

# Radio Road Beautification M.S.T.U.

Advisory Committee

8300 Radio Road

Naples Florida 34104

February 12, 2024, 3:00 PM

## AT **\*\*BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE\*\*** **495 BELVILLE BLVD.**

Others are encouraged to attend via Zoom video conference

### AGENDA

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- II. **ATTENDANCE**  
Advisory Committee Maria Schoenfelder Chairperson (3/3/25)  
Harry Wilson Vice Chairman (3/3/25)  
Michael Cashman (3/3/26)  
Vacant (3/3/24)  
Vacant (3/3/24)  
Staff Judy Sizensky - Project Manager  
Rosio Garcia - Operations Analyst  
Joan Cruz-Supervisor-Superior Landscaping  
Transcriptionist Wendy Warren
- III. **APPROVAL OF AGENDA**
- IV. **APPROVAL OF MINUTES: November 13, 2023 & December 11, 2023**
- V. **LANDSCAPE – SUPERIOR LANDSCAPE, JOAN CRUZ**
- VI. **PROJECT MANAGER REPORT- JUDY SIZENSKY**
  - A. Review of **Current Budget 02/12/2023**
  - B. The new turn lane project is complete. The Radio Road MSTU portion was \$16,311.95. The final invoice came in. We had to pay an additional \$1,512.60 to move the main line which was not shown in the as-builts. This project is now finalized.
  - C. The new plantings in the medians will be installed soon. Joan will give an update on the size and price of current plants.
  - D. The jasmine has died in certain areas. Superior is investigating the reason. They suggested to add mulch in these areas for now.
  - E. The new boundary proposal and reinstated millage rate of .0001 was approved and will go into effect October 2025.
- VII. **OLD BUSINESS**
- VIII. **NEW BUSINESS**
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **PUBLIC COMMENTS**
- XI. **ADJOURNMENT**

NEXT MEETING:

MARCH 11, 2024, 3:00 PM

**BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE**



**Radio Road Beautification M.S.T.U.  
Advisory Committee  
8300 Radio Road  
Naples, Florida 34104**

**November 13, 2023**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**Chair Schoenfelder** called the meeting to order at 3:00 P.M.  
A quorum of four was present. The Pledge of Allegiance was recited.

**II. ATTENDANCE**

Advisory Committee: Maria Schoenfelder, Chair  
Harry Wilson, Vice Chair  
Michael Cashman  
Frank Cooper  
(Open Seat)

County Staff: Judith Sizensky, Project Manager, PTNE Division  
Brian Wells, Director PTNE Division  
Rosio Garcia, Operations Coordinator, PTNE Division

Landscape: Joan Cruz, Superior Landscaping and Lawn Service  
Transcriptionist Wendy Warren, Premier Staffing

**III. APPROVAL OF AGENDA**

*Mr. Cooper moved to approve the Agenda of the Radio Road Beautification MSTU meeting.  
Second by Mr. Cashman. Carried unanimously 4 – 0.*

**IV. APPROVAL OF MINUTES: October 9, 2023.**

*Mr. Cooper moved to approve the minutes of the October 9, 2023, meeting of the Radio Road Beautification MSTU as presented. Second by Chair Schoenfelder. Carried unanimously 4 – 0.*

**V. LANDSCAPE MAINTENANCE REPORT – Superior Landscaping, Juan Cruz**

**Mr. Cruz** reported:

- Landscaping is in good condition.
- Mulch was applied to all medians.
- New plants will be installed on median #1 week ending November 18, 2023.
- An irrigation system “wet” check will be done November 14, 2023.

**VI. PROJECT MANAGER REPORT – Judy Sizensky**

**A. Budget Report**

Radio Road MSTU Fund 1625 Budget for November 13, 2023, prepared November 6, 2023.

**Ms. Sizensky** provided an overview of the FY-24 budget highlighting:

- **Purchase Orders**
  1. Forestry Resources – Mulch.

2. Premier Staffing – Transcription Services.
3. SiteOne Landscape Supply – Irrigation Parts & Pumps.
4. Superior Landscaping Services –
  - o Incidentals are for landscape refurbishment and miscellaneous.
  - o Grounds Maintenance includes irrigation repairs.

