00 p.m.

SECOND ORDER OF BUSINESS

Continuance

ON MOTION by Mr. DiPaolo, seconded by Mr. Criden, with all in favor, the December 9, 2022, Board of Supervisors Meeting of University Park Recreation District was continued to December 16, 2022, at 1:00 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**University Park
Recreation District**

**Consideration of the Minutes of the
December 16, 2022, Continued Board of
Supervisors Meeting
(under separate cover)**

University Park Recreation District

District Counsel

University Park Recreation District

District Manager

**University Park
Recreation District**

Club Management
Management Discussion & Analysis Report
(under separate cover)

University Park Recreation District

Update on Phase 1 and Phase 2 Project

University Park Recreation District

Update on the Charter Amendments &
Revisions

**University Park
Recreation District**

Ratification of Payment Authorizations
#82-84

University Park Recreation District

12/2/2022

Payment Authorization No. 82

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
McClatchy Company, LLC	163145	Notice of Public Meeting -November 2022	\$ 367.38
PFM	DM-11-2022-49	District Management Fee: November 2022	\$ 5,833.33
Vglobal Tech	4477	ADA Website Maintenance - November 2022	\$ 218.33
Philips Harvey Group	146890	FY 2022 Audit	\$ 4,500.00

O&M - General Fund Expenses Total

\$ 10,919.04

Asst. Secretary/Secretary


Asst. Treasurer



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

NOVEMBER INVOICE

Invoice No.: 163145
Invoice Date: 11/30/2022
Due Date: 12/30/2022
Bill-To Account: 29585
Sales Rep: Tara Pennington

Dates	Order No.	Description	Product	Size	Billed Units	Times Run	Net Amount
11/04/2022 - 11/04/2022	337266	Print Legal Ad-IPL00952190 IPL0095219	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 72 L	72 L	1	\$85.41
11/11/2022 - 11/11/2022	346146	Print Legal Ad-IPL00978780 IPL0097878	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 62 L	62 L	1	\$73.71
11/11/2022 - 11/11/2022	346312	Print Legal Ad-IPL00979450 IPL0097945	BRD-Bradenton Herald Legal Legals & Public Notices CLS	2 x 61 L	122 L	1	\$145.08
11/22/2022 - 11/22/2022	349520	Print Legal Ad-IPL00989560 IPL0098956	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 53 L	53 L	1	\$63.18

November Summary

Amount Due: \$367.38

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

NOVEMBER INVOICE

Invoice No.: 163145
Account No.: 29585
Account Name: UNIVERSITY PARK RECREATION
DISTRICT
Amount Due: \$367.38

Email questions to ssccreditandcollections@mcclatchy.com

McClatchy Company LLC
PO Box 510150
Livonia MI 48151

0000029585 0000163145 000036738 7



Date	Invoice Number
November 7, 2022	DM-11-2022-49
Payment Terms	Due Date
Upon Receipt	November 7, 2022

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: District Management Fee: November 2022

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

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 # 4477**DATE 11/01/2022****DUE DATE 11/16/2022****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**

Date: 11/15/2022
Invoice Number: 146890
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 Harvey 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	\$4,500.00
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Invoice Total: \$4,500.00

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

12/9/2022

Payment Authorization No. 83

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	OE-EXP-12-2022-27	Postage: November 2022	\$ 1,241.38
PFM	122939	Election Letters	\$ 1,871.67
Philips Harvey Group	146936	FY 2022 Audit	\$ 4,500.00
Blalock Walters	40896-000-50	General Representation - November 2022	\$ 7,476.50
US Bank	6739455	Bond Administration Fee	\$ 7,402.99

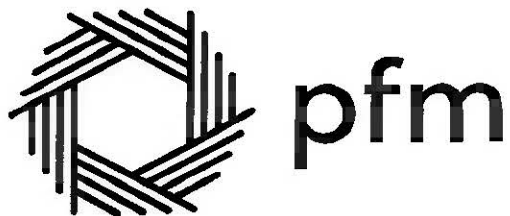
O&M - General Fund Expenses Total

\$ 22,492.54

Asst. Secretary/Secretary


Asst. Treasurer

12/12/22



Date	Invoice Number
December 8, 2022	OE-EXP-12-2022-27
Payment Terms	Due Date
Upon Receipt	December 8, 2022

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: November 2022 Postage \$1,241.38

Expenses

\$1,241.38

Total Amount Due

\$1,241.38



Date	Invoice Number
December 8, 2022	122939
Payment Terms	Due Date
Upon Receipt	December 8, 2022

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: Election Letters (2nd Mailing)

Election Letters (2nd Mailing) - Quantity 6309	\$1,871.67
Total Amount Due	<u>\$1,871.67</u>

