

University Park Recreation District

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<http://universityparkrd.com/>

The **Regular Meeting** of the **University Park Recreation District** will be held on **Friday, September 8, 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 July 25, 2023, Strategy Workshop Meeting
2. Consideration of the Minutes of the August 11, 2023, Board of Supervisors Meeting

Staff Report Matters

3. District Counsel
 - a. Update on New Legislation
4. District Manager
5. Club Management
 - a. Management Discussion & Analysis Report

Business Matters

6. Public Hearing on the Adoption of the District's Annual Budget & Country Club Budget
 - a. Public Comments and Testimony
 - b. Board Comments
 - c. Consideration of Resolution 2023-08, Adopting the Fiscal Year 2024 District's Annual Budget and Appropriating Funds
 - i. General Fund Budget
 - ii. Debt Service Budget
 - d. Consideration of Resolution 2023-09, Adopting the Fiscal Year 2024 Country Club Budget and Appropriating Funds



- i. Enterprise Fund Budget
- 7. Consideration of Resolution 2023-10, Adopting the Annual Board and Workshop Meeting Schedule for Fiscal Year 2023-2024.
 - a. Exhibit A- Annual Board of Supervisors Meeting Schedule
 - b. Exhibit B- Annual Board of Supervisors Workshop Meeting Schedule
- 8. Public Hearing on Adopting Country Club Policies, Enforcement and Compliance Matters of the District Facilities and Property
 - a. Public Comments and Testimony
 - b. Board Comments
 - c. Consideration of Resolution 2023-11, Adopting Country Club Policies, Enforcement and Compliance Matters of the District Facilities and Property (*under separate cover*)
- 9. Update of Strategic Planning relating to Deferred Maintenance and Capital Improvement Project and Schedule Moving Forward

District Financial Matters

- 10. Ratification of Payment Authorization Nos. 99-100

Date	Meeting Type	Time	Location	Note
September 26, 2023	Workshop Meeting	2:00 PM-4:00 PM	University Park	Community Center
October 3, 2023 Tentative	Workshop Meeting	2:00 PM-4:00 PM	University Park	Community Center
October 13, 2023 Tentative	Board Meeting	1:00 PM	University Park	Community Center

- 11. Supervisor Requests & Comments

Adjournment



**University Park
Recreation District**

Consideration of the Minutes of
the July 25, 2023,
Strategy Workshop Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT STRATEGY WORKSHOP MEETING

Tuesday, July 25, 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 phone:

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

Also, Present in person or via phone:

Vivian Carvalho	District Manager - PFM Group Consulting LLC
Mark Barnebey	Blalock Walters - District Counsel
John Fetsick	General Manager - Country Club

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was call to order at 2:00 p.m. by Ms. Dickson. Those in attendance are outlined above.

SECOND ORDER OF BUSINESS

Discussion

There was discussion pertaining to golf cart policy and implementing an enforcement procedure. Mr. Barnebey provided the process of Rule Making and Rule Development that the Board will have to undertake to make changes to the policies for the RD.

Mr. Fetsick provided an overview and status of the pending items from SR Construction as it relates to the outdoor dining project. In addition, he provided the Board with a list of items that will be addressed during the week in which the club will be closed for training and general maintenance repairs completed.

Discussion:

- Contract process to retain Kimley Horn & Associates for Structural Engineering Services.
- Overview of the 2nd survey and the timeline of submittal to the residents.
- Review of the financing timeline that has been incorporated within the communication timeline. Suggestion for color coding the timeline with green color for items pertaining to the financing process.
- RD and the Country Club website revamp should be considered; check the Longboat Key Club website as a point of reference.
- Business Plan formal presentation will be provided by the volunteer group at the August 11, 2023, Board of Supervisors Meeting.

THIRD ORDER OF BUSINESS

Adjournment

ON MOTION by Ms. Dickson, with all in favor, the July 25, 2023, Strategy Workshop Meeting of University Park Recreation District was adjourned at 4:21 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

**University Park
Recreation District**

Consideration of the Minutes of
the August 11, 2023,
Board of Supervisors Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT

BOARD OF SUPERVISORS' MEETING

Friday, August 11, 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	
Mark Criden	Vice Chairperson	(via Zoom)
Steve Ludmerer	Treasurer / 2 nd Vice Chairperson	(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	District Counsel – Blalock Walters Attorneys At Law
Curtis Nickerson	Director of Properties and Facilities – Country Club
John Fetsick	General Manager – Country Club
Ted Baumen	Presenter of the Business Plan - (via Zoom)

Various Audience Members Present and Via Zoom

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was call to order at 1:00 p.m. by Ms. Dickson and Ms. Carvalho confirmed quorum to proceed. Those in attendance are outlined above.

The Board proceeded with the pledge of allegiance.

Public Comments

There were no public comments at this time.

SECOND ORDER OF BUSINESS

Administrative Matters

Consideration of the Minutes of the April 28, 2023, Strategy Workshop Meeting, the Minutes of the May 18, 2023, Continued Strategy Workshop Meeting, the June 13, 2023, Continued Strategy Workshop Meeting, the June 27, 2023, Board of Supervisors' Workshop Meeting, and the July 14, 2023, 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 28, 2023, Strategy Workshop Meeting, the Minutes of the May 18, 2023, Continued Strategy Workshop Meeting, the June 13, 2023, Continued Strategy Workshop Meeting, the June 27, 2023, Board of Supervisors' Workshop Meeting, and the July 14, 2023, Board of Supervisors' Meeting.

Consideration of the Minutes of the July 21, 2023, Continued Board of Supervisors' Meeting

Ms. Dickson wanted to clarify a motion that was made during the previous meeting. Mr. Fetsick explained that the motion was for a not-to-exceed amount of \$300,000.00 for the short game practice area of the golf range, as well as an additional not-to-exceed amount of \$300,000.00 for the replacement of the fencing and lighting for the tennis facilities. The cost will come out of cash on hand and revenues.