- **Budget**

- a. The FY-24 millage rate, approved by the Board of County Commissioners (BCC), is 0.0000.
- b. The FY-24 budget is funded by Carry Forward Funds.
- c. Transfers and Contributions, Line 11, are (\$174,700.20), a carry-over of unexpended FY-23 funds.
- d. Total Revenue, Line 12, is (\$176,200.20).
- e. Operating Expense, Line 33: Of the \$129,900.00 budgeted, \$86,379.26 is committed to existing Purchase Orders and \$7,735.57 is expended, leaving a remainder of \$35,785.17 available within budget for additional operating expenses as needed.
- h. Transfers, Line 37 – \$46,300.00 is for MSTU Staff salaries and accrued County overhead related to MSTU operations.
- j. Total Budget, Line 42 - Of the \$176,200.00 budgeted, \$86,379.26 is committed to existing Purchase Orders and \$7,735.58 is expended leaving the remainder of \$82,085.16.
- k. The Budget amount of \$176,200.00 does not change during the fiscal year.

- **Comments**

- a. Legal Advertising, Line 28, in the amount of \$650.00 covers expenses incurred by the Board of County Commissioners (BCC) to advertise the proposed Boundary Redistricting and increased millage rate.
- b. **Ms. Sizensky** will verify the Indirect Cost budgeted expense for Collier County, Line 14, in the amount of \$3,900.00.

- **General**

- a. Funds can be transferred between categories if a shortfall occurs.
- b. Funds not spent in FY-24 (fiscal year 2024) will be carried forward into FY-25.
- c. Tax millage collected by the Radio Road Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

**B. The New Turn Lane Project**

**Ms. Sizensky** provided an update on the “*Collier County Board of Commissioners Landscape & Irrigation Intersection Improvement Plan*” noting:

- Construction to modify the Radio Road left turn lanes at the intersection of Devonshire Blvd. and Countryside Dr. by twelve (12) feet is complete.
- The MSTU’s project cost, originally budgeted at \$16,311.95, will be significantly lower as the existing irrigation lines were utilized.
- Cost borne by the MSTU will be provided on final payment to the County.

**C. Mulch**

As addressed under Item V. Landscape Contractors Report, the mulch installation is completed.

**D. Status of Irrigation System**

Ms. Sizensky reported:

Irrigation Pump

The irrigation pump is functioning but has reached the end of its useful life. Naples Electric will provide two (2) cost quotes for the Devonshire Blvd. pump as follows:

- a) Immediate repairs.
- b) A new pump.

Mixing Chamber

- Reclaimed water is provided to the MSTU by the County for irrigation.
- Water is supplied to the tank chamber as needed and the cost expensed to the MSTU.
- The tank tends to function effectively except during the weekly test period.
- The chamber’s pump shuts down if the water level drops below one-half.
- A submersible pump will be researched as a solution to the condition occurrence.

Irrigation Devonshire Blvd. - Commercial Side

- A system evaluation by SprinklerWorks determined malfunctioning of the irrigation system was due to communication interference caused by transformers located around the shopping center.
- A WeatherTRAK 2-way cellular antenna booster kit and twenty-five feet of coax antenna cable, purchased from SiteOne Landscape Supply, were installed by SprinklerWorks.
- The system will be monitored for connectivity effectiveness.

**E. Revised Boundary Update**

Ms. Sizensky reported:

- A request to advertise the redistricting boundary change to the Ordinance and establish a millage rate of .0001, was on the Board of County Commissioners (BCC) Consent Agenda and approved at the October 24, 2023, meeting.
- The Ordinance Change for the MSTU was approved at the November 14, 2023, BCC meeting.
- The new tax base will be effective October 1, 2024.
- Funds will be collected commencing October 1, 2025.

**VII. OLD BUSINESS**

None

**VIII. NEW BUSINESS**

Ms. Sizensky noted:

- The Radio Road Beautification MSTU is a County operated authority taxing all property owners within the defined boundaries.
- Advisory Committee members are required to reside within the new boundary Ordinance.
- The County Attorney will be consulted to determine the date Mr. Cooper’s term will expire if the new Ordinance is adopted.

**IX. COMMITTEE MEMBER COMMENTS**

Berkshire Lakes

- Ms. Sizensky toured Devonshire Boulevard with the new landscaping contractor retained by the Berkshire Lakes Master Association to provide an overview of assets maintained by the MSTU.

- The Master Homeowner Association newsletter notified the Condominium Association of their responsibility to trim and remove invasive vines from the Clusia hedge bordering Association property on their side of the hedge.
- The Mahogany trees are planted in the Right of Way easement, not on private property.

**X. PUBLIC COMMENTS**

None

**XI. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:38 P.M.*

**NEXT MEETING**

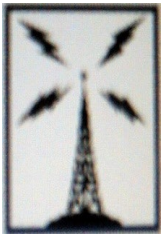
**DECEMBER 11, 2023 - 3:00 PM  
BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE  
495 BELVILLE BOULEVARD  
NAPLES, FLORIDA 34104**

**RADIO ROAD MSTU ADVISORY COMMITTEE**

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**Maria Schoenfelder, Chair**

The Minutes were approved by the Committee on \_\_\_\_\_, 2023 as presented \_\_\_\_ or as amended \_\_\_\_.



