

University Park Recreation District

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<http://universityparkrd.com/>

The Rescheduled Board Meeting of the **Board of Supervisors of University Park Recreation District** will be held on **Tuesday, May 21, 2024, at 10:00 AM** at the Business Offices 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=eUE4Q3BTNGVNLNXBsOGViRXk1cWo2QT09>

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 April 2, 2024, Board of Supervisors' Workshop Meeting
2. Consideration of the Minutes of the April 12, 2024, Board of Supervisors' Meeting
3. Consideration of the Minutes of the April 30, 2024, Board of Supervisors' Workshop Meeting

Staff Report Matters

4. District Counsel
5. District Manager
6. Club Management
 - a. Management Discussion & Analysis Report

Business Matters

7. Continued Public Hearing on the Adoption of Revision to the Rules & Regulations
8. Consideration of Resolution 2024-15, Adopting Revision to the Rules & Regulations *(under separate cover)*
9. Public Hearing on the Adoption of Membership Caps and Initiation Fees
10. Consideration of Resolution 2024-16, Adopting Membership Caps and Initiation Fees *(under separate cover)*



- 11. Consideration of Resolution 2024-17, Approving a Preliminary Enterprise Fund (Country Club) Budget for Fiscal Year 2025 and Setting a Public Hearing Date [*Suggested Date, August 9, 2024*]
- 12. Consideration of Resolution 2024-18, Approving a Preliminary General Fund Budget for Fiscal Year 2025 and Setting a Public Hearing Date [*Suggested Date, August 9, 2024*]
- 13. Review and Consideration of Architectural/Engineering RFQ Responses (*under separate cover*)
- 14. Update on Bond Validation Hearing
- 15. Update on Bond Anticipation Notice

District Financial Matters

- 16. Ratification of Payment Authorization Nos. 116 & 117

Date	Meeting Type	Time	Location	Note
June 4, 2024	Workshop Meeting and Board Meeting	2:00 PM	University Park	Business Offices
June 14, 2024	Board Meeting	1:00 PM	University Park	Business Offices

- 17. Supervisor Requests & Comments

Adjournment



University Park Recreation District

Consideration of the Minutes of
the April 2, 2024
Board of Supervisors' Workshop Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT WORKSHOP MEETING

Tuesday, April 2, 2024

2:00 p.m.

The Business Offices

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	(via Zoom)
Steve Ludmerer	Treasurer/2 nd Vice Chairperson	
David Murphy	Assistant Secretary	

Also, Present in person or via phone:

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

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The meeting was called to order at 2:01 p.m. by Ms. Dickson, and Ms. Carvalho confirmed quorum to proceed with the meeting. Those in attendance are outlined above.

Public Comments

A homeowner made a request for information to be included in the March 22, 2024, Board of Supervisors' meeting minutes. The homeowner also asked about payments to Manatee County Sheriff's Department.

It was explained that the payments to Manatee County Sheriff's Department are made through the Enterprise Fund.

A homeowner asked about the number of current trial memberships.

SECOND ORDER OF BUSINESS

Discussion

**1. Rules & Regulations,
Revision to the Bylaws**

and Establishment of Grievance Committee

Mr. Ludmerer reviewed the edits and amendments to the wording of the documents.

There was discussion about reducing the time allotted, or eliminating the provision, for persons to walk the golf course.

Mr. Ludmerer noted that the Club is considering the formation of a Grievance Committee. He noted that someone is needed to keep records to ensure that the Grievance Committee Meeting and operations are conducted in a timely manner. The agreement coming out of discussions is to use a staff member.

There was discussion about the roles of the appointed staff member. It was determined that this person will hold a non-leadership and non-voting position.

There was discussion about the roles, responsibilities, and authority of the Grievance Committee.

Mr. Fetsick provided an overview of the proposed structure of handling grievances with the participation of and advice given by the advisory group.

Mr. Ludmerer will revise the document for further review and consideration by the Board.

There was discussion about the allowance and restriction of service animals and pets in areas.

There was discussion about attire for the golf course and for dining, and the consistency with the wording throughout the documents.

There was discussion about slow play on the golf course and warnings by the rangers.

Ms. Dickson noted that golf carts outfitted for street transportation should not be allowed on the golf course.

There was discussion about a specific age when referring to a minor in the documents.

There was discussion about the volume of the music in the fitness center.

2. Policies and Procedures Related to Membership Waitlist

Mr. Fetsick reviewed the policies and procedures related to the full golf membership waitlist.

He noted that there needs to be a decision on a waitlist application. He also noted that the waitlist is an unofficial and preliminary waitlist, and all persons on the waitlist know that it is awaiting approval by the Board and is subject to change.

Mr. Fetsick noted that coming out of a discussion with the Golf Advisory Group, a decision needs to be made about proposed non-refundable application fee and initiation fee/deposit.

There was discussion about fees and refundability.

Mr. Murphy expressed interest in a survey and analysis of full memberships year over year to

support the approach to managing the waitlist.

There was discussion about the allowances and restrictions of waitlisted persons.

There was discussion about the ability to reassign membership.

THIRD ORDER OF BUSINESS

Adjournment

There were no additional items to come before the Board.

ON MOTION by Ms. Dickson, with all in favor, the April 2, 2024, Workshop Meeting of University Park Recreation District was adjourned at 3:51 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Consideration of the Minutes of
the April 12, 2024
Board of Supervisors' Meeting

MINUTES OF MEETING

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

Friday, April 12, 2024

1:00 p.m.

The Business Offices

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
Kwame Jackson	ADM - PFM Group Consulting LLC (via Zoom)
Venessa Ripoll	PFM Group Consulting LLC (via Zoom)
Brent Wilder	PFM Financial Advisors (via Zoom)
Mark Barnebey	District Counsel- Blalock Walters
John Fetsick	General Manager - Country Club
Various audience members in person 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

A homeowner had comments about the audited financial statements.

It was noted that the auditing firm will make a presentation on the audited financial report during the meeting.

A homeowner provided comments, attached as Exhibit A, related to the proposed non-resident membership cap.

SECOND ORDER OF BUSINESS

Administrative Matters

**Acceptance of Fiscal Year 2023
Audited Financial Statements**

Mr. Nathan Phillips of the Phillips Harvey Group, P.A. provided a detailed summary of the audit report. He noted that there were no compliance concerns to report. He also noted that the Country Club has shown an increase in net worth and is doing well overall.

ON MOTION by Mr. Ludmerer, seconded by Mr. Criden, with all in favor, the Board accepted the Fiscal Year 2023 Audited Financial Statements.

**Review and Consideration of
Short-Term Financing RFP
Results**

Mr. Ludmerer introduced the item and provided an overview of the how the District's cash flow would not cover the financing of the irrigation project. He noted that the financing of the irrigation project is to be covered by the Series 2024 Bonds and the bond validation process is expected to be completed by June 2024. He further explained that if the bond validation process is not completed by that time, the funding of the irrigation project would need to be covered by another means. An RFP for a bond anticipation note (BAN) was approved by the Board during the March 22, 2024, meeting and Regions Capital Advantage Inc. responded with a proposal for a \$5 million dollars for a term of two-years for the bond anticipation note (BAN).