ON MOTION by Mr. Ludmerer, seconded by Mr. Piersons, with all in favor, the Board authorized Mr. Fetsick to proceed with the projects of the golf course areas and the discussed racquets fencing and lighting budgeted costs not-to-exceed \$300,000.00 each.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the Board approved the Minutes of the July 21, 2023, Continued Board of Supervisors' Meeting subject to the discussed changes reflected in the previous motion of the short game cost.

THIRD ORDER OF BUSINESS

Business Matters

Presentation on the Preliminary Draft of the Business Plan

Mr. Baumen provided an overview of the preliminary draft of the Business Plan presentation. The value proposition is to support the UPRD journey and Board responsibilities for strategic guidance and fiduciary oversight, improve a common understanding of the UPRD among residents to create a positive groundswell, and highlight operational and financial metrics as a basis for analyzing and improving our enterprise, as well as communicating success. He thanked the volunteer residents for their insight and help during the creation of the plan.

He reviewed the key themes that have emerged and reflected on the changes that have been made since 2020. They want to review and adjust the UPCC membership structure to align with current expectations of residents and local benchmarks, ensuring that it provides sustainable revenue streams. They also want to develop a comprehensive and sustainable plan that outlines the capital requirements to address aging infrastructure and facilities, ensuring access to financial resources and successful execution of necessary improvements and upgrades. Identifying and implementing profitable revenue-generating opportunities appropriate for the existing facilities that offset costs for residents and members, without unduly affecting the resident and member experience, was another theme discussed while creating the Business Plan. He mentioned implementing a regular and ongoing communication campaign that encompasses improved two-way engagement with residents, members, and the surrounding community that would utilize various channels and platforms to keep stakeholders proactively informed and involved. He also wanted to look at acknowledging the diverse views and expectations of the residents, especially given changing demographics, by engaging them in policy development as well as operating and financial decision-making processes at a neighborhood level. Lastly, he supported continuously refreshing the UPRD vision and value proposition to preserve and enhance home values and highlighting the benefits of the UPCC as an essential component of an enriching lifestyle in a thriving residential community as to reinforce the importance of continued investments to maintain the natural beauty and attractive facilities in University Park.

Mr. Baumen stated that they had come up with four business models, but it was important to look at transitioning from “developer led’ models to “resident led’ models. The model selected is a member-focused, blended private-public model. This model would allow for the necessary and continued capital investments to meet current and ongoing needs as well as the growth in active member participation in the club. The challenges included a complicated change management but would allow for more flexibility to meet evolving needs and better balance between the needs of members and membership costs.

One of the key gaps included creating a business plan which involved reverse-engineering the selected Business Model to deliver sustainable operating revenue and capital reserves, while also engaging and supporting the social media population. Another was strengthening project management which augmented the capability and capacity for project development; the definition and execution was especially challenging for simultaneous operations. Lastly, the improvement of communication and engagement proved challenging; with the formal change management including specifics to ease the transition to the new business model, while also enabling the transition and achieving a higher level of resident and member knowledge and satisfaction. He mentioned his requests of the Board which included directional support and guidance for a path forward, an internal survey of social members be provided to better define their expectations, communicating and engaging with residents about the Business Plan process and objectives, which includes a formal roll-out to residents using multiple formats and points of engagement, and establishing an evergreen process leveraging resident expertise in the community, integrating in support of the current operating and capital plans, and a follow-up in September 2023.

Ms. Dickson had some questions concerning the Key Emerging Themes and the lower social member satisfaction. Mr. Murphy mentioned that he was working on a survey specifically for social members and wanted a deeper look into their perceptions and hopes and what the Board can do to better engage them. He found that women social members had a significantly higher satisfaction rate than overall social members. There was mention that there was no men’s club like there was a women’s club at the UPCC. He says that he has been working with Mr. Frank Walker on the survey and that it is ready to go and is waiting for the Board to sign off on it. The first survey sent out received 701 total responses; 28 were non-residents. Of the non-residents, 20 were full members, 4 were social members, and 4 were racquets. The plan is to email the social members with a notice of the survey, followed by the survey itself, and a reminder notice after it has been sent. Mr. Fetsick feels that it is important that the social members are heard.

Mr. Criden thanked Mr. Baumen and the team for their hard work on the Business Plan. Mr. Ludmerer stated that this was his first exposure to the Business Plan and thanked the team for putting it together. He also made a comment about matching members’ needs versus members’ expectations. Mr. Fetsick stated that they have identified the first three components of generating reserves which is capital dues, initiation fees, and 10% of outside golf, but a gap still remains. Mr. Selepe stated that they are looking at all levels of membership and not just the social. Ms. Dickson asked if they have looked into researching the benchmark of social

memberships in other clubs. Mr. Baumen stated that they have looked at other clubs in the area to compare their social member satisfaction. Mr. Edwards stated that it was difficult to compare with other clubs as they do not have a CCR requirement like University Park. Mr. Fetsick stated that there are various components to look at in the data for social members and mentioned that the industry standard is that a social membership is approximately 30% of a full or golf membership.

Ms. Dickson had a question about additional revenue sources and asked Mr. Fetsick if was able to go back and look at how they generated revenue prior to the pandemic pertaining to events, banquets, and weddings. Mr. Fetsick mentioned that since Caroline started, they are reviewing benchmarking and looking at where they are in the market and will be looking at the 2018 model. Ms. Dickson suggested a robust marketing plan. Mr. Murphy stated that we need to look at the incremental profit versus the potential impact on member experience. Flexible meeting space could help minimize disruption. Ms. Dickson, Mr. Ludmerer, and Mr. Criden all stated that they agreed with the blended private-public plan the team had come up with.