**Radio Road Beautification M.S.T.U.  
Advisory Committee  
8300 Radio Road  
Naples, Florida 34104**

**December 11, 2023**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

**Chair Schoenfelder** called the meeting to order at 3:01 P.M. A quorum not established.  
The Pledge of Allegiance was recited.

*Ms. Sizensky reported that Mr. Cooper resigned.*

**II. ATTENDANCE**

Advisory Committee: Maria Schoenfelder, Chair  
Harry Wilson, Vice Chair  
Michael Cashman (Excused)  
(Open Seat)  
(Open Seat)

County Staff: Judith Sizensky, Project Manager, PTNE Division  
Brian Wells, Director PTNE Division (Excused)  
Rosio Garcia, Operations Coordinator, PTNE Division

Landscape: Joan Cruz, Superior Landscaping and Lawn Service (Absent)

Transcriptionist Wendy Warren, Premier Staffing

**III. APPROVAL OF AGENDA**

*The Committee agreed to hold an informational meeting in accordance with the Agenda.*

**IV. APPROVAL OF MINUTES: November 13, 2023.**

*The minutes of the November 13, 2023, Radio Road Beautification MSTU meeting will be considered at the January 8, 2024, meeting.*

**V. LANDSCAPE MAINTENANCE REPORT**

**Ms. Sizensky** reported:

**Rich King Memorial Greenway**

- A water main break damaged the Rich King Memorial Greenway landscaping.
- The County repaired the pump and the pipe.
- Superior Landscaping will refurbish the area including grading and replacement of white perimeter rocks.

**Devonshire Boulevard Landscaping**

- Dead plants were removed from median #1.
- Median plants will be replaced when available inventory meets the landscaping contractors' standards.

*The Committee requested Superior Landscaping remove all declining plant material from the medians.*

**VI. PROJECT MANAGER REPORT – Judy Sizensky**

**A. Budget Report**

Radio Road MSTU Fund 1625 Budget for December 11, 2023, prepared December 4, 2023.

**Ms. Sizensky** provided an overview of the FY-24 budget highlighting:

- **Purchase Orders**
  1. FPL – Electricity.
  2. Forestry Resources – Mulch.
  3. Preferred Materials – Asphalt Paving.
  4. Premier Staffing – Transcription Services.
  5. SiteOne Landscape Supply – Irrigation Parts & Pumps.
  6. Superior Landscaping Services –
    - Incidentals are for landscape refurbishment and miscellaneous.
    - Grounds Maintenance includes irrigation repairs.
  
- **Budget**
  - a. The FY-24 millage rate, approved by the Board of County Commissioners (BCC), is 0.0000.
  - b. Line 8, Carry Forward Funds – Unspent funds from previous fiscal years and retained within the MSTU, in the amount to \$174,800, are financing the annual costs.
  - c. Line 12, Total Revenue, Line 12, is (\$176,200.20).
  - d. Line 33, Operating Expense: Of \$121,177.00 budgeted, \$81,430.90 is committed to existing Purchase Orders and \$12,683.94 is expended, leaving a remainder of \$27,062.16 available within budget for additional operating expenses as needed.
  - e. Line 35, Capital Outlay – Of the \$8,723.00 budgeted, \$7,032.00 is committed to existing Purchase Orders and \$1,691 has been expended, leaving a balance of \$0.
  - h. Line 37, – Of the \$46,300.00 budgeted, \$0 has been transferred and a balance of \$46,400.00 remains for transfer (PTNE Staff and Overhead).
  - j. Total Budget, Line 42 - Of the \$176,200.00 budgeted, \$88,462.90 is committed to existing Purchase Orders and \$14,374.94 has been expended, leaving the remainder of \$73,362.16 available for MSTU expenditures.
  
- **Comments**
  - a. Legal Advertising, Line 28, in the amount of \$650.00 covers expenses incurred by the Board of County Commissioners (BCC) to advertise the proposed Boundary Redistricting and increased millage rate.
  - b. **Ms. Sizensky** will verify the Indirect Cost budgeted expense for Collier County, Line 14, in the amount of \$3,900.00.
  
- **General**
  - a. Funds can be transferred between categories if a shortfall occurs.
  - b. Funds not spent in FY-24 (fiscal year 2024) will be carried forward into FY-25.
  - c. Tax millage collected by the Radio Road Beautification MSTU may only be utilized by the MSTU and within the MSTU district boundary.