Mr. Ludmerer provided further details on the financial obligations of the BAN and the planned timeline.

Mr. Wilder noted that the District's strong financial position allowed for the competitive proposal by Regions Capital Advantage Inc.

Mr. Ludmerer explained that if the District does not proceed with the BAN there would be minimal costs incurred for this application process.

ON MOTION by Mr. Ludmerer, seconded by Mr. Criden, with all in favor, the Board accepted the proposal dated April 1, 2024, submitted by Regions Capital Advantage Inc. for the purchase of a two-year bond anticipation note providing interim funding, subject to further detailed negotiations and approval, based on input from the District's General Manager, District Counsel, Bond Counsel and Financial Advisor.

**Consideration of the Minutes of
the February 27, 2024, Board of
Supervisors' Workshop
Meeting and the Minutes of the
March 22, 2024, Board of
Supervisors' Rescheduled
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 February 27, 2024, Board of Supervisors' Workshop Meeting and the Minutes of the March 22, 2024, Board of Supervisors' Rescheduled Meeting.

THIRD ORDER OF BUSINESS

Staff Report Matters

District Counsel – Mr. Barnebey provided advice about handling District matters and personal social media accounts, including the use of a disclaimer on personal accounts by the Board Members. He referenced a matter currently before the Supreme Court.

Mr. Barnebey also gave an update on the DRI and development amendments. He noted that a study was done by a consultant and an approach is being looked at.

District Manager – Ms. Carvalho reminded the Board that the May meeting has been rescheduled from May 10 to May 21, 2024, and the proposed FY 2025 budget will be discussed.

Mr. Barnebey asked that the June 4, 2024, Workshop meeting also be a Board meeting.

Mr. Ludmerer asked that a May 2024 Workshop Meeting be scheduled. The date will be determined.

Club Management (Management Discussion & Analysis Report) – Mr. Fetsick stated that they are approaching the end of the high season. He noted that this season has seen the highest ever numbers of members and events, live entertainment for the first time and many sold out events. He thanked the members and the staff.

Mr. Fetsick noted that Sydney Johnson has been hired as the new Director of Communications and will focus primarily on Business & Strategic Planning Communications.

He said that they continue the search for a new executive chef and Chef Roger continues to lead the culinary operations. It was a very successful Easter Weekend with over 900 members and guests served over three-day weekend.

Mr. Fetsick explained that the golf cart fleet lease expires this year. Mr. Nickerson and other team members tested options for the next fleet, and one was selected. The swap will happen during Fall.

The new windscreens have been installed on the tennis courts and more are being ordered for the pickleball courts.

The Country Club full membership is 446, unofficial non-resident waitlist is at 17, racquets membership is 112, social membership is 785. The selling of social non-resident membership has been temporarily discontinued. There are 141 grandfathered non-members and 221 grandfathered members. Of the 1,433 overall memberships, 306 are non-residents.

Mr. Fetsick gave a detailed overview of the Country Club's statement of operations up to February 29, 2024. Year to date actual for the five months is favorable to budget at \$5.6 million food and beverage operations are unfavorable to budget, primarily due to kitchen labor costs, linens, and cost of goods sold. Mr. Fetsick noted he intends on implementing a quarterly benchmark report in comparison to its competition.

Golf operations are unfavorable to budget. Mr. Fetsick noted that there were 16 fewer member rounds and 796 fewer outside rounds in March compared to March 2023. There have been 3,765 fewer rounds year to date compared to the corresponding period in 2023. This is attributed to the impact of weather and an associated shift to more play by members than public.

Mr. Fetsick gave a brief overview of the ongoing irrigation project and noted that it is progressing well with little impact on play.

There was a short discussion about the recent storm and any damage to property.

Mr. Fetsick provided an update on the reservation software.

FOURTH ORDER OF BUSINESS

Business Matters

**Consideration of Resolution
2024-14, Ratifying the Manatee
County Election Results
Related to the Charter
Amendments**

Mr. Barnebey noted that the final vote was 558 in favor and 116 opposed, representing an 82% yes vote.

ON MOTION by Mr. Criden, seconded by Mr. Ludmerer, with all in favor, the Board approved Resolution 2024-14, Ratifying the Manatee County Election Results Related to the Charter Amendments.

**Public Hearing on the Adoption
of Revision to the Bylaws, Rules
& Regulations, and
Establishment of Grievances
Committee**

Ms. Dickson opened the Public Hearing.

Mr. Ludmerer provided an overview of the documents and edits made.

Mr. Barnebey noted that for the benefit of the public, with the documents not having been provided for public view prior to the Public Hearing, no action will be taken by the Board and the Public Hearing will be continued to the next Board meeting on May 21, 2024.

There was discussion about the proposed edits.

A homeowner asked about meeting minutes not included in the preliminary agenda packet.

Ms. Carvalho explained that items are placed on the agenda 'under separate cover' while being finalized and the agenda is updated with the finalized documents.

There were no further comments by the public.

The edits will be further discussed during the upcoming Board Workshop Meeting.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the Board continued the Public Hearing to May 21, 2024, at 10:30 a.m. at The Business Offices 8301 The Park Boulevard, University Park, FL 34201.

**Consideration of Resolution
2024-15, Adopting Revision to
the Bylaws, Rules &
Regulations, and Establishment
of Grievances Committee**

This item was deferred to the May 21, 2024, Board of Supervisors' Meeting.

Update on May Public Hearings

- **Membership Caps**
- **Membership Initiation Fees**

Mr. Fetsick noted that the Public Hearings will occur during the May 21, 2024, Board of Supervisors' Meeting. He asked that a Board Workshop Meeting will be held in May to discuss the proposed membership caps and initiation fees prior to the Public Hearing.

Update on Mr. Pizzi's Claim

Mr. Barnebey noted that counsel for Mr. Pizzi has suggested trying to resolve the matter without going to litigation and provided a proposed settlement dollar amount.

There was discussion about Mr. Pizzi's participation and the proposed settlement through compensation. It was noted that the understanding of the Board was that Mr. Pizzi was acting in a volunteer role.

ON MOTION by Mr. Ludmerer, seconded by Mr. Criden, with all in favor, the Board decided to decline the monetary compensation offer request from Mr. Pizzi.

District Counsel will relay the message to Mr. Pizzi's attorney accordingly.

Consideration of Addendum to Turf Equipment Proposal

Mr. Fetsick noted that Mr. Nickerson has been speaking with the two financing providers that the Club works with, PNC and Huntington National Bank. PNC leases are used for equipment that is kept for more than four years, whereas Huntington lease are used for equipment that is turned over in less than four years.

He noted that District Counsel’s office produced the addendum for each of the two lease terms that specify requirements of vendors related to the Recreation District.

