

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** will be held on **Friday, November 10, 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 October 13, 2023, Board of Supervisors Meeting

Staff Report Matters

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

Business Matters

5. 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 2024-03, Adopting Country Club Policies, Enforcement and Compliance Matters of the District Facilities and Property *(under separate cover)*
6. Consideration of Resolution 2024-04, Adopting the Revised Fiscal Year 2023 Budgets *(under separate cover)*



District Financial Matters

7. Ratification of Payment Authorization Nos. 103 & 104

Date	Meeting Type	Time	Location	Note
November 14, 2023	Town Hall Meeting	1:00 PM – 3:00 PM	University Park	Lakeside Room
November 28, 2023	Workshop Meeting	2:00 PM-4:00 PM	University Park	Community Center
December 6, 2023	Town Hall Meeting	4:00 PM – 6:00 PM	University Park	Lakeside Room
December 8, 2023	Board Meeting	1:00 PM	University Park	Community Center

5. Supervisor Requests & Comments

Adjournment



**University Park
Recreation District**

Consideration of the Minutes of
the October 13, 2023,
Board of Supervisors Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT BOARD OF SUPERVISORS' MEETING

Friday, October 13, 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
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	
Kwame Jackson	ADM - PFM Group Consulting LLC	(via Zoom)
Scott Rudacille	Blalock Walters	
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 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 September 5, 2023, Strategy Workshop Meeting, the Minutes of the September 5, 2023, Workshop Meeting, the Minutes of the September 8, 2023, Board of Supervisors Meeting, the Minutes of the September 14, 2023, Strategy Workshop Meeting, the Minutes of the September 19, 2023, Continued Strategy Workshop Meeting, the Minutes of the September 22, 2023, Strategy Workshop Meeting, and the Minutes of the September 26, 2023, Strategy Workshop Meeting

The Board reviewed the minutes.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the Board approved the Minutes of the September 5, 2023, Strategy Workshop Meeting, the Minutes of the September 5, 2023, Workshop Meeting, the Minutes of the September 8, 2023, Board of Supervisors Meeting, the Minutes of the September 14, 2023, Strategy Workshop Meeting, the Minutes of the September 19, 2023, Continued Strategy Workshop Meeting, the Minutes of the September 22, 2023, Strategy Workshop Meeting, and the Minutes of the September 26, 2023, Strategy Workshop Meeting.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel – No report.

District Manager – Ms. Carvalho stated that the next Workshop Meeting is scheduled for October 27, 2023 at 1:00 p.m. which includes a presentation of the Executive Summary of the Five-Year Business Plan. The following Workshop Meeting is scheduled for October 31, 2023 from 2:00 p.m. – 4:00 p.m. which includes a presentation of the Capital Improvement Plan. A Special Board Meeting is scheduled for November 3, 2023 at 1:00 p.m.

Club Management (Management Discussion & Analysis Report/Update on the Business Plan

Progress) – Mr. Fetsick stated that they had announced their “Season at a Glance” this week, the calendar has more events than ever. There will be three nights of traditional dinner services for the first time and a café menu on a daily basis. Fall Fest is on Saturday, October 28 which will be headlined by Soul Sensations and have the return of a night-ending firework show.

Golf had finished last year with over 84,000 rounds, 50,000 from members and 34,000 from the public. The rates will increase on November 1, 2023, with morning rates starting at \$119 per round, where last year was \$99.

The installation of black fencing on the Tennis Court has started. They are doing two courts at a time and Ms. Salvino-Nakamura is managing court availability effectively. The fencing so far looks great and will clean up the entire area. They have hired Ms. Suzanne Sinclair Thomson as the new Fitness Director. She has extensive fitness and wellness experience, most recently coming to University Park as the Wellness Director at the YMCA of Southwest Florida. Ms. Sue Marillier will remain in her current position.

They’ve recently purchased a four-pie pizza oven and began offering pizza last Friday. This was an overwhelming success with over 80 pizzas being sold during the week. Mr. Fetsick gave his regards to Chef Roger for his work. The dining area can hold around 200 to 220 people at a time. The Food and Beverage team started their liquor training today. This training is being provided by the insurance carrier and focuses on the safe service of alcohol.