Ms. Dickson asked if they could elaborate on the change management. Mr. Baumen stated that they need to define the change and engage people in understanding where they are today and how they will close that gap. Mr. Selep stated that they need to understand how to effectively communicate. Mr. Murphy said he supported the team and wanted them to continue moving forward. The Board was in consensus that the team bring forward more details and provide another presentation during the September 5, 2023, workshop meeting. In addition, Mr. Fetsick mentioned that the plan is to provide the Kimley- Horn & Associates presentation on September 8, 2023, Board of Supervisors Meeting

Discussion of the 2024 Membership Program

Mr. Fetsick recommended increasing the 2023-2024 trial membership price proportionately. There were some comments made about the fluctuation in conversion rates for becoming full members throughout the recent years. Mr. Fetsick reviewed data that was collected concerning the summer members within the last few years which showed the total amount of memberships along with brand new, returning, and non-resident members.

Report on Country Club Policies and Compliance Matter

Mr. Fetsick mentioned that they did not have any issues with implementing the Country Club policies and compliance pertaining the two to a golf cart. He appreciates the support of the community.

FOURTH ORDER OF BUSINESS

Staff Report Matters

Club Management (Management Discussion & Analysis Report/Update on the Business Plan Progress) – Mr. Fetsick stated that Mr. Lance Martin has been hired as the Head Pickleball Professional and Racquets League Coordinator, Mr. Ryan Hamning will continue his role as the Head Tennis Professional, and Ms. Colleen Burke has been hired as the Racquets and Fitness Coordinator. Ms. Sue Marillier will continue her role as the Fitness Program Manager.

The Park Grille & Café will close on September 5 through September 11 for renovations, including acoustics installation, floor and ceiling cleaning, general maintenance, and taking care of Café punch list items.

They continue to hold sold out Bingo and Trivia nights and occasionally have Food and Beverage themed nights. Plans are also underway for a successful Labor Day with Golf, Racquets, and the annual Barbeque Event. They are continuing to build upon the 2023/2024 season calendar including moving Bingo and Trivia to Tuesday nights and adding a third night of a la carte dining on Thursdays. Themed nights will largely take place on Wednesday nights with live entertainment at the café on Thursdays and at the Varsity Club on Fridays. Mr. Fetsick mentioned that there are currently 14 open positions that they are looking to fill at the front of house now through October 1.

Mr. Fetsick recommended supplying a University Park white paper to send out to the community for full disclosure as to how they compare in the industry concerning the food and beverage subsidy. They are looking into getting a liquor cabinet for the bar.

District Counsel – Mr. Barnebey stated that the UPCA Counsel representative has submitted the changes to the CCR and requested a motion from the Board to accept the CCR changes. They indicated that they would cooperate and review the mutual cooperation agreement. All Board members were all in agreement with the changes made to the mutual cooperation agreement that have been suggested by Mr. Ludmerer. The Board requested Mr. Barnebey to proceed with the mutual cooperation agreement changes suggested by Mr. Ludmerer and present to UPCA Counsel representative accordingly.

On August 8, 2023, the Board of County Commissioners approved the Charter changes which are subject to referendum vote by the electors within the district. The vote would fall on the third Tuesday of February next year, which would be February 20, 2024. There were some comments made concerning the primary election dates.

Mr. Barnebey stated that they have scheduled mediation for September 1, 2023, with SR Construction. The Board suggested having Mr. Fetsick there as their representative.

ON MOTION by Mr. Murphy, seconded by Mr. Piersons, with all in favor, the Board appointed Mr. Fetsick as the Board's representative for the mediation scheduled on September 1, 2023, with SR Construction

Mr. Barnebey mentioned that he has been in communication concerning the land use item related to the traffic trade-off mechanism but has not yet received a response. He also provided an update to the gun and concealed weapon permit law changes. They are allowed on public property with the exception of UPRD meetings or at an indoor or outdoor dining location where alcohol is served. A rule will be creating for the indoor and outdoor dining locations.

District Manager – No items to report other than a reminder to Mr. Fetsick of the Public Officials Insurance Renewal completed by August 31, 2023.

FIFTH ORDER OF BUSINESS

District Financial Matters

Ratification of Payment Authorization Nos. # 97 – 98

Mr. Fetsick reviewed the payment authorizations.

ON MOTION by Mr. Criden, seconded by Mr. Piersons, with all in favor, the Board ratified Payment Authorization Nos. # 97 – 98.

Supervisor Requests & Comments

Ms. Dickson stated that they have a workshop meeting scheduled for September 5, 2023, between 2:00 p.m. and 4:00 p.m. and on September 8, 2023 at 1:00 p.m. in which during that Board meeting the Board will discuss and adopt the budget(s) for FY 2024.

Mr. Selep asked about the concealed weapon rule and asked that the Board look at the CCR 13-41G Section of the document. Mr. Nickerson requested having policies be posted by the driving range. Mr. Piersons asked about the status of the Jonas Club Systems Software implementation and the timeframe for completion. Mr. Case had some comments about the weapon policy in regard to the consumption of alcohol during golf. Management will be looking into this matter with District Counsel accordingly.

SIXTH ORDER OF BUSINESS

Adjournment

There were no further comments.

ON MOTION by Mr. Murphy, seconded by Mr. Piersons, with all in favor, the August 11, 2023, Board of Supervisors' Meeting of University Park Recreation District was adjourned at 3:29 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Staff Reports

University Park Recreation District

District Counsel

- a. Update on New Legislation

University Park Recreation District

District Manager

University Park Recreation District

Club Management

- a. Management Discussion & Analysis Report

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

Hurricane Idalia

Hurricane Idalia came and went with minimal impact to University Park, both residential and Club. Out of an abundance of caution we did close the Club on Wednesday and the Golf Course again on Thursday (for maintenance and continued drying of the turf). Thank you to the Team for their preparation in advance!

Golf Operations

There have been 4,000 fewer rounds YTD vs. prior year and vs. Budget (through 11 months), primarily in outside rounds. Despite this decrease, we remain \$500,000 favorable to Budget. This is primarily driven by higher than anticipated open rates.

Racquets & Fitness

On the Racquets side, the new staff continues to get settled. Lance Martin has been meeting with Team Captains for league play and is actively meeting the Pickleball members. Lance will be hosting two complimentary PB clinics for those who may be interested in the learning the game or for those who actively play and want to get to know him.