Date: 12/2/2022
Invoice Number: 146936
Client: 10619

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

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- 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	\$4,500.00
--	------------

Invoice Total: \$4,500.00

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



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
November 30, 2022
Account # 40896-000
Invoice # 40896-000-50

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

REMITTANCE COPY

		BALANCE
40896-000	MPB	<u>\$7,476.50</u>

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 LYNDY DRIVE, SUITE 107
ORLANDO, FL 32817

Page: 1
November 30, 2022
Account # 40896-000
Invoice # 40896-000-50

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 11/30/2022

			HOURS	
11/01/2022	MPB	Preparation for and attendance at the Board Workshop.	2.80	700.00
11/02/2022	TEF	Review and respond to emails from John Fetsick regarding store credit research	0.30	60.00
11/03/2022	MPB	Prepare revised Resolution for Charter Amendments; revise Charter language based on the Board's direction; revise proposed Resolution.	0.70	175.00
	JO	Review materials for pre-application submittal. Submit request for Pre-application meeting. Email to County regarding fee.	1.20	150.00
11/04/2022	MJP	Review correspondence regarding charter amendments for 11/11 meeting.	0.20	44.00
	JO	Draft pre-application narrative, Email to PFM staff regarding resolution. Finalize Pre-application submittal in ACCELA	1.20	150.00
	MPB	Work on issues related to Sunshine Law; preparation of Memorandum to Sally Dickson and the Board of Supervisors regarding Sunshine matters; revise updated Charter; preparation of Memorandum to Vivian Carvalho; preparation of Memorandum to Venessa Ripoll preparation of Memorandum to Xavier Colon; work on vacation rental ordinance.	3.60	900.00
11/07/2022	JO	Review and respond to email from Laurie Mendard regarding pre-application conference.	0.30	37.50
11/08/2022	MJP	Review of charter revisions; conference with Attorney Barnebey to discuss the same; conference with Vivian Carvalho to discuss agenda; prepare for November 11th meeting.	1.50	330.00
	MPB	Telephone conference with Vivian Carvalho; review agenda.	0.40	100.00
11/09/2022	MPB	Review and respond to Memorandum from Sally Dickson; review response from Sally Dickson; review election matters.	0.60	150.00

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 2
November 30, 2022
Account # 40896-000
Invoice # 40896-000-50

			HOURS	
11/10/2022	MJP	Review communication regarding Phillip Harvey engagement letter.	0.20	44.00
	MJP	Review various communications relating to FPL contract.	0.40	88.00
	MJP	Review of issue relating to Phillip Harvey engagement letter; prepare addendum.	1.10	242.00
	MJP	Review updated agenda.	0.20	44.00
	MPB	Review and respond to Memorandum from John Fetsick on the FPL contract; review and respond to Memorandum from John Fetsick on election e-mail.	1.10	275.00
11/11/2022	MJP	Review and analysis of comments from Steve Ludmerer; prepare for meeting.	1.00	220.00
	MJP	Review and analysis of various communications relating to election and financing Resolution.	0.70	154.00
	MJP	Continued preparation of Addendum for Phillips Harvey contract.	0.30	66.00
	MJP	Prepare for and attend Board meeting.	4.00	880.00
	MPB	Telephone conference with Jim Freeman; review and respond to Memorandum from Xavier Colon; telephone conference with Mayor Bryant; telephone conference with Penny Johnston; meet with Mayor Bryant and Xavier Colon; conference with Mayor Bryant.	1.70	425.00
11/13/2022	MPB	Review and respond to Memorandum from John Bondur.	0.30	75.00
11/14/2022	MJP	Finalize Phillips Harvey addendum; prepare communication to Vivian Carvahlo and Paul Fay.	1.60	352.00
11/15/2022	MPB	Review correspondence regarding elections.	0.20	50.00
11/17/2022	MPB	Review and respond to Vivian Carvalho; revise Resolution 2023-02 and draft Charter amendments.	0.70	175.00
11/18/2022	MJP	Review of revisions to Resolution relating to charter amendments.	0.20	44.00
	MJP	Review revised Resolution and Charter.	0.20	44.00
	MJP	Review and revise Phillips Harvey addendum.	1.00	220.00
	MJP	Prepare communication to Vivian enclosing revised Phillips Harvey Addendum.	0.20	44.00
	MPB	Revise the Charter and Resolution.	0.60	150.00
11/21/2022	MJP	Review correspondence from Vivian Carvalho regarding Phillips Harvey engagement.	0.20	44.00
11/23/2022	MPB	Preparation of Memorandum to Steve Ludmerer.	0.30	75.00
11/28/2022	MJP	Review of various communications regarding dating of Phillips Harvey contract.	0.20	44.00
11/29/2022	MPB	Telephone conference with Vivian Carvalho; telephone conference with Vivian Carvalho and Supervisor Criden; telephone conference with Chair; preparation for and attendance at Workshop.	3.30	825.00
11/30/2022	MPB	Preparation of Memorandum to John Bondur.	0.40	100.00
		TOTAL FOR THE ABOVE SERVICES	32.90	7,476.50