ON MOTION by Mr. Ludmerer, seconded by Mr. Criden, with all in favor, the Board approved the addendum to the Turf Equipment Proposal.

FIFTH ORDER OF BUISNESS

District Financial Matters

Ratification of Payment Authorization Nos. 114 & 115

Mr. Fetsick reviewed the payment authorizations for the Board.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the Board ratified Payment Authorization Nos. 114 & 115.

Supervisor Requests & Comments

Ms. Dickson noted that April 30, 2024, at 2:00 p.m. will be the next Workshop Meeting. May 21, 2024, at 10:00 a.m. will be the Rescheduled Board Meeting and Public Hearings. The June 4, 2024, at 2:00 p.m. will be a Workshop Meeting and a Board Meeting. A date will be determined for a May Workshop Meeting prior to May 21, 2024. Mr. Jackson will send the email to the Board requesting their availability for an additional workshop meeting.

Mr. Criden noted that he and Mr. Fetsick have been working with Mr. Baumier on the RFQ for architectural services which will be published for responses to be submitted by May 15, 2024.

Mr. Murphy suggested that any materials related to agenda items should be provided at least two business days prior to the meeting date to allow for review.

SIXTH ORDER OF BUSINESS

Adjournment

There were no further comments at this time.

ON MOTION by Mr. Criden, seconded by Mr. Murphy, with all in favor, the April 12, 2024, Board of Supervisors' Meeting of University Park Recreation District was adjourned at 2:59 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

Comments to UPRD Board Mtg

4/12/2024

Good Afternoon:

My name is Dick Tuley. My wife, Connie, and I moved into University Park in December of 1995 and immediately became Full Members of the County Club. We lived in the park for 25 years until 2020 when a series of life changes caused us to leave the Park and we became Non-Resident Members.

With that short background, today I would like to offer comments on what I understand is a pending change that will cap the number of Non-Resident

Members. I believe there are some other options that might make that change unnecessary or not optimal and I would like to encourage the Board to study at least one other idea, and I would like to quickly review this with you today.

As the membership here ages, there have become and will continue to become a number of Full Golf Members who would like to retain their membership but do not want to play enough golf to justify the cost. These members use the golf course less and perhaps the food & Beverage options more – a great combination. Why not offer a senior membership rewarding those older and longer members of the

club and offering a reduction in Dues to encourage our senior members to retain their full club membership. This can be modeled easily to come up with the right numbers but perhaps starting with the age and years a member equaling, say 100, for a 50% Dues reduction. Maybe the number is 105 but the analytics can help make that determination. Putting a cap on the number of Senior Memberships allows for good planning and control.

What a wonderful way to maintain Full Golf Members who don't play much golf but probably eat and drink frequently and have supported this Club for a long time.

I know this sounds self-serving and it probably is, but I know of many members here that would support such a plan. And, many other clubs have done this with remarkable results. Black Diamond Ranch near Crystal River has such a program and they are one of the preeminent clubs on the west coast of Florida.

Please ask Management to give this some thought, model the program, study the analytics and use that result as an option when considering changes to the membership levels.

Thanks very much.

University Park Recreation District

Consideration of the Minutes of
the April 30, 2024,
Board of Supervisors' Workshop Meeting

MINUTES OF MEETING

UNIVERSITY PARK RECREATION DISTRICT WORKSHOP MEETING

Tuesday, April 30, 2024

2:00 p.m.

The Business Offices

8301 The Park Boulevard, University Park, FL 34201

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

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

Also, Present in person or via phone:

Venessa Ripoll	PFM Group Consulting LLC	(via Zoom)
Mark Barnebey	District Counsel- Blalock Walters	
John Fetsick	General Manager - Country Club	
Various Audience Members Present and via Zoom		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

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

Public Comments

A homeowner representing the Men’s Golf Association made comments and provided information about proposed park benches within the community to memorialize individuals.

Board Members expressed support for the proposal for benches and advised that the Board would speak with UPCA.

A homeowner proposed adding bike lanes.

SECOND ORDER OF BUSINESS

Discussion

**UPCC Financial and
Operational Review – A Report
to Our Stakeholders**

Mr. Fetsick provided an introduction and an overview of the presentation. He noted that there are 315 resident full members and 130 non-resident full members. There are approximately 17 people on the non-resident waitlist. New non-resident social memberships have been

discontinued and membership caps for non-resident full memberships are being considered and will be addressed during the public hearing on May 21, 2024.

Mr. Fetsick detailed the factors that has led to the increase in full membership from 355 in 2021 to 445 currently. He noted a small decrease in racquet memberships and an increase in social memberships.

Mr. Fetsick provided an overview of the annual dues for family membership which has shown an increase in full memberships and social memberships, and a small decrease in racquets.

Mr. Fetsick detailed operating revenues, providing comparisons over a three-year period to 2023, and the six months ending 3/31/2024, showing a steady increase. He noted the factors that influenced the growth. He provided details on the operating results for fiscal year FY 2023 & FY 2024 compared to the 2023 benchmark showing the areas of net margin, payroll and administration. UPCC has an operating margin of 11% vs. the area benchmark of 5%, payroll as a % of operating revenue is 50% vs. a benchmark of 56% and G&A expense is 13%, consistent with the area benchmark.

Mr. Fetsick gave an overview of dining revenue, which is exceeding the budget. He detailed the dining operations, showing labor favorable the benchmark and cost of goods sold unfavorable.

There was discussion about dining operations.

Mr. Fetsick reviewed golf course maintenance expenses for the Board and audience, from FY 2021 to FY 2023, noting the high level of the course despite the maintenance costs being below the industry benchmark. He noted the work of Mr. Nickerson and the team.

Mr. Fetsick detailed the capital income of the UPCC from FY 2020 – 2023, compared to the industry benchmark. Showing increase in both capital income and the benchmark, with the rate of increase of capital income growth exceeding that of the benchmark.

There was discussion about the capital income growth of the club.

Mr. Fetsick outlined the estimated future capital needs over 20 years, at five-year intervals. He noted that items associated with the current Capital Improvement Plan are not included in this estimate.

There was discussion about the items covered.

Mr. Ludmerer introduced the presentation on strategic priorities and referenced the Mission and Vision statements. He reviewed the three areas of focus during FY 2023 (Membership, Facilities and Financial) and the associated accomplishments.

Mr. Ludmerer provided an overview of the four focus areas for FY 2024 (Membership, Facilities, Financial/Capital and Staffing). He detailed the planned activities for each focus area to achieve the goals of the club.

There was discussion about the presentation and communicating the information to the members and homeowners.

It was suggested that as additional workshop would be added prior to the public hearings on May 21, 2024.

THIRD ORDER OF BUSINESS

Adjournment

There were no additional items to come before the Board.

ON MOTION by Ms. Dickson, with all in favor, the April 30, 2024, Workshop Meeting of University Park Recreation District was adjourned at 3:42 p.m.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

University Park Recreation District

Staff Reports

University Park Recreation District

Management Discussion & Analysis Report

University Park Recreation District
Management Discussion & Analysis Report
As of April 30, 2024

Overview

The Club has officially turned the calendar into the off-season. Activity around the Club has waned a bit but we continue to receive support at events we are hosting.