**B. The New Turn Lane Project**

Ms. Sizensky provided an update on the “Collier County Board of Commissioners Landscape & Irrigation Intersection Improvement Plan” noting:

- Construction to modify the Radio Road left turn lanes at the intersection of Devonshire Blvd. and Countryside Dr. by twelve (12) feet is complete.
- The MSTU’s project cost, originally budgeted at \$16,311.95, will be significantly lower as the existing irrigation lines were utilized.
- Cost borne by the MSTU will be provided on final payment to the County.

**C. Mulch**

The mulch installation is completed.

**D. Status of Irrigation System**

Ms. Sizensky reported the irrigation system is functioning as intended.

- A WeatherTRAK 2-way cellular antenna booster kit and twenty-five feet of coax antenna cable, purchased from SiteOne Landscape Supply, were installed by SprinklerWorks on November 6, 2023.
- SprinklerWorks revisited the site and corrected installation of the SIM card.
- The irrigation pump was repaired.
- A quote for purchase of a new pump is outstanding.

**E. Revised Boundary Update**

Ms. Sizensky reported:

- The new boundary proposal and millage rate for Radio Road were advertised.
- The Ordinance Change for the MSTU and reinstatement of a millage rate of .0001 was approved at the November 14, 2023, Board of County Commissioners (BCC) meeting.
- The new tax base will be effective October 1, 2024.
- Funds will be collected commencing October 1, 2025.

**VII. OLD BUSINESS**

None

**VIII. NEW BUSINESS**

Advisory Committee Open Seats

Ms. Sizensky reported there are two (2) seats available on the Radio Road Beautification MSTU Advisory Committee. The Board of County Commissioners (BCC) will post the positions. Appointments for a four-year term are subject to approval by the BCC.

- Advisory Committee members are required to reside within the new boundary Ordinance.
- Interested parties for membership on the Advisory Committee can submit Online Applications at <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.
- Applications are reviewed by the Committee at an upcoming monthly meeting for consideration to recommend approval of an applicant to the Board of County Commissioners (BCC).



**IX. COMMITTEE MEMBER COMMENTS**

Ficus Hedge Replacement

**Chair Schoenfelder** was contacted by a homeowner inquiring about replacement of a declining Ficus hedge abutting their property on Devonshire Boulevard.

**Ms. Sizensky** will determine if the hedge is an MSTU or homeowner asset and report her findings at a future meeting.

**X. PUBLIC COMMENTS**

None

**XI. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:26 P.M.*

**NEXT MEETING**

**FEBRUARY 12, 2024 - 3:00 PM  
BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE  
495 BELVILLE BOULEVARD  
NAPLES, FLORIDA 34104**

**RADIO ROAD MSTU ADVISORY COMMITTEE**

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**Maria Schoenfelder, Chair**

The Minutes were approved by the Committee on \_\_\_\_\_, 2024 as presented \_\_\_\_ or as amended \_\_\_\_.