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 3
November 30, 2022
Account # 40896-000
Invoice # 40896-000-50

TOTAL CURRENT WORK	7,476.50
PREVIOUS BALANCE	\$7,087.50
<u>PAYMENTS RECEIVED</u>	
11/14/2022 Payment received on account. Thank you!	-7,087.50
AMOUNT DUE (includes Previous Balance if shown above)	<u>\$7,476.50</u>

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*



Corporate Trust Services
EP-MN-VVN3L
60 Livingston Ave.
St. Paul, MN 55107

Invoice Number: 6739455
Account Number: 252986000
Invoice Date: 11/25/2022
Direct Inquiries To: SCOTT SCHUHLE
Phone: 954-938-2476

UNIVERSITY PARK RECREATION DISTRICT
ATTN: DIRECTOR OF FINANCE
7671 THE PARK BOULEVARD
UNIVERSITY PARK, FL 34201

UNIVERSITY PARK RECREATION DISTRICT NON-AD VALOREM ASSESSMENT BONDS SERIES 2019

The following is a statement of transactions pertaining to your account. For further information, please review the attached

STATEMENT SUMMARY

PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.

TOTAL AMOUNT DUE \$7,402.99

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

**UNIVERSITY PARK RECREATION DISTRICT NON-AD
VALOREM ASSESSMENT BONDS SERIES 2019**

Invoice Number: 6739455
Account Number: 252986000
Current Due: \$7,402.99

Direct Inquiries To: SCOTT SCHUHLE
Phone: 954-938-2476

Wire Instructions:

U.S. Bank
ABA # 091000022
Acct # 1-801-5013-5135
Trust Acct # 252986000
Invoice # 6739455
Attn: Fee Dept St. Paul

Please mail payments to:

U.S. Bank
CM-9690
PO BOX 70870
St. Paul, MN 55170-9690





Corporate Trust Services
EP-MN-WN3L
60 Livingston Ave
St. Paul, MN 55107

Invoice Number: 6739455
Invoice Date: 11/25/2022
Account Number: 252986000
Direct Inquiries To: SCOTT SCHUHLE
Phone: 954-938-2476

UNIVERSITY PARK RECREATION DISTRICT NON-AD
VALOREM ASSESSMENT BONDS SERIES 2019

Accounts Included 252986000 252986001 252986002 252986003 252986004 252986005
In This Relationship: 252986006

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP

Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04360 Administration Fee - Principal Amount O/S	22,955,000.00	0.0003	100.00%	\$6,886.50
Subtotal Administration Fees - In Advance 11/01/2022 - 10/31/2023				\$6,886.50
Incidental Expenses 11/01/2022 to 10/31/2023	6,886.50	0.075		\$516.49
Subtotal Incidental Expenses				\$516.49
TOTAL AMOUNT DUE				\$7,402.99





MK-WI-S300 GCFS
1555 N. Rivercenter Drive, Suite 300
Milwaukee, WI 53212

6739455



000002203 02 SP 106481607818628 P

UNIVERSITY PARK RECREATION DISTRICT
ATTN: DIRECTOR OF FINANCE
7671 THE PARK BOULEVARD
UNIVERSITY PARK, FL 34201



University Park Recreation District

12/27/2022

Payment Authorization No. 84

O&M - General Fund Expenses


<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	DM-12-2022-50	District Management Fee: December 2022	\$ 5,833.33
PFM	123244	Annual Dissemination FY2023	\$ 5,000.00
Philips Harvey Group	146982	FY 2022 Audit	\$ 3,500.00

O&M - General Fund Expenses Total

\$ 14,333.33

Asst. Secretary/Secretary

Asst. Treasurer

 12/29/22



Date	Invoice Number
December 8, 2022	DM-12-2022-50
Payment Terms	Due Date
Upon Receipt	December 8, 2022

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: District Management Fee: December 2022

Professional Fees

\$5,833.33

Total Amount Due

\$5,833.33



Date	Invoice Number
December 20, 2022	123244
Payment Terms	Due Date
Upon Receipt	December 20, 2022

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: For annual dissemination for the period of 10.1.2022 – 9.30.2023

Bond Issue

\$5,000.00

Total Amount Due

\$5,000.00

Date: 12/14/2022
Invoice Number: 146982
Client: 10619

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

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- 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	\$3,500.00
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Invoice Total: \$3,500.00

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
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