We continue to interview for a Fitness Director, with internal and external candidates.

Dining Operations

As previously communicated, we have been closed this week for maintenance, cleaning, and various open items work. This has been extremely successful, and we've used this time effectively.

Work completed includes:

Park Grille:

- Acoustical Panels added
- Painting of woodwork
- Deep cleaning, including dining room floors
- Room Divider Doors (open as of this writing)

Café:

- Downspouts fixed
- Truss Hardware treated and painted
- Gutters (open as of this writing)
- Tongue & Groove (open as of this writing)

In addition, on Monday, the entire F&B FOH Team will be participating in an all-day training with Bob Brown, a world-renowned F&B expert and trainer (over 20 countries, including Disney, Marriot, Ritz Carlton, among others). Our thanks to Resident Member, and Social Advisory Group Member, Steve Heitzner, for the recommendation and connection.

Member Events

Our events calendar is on the quieter side now in the heat of the summer. We continue to host sold out Bingo and Trivia once a month and have occasional F&B Theme Nights.

The Golf, Racquets (Tennis and Pickleball) and F&B Teams hosted a fun-filled Labor Day of events and a BBQ Lunch. My thanks to the Team for coordinating and to Ann Backus for quarterbacking the dining event!

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

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
2022 Totals		386	125	241	521	2	1275	27	2	6	4	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
May 2023		1			2		3	-7			0	15	7
June 2023		-2		2	1		1	-1			0	10	3
July 2023		1	1		-2		0				-1	-1	
	8/11	1	1		2		4						
NEW	8/31	-1	-1	0	2		0	1					
Total Members		397	122	241	534	2	1296	1	0	0	4	132	28
Add SAP		96	31				127						
Add AFP		17	1	28	95		141						
Add Range			15	20	29		64						
Add Twi Ten				18	1		19						
Add Pickleball				4	37		41						
Total Passes		113	47	70	162	0	392						

*147 grandfathered non-members, 228 grandfathered members

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

Statements of Operations (as of July 31, 2023):

UNIVERSITY PARK COUNTRY CLUB & RD				
TEN MONTHS ENDING JULY 31, 2023				
<i>(in thousands)</i>				
SUMMARY STATEMENT OF OPERATIONS	FY2023	FY2023	FY2023	
Description	YTD Actual	YTD Budget	YTD Variance	
REVENUE:				
MEMBERSHIP DUES	\$ 4,192	\$ 4,080	\$ 111	
GOLF OPERATIONS	3,594	3,126	468	(a)
TENNIS & FITNESS CENTRE	118	83	35	
DINING OPERATIOINS	2,425	2,140	284	(b)
OTHER INCOME	24	26	(1)	
TOTAL REVENUE	\$ 10,353	\$ 9,456	\$ 898	
EXPENSES:				
GOLF OPERATIONS	\$ 1,344	\$ 1,328	\$ 17	
TENNIS & FITNESS CENTRE	410	390	20	
DINING OPERATIONS	3,423	2,761	662	(b)
GOLF COURSE MAINTENANCE	2,536	2,572	(36)	
GENERAL & ADMIN	1,594	1,591	3	
TOTAL DIRECT EXPENSES	\$ 9,308	\$ 8,643	\$ 665	
OPERATING INCOME/(LOSS)	\$ 1,045	\$ 813	\$ 232	
CAPITAL ALLOCATION:				
INITIATION FEES & OTHER	\$ 577	\$ 468	109	
OUTSIDE GOLF -CAPITAL ALLOCATION	249	188	62	
CAPITAL DUES	174	172	2	
TOTAL CAPITAL ALLOCATION	\$ 1,000	\$ 827	\$ 173	

(a) \$468k favorable to budget due to 4,370 more rounds than budgeted and increased public rates.

(b) \$284k favorable to budget due to overall increased capacity for a la carte dining and member events and slight menu pricing to combat continued inflation.

\$662k 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 August 31, 2023

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

	August				YTD			
(in thousands)	Actual	Budget	Variance		Actual	Budget	Variance	
MEMBERSHIP DUES	\$ 397	\$ 378	\$ 19		\$ 4,589	\$ 4,458	\$ 130	
GOLF OPERATIONS	197	162	35		3,792	3,288	504	(a)
TENNIS & FITNESS CENTRE	4	6	(2)		122	89	33	
DINING OPERATIONS	145	114	31		2,570	2,255	315	
OTHER INCOME	1	1	0		26	27	(1)	
TOTAL OPERATING REVENUE:	\$ 745	\$ 661	\$ 84		\$ 11,099	\$ 10,116	\$ 982	
<u>CAPITAL ALLOCATION:</u>								
INITIATION FEES & OTHER	\$ 31	\$ 8	\$ 24		\$ 608	\$ 476	\$ 133	
OUTSIDE GOLF -CAPITAL ALLOCATION	10	19	(9)		258	206	52	
CAPITAL DUES	25	25	0		198	196	2	
TOTAL CAPITAL ALLOCATION:	\$ 65	\$ 51	\$ 15		\$ 1,065	\$ 878	\$ 187	
TOTAL REVENUE:	\$ 810	\$ 712	\$ 99		\$ 12,164	\$ 10,995	\$ 1,169	

(a) 504k over Budget YTD due to pricing and more outside rounds than budgeted, as outlined below:

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

	August				YTD		
	Actual	Budget	Variance		Actual	Budget	Variance
Member Rounds	2,578	2,165	413		47,264	43,380	3,884
Outside Rounds	1,531	2,125	(594)		31,900	31,595	305
	4,109	4,290	(181)		79,164	74,975	4,189

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

	Actual	Budget	Variance		Actual	Budget	Variance
Member Rounds	3,434	2,055	1,379		46,833	41,070	5,763
Outside Rounds	1,819	2,125	(306)		36,185	33,029	3,156
	5,253	4,180	1,073		83,018	74,099	8,919