**RADIO ROAD MSTU  
FUND 162500000  
February 12, 2024**

	Vendor	Item	FY 24	PO#	Budget	Commitments	Expenditures	Total
1		OVERNIGHT INTEREST			\$ -	\$ -	\$ (1,299.60)	\$ 1,299.60
2		INVESTMENT INTEREST			\$ (1,500.00)	\$ -	\$ (289.99)	\$ (1,210.01)
3		DEL AD VALOREM					\$ -	\$ -
4		INTEREST TAX COLLECTOR					\$ -	\$ -
5		<b>REVENUE STRUCTURE</b>			<b>\$ (1,500.00)</b>	<b>\$ -</b>	<b>\$ (1,589.59)</b>	<b>\$ 89.59</b>
6		TRANSFERS FROM PROP APP			\$ -	\$ -	\$ -	\$ -
7		TRANSFERS FROM TAX COLL			\$ -	\$ -	\$ -	\$ -
8		CARRY FORWARD GEN			\$ (174,800.00)	\$ -	\$ -	\$ (174,800.00)
9		CARRY FORWARD OF ENCUMB				\$ -	\$ -	\$ -
10		NEG 5% EST REV			\$ 100.00	\$ -	\$ -	\$ 100.00
11		<b>TRANSFERS &amp; CONTRIB</b>			<b>\$ (174,700.00)</b>	<b>\$ -</b>		<b>\$ (174,700.00)</b>
12		<b>TOTAL REVENUE</b>			<b>\$ (176,200.00)</b>	<b>\$ -</b>		<b>\$ (176,200.00)</b>
13		ENGINEERING FEES			\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
14	Collier County	INDIRECT COST		Direct Pay	\$ 3,900.00	\$ 1,950.00	\$ 1,950.00	\$ -
15		INTERDEPT PAYMENT			\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
16								
17	Superior Landscaping	Landscape Incidentals		4500227251		\$ 18,000.00		
18		<b>LANDSCAPE INCIDENTALS</b>			<b>\$ 28,500.00</b>	<b>\$ 18,000.00</b>	<b>\$ -</b>	<b>\$ 10,500.00</b>
19						\$ -		
20	Superior Landscaping	Grounds Maintenance		4500227251		\$ 37,725.84	\$ 25,375.20	
21								
22								
23		<b>OTHER CONTRACTUAL</b>			<b>\$ 66,277.00</b>	<b>\$ 37,725.84</b>	<b>\$ 25,375.20</b>	<b>\$ 3,175.96</b>
24	FP&L	ELECTRICITY		REQ 20012010	\$ 2,500.00	\$ 1,563.44	\$ 316.56	\$ 620.00
25	Collier County	INSURANCE GENERAL		Direct Pay	\$ 300.00	\$ 225.00	\$ 75.00	\$ -
						\$ 1,788.44	\$ 391.56	\$ 620.00
	P Card			Horticultural Landscape			\$ 542.40	
26	SiteOne Landscape Supply	SPRINKLER MAINTENANCE		4500227228		\$ 897.81	\$ 1,697.19	
					\$ 5,000.00	\$ 897.81	\$ 2,239.59	\$ 1,862.60
27	Forestry Resources	MULCH		4500227427	\$ 1,500.00		\$ 1,038.80	\$ 461.20
28	NDN	LEGAL ADVERTISING		4500227814	\$ 500.00	\$ 650.00		\$ (150.00)
29	Premier Staffing	OTHER MISCELLANEOUS		4500227786	\$ 2,500.00	\$ 2,024.80	\$ 475.20	\$ 0.00
30	JM TODD	COPY CHARGES		4500227043	\$ 200.00	\$ 115.49	\$ 34.51	\$ 50.00
31		FERT HERB CHEM			\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
32		OTHER OPERATING SUPPLIES			\$ 500.00	\$ -	\$ -	\$ 500.00
33		<b>OPERATING EXPENSE</b>			<b>\$ 121,177.00</b>	<b>\$ 63,152.38</b>	<b>\$ 31,504.86</b>	<b>\$ 26,519.76</b>
34	Prefered Materials	IMPROVEMENTS GENERAL		4500224693	\$ 8,723.00		\$ 1,691.00	\$ 7,032.00
35		<b>CAPITAL OUTLAY</b>			<b>\$ 8,723.00</b>	<b>\$ -</b>	<b>\$ 1,691.00</b>	<b>\$ 7,032.00</b>
36		Reimbursement for Staff Support			\$ 46,300.00	\$ -	\$ -	\$ 46,300.00
37		<b>TRANSFERS</b>			<b>\$ 46,300.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 46,300.00</b>
38		930700 TC Budget TRANS						\$ -
39		<b>TRANSFERS CONST</b>						\$ -
40		RESERVE FOR CAPITAL				\$ -	\$ -	\$ -
41		<b>RESERVES</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
42		<b>TOTAL BUDGET</b>			<b>\$ 176,200.00</b>	<b>\$ 63,152.38</b>	<b>\$ 33,195.86</b>	<b>\$ 79,851.76</b>

**RADIO ROAD MSTU  
FUND 1625000000  
February 12, 2024**

1,039,288,028 FY 11 Final Taxable value  
 984,103,688 FY 12 Final Taxable Value  
 955,918,992 FY 13 Final Taxable Value  
 967,155,849 FY 14 Final Taxable Value  
 996,994,678 FY 15 Final Taxable Value  
 1,066,174,009 FY 16 July Taxable Value  
 1,145,697,249 FY 17 July Taxable Value  
 1,242,647,732 FY 18 July Taxable Value  
 1,304,336,542 FY 19 July Taxable Value  
 1,358,426,325 FY 20 July Taxable Value  
 FY 21 July Taxable Value  
 1,492,545,736 FY 22 July Taxable Value  
 1,752,064,682 FY 23 July Taxable Value

17.39% Adj. FY 22 to FY23

**FY 23 July Taxable Value**  
**0.0000**

**FY 22**  
 0.0000

Maximum Cap = .5000

Millage  
 Extension

0

0

Total Available Balance	\$ 79,851.76
Plus Committed And Not Spent	\$ 63,152.38
<b>Estimated Cash</b>	<b>\$ 143,004.14</b>

Prepared 02/05/2024  
 GH