As of the end of August, there are 399 full members. As of today, there are 421 full members. Racquets is maintaining at 124 memberships and social memberships are pushing 800, with a grand total of 1319 memberships. They are projected to have about \$800,000 in operating income.

FOURTH ORDER OF BUSINESS

Business Matters

Discussion of Capital Improvement Plan and Associated Bond Referendum

Ms. Dickson stated that the unveiling of the Improvement Plan is scheduled for October 31 during the Workshop Meeting. A letter has been sent out to the residents in the hope that the residents will engage with the topics in the upcoming meetings. A cumulation of a referendum will take place on January 16, 2024.

**Consideration of Engagement
Letter for District Engineering
Services (under separate cover)**

Mr. Fetsick provided a background of Kimley-Horn & Associates and their work with University Park. Their role would be to take the current estimates that were received from the chief estimator and would verify that the estimates are reasonable. That would then be signed off to be used for the referendum. Their proposal is not to exceed \$20,000 for up to 80 hours of work.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board accepted the Engagement Letter for District Engineering Services from Kimley-Horn & Associates.

Appointment of Election Chair

Mr. Ludmerer suggested that the Election Chair for the bond referendum not be a member of the Board and asked that they solicit volunteers from the community who would like to serve during the November 3 meeting. There was a suggestion to reach out to the committee who assisted during the Board elections to see if they would be interested in the position.

**Appointment of CPA Firm
Canvassing Ballots**

The Board agreed to hire an outside firm to deter any bias with the process. Ms. Carvalho stated that they will get a proposal for discussion at the special meeting on November 3.

**Supervisor Requests &
Comments**

Mr. Ludmerer mentioned that during the September meeting, they had asked for a timeline for the charter amendments which need to go on the ballot for March 19, 2024, and asked that they are deliverable by the November meeting. He also asked about the progress with the DRI changes. He suggested incorporating the changes made to the FY 2024 budget into the five-year forecast plan in order for it to be available in the voter information package.

Ms. Dickson mentioned that she had a meeting with the Project Development Plan Committee, and they have done a great job putting together a list of items that need to be followed by protocol for future projects. Mr. Criden provided an overview of the meetings between himself, Mr. Baumier, and Mr. King concerning the Executive Summary Business Plan.

FIFTH ORDER OF BUSINESS

District Financial Matters

**Ratification of Payment
Authorization Nos. # 101-102**

Mr. Fetsick reviewed the payment authorizations.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board ratified Payment Authorization Nos. # 101 – 102.

SIXTH ORDER OF BUSINESS

Adjournment

Ms. Pizzi had a question about the Election Chair for the bond referendum.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the October 13, 2023, Board of Supervisors' Meeting of University Park Recreation District was adjourned at 1:52 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Staff Reports

University Park Recreation District

Club Management

- a. Management Discussion & Analysis Report
(under separate cover)

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 2024-03, Adopting Country Club Policies, Enforcement and Compliance Matters of the District Facilities and Property (*under separate cover*)

**University Park
Recreation District**

Consideration of Resolution 2024-04,
Adopting the Revised Fiscal Year 2023
Budgets (*under separate cover*)

**University Park
Recreation District**

Ratification of
Payment Authorization Nos. 103 & 104

University Park Recreation District

10/19/2023

Payment Authorization No. 103


O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
McClatchy Company, LLC	215152	Notice of Public Meeting - September 2023	\$ 1,227.67
Blalock Walters	40896-000-60	General Representation - September 2023	\$ 7,728.50
Blalock Walters	40896-028-14	Amendment to Dri Dev. Order & GDP	\$ 697.50

O&M - General Fund Expenses Total

\$ 9,653.67

Asst. Secretary/Secretary


Asst. Treasurer

10/26/2023



Beaufort Gazette
Bellefonte 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

SEPTEMBER INVOICE

Invoice No.: 215152
Invoice Date: 09/30/2023
Due Date: 10/30/2023
Bill-To Account: 29585
Sales Rep: Donna Robinson

Print

Date	Ad No.	PO	Description	Size	Notes	Net Amount
09/29/2023	1704722	Notice of Irrigation Project ITB 9.29.23	BRD-Bradenton Herald - Legals ROP Any	B-Full Page		\$700.00