SUMMARY INCOME STATEMENT	2024	2024	Changes
FISCAL YEARS ENDING SEPTEMBER 30	Prelim	Working	
COUNTRY CLUB OPERATIONS:			
REVENUE:			
MEMBERSHIP DUES	5,287,340	5,322,094	34,754 Marginal increase
GOLF OPERATIONS	3,860,176	3,784,965	(75,211) To correct error in July
TENNIS & FITNESS CENTRE	165,836	165,836	-
RESTAURANT INCOME	2,873,344	3,300,510	427,167 Increase per recent results plus addtl dining night.
OTHER INCOME	5,480	5,480	-
TOTAL REVENUE	12,192,175	12,578,884	386,709
EXPENSES:			
PAYROLL & RELATED:			
GOLF OPERATIONS	811,323	756,653	(54,670) Remove LPGA Pro
TENNIS & FITNESS CENTRE	363,582	431,361	67,779 Department Staff Changes
RESTAURANT	2,020,138	2,068,038	47,900 Employee meals (accounting change)
GOLF COURSE MAINTENANCE	1,676,481	1,676,481	-
GENERAL & ADMINISTRATIVE	1,468,498	1,416,114	(52,384) Remove AP/AR
TOT PAYROLL & RELATED	6,340,021	6,348,646	8,625
DIRECT EXPENSES:			
GOLF OPERATIONS	871,199	884,639	13,440
TENNIS & FITNESS CENTRE	240,350	248,670	8,320
RESTAURANT CGS	1,396,028	1,582,681	186,653 variable to revenue increase
RESTAURANT OPER EXP	687,843	698,415	10,572
GOLF COURSE MAINTENANCE	1,561,898	1,564,648	2,750
GENERAL & ADMIN	454,375	459,055	4,680
PROPERTY INSURANCE	260,000	350,000	90,000 30-50% estimated increase per carrier
TOTAL DIRECT EXPENSES	5,471,692	5,788,108	316,415
			-
OPERATING INCOME/(LOSS)	380,461	442,131	61,669
FUNDING OF UPRD GENERAL FUND	(175,263)	(175,263)	-
SURPLUS/(LOSS) FOR OTHER RD NEEDS	205,198	266,868	61,669
CAPITAL ALLOCATION:			
INITIATION FEES	480,550	480,550	-
CAPITAL ALLOCATION- GOLF OPS	277,974	269,617	(8,357) To correct error in July
CAPITAL DUES	311,711	313,786	2,075
			-
TOTAL CAPITAL ALLOCATION	1,070,235	1,063,953	(6,282)

University Park Recreation District

Public Hearing on the Adoption of the District's Annual Budget & Country Club Budget

- a. Public Comments and Testimony
- b. Board Comments
- c. Consideration of Resolution 2023-08, Adopting the
Fiscal Year 2024 District's Annual Budget and
Appropriating Funds
 - i. General Fund Budget
 - ii. Debt Service Budget
- d. Consideration of Resolution 2023-09, Adopting the
Fiscal Year 2024 Country Club Budget and
Appropriating Funds
 - i. Enterprise Fund Budget

RESOLUTION 2023-08

THE ANNUAL APPROPRIATION RESOLUTION OF THE UNIVERSITY PARK RECREATION DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District was established by the Board of County Commissioners of Manatee County, Florida, effective August 2, 2018 and;

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the University Park Recreation District (“**District**”) a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Manatee County Ordinance 18-29, Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Manatee County Ordinance 18-29 and Chapter 189, *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Manatee County Ordinance 18-29, Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Manatee County Ordinance 18-29, Laws of Florida, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Manatee County Ordinance 18-29, Laws of Florida and Section 189.016, *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the University Park Recreation District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of _____ (\$_____) Dollars to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL ALL FUNDS \$ _____

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within 60 days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- 2183402v1

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 8th DAY OF SEPTEMBER, 2023.

ATTEST:

**UNIVERSITY PARK
RECREATION DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A:
Fiscal Year 2023/2024 Budget

**University Park Recreation District
FY2024 Approved Proposed General
Fund Budget**

	Actual Through 03/31/2023	Anticipated April - Sept.	Anticipated FY 2023 Total	FY 2023 Adopted Budget	FY 2024 Proposed Budget
<u>Revenues</u>					
Other Income & Other Financing Sources	-	-	-	-	-
PrYr Surplus	60,864		60,864	79,566	4,737
Inter-Fund Transfers - Debt Service to O&M	51,889	20,000	71,889	70,000	70,000
Inter-Fund Transfers - Country Club to O&M	90,000	35,000	125,000	88,934	175,263
Net	\$202,753	\$55,000	\$257,753	\$238,500	\$250,000
 <u>General & Administrative Expenses</u>					
Assessment Administration	10,000	-	10,000	10,000	10,000
Audit	35,630	1,525	37,155	25,000	35,000
Bank Fees	7,468	-	7,468	8,000	8,000
Contingency	357	360	717	25,000	14,000
Dissemination Agent	5,000	-	5,000	5,000	5,000
District Counsel	43,246	42,000	85,246	60,000	70,000
Dues, Licenses, and Fees	16,175	-	16,175	5,000	5,000
Insurance	13,022	-	13,022	3,000	15,000
Legal Advertising	928	1,200	2,128	5,000	3,000
Management	35,000	35,000	70,000	70,000	70,000
Meeting Set Up	-	-	-	1,000	1,000
Travel and Per Diem	-	-	-	1,000	1,000
Office Supplies	-	900	900	500	500
Postage & Shipping	47	50	97	1,000	1,000
Election Costs	3,713	-	3,713	15,000	7,500
Web Site Maintenance	1,910	1,910	3,820	4,000	4,000
Total General & Administrative Expenses	\$172,496	\$82,945	\$255,441	\$238,500	\$250,000

**University Park Recreation District FY
2024 Approved Proposed Debt Service
Budget**

**FY2024 Approved
Proposed Series 2019
Budget**

REVENUES:

Special Assessments	\$ 1,613,756.25
---------------------	-----------------

TOTAL REVENUES	<u>\$ 1,613,756.25</u>
-----------------------	-------------------------------

EXPENDITURES:

Interest 11/01/2023	\$ 355,231.25
---------------------	---------------

Interest 5/1/2024	\$ 355,231.25
-------------------	---------------

Principal 5/1/2024	\$ 555,000.00
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TOTAL EXPENDITURES	<u>\$ 1,265,462.50</u>
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Funds Available for 11/1 Payment	<u>\$ 348,293.75</u>
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Interest 11/01/2024	\$ 348,293.75
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RESOLUTION 2023-09

THE ANNUAL APPROPRIATION RESOLUTION OF THE UNIVERSITY PARK RECREATION DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE COUNTRY CLUB BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District was established by the Board of County Commissioners of Manatee County, Florida, effective August 2, 2018 and;

WHEREAS, the District Manager has submitted to the Board of Supervisors (“**Board**”) of the University Park Recreation District (“**District**”) a proposed budget Country Club (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Manatee County Ordinance 18-29, Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Manatee County Ordinance 18-29 and Chapter 189, *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Manatee County Ordinance 18-29, Laws of Florida and Chapter 189, *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Manatee County Ordinance 18-29, Laws of Florida, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit A**, as amended by the Board, is hereby adopted in accordance with the provisions of Manatee County Ordinance 18-29, Laws of Florida and Section 189.016, *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the University Park Recreation District for the Fiscal Year Ending September 30, 2024."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2023/2024, the sum of _____ (\$_____) Dollars to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL ALL FUNDS \$ _____

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2023/2024 or within 60 days following the end of the Fiscal Year 2023/2024 may amend its Adopted Budget for that fiscal year as follows:

- 2183402v1

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 8th DAY OF SEPTEMBER, 2023.

ATTEST:

**UNIVERSITY PARK
RECREATION DISTRICT**

Secretary/Assistant Secretary

By: _____

Its: _____

Exhibit A: Fiscal Year 2023/2024 Country Club Budget

Exhibit A:
Fiscal Year 2023/2024 Country Club Budget

University Park Recreation District
Revised Proposed Fiscal Year 2024
Country Club Budget

SUMMARY INCOME STATEMENT	2023	2023	2023	Rolling	2024	2024 Budget
FISCAL YEARS ENDING SEPTEMBER 30	Actual	Budget	Forecast	12 Months	Budget	vs. 2023 FC
COUNTRY CLUB OPERATIONS:						
REVENUE:						
MEMBERSHIP DUES	4,391,325	4,893,570	5,005,025	4,909,276	5,322,094	317,069
GOLF OPERATIONS	3,884,973	3,453,799	3,932,118	3,921,989	3,784,965	(147,154)
TENNIS & FITNESS CENTRE	100,856	95,420	130,588	131,221	165,836	35,248
RESTAURANT INCOME	2,150,493	2,385,038	2,707,023	2,654,351	3,300,510	593,487
OTHER INCOME	8,080	5,000	6,488	6,536	5,480	(1,008)
TOTAL REVENUE	10,535,727	10,832,827	11,781,243	11,623,373	12,578,884	797,642
EXPENSES:						
PAYROLL & RELATED:						
GOLF OPERATIONS	613,097	756,593	677,409	623,226	756,653	79,244
TENNIS & FITNESS CENTRE	250,520	317,152	303,681	276,393	431,361	127,680
RESTAURANT	1,471,549	1,601,688	1,887,243	1,749,646	2,068,038	180,795
GOLF COURSE MAINTENANCE	1,672,514	1,674,777	1,660,398	1,589,528	1,676,481	16,083
GENERAL & ADMINISTRATIVE	1,229,298	1,347,278	1,355,929	1,227,115	1,416,114	60,185
TOT PAYROLL & RELATED	5,236,978	5,697,488	5,884,660	5,465,908	6,348,646	463,986
DIRECT EXPENSES:						
GOLF OPERATIONS	887,925	821,840	918,850	915,092	884,639	(34,211)
TENNIS & FITNESS CENTRE	155,676	168,111	202,027	208,917	248,670	46,643
RESTAURANT CGS	1,184,381	1,087,718	1,370,899	1,388,292	1,582,681	211,782
RESTAURANT OPER EXP	558,738	593,482	732,805	716,389	698,415	(34,390)
GOLF COURSE MAINTENANCE	1,309,520	1,465,264	1,443,469	1,394,683	1,564,648	121,179
GENERAL & ADMIN	409,856	417,850	381,615	363,903	459,055	77,440
PROPERTY INSURANCE	215,580	225,000	198,535	187,901	350,000	151,465
TOTAL DIRECT EXPENSES	4,721,676	4,779,265	5,248,200	5,175,177	5,788,108	539,908
OPERATING INCOME/(LOSS)	577,073	356,074	648,382	982,288	442,131	(206,252)
FUNDING OF UPRD GENERAL FUND	(100,000)	(90,000)	(125,000)	(125,000)	(175,263)	(50,263)
SURPLUS/(LOSS) FOR OTHER RD NEEDS	477,073	266,074	523,382	857,288	266,868	(256,515)
CAPITAL ALLOCATION:						
INITIATION FEES	405,450	505,700	612,220	613,770	480,550	(131,670)
CAPITAL ALLOCATION- GOLF OPS	271,815	225,000	276,393	250,000	269,617	(6,776)
CAPITAL DUES	-	294,678	222,994	173,880	313,786	90,792
TOTAL CAPITAL ALLOCATION	677,265	1,025,378	1,111,607	1,037,650	1,063,953	(47,654)

University Park Recreation District

Consideration of Resolution 2023-10, Adopting the Annual Board and Workshop Meeting Schedule for Fiscal Year 2023-2024

- a. Exhibit A- Annual Board of Supervisors Meeting Schedule
- b. Exhibit B- Annual Board of Supervisors Workshop Meeting Schedule

RESOLUTION 2023-10

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2023-2024; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the District was established by the Board of County Commissioners of Manatee County, Florida, effective August 2, 2018 and;

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to adopt the Fiscal Year 2023-2024 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT:

SECTION 1. The Fiscal Year 2023-2024 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 8th day of September, 2023.