Staffing

I am pleased to announce the hire of Justin Sears as our new Executive Chef, replacing the retiring Chef Roger Turtch. Justin comes to us from Lakewood Ranch Country Club which was recently purchased by Heritage Golf. The search for a new Executive Chef was led by Club Recruitment expert, GSI Executive Search. In addition, an Interview/Tasting Committee comprised of Board Members, Residents and Management assisted me in the selection process. Justin's selection was unanimous, and we look forward to Justin's arrival tentatively set for June 11, 2024. Chef Justin will oversee all day-to-day culinary operations.

Member Events/Dining

Since the last MD&A, we have held many events at the Club including the Seder Dinner (4/22), a Duckhorn Wine Dinner (4/27), a Kentucky Derby Party (5/4), the Mother's Day Brunch (5/12)(serving 472 people...100+ over prior year) and the Drouhin Wine Dinner (5/16). All of these in addition to Bingo, Trivia, Theme Nights, etc. Special thanks to Rico, Dana, and the entire F&B Team for their efforts in wrapping up a successful season of events!

After initially reducing our Park Grille hours on certain days, we have largely returned to our "in-season" hours. We were initially trying to curtail the financial losses incurred during these slower times but also understand members want the Club available to them as much as possible. Please support the Club during these expanded hours as we balance member experience and fiscal prudence.

Golf, Racquets & Fitness

All "sport" activities have held end of season events including the Racquets Ball (4/13), MGA Closing Shotgun & Lunch (4/17), LGA Closing Shotgun & Lunch (4/23) and the 9-hole LGA Closing Shotgun & Lunch (4/25). Despite these events, the sport activities remain active and busy, notably in the morning hours.

University Park Recreation District
Management Discussion & Analysis Report
As of April 30, 2024

Membership

		Full	Racquet s	Social	Soc / Res - Cmty Reard	Jr. Exec.	Change in Annual Mbrs	Trial Full	Trial Rac/Fit	Trial Fit/Soc	Trial Social	Sum Golf	Sum Tennis	Sum Dining	Change in Other Mbrs
2023 Totals		426	109	252	529	2	1318	19	2	4	7	0	0	0	32
January		2	2	-1	-2	-1	0	9	1	-1	-1				8
February		6	1	2	1		10	1	-2	-1	-2				-4
March		10	1	0	0		11	-4	2	0	-2				-4
April		5	1	1	7		14	-16	-1	1		55	18		57
May	5/3	1	-1	-3	-2		-5	-8		-3	-1	16	2		6
	5/17	3	0	-1	0		2		-1			11	3		13
NEW	5/22	1					1								
Total Members		454	113	250	533	1	1351	1	1	0	1	82	23	0	108
Add SAP		108	29				137								
Add AFP		18		27	111		156								
Add Range		2	13	26	30		71								
Add Twi Ten				17	1		18								
Add Pickleball		3		8	49		60								
Total Passes		131	42	78	191	0	442								

*140 grandfathered non-members, 217 grandfathered members

**312 non-resident memberships

***Unofficial Full Membership waitlist of 18 as of 5/21/24

University Park Recreation District
Management Discussion & Analysis Report
As of April 30, 2024

Statements of Operations (as of March 31, 2024):

UNIVERSITY PARK COUNTRY CLUB & RD			
SIX MONTHS ENDING MARCH 31, 2024			
<i>(in thousands)</i>			
SUMMARY STATEMENT OF OPERATIONS	FY2024	FY2024	FY2024
Description	YTD Actual	YTD Budget	YTD Variance
REVENUE:			
MEMBERSHIP DUES	\$ 2,630	\$ 2,570	\$ 60
GOLF OPERATIONS	2,349	2,392	(43)
RACQUETS & FITNESS CENTRE	68	91	(23)
DINING OPERATIOINS	1,929	1,889	40
OTHER INCOME	7	4	4
TOTAL REVENUE	\$ 6,984	\$ 6,946	\$ 38
EXPENSES:			
GOLF OPERATIONS	\$ 826	\$ 869	\$ (43)
RACQUETS & FITNESS CENTRE	267	339	(72)
DINING OPERATIONS	2,794	2,304	490 (a)
GOLF COURSE MAINTENANCE	1,648	1,566	83 (b)
GENERAL & ADMIN	1,057	1,115	(58)
TOTAL DIRECT EXPENSES	\$ 6,593	\$ 6,193	\$ 400
OPERATING INCOME/(LOSS)	\$ 391	\$ 753	\$ (361)
CAPITAL ALLOCATION:			
INITIATION FEES & OTHER	\$ 845	\$ 474	371
OUTSIDE GOLF -CAPITAL ALLOCATION	171	185	(15)
CAPITAL DUES	161	154	7
TOTAL CAPITAL ALLOCATION	\$ 1,177	\$ 814	\$ 363

(a) \$490k unfavorable to budget primarily due to kitchen labor costs, Food COGS, and Linens. The labor and linens are the result of the budget under-projecting the impact of additional days open, and events held. Benchmarking labor with other Clubs suggests we are within the median for this area. Our Food COGS are above the industry norm and talks are ongoing to curtail them.

(b) \$83k unfavorable to budget primarily due to the early completion of projects that are budgeted for in the summer. The weather over the winter restricted traditional maintenance of the golf course so Curtis reallocated labor to do projects scheduled for the summer. The budget will catch up to the expenses by July.

University Park Recreation District
Management Discussion & Analysis Report
As of April 30, 2024

Revenue Flash Report (as of April 30, 2024):

<i>(in thousands)</i>	April			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
MEMBERSHIP DUES	\$ 463	\$ 431	\$ 32	\$ 3,093	\$ 3,001	\$ 92
GOLF OPERATIONS	430	388	42	2,780	2,780	(0)
RACQUETS & FITNESS	13	14	(2)	81	106	(25)
DINING OPERATIONS	312	339	(27)	2,241	2,228	13
OTHER INCOME	1	0	1	8	4	4
TOTAL OPERATING REVENUE:	\$ 1,219	\$ 1,173	\$ 46	\$ 8,203	\$ 8,119	\$ 84
CAPITAL ALLOCATION:						
INITIATION FEES & OTHER	\$ 165	\$ 4	\$ 161	\$ 1,011	\$ 478	\$ 532 (a)
OUTSIDE GOLF -CAPITAL ALLOCATION	31	31	(0)	201	216	(15)
CAPITAL DUES	30	27	3	191	181	10
TOTAL CAPITAL ALLOCATION:	\$ 226	\$ 62	\$ 164	\$ 1,402	\$ 875	\$ 527
TOTAL REVENUE:	\$ 1,445	\$ 1,235	\$ 210	\$ 9,606	\$ 8,994	\$ 611

(a) New memberships (the basis for Initiation Fees and Membership Dues) have exceeded YTD Budget as outlined in the Membership section above.