Dates	Order No.	Description	Product	Size	Billed Units	Times Run	Net Amount
09/12/2023 - 09/12/2023	455915	Print Legal Ad-IPL01355960 IPL0135596	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 53 L	53 L	1	\$63.18
09/07/2023 - 09/07/2023	463707	Print Legal Ad-IPL01383820 IPL0138382	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 53 L	53 L	1	\$63.18
09/19/2023 - 09/19/2023	467565	Print Legal Ad-IPL01399690 IPL0139969	BRD-Bradenton Herald Legal Legals & Public Notices CLS	2 x 63 L	126 L	1	\$149.76
09/19/2023 - 09/19/2023	467690	Print Legal Ad-IPL01400190 IPL0140019	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 53 L	53 L	1	\$63.18
09/18/2023 - 09/18/2023	467880	Print Legal Ad-IPL01400820 IPL0140082	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 54 L	54 L	1	\$64.35
09/18/2023 - 09/18/2023	467899	Print Legal Ad-IPL01400860 IPL0140086	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 52 L	52 L	1	\$62.01

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

SEPTEMBER INVOICE

Invoice No.: 215152
Account No.: 29585
Account Name: UNIVERSITY PARK RECREATION DISTRICT
Amount Due: \$1,227.67

Email questions to ssccreditandcollections@mcclatchy.com

McClatchy Company LLC
PO Box 510150
Livonia MI 48151

0000029585 0000215152 000122767 9



Beaufort Gazette
Bellefonte 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

Page 2 of 2

Dates	Order No.	Description	Product	Size	Billed Units	Times Run	Net Amount
09/20/2023 - 09/20/2023	467901	Print Legal Ad-IPL01400900 IPL0140090	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1x 52 L	52 L	1	\$62.01

September Summary	
Amount Due:	\$1,227.67



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
September 30, 2023
Account # 40896-000
Invoice # 40896-000-60

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 09/30/2023

			HOURS	
09/02/2023	MPB	Review schedule for Bond Referendum; preparation of Memorandum to the Board on Bond Referendum.	0.40	100.00
09/05/2023	MJP	Review of Deferred Maintenance and Capital Projects Financial Timeline.	0.20	44.00
	MJP	Review of communication relating to irrigation ITB.	0.20	44.00
	MPB	Telephone conference with Vivian Carvalho; preparation of Memorandum to Bob Gang; attend Workshop; telephone conference with Scott Farrington; attend Workshop.	5.30	1,325.00
09/06/2023	MJP	Review of issue relating to review of ITB for irrigation and adding of additional qualifiers.	0.90	198.00
	MPB	Review Memorandum from John Fetsick; work on Rule adoption.	0.40	100.00
09/07/2023	MJP			0.00
	MPB	Telephone conference with Vivian Carvalho regarding the budget.	0.30	75.00
09/08/2023	MPB	Telephone conference with Vivian Carvalho; preparation for and attendance at the Board of Supervisors meeting.	2.40	600.00
09/11/2023	MJP	Revise Addendum to ITB for irrigation; review provisions regarding payment and plans and specifications; prepare correspondence to Attorney Barnebey.	1.10	242.00
09/12/2023	JO	Work on rules of procedure to include recreational rules.	1.00	125.00
09/13/2023	JO	Continue to work on Rules and Bylaws.	0.80	100.00
09/14/2023	MJP	Attend Board Workshop.	4.20	924.00
	MJP	Conference with Attorney Barnebey regarding strategy workshop;		

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 2
September 30, 2023
Account # 40896-000
Invoice # 40896-000-60