ATTEST:

**UNIVERSITY PARK RECREATION
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2023-2024 Annual Meeting Schedule

Exhibit B: Fiscal Year 2023-2024 Annual Workshop Schedule

Exhibit A

**BOARD OF SUPERVISORS MEETING DATES
UNIVERSITY PARK RECREATION DISTRICT
FISCAL YEAR 2023-2024**

The Board of Supervisors of the University Park Recreation District will hold their regular meetings for Fiscal Year 2023-2024 at Community Center located at 8301 The Park Boulevard, University Park, FL 34201 at 1:00 PM on the second Friday of each month unless otherwise indicated as follows:

Friday, October 13, 2023

Friday, November 10, 2023

Friday, December 8, 2023

Friday, January 12, 2024

Friday, February 9, 2024

Friday, March 8, 2024

Friday, April 12, 2024

Friday, May 10, 2024

Friday, June 14, 2024

Friday, July 12, 2024

Friday, August 9, 2024

Friday, September 13, 2024

**UNIVERSITY PARK RECREATION DISTRICT
WORKSHOP MEETING DATES
FISCAL YEAR 2023-2024**

The Board of Supervisors of the University Park Recreation District will hold their workshop meetings for Fiscal Year 2023-2024 at the Community Center located at 8301 The Park Boulevard, University Park, FL 34201, 10 days prior to the Board of Supervisors Meeting on the following months and time:

Tuesday, October 3, 2023 at 2:00 PM

Tuesday, October 31, 2023 at 2:00 PM

Tuesday, November 28, 2023 at 2:00 PM

Tuesday, January 2, 2024 at 2:00 PM

Tuesday, January 30, 2024 at 2:00 PM

Tuesday, February 27, 2024 at 2:00 PM

Tuesday, April 2, 2024 at 2:00 PM

Tuesday, April 30, 2024 at 2:00 PM

Tuesday, June 4, 2024 at 2:00 PM

Tuesday, July 2, 2024 at 2:00 PM

Tuesday, July 30, 2024 at 2:00 PM

Tuesday, September 3, 2024 at 2:00 PM

University Park Recreation District

Public Hearing on Adopting Country Club Policies, Enforcement and Compliance Matters of the District Facilities and Property

- a. Public Comments and Testimony
- b. Board Comments
- c. Consideration of Resolution 2023-11, Adopting
Country Club Policies, Enforcement and Compliance
Matters of the District Facilities and Property (*under
separate cover*)

University Park Recreation District

Update of Strategic Planning
Relating to Deferred
Maintenance and Capital
Improvement Project and
Schedule Moving Forward

**University Park
Recreation District**

Ratification of
Payment Authorization Nos. 99 -100

University Park Recreation District

8/4/2023

Payment Authorization No. 99

O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
PFM	DM-07-2023-52	District Management Fee: July 2023	\$ 5,833.33
McClatchy Company, LLC	205635	Notice of Public Meeting - July 2023	\$ 204.75

O&M - General Fund Expenses Total	\$ 6,038.08
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Asst. Secretary/Secretary



Asst. Treasurer



Date	Invoice Number
July 20, 2023	DM-07-2023-52
Payment Terms	Due Date
Upon Receipt	July 20, 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: District Management Fee: July 2023

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



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

JULY INVOICE

Invoice No.:	205635
Invoice Date:	07/31/2023
Due Date:	08/30/2023
Bill-To Account:	29585
Sales Rep:	Crystal Trunick

Dates	Order No.	Description	Product	Size	Billed Units	Times Run	Net Amount
07/07/2023 - 07/07/2023	435735	Print Legal Ad-IPL01280770 IPL0128077	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 63 L	63 L	1	\$74.88
07/18/2023 - 07/18/2023	435736	Print Legal Ad-IPL01280780 IPL0128078	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 55 L	55 L	1	\$65.52
07/25/2023 - 07/25/2023	447626	Print Legal Ad-IPL01326260 IPL0132626	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 54 L	54 L	1	\$64.35

July Summary

Amount Due:	\$204.75
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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

JULY INVOICE

Invoice No.:	205635
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 0000205635 000020475 0

University Park Recreation District

8/24/2023

Payment Authorization No. 100


O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Blalock Walters	40896-000-58	General Representation - July 2023	\$ 6,272.00
Blalock Walters	40896-028-12	Amendment to Dri Dev. Order & GDP	\$ 195.00
Vglobal Tech	5328	ADA Website Maintenance - August 2023	\$ 218.33
PFM	DM-08-2023-52	District Management Fee: August 2023	\$ 5,833.33

O&M - General Fund Expenses Total	\$ 12,518.66
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Asst. Secretary/Secretary

Asst. Treasurer

 8/25/23



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
July 31, 2023
Account # 40896-028
Invoice # 40896-028-12

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

AMENDMENT TO DRI DEV. ORDER & GDP

MPB

For Professional Services Rendered Thru 07/31/2023

			HOURS	
07/13/2023	MPB	Work on conversion.	0.30	82.50
07/20/2023	JO	Work in file on responses to comments.	0.30	30.00
07/24/2023	MPB	Telephone conference with Bob Agrusa.	0.30	82.50
		TOTAL FOR THE ABOVE SERVICES	0.90	195.00
		TOTAL CURRENT WORK		195.00
		PREVIOUS BALANCE		\$495.00
		<u>PAYMENTS RECEIVED</u>		
07/28/2023		Payment received on account. Thank you!		-495.00
		AMOUNT DUE (includes Previous Balance if shown above)		<u>\$195.00</u>