Rounds of Golf (as of April 30, 2024):

	April			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Member Rounds	5,067	4,397	670	31,316	32,331	(1,015)
Outside Rounds	3,121	3,535	(414)	20,947	23,170	(2,223)
	8,188	7,932	256	52,263	55,501	(3,238)

Rounds of Golf (as of April 30, 2023):

	April			YTD		
	Actual	Budget	Variance	Actual	Budget	Variance
Member Rounds	4,704	4,485	219	32,310	32,040	270
Outside Rounds	2,952	3,280	(328)	23,186	21,535	1,651
	7,656	7,765	(109)	55,496	53,575	1,921

Interesting stats:

- 3,233 fewer rounds YTD from 2024 to 2023 (2,239 being outside/994 members)
 - Weather impact and shift to more members than public play
- Within budget in Golf Ops despite decrease in rounds.
- Weather volatility is diminished with more reliance on Full Members than outside play.

University Park Recreation District

Continued Public Hearing on
the Adoption of Revision to
the Rules & Regulations

University Park Recreation District

Consideration of Resolution 2024-15,
Adopting Revision to the Rules & Regulations

University Park Recreation District

Public Hearing on
the Adoption of Membership Caps
and Initiation Fees

University Park Recreation District

Consideration of Resolution 2024-16,
Adopting Membership Caps and Initiation Fees

University Park Recreation District

Consideration of Resolution 2024-17,
Approving a Preliminary Enterprise Fund
(Country Club) Budget for Fiscal Year 2025
and Setting a Public Hearing Date
[Suggested Date, August 9, 2024]

**UNIVERSITY PARK
RECREATION DISTRICT
FY 2025 BUDGET
(Oct'24 to Sept'25)**

May 21, 2024

Key Assumptions- Membership Dues

	Family		Single	
	2025 Budget	2024 Actual	2025 Budget	2024 Actual
Full Memberships	\$ 11,000	\$ 10,075	\$ 8,350	\$ 7,635
Racquets Memberships	\$ 4,750	\$ 4,350	\$ 3,550	\$ 3,260
Social Memberships	\$ 1,300	\$ 1,125	\$ 1,000	\$ 850

- Annual Dues Increases:
 - Full 9%
 - Racquets 9%
 - Social 15-17%
- Annual Full Membership capped at 440

Initiation Fees, Capital Funding, & Capital Dues

- Initiation Fees:

	2025 Fees			2024 Fees	
	Resident	Non-Resident		Resident	Non-Resident
Full	\$ 20,000	\$ 30,000		\$ 12,500	\$ 20,000
Racquets	4,000	5,000		3,500	4,000
Social/Resident	2,500	N/A		2,000	3,000

- Significant increase in full membership initiation fee
- Continued Outside Golf Allocation (10%)
- Capital Dues – Same %’s as 2023 & 2024
 - Resident- 5% of Dues
 - Non-Resident- 10% of Dues
- Capital Dues and Initiation Fees remain competitive locally

Key Assumptions- Golf Operations

- Golf Rounds
 - Prioritize member rounds and experience
 - More Full Members = fewer outside rounds

	2025 Budget	2023 Actual
Member Rounds	49,147	50,611
Outside Rounds	31,979	33,517
Total	81,126	84,128

- Trail Fee Increase (2024 inc. Cart fee)

	2025 Fees		2024 Fees	
	Resident	Non-Resident	Resident	Non-Resident
Single	\$ 1,750	\$ 2,650	\$ 1,600	\$ 2,400
Family	2,200	3,300	2,000	3,000

- Added LPGA Pro

Key Assumptions- Dining Operations

- No disruption due to Renovation of Kitchen Considered
- Similar Hours of Operation to FY2024
- Revenue increased nominally to reflect menu pricing increases
- No consideration for non-member surcharge
 - Upside potential
- Increased COGS & Labor as reflected in recent FY's

Key Assumptions- Labor

- No significant headcount increases/decreases
 - Excluding Golf Pro
- Blended 3.5% increase for Salaried Employees
- Hourly
 - Minimum Wage Increase
 - Discretionary increases generally around 3-4%
- Total Payroll reflects 52% of Total Revenue, near industry standard

	FY'25 Budget		FY'24 Forecast		FY'24 Budget
Audit	35		35		35
District Counsel	70		107		70
District Management	70		70		70
All Other	79		65		75
	254		277		250

RESOLUTION 2024-17

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT APPROVING A PROPOSED PRELIMINARY COUNTRY CLUB 2024/2025 BUDGET AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the University Park Recreation District (“District”) was recently established by the Manatee County Commission, Florida, effective August 2, 2018; and

WHEREAS, in November, 2019, the District acquired the University Park Country Club (“Country Club”) and has begun operating and maintaining the Country Club; and

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors of the University Park Recreation District (the “Board”) the proposed operating budget for the Country Club Fiscal Year 2024/2025 (“Proposed Budget”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager to the District Budget to provide a budget for the operation, maintenance, and capital improvement of the District for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET AMENDMENT TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to

submit a copy of the Proposed Budget to Manatee County in accordance with Chapter 189, Florida Statutes.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, shall be posted within five (5) days after adoption, and shall remain on the website for at least two (2) years. If the District does not have its own website, the District's Secretary is directed to transmit the approved budget to the manager or administrator of Manatee County for posting on their websites.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 21st DAY OF MAY 2024.

ATTEST:

**UNIVERSITY PARK
RECREATION DISTRICT**

Secretary

By: _____
Its: _____

SUMMARY INCOME STATEMENT	2023	2024	2024	2025	2025 Budget
FISCAL YEARS ENDING SEPTEMBER 30	Actual	Budget	Forecast	Budget	vs. 2024 FC
COUNTRY CLUB OPERATIONS:					
REVENUE:					
MEMBERSHIP DUES	4,987,592	5,322,094	5,545,598	6,142,041	596,443
GOLF OPERATIONS	3,984,856	3,784,965	3,795,327	4,059,843	264,515
RACQUETS & FITNESS CENTRE	129,655	165,836	141,085	155,222	14,137
DINING INCOME	2,734,285	3,300,510	3,313,216	3,434,790	121,574
OTHER INCOME	6,651	5,480	9,905	5,480	(4,425)
TOTAL REVENUE	11,843,038	12,578,884	12,805,132	13,797,375	992,244
EXPENSES:					
PAYROLL & RELATED:					
GOLF OPERATIONS	656,669	756,652	707,365	879,898	172,533
RACQUETS & FITNESS CENTRE	310,973	431,361	384,064	407,000	22,937
DINING	1,914,140	2,068,038	2,391,634	2,437,498	45,864
GOLF COURSE MAINTENANCE	1,661,816	1,676,481	1,705,668	1,775,918	70,250
GENERAL & ADMINISTRATIVE	1,381,035	1,416,114	1,405,526	1,687,954	282,428
TOT PAYROLL & RELATED	5,924,633	6,348,646	6,594,257	7,188,268	594,011
DIRECT EXPENSES:					
GOLF OPERATIONS	954,347	884,639	979,870	953,497	(26,373)
RACQUETS & FITNESS CENTRE	203,484	248,670	210,280	254,553	44,273
DINING CGS	1,435,387	1,571,146	1,790,381	1,636,966	(153,415)
DINING OPER EXP	750,173	709,950	810,751	829,010	18,259
GOLF COURSE MAINTENANCE	1,466,744	1,564,648	1,615,348	1,664,885	49,536
GENERAL & ADMIN	364,944	459,055	467,103	456,008	(11,095)
PROPERTY INSURANCE	263,330	350,000	308,955	350,000	41,045
TOTAL DIRECT EXPENSES	5,438,409	5,788,108	6,182,688	6,144,918	(37,769)
OPERATING INCOME/(LOSS)	479,997	442,131	28,187	464,189	436,002
CAPITAL ALLOCATION:					
INITIATION FEES	786,670	480,550	1,012,725	829,550	(183,175)
CAPITAL ALLOCATION- GOLF OPS	268,437	269,617	276,393	276,726	334
CAPITAL DUES	223,065	313,786	339,531	380,278	40,748
TOTAL CAPITAL ALLOCATION	1,278,172	1,063,953	1,628,649	1,486,555	(142,094)