			HOURS	
		conference with Chair; prepare communication to Board of Supervisors.	1.00	220.00
09/18/2023	MJP	Conference with Vivian Carvalho regarding strategy meeting.	0.60	132.00
09/19/2023	MJP	Review various communications from Vivian Carvalho regarding bond referendum timeline; review of issue; prepare email to Bob Gagne regarding bond referendum timeline.	0.60	132.00
	MJP	Review communication from Bob Gang regarding bond referendum timeline.	0.30	66.00
	MJP	Participate in Board Strategy Workshop meeting.	2.40	528.00
	MPB	Review draft timeline.	0.40	100.00
09/25/2023	MJP	Review of communication from Vivian Carvalho regarding irrigation ITB; prepare follow up communication regarding the same.	0.40	88.00
	MPB	Review new timeline; preparation of Memorandum to Curtis Nickerson and John Fetsick; preparation of Memorandum to Kristine Szarkowitz; review and respond to Bob Gang; review and respond to Memorandum from Curtis Nickerson.	1.10	275.00
09/26/2023	MJP	Review various communications by and between Curtis Nickerson and Mark Barnebey regarding ITB for irrigation.	0.30	66.00
	MPB	Attend Workshop via Zoom; preparation of Memorandum to Curtis Nickerson and John Fetsick; review and respond to Curtis Nickerson; telephone conference with Vivian Carvalho on scheduling; review draft Notice and Schedule for bond; preparation of Memorandums to Vivian Carvalho; preparation of Memorandum to Bob Gang.	5.10	1,275.00
09/27/2023	MJP	Review various communications regarding Ad and bond referendum timeline.	0.40	88.00
	MPB	Attend the Agenda Preparation conference call; work on Country Club Rules; review and respond to Memorandum from Bob Gang; preparation of Memorandum to Vivian Carvalho; review and respond to Memorandum from Bob Gang.	1.80	450.00
09/28/2023	MJP	Review draft Resolution 2024-01 Bond Referendum.	0.20	44.00
	MPB	Preparation of Resolution 2024-01 regarding Bond Referendum; preparation of Memorandum to Chair, John Fetsick and Bob Gang.	1.30	325.00
09/29/2023	JO	Work on Rules and Bylaws.	0.50	62.50
		TOTAL FOR THE ABOVE SERVICES	33.60	7,728.50
		TOTAL CURRENT WORK		7,728.50
		PREVIOUS BALANCE		\$6,493.36
<u>PAYMENTS RECEIVED</u>				
09/18/2023		Payment received on account. Thank you!		-6,493.36

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 3
September 30, 2023
Account # 40896-000
Invoice # 40896-000-60

AMOUNT DUE (includes Previous Balance if shown above)

\$7,728.50

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
September 30, 2023
Account # 40896-028
Invoice # 40896-028-14

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

AMENDMENT TO DRI DEV. ORDER & GDP

MPB

For Professional Services Rendered Thru 09/30/2023

			HOURS	
09/05/2023	MJP	Review communication regarding Kimley-Horn proposal.	0.20	45.00
09/06/2023	MJP	Review Kimley-Horn Transportation Engineering Services Agreement; prepare addendum; prepare correspondence to Attorney Barnebey.	0.90	202.50
09/14/2023	MPB	Telephone conference with Bob Agrusa.	0.20	55.00
	MPB	Telephone conference with Sally Dickson; call Bob Agrusa.	0.40	110.00
09/15/2023	MJP	Review various communications with Bob Agrusa at Kimley Horn regarding Transportation Engineering Services.	0.20	45.00
	MPB	Review and respond to Memorandum from Bob Agrusa.	0.30	82.50
09/19/2023	MJP	Follow up communication to Bob Agrusa at Kimley Horn regarding contract amendment.	0.20	45.00
	MJP	Conference with Bob Agrusa regarding revisions to transportation engineering,	0.30	67.50
09/26/2023	MJP	Review communication from Bob Agrusa regarding traffic engineering contract.	0.20	45.00
		TOTAL FOR THE ABOVE SERVICES	2.90	697.50
		TOTAL CURRENT WORK		697.50
		PREVIOUS BALANCE		\$130.00
		<u>PAYMENTS RECEIVED</u>		
09/18/2023		Payment received on account. Thank you!		-130.00

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

Page: 2
September 30, 2023
Account # 40896-028
Invoice # 40896-028-14

AMOUNT DUE (includes Previous Balance if shown above)

\$697.50

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***

University Park Recreation District

10/26/2023

Payment Authorization No. 104

O&M - General Fund Expenses


<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Florida Department of Economic Opportunity	89343	FY 2024 Annual State Fee	\$ 175.00
Vglobal Tech	5495	ADA Website Maintenance - October	\$ 218.33
Vglobal Tech	5461	Quarterly ADA & WCAG Audits	\$ 300.00
PFM	DM-10-2023-52	District Management Fee: October 2023	\$ 5,833.33
PFM	OE-EXP-10-2023-42	Postage	\$ 1.26
PFM	127533	Assessment Administration - FY 2024 Tax Roll	\$ 10,000.00

O&M - General Fund Expenses Total

\$ 16,527.92

Asst. Secretary/Secretary

Asst. Treasurer



Fiscal Year 2023 - 2024 Special District State Fee Invoice and Profile Update

Date Invoiced: 10/02/2023				Invoice No: 89343
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/01/2023: \$175.00

STEP 5: Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.