UNIVERSITY PARK RECREATION DISTRICT
AMENDMENT TO DRI DEV. ORDER & GDP
MPB

Page: 2
July 31, 2023
Account # 40896-028
Invoice # 40896-028-12

**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
July 31, 2023
Account # 40896-000
Invoice # 40896-000-58

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 07/31/2023

			HOURS	
07/03/2023	MPB	Review and respond to Memorandum from Steve Ludmerer; review and respond to Memorandum from Telese Zuberer.	0.60	150.00
07/07/2023	MPB	Review and respond to Memorandum from Paul Fay; telephone conference with Steve Ludmerer; telephone conference with Vivian Carvalho.	0.70	175.00
07/10/2023	MPB	Review draft letter to UPCA.	0.40	100.00
07/11/2023	MPB	Work on Jones contract resolution.	0.20	50.00
07/13/2023	MJP	Review of agenda issues.	0.40	88.00
	MJP	Review of issue relating to transportation consultant for DRI amendment; prepare communication to Board regarding the same.	0.90	198.00
	MJP	Outline District Counsel summary for 7/14 meeting.	0.20	44.00
	MPB	Preparation of Memorandum to the Board of Supervisors regarding CCR's; telephone conference with Steve Ludmerer.	0.70	175.00
07/14/2023	MJP	Review agenda items.	0.20	44.00
	MJP	Prepare for meeting; attend continued meeting.	2.10	462.00
	MPB	Work on CCR issues; preparation of Memorandum to the Supervisors; preparation of Memorandum to Elizabeth Handwerger.	0.90	225.00
07/15/2023	MJP	Prepare communication to Attorney Barnebey regarding continued meeting and Steve Ludmerer's request to review 7/2 email with additional comments to the CCR amendments.	0.20	44.00
07/17/2023	MJP	Discuss status with Attorney Barnebey; Participate in telephone conference with Jonas; Revise public records provision.	1.30	286.00
	MPB	Telephone conference with Brady Dick, Vache Hagopian, Atty. Marisa		

UNIVERSITY PARK RECREATION DISTRICT
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			HOURS	
		Powers; review issues related to public records in contracts; preparation of Memorandum to Elizabeth Handwerger on CCR's.	0.90	225.00
07/18/2023	MJP	Review of various communications with Attorney Zuberer's office regarding approval of CCR status.	0.20	44.00
	MJP	Revise Jonas contract; prepare correspondence to Jonas.	0.30	66.00
	MPB	Review timing on the Charter Amendments; review and respond to Memorandum from Mark Criden.	0.40	100.00
07/19/2023	MPB	Review and respond to Memorandum from John Fetsick on Public Records issue in contract; review proposed changes to the Agreement; review and respond to issues on architect payment; review Public Records Request; preparation of Memorandum to John Fetsick.	0.90	225.00
07/20/2023	MJP	Review Kimley-Horn agreement for Masterplan; prepare addendum.	1.80	396.00
	MJP	Review revisions by Jonas; prepare correspondence to Vache H. regarding the same.	0.50	110.00
	MPB	Review software agreement and provide comments.	0.30	75.00
07/21/2023	MPB	Preparation of Memorandum to Board of Supervisors; preparation for and attendance at the University Park Recreation District meeting; review and respond to questions regarding Fawley Bryant contract; review public records request response; preparation for and attendance at the University Park Recreation District Board meeting; preparation of Memorandum to Vivian Carvalho.	2.60	650.00
	MJP	Review comments from Kimley-Horn; various communications regarding the same.	0.60	132.00
07/24/2023	MPB	Preparation of Memorandum to John Fetsick and Paul Fay on construction purchases; preparation of Memorandum to Steve Ludmerer; telephone conference with Steve Ludmerer.	1.30	325.00
07/25/2023	MJP	Review emails regarding Jonas agreement; revise agreement; prepare communication with updated agreement.	0.60	132.00
	MPB	Review and respond to Memorandum from Steve Ludmerer's Memorandum; review and respond to Memorandum from John Fetsick; preparation of Memorandum to John Fetsick; attend Workshop.	3.10	775.00
07/26/2023	MJP	Review various communications regarding Jonas agreement; prepare final version of Clubhouse agreement.	0.80	176.00
	MPB	Attendance at Agenda preparation meeting; preparation of Memorandum to John Fetsick and Vivian Carvalho.	0.70	175.00
07/27/2023	MPB	Revise letter to Atty. Telese Zuberer; telephone conference with Elizabeth Handwerger; review and respond to Vivian Carvalho.	1.20	300.00
07/28/2023	MPB	Preparation of letter to Atty. Telese Zuberer; preparation of		

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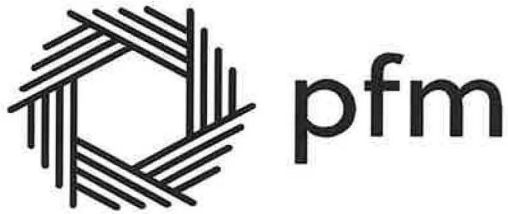
			HOURS	
		Memorandum to Atty. Telese Zuberer; review and respond to Memorandum from John Fetsick on University Park Country Club Master Plan.	0.90	225.00
07/31/2023	MPB	Telephone conference with John Fetsick regarding DRI and Irrigation contract; review agenda for County Commission meeting.	0.40	100.00
		TOTAL FOR THE ABOVE SERVICES	26.30	6,272.00
		TOTAL CURRENT WORK		6,272.00
		PREVIOUS BALANCE		\$5,508.50
		<u>PAYMENTS RECEIVED</u>		
07/28/2023		Payment received on account. Thank you!		-5,508.50
		AMOUNT DUE (includes Previous Balance if shown above)		<u>\$6,272.00</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:

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Federal Tax ID # 59-1950976



Date	Invoice Number
August 10, 2023	DM-08-2023-52
Payment Terms	Due Date
Upon Receipt	August 10, 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: District Management Fee: August 2023

Professional Fees

\$5,833.33

Total Amount Due

\$5,833.33

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 # 5328**DATE** 08/01/2023**DUE DATE** 08/16/2023**TERMS** Net 15

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

Please make check payable to VGlobalTech.

BALANCE DUE**\$218.33**

University Park Recreation District

Supervisor Requests & Comments