University Park Recreation District

Consideration of Resolution 2024-18,
Approving a Preliminary General Fund Budget
for Fiscal Year 2025
and Setting a Public Hearing Date
[Suggested Date, August 9, 2024]

RESOLUTION 2024-18

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE UNIVERSITY PARK RECREATION DISTRICT APPROVING A PROPOSED PRELIMINARY FY 2024/2025 BUDGET AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the University Park Recreation District (“District”) was recently established by the Manatee County Commission, Florida, effective August 2, 2018; and

WHEREAS, in November 2019, the District acquired the University Park Country Club (“Country Club”) and has begun operating and maintaining the Country Club; and

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors of the University Park Recreation District (the “Board”) the proposed operating budget for operation, maintenance, and capital improvements for Fiscal Year 2024/2025 (“Proposed Budget”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager to the District Budget to provide a budget for the operation, maintenance, and capital improvement of the District for Fiscal Year 2024/2025 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET AMENDMENT TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to

submit a copy of the Proposed Budget to Manatee County in accordance with Chapter 189, Florida Statutes.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 2, shall be posted within five (5) days after adoption, and shall remain on the website for at least two (2) years. If the District does not have its own website, the District's Secretary is directed to transmit the approved budget to the manager or administrator of Manatee County for posting on their websites.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 21st DAY OF MAY 2024.

ATTEST:

**UNIVERSITY PARK
RECREATION DISTRICT**

Secretary

By: _____
Its: _____

**University Park Recreation District
FY2025 Proposed General Fund Budget**

	Actual Through 04/30/2024	Anticipated May - Sept.	Anticipated FY 2024 Total	FY 2024 Adopted Budget	FY 2025 Proposed Budget
<u>Revenues</u>					
Other Income & Other Financing Sources	-	-	-	-	
PrYr Surplus	30,200	-	30,200	4,737	7,734
Inter-Fund Transfers - Debt Service to O&M	44,988	35,000	79,988	70,000	70,000
Inter-Fund Transfers - Country Club to O&M	175,000	-	175,000	175,263	175,766
	\$250,188	\$35,000	\$285,188	\$250,000	\$253,500
<u>General & Administrative Expenses</u>					
Assessment Administration	10,000	-	10,000	10,000	10,000
Audit	34,825	-	34,825	35,000	35,000
Bank Fees	7,274	20	7,294	8,000	8,000
Contingency	420	360	780	14,000	14,000
Dissemination Agent	5,000	-	5,000	5,000	5,000
District Counsel	77,142	30,000	107,142	70,000	70,000
Dues, Licenses, and Fees	175	-	175	5,000	5,000
Insurance	13,635	-	13,635	15,000	15,000
Legal Advertising	3,206	2,000	5,206	3,000	5,000
Management	40,833	29,167	70,000	70,000	70,000
Meeting Set Up	-	-	-	1,000	1,000
Travel and Per Diem	-	-	-	1,000	1,000
Office Supplies	93	900	993	500	1,000
Professional Services, Other	2,425	-	2,425	-	-
Postage & Shipping	8,309	50	8,359	1,000	1,000
Election Costs	-	7,500	7,500	7,500	7,500
Web Site Maintenance	2,353	1,767	4,120	4,000	5,000
Total General & Administrative Expenses	\$205,691	\$71,763	\$277,454	\$250,000	\$253,500

**University Park Recreation District
FY 2025 Proposed Debt Service Budget**

**FY2025 Proposed
Series 2019 Budget**

REVENUES:

Special Assessments	\$ 1,607,756.25
TOTAL REVENUES	<u>\$ 1,607,756.25</u>

EXPENDITURES:

Interest 11/01/2024	\$ 348,293.75
Interest 5/1/2025	\$ 348,293.75
Principal 5/1/2025	\$ 570,000.00
TOTAL EXPENDITURES	<u>\$ 1,266,587.50</u>

Funds Available for 11/1 Payment	<u>\$ 341,168.75</u>
---	-----------------------------

Interest 11/01/2025	\$ 341,168.75
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University Park Recreation District

Consideration of Responses
to Architectural/Engineering RFQ

University Park Recreation District

Update on Bond Validation Hearing

University Park Recreation District

Update on Bond Anticipation Notice

University Park Recreation District

Ratification of Payment Authorization Nos.
116 & 117

University Park Recreation District

4/4/2024

Payment Authorization No. 116

O&M - General Fund Expenses


<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Blalock Walters	40896-032-4	ADV. Peter A. Pizzi	\$ 632.50
PFM	DM-04-2024-53	District Management Fee: April 2024	\$ 5,833.33
PFM	OE-EXP-01-2024-48	January 2024 - Postage	\$ 25.86
PFM	OE-EXP-02-2024-39	February 2024 - Postage	\$ 20.17
Vglobal Tech	6097	ADA Website Maintenance - April 2024	\$ 293.33
Vglobal Tech	6013	Quarterly ADA & WCAG Audits	\$ 300.00
McClatchy Company, LLC	243263	Notice of Public Meeting - March 2024	\$ 322.92

O&M - General Fund Expenses Total

\$ 7,428.11

Asst. Secretary/Secretary

Asst. Treasurer

 4/5/2024



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
March 31, 2024
Account # 40896-032
Invoice # 40896-032-4