MEMORANDUM

To: All Special District Registered Agents
From: Jack Gaskins Jr., Special District Accountability Program
Date: October 2, 2023
Subject: Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code - Fiscal Year 2023-24 Special District State Fee and Profile Update Due by December 1, 2023

This memorandum contains the guidance for complying with the annual state fee and update requirements using the enclosed *Fiscal Year 2023-2024 Special District State Fee Invoice and Profile Update* (enclosure). Detailed instructions are on the opposite side of this memorandum.

Pay the Annual State Fee Online

The Florida Department of Commerce (FloridaCommerce), previously the Florida Department of Economic Opportunity, requests all special districts to pay the state fee online at www.FloridaJobs.org/SpecialDistrictFee by electronic check or by using a Visa or MasterCard, and to email the completed enclosure to FloridaCommerce at SpecialDistricts@Commerce.fl.gov. The state fee remains \$175, unless the special district certifies that it is eligible for a zero fee. To avoid a \$25 late fee, the payment must be completed by December 1, 2023. Paying online is fast, free, and convenient.

The Purpose of the Annual State Fee

Chapter 189, Florida Statutes, the Uniform Special District Accountability Act (Act), assigns duties to the Special District Accountability Program administered by FloridaCommerce and requires FloridaCommerce to annually collect a state fee from each special district to cover the costs of administering the Act. For additional information, visit www.FloridaJobs.org/SDAP.

Review the Special District's Profile

Each special district's registered agent must annually review the profile information on the enclosure, mark any needed corrections or updates, sign and date it, and return it to FloridaCommerce.

The Purpose of Reviewing the Special District's Profile

The Act, along with Rule Chapter 73C-24, Florida Administrative Code, requires each special district to maintain specific information with FloridaCommerce and requires FloridaCommerce to make that information available through the *Official List of Special Districts* (www.FloridaJobs.org/OfficialList). The Florida Legislature, state agencies, and local government officials use that information to monitor special districts, coordinate activities, collect and compile financial and other information, and to make informed policy decisions. It is important for that information to be complete and accurate.

Reminders

Each newly created special district must have an official website containing specific information by the end of the first full fiscal year after its creation. All other special districts must have an official website. If the special district is required to have an official website and its web address is not listed on the enclosure, the special district must provide it. The *Florida Special District Handbook* (www.FloridaJobs.org/SpecialDistrictHandbook) covers website requirements along with general operating requirements. FloridaCommerce encourages all special district staff and governing body members to review this handbook to help ensure compliance with state requirements.

(TURN OVER FOR INSTRUCTIONS)

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 # 5495**DATE 10/01/2023****DUE DATE 10/16/2023****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**

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 # 5461
DATE 09/30/2023
DUE DATE 09/30/2023
TERMS Due on receipt

DATE	ACTIVITY	QTY	RATE	AMOUNT
	Audits:Quarterly ADA & WCAG Audits Quarterly ADA & WCAG Audits for all new content and document conversions for the website.	1	300.00	300.00

Invoice for Quarter 3 ADA Audit.	BALANCE DUE	\$300.00
Please make check payable to VGlobalTech.		



Date	Invoice Number
October 10, 2023	DM-10-2023-52
Payment Terms	Due Date
Upon Receipt	October 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: October 2023

Professional Fees

\$5,833.33

Total Amount Due

\$5,833.33



Date	Invoice Number
October 25, 2023	OE-EXP-10-2023-42
Payment Terms	Due Date
Upon Receipt	October 25, 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: September 2023 Postage \$1.26

Expenses

\$1.26

Total Amount Due

\$1.26



Date	Invoice Number
October 25, 2023	127533
Payment Terms	Due Date
Upon Receipt	October 25, 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: For the preparation and submission of the FY2024 Tax Roll.

Professional Fees	\$10,000.00
Total Amount Due	<u>\$10,000.00</u>

University Park Recreation District

Supervisor Requests & Comments