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

ADV. PETER A. PIZZI

CFJ

For Professional Services Rendered Thru 03/31/2024

			HOURS	
03/06/2024	MPB	Review and respond to Memorandum from Daniel Gabuardi.	0.40	110.00
03/16/2024	MPB	Preparation of Memorandum to Atty. Dan Gabuardi.	0.40	110.00
03/18/2024	CFJ	Review of update regarding possible litigation	0.10	27.50
03/28/2024	MPB	Telephone conference with Chair; telephone conference with former Chair Case; telephone conference with Chair; preparation of Memorandum to the Board; preparation of Memorandum to Daniel Gabuardi.	1.20	330.00
	MJP	Review communication from Daniel Gabuardi regarding status; prepare communication to Attorney Barnebey regarding direction given by board at prior meeting.	0.20	55.00
		TOTAL FOR THE ABOVE SERVICES	2.30	632.50
		TOTAL CURRENT WORK		632.50
		PREVIOUS BALANCE		\$275.00
		<u>PAYMENTS RECEIVED</u>		
03/26/2024		Payment received on account. Thank you!		-275.00
		AMOUNT DUE (includes Previous Balance if shown above)		<u>\$632.50</u>

UNIVERSITY PARK RECREATION DISTRICT
ADV. PETER A. PIZZI
CFJ

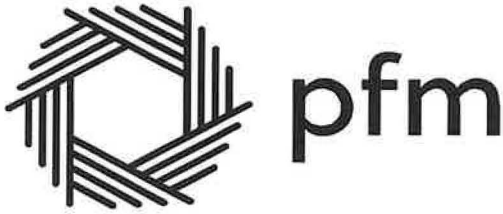
Page: 2
March 31, 2024
Account # 40896-032
Invoice # 40896-032-4

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***



Date	Invoice Number
April 2, 2024	DM-04-2024-53
Payment Terms	Due Date
Upon Receipt	April 2, 2024

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: April 2024

Professional Fees
Total Amount Due

\$5,833.33
\$5,833.33



Date	Invoice Number
March 30, 2024	OE-EXP-01-2024-48
Payment Terms	Due Date
Upon Receipt	March 30, 2024

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: January 2024 Postage \$28.56

Expenses	\$25.86
Total Amount Due	\$25.86



Date	Invoice Number
April 2, 2024	OE-EXP-02-2024-39
Payment Terms	Due Date
Upon Receipt	April 2, 2024

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: February 2024 Fedex \$20.17

Expenses

\$20.17

Total Amount Due

\$20.17

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 # 6097

DATE 04/01/2024

DUE DATE 04/16/2024

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
	Email:Email Hosting & Maintenance Monthly email hosting. Up to 5 emails customized as per need with website domain address. Up to maximum 2 GB (upgrade to 10 GB) storage per inbox. Backup and archival not included. Customers will be able to take their own local backup as needed. Customers also responsible to manage the inbox overflow by deleting unwanted emails, large attachments. Spam and virus filters included and will be configured. Email forwarding service (to any email of customer choice) included. Full access through browser from any device (tablets, mobile or desktop) provided including steps to setup the client.	5	15.00	75.00

Please make check payable to VGlobalTech.

BALANCE DUE

\$293.33

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 # 6013

DATE 03/31/2024

DUE DATE 03/31/2024

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 1 ADA Audit.

BALANCE DUE

\$300.00

Please make check payable to VGlobalTech.



The Beaufort Gazette
 The Belleville News-Democrat
 Bellingham Herald
 Centre Daily Times
 Sun Herald
 Idaho Statesman
 Bradenton Herald
 The Charlotte Observer
 The State
 Ledger-Enquirer

Durham | The Herald-Sun
 Fort Worth Star-Telegram
 The Fresno Bee
 The Island Packet
 The Kansas City Star
 Lexington Herald-Leader
 The Telegraph - Macon
 Merced Sun-Star
 Miami Herald
 El Nuevo Herald

The Modesto Bee
 The Sun News | Myrtle Beach
 Raleigh News & Observer
 Rock Hill | The Herald
 The Sacramento Bee
 San Luis Obispo Tribune
 Tacoma | The News Tribune
 Tri-City Herald
 The Wichita Eagle
 The Olympian

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

MARCH INVOICE	
Invoice No.:	243263
Invoice Date:	03/31/2024
Due Date:	04/30/2024
Bill-To Account:	29585
Sales Rep:	Christy Habony

Dates	Order No.	Description	Product	Size	Billed Units	Times Run	Net Amount
03/01/2024 - 03/01/2024	524411	Print Legal Ad-IPL01613950 IPL0161395	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 57 L	57 L	1	\$67.86
03/04/2024 - 03/04/2024	526411	Print Legal Ad-IPL01622960 IPL0162296	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 35 L	35 L	1	\$42.12
03/11/2024 - 03/11/2024	526416	Print Legal Ad-IPL01622980 IPL0162298	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 74 L	74 L	1	\$87.75
03/15/2024 - 03/15/2024	530181	Print Legal Ad-IPL01638460 IPL0163846	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 57 L	57 L	1	\$67.86
03/26/2024 - 03/26/2024	530339	Print Legal Ad-IPL01639160 IPL0163916	BRD-Bradenton Herald Legal Legals & Public Notices CLS	1 x 48 L	48 L	1	\$57.33

March Summary	
Amount Due:	\$322.92

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

MARCH INVOICE	
Invoice No.:	243263
Account No.:	29585
Account Name:	UNIVERSITY PARK RECREATION DISTRICT
Amount Due:	\$322.92

Email questions to ssccreditandcollections@mcclatchy.com

McClatchy Company LLC
 PO Box 510150
 Livonia MI 48151

0000029585 0000243263 000032292 5

University Park Recreation District

4/15/2024

Payment Authorization No. 117


O&M - General Fund Expenses

<u>Vendor</u>	<u>Invoice</u>	<u>Description</u>	<u>Amount</u>
Blalock Walters	40896-032-5	ADV. Peter A. Pizzi	\$ 110.00
Blalock Walters	40896-000-66	General Representation - March 2024	\$ 5,550.00
Blalock Walters	40896-033-3	\$21 Million Bond Validation	\$ 302.50
Blalock Walters	40896-028-18	Amendment to DRI DEV. Order & GDP	\$ 795.00

O&M - General Fund Expenses Total	\$ 6,757.50
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Asst. Secretary/Secretary

Asst. Treasurer

 4/16/2024



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
March 31, 2024
Account # 40896-032
Invoice # 40896-032-5

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

ADV. PETER A. PIZZI

CFJ

For Professional Services Rendered Thru 03/31/2024

		HOURS	
03/18/2024	MJP Review various communications regarding Pizzi claim.	0.40	110.00
	TOTAL FOR THE ABOVE SERVICES	0.40	110.00
	TOTAL CURRENT WORK		110.00
	PREVIOUS BALANCE		\$632.50
	<u>PAYMENTS RECEIVED</u>		
04/08/2024	Payment received on account. Thank you!		-632.50
	AMOUNT DUE (includes Previous Balance if shown above)		<u>\$110.00</u>

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Federal Tax ID # 59-1950976**



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PFM FINANCIAL ADVISORS, LLC
3504 LAKE LYNDA DRIVE, SUITE 107
ORLANDO, FL 32817

Page: 1
March 31, 2024
Account # 40896-000
Invoice # 40896-000-66

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

GENERAL REPRESENTATION

MPB

For Professional Services Rendered Thru 03/31/2024

			HOURS	
03/04/2024	MPB	Draft Resolution 2024-13; preparation of Agenda cover sheet.	1.10	275.00
	JO	Work on Resolution 2024-13 and prepare agenda point paper.	0.60	75.00
03/05/2024	JO	Review emails. Revise agenda point paper. Email to Team transmitting revised agenda point paper.	0.40	50.00
03/06/2024	MJP	Research regarding public records request and fees.	2.00	500.00
	CFJ	Review of status of demand	0.20	50.00
03/07/2024	MJP	Review Cleaning Services Agreement; prepare addendum; various communications with John Fetsick regarding the same.	1.50	375.00
	MJP	Various communications with John Fetsick regarding cleaning services agreement.	0.40	100.00
	MJP	Various communications by and between Kwame Jackson regarding rescheduled UPRD March meeting.	0.40	100.00
	MPB	Review and revise draft Memorandum from Vivian Carvalho; telephone conference with Vivian Carvalho.	0.60	150.00
03/08/2024	MJP	Review various communications from Kwame Jackson and Bob Gang regarding rescheduled board meeting.	0.20	50.00
	MPB	Review and respond to correspondence from Vivian Carvalho.	0.40	100.00
03/12/2024	MJP	Review of issue relating to short term financing resolution; prepare communication to Vivian Carvalho.	0.40	100.00
	MPB	Preparation of Memorandum to John Fetsick; review and respond to Memorandum from Michael Dennis; telephone conference with Bob Gang on short term financing.	0.90	225.00
03/15/2024	MJP	Review agenda for rescheduled meeting.	0.20	50.00
	MJP	Various communications with Vivian Carvalho, Kevin Plenzler, and		

UNIVERSITY PARK RECREATION DISTRICT
 GENERAL REPRESENTATION
 MPB

Page: 2
 March 31, 2024
 Account # 40896-000
 Invoice # 40896-000-66

			HOURS	
		Brent Wilder regarding RFP for short term financing.	0.60	150.00
	JO	Monitor emails regarding short term financing.	0.30	37.50
03/18/2024	MPB	Review Ethics Commission response regarding Dean Matt.	0.30	75.00
03/21/2024	MJP	Various communications with Curtis Nickerson and Mark Barnebey regarding Global Turf Equipment proposal; prepare addendum.	1.40	350.00
	MJP	Prepare communication to Curtis Nickerson; John Fetsick; Paul Mey; Vivian Carvalho; and Mark Barnebey regarding Global Turf Equipment.	0.30	75.00
	MPB	Review issues related to TriMax Moving Systems; review and respond to Memorandum from Chair regarding Public Records Request related to PBM.	0.40	100.00
03/22/2024	MJP	Review and revise response to Dean Matt emails.	0.60	150.00
	MJP	Prepare for and attend board of supervisors meeting.	3.50	875.00
03/23/2024	MJP	Review draft RFQ in detail; prepare draft contract; prepare draft advertisement; communication to Mark Criden and Mark Barnebey.	1.80	450.00
03/27/2024	MPB	Telephone conference with Vivian Carvalho; review Statutes on Charter revision.	0.60	150.00
	JO	Research referendum results. Email to Attorneys Barnebey and Powers. Attend agenda review meeting. Work on agenda materials.	0.90	112.50
	MJP	Review communication from Kwame Jackson regarding bylaws and rules; review communication from Kwame Jackson regarding workshop agenda.	0.40	100.00
	MJP	Review election results for referendum.	0.20	50.00
03/28/2024	MPB	Telephone conference with Chair regarding Dean Matt Public Records Request; preparation of Memorandum to Vivian Carvalho; review RFQ and respond to Memorandum from Mark Criden; preparation of Memorandum to Dean Matt regarding the Public Records Request.	1.70	425.00
	MJP	Review various communications by and between Attorney Barnebey and Mark Criden regarding RFQ.	0.60	150.00
03/29/2024	MJP	Review various communications between Mark Barnebey, Mark Criden, and Michael Baumier regarding RFQ.	0.40	100.00
		TOTAL FOR THE ABOVE SERVICES	23.30	5,550.00
		TOTAL CURRENT WORK		5,550.00
		PREVIOUS BALANCE		\$5,275.00
		<u>PAYMENTS RECEIVED</u>		
03/26/2024		Payment received on account. Thank you!		-5,275.00

UNIVERSITY PARK RECREATION DISTRICT
GENERAL REPRESENTATION
MPB

Page: 3
March 31, 2024
Account # 40896-000
Invoice # 40896-000-66

AMOUNT DUE (includes Previous Balance if shown above)

\$5,550.00

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PFM FINANCIAL ADVISORS, LLC
3504 LAKE LYNDA DRIVE, SUITE 107
ORLANDO, FL 32817

Page: 1
March 31, 2024
Account # 40896-033
Invoice # 40896-033-3

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

\$21 MILLION BOND VALIDATION

FEM

For Professional Services Rendered Thru 03/31/2024

			HOURS	
03/01/2024	FEM	Address order to show cause service and case timeline.	0.80	220.00
03/11/2024	FEM	Receipt of State of Florida answer.	0.30	82.50
		TOTAL FOR THE ABOVE SERVICES	1.10	302.50
		TOTAL CURRENT WORK		302.50
		PREVIOUS BALANCE		\$2,889.00
		<u>PAYMENTS RECEIVED</u>		
03/26/2024		Payment received on account. Thank you!		-2,889.00
		AMOUNT DUE (includes Previous Balance if shown above)		<u>\$302.50</u>

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Page: 1
March 31, 2024
Account # 40896-028
Invoice # 40896-028-18

ATTN: ACCOUNTSPAYABLE@UNIVERSITYPARK-FL.COM

AMENDMENT TO DRI DEV. ORDER & GDP

MPB

For Professional Services Rendered Thru 03/31/2024

			HOURS	
03/19/2024	MPB	Review and respond to Memorandum from Laura Gonzalez.	0.30	82.50
03/20/2024	MPB	Telephone conference with Jenny Ordonez related to obtaining updated square footages after Plan revisions.	0.40	110.00
03/28/2024	JO	Work on revisions to DRI Ordinance and PDR Zoning Ordinance. Prepare for and attend conference call with County staff.	3.00	300.00
	MPB	Telephone conference with Laura Hernandez and Rossina Leiter; work on revisions to the DRI and Zoning Ordinance.	1.10	302.50
		TOTAL FOR THE ABOVE SERVICES	4.80	795.00
		TOTAL CURRENT WORK		795.00
		PREVIOUS BALANCE		\$55.00
		<u>PAYMENTS RECEIVED</u>		
03/26/2024		Payment received on account. Thank you!		-55.00
		AMOUNT DUE (includes Previous Balance if shown above)		<u>\$795.00</u>

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

Page: 2
March 31, 2024
Account # 40896-028
Invoice # 40896-028-18

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