



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

Advisory Committee

8300 Radio Road

Naples Florida 34104

**March 11, 2024, 3:00 PM**

**AT \*\*CAT CONFERENCE ROOM-8300 RADIO ROAD, NAPLES 34104\*\***

Others are encouraged to attend via Zoom video conference

## AGENDA

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- II. **ATTENDANCE**
  - Advisory Committee Vacant - 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:**
  - A. **November 13, 2023**
  - B. **December 11, 2023**
  - C. **February 12, 2024**
- V. **LANDSCAPE – SUPERIOR LANDSCAPE, JOAN CRUZ**
- VI. **PROJECT MANAGER REPORT- JUDY SIZENSKY**
  - D. Review of **Current Budget 03/11/2023**
  - E. The new plantings in the medians were installed Friday.
  - F. The jasmine has been examined and sprayed with fertilizer to enhance growth. Mulch will be added to vacant areas between jasmine for now.
- VII. **OLD BUSINESS**
- VIII. **NEW BUSINESS**
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **PUBLIC COMMENTS**
- XI. **ADJOURNMENT**

NEXT MEETING:

APRIL 8, 2024, 3:00 PM

CAT TRANSFER STATION – CAT CONFERENCE ROOM



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

**February 12, 2024**

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

**Chair Schoenfelder** called the meeting to order at 3:03 P.M. A quorum not established.  
The Pledge of Allegiance was recited.

**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 (ZOOM)  
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 and December 11, 2023.**

*The minutes of the November 13, 2023 and December 11, 2023, Radio Road Beautification MSTU meetings will be considered at the March 11, 2024, meeting.*

*Mr. Cruz joined the meeting at 3:10 p.m.*

**V. LANDSCAPE MAINTENANCE REPORT**

**Mr. Cruz** reported:

**Devonshire Boulevard Landscaping**

- Caterpillars destroyed Bougainvillea shrub foliage.
- Roadway plantings were treated with insecticide.
- *A spraying schedule* to control insect activity on the plant material will be provided to Ms. Sizensky.

**Committee comments:**

- The declining Ficus hedge abutting residential property on Devonshire Boulevard was deemed a homeowner asset. The property owner installed a Clusia hedge.

## VI. PROJECT MANAGER REPORT – Judy Sizensky

### A. Budget Report

Radio Road MSTU Fund 1625 Budget for February 12, 2024, prepared February 5, 2024.

Ms. Sizensky provided an overview of the 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, \$63,152.38 is committed to existing Purchase Orders and \$31,504.86 is expended, leaving a remainder of \$26,519.76 available within budget for additional operating expenses as needed.
- e. Line 35, Capital Outlay – Of the \$8,723.00 budgeted, \$1,691 has been expended, leaving a balance of \$7,032.00.
- h. Line 37, – Of the \$46,300.00 budgeted, \$0 has been transferred and a balance of \$46,300.00 remains for transfer (PTNE Staff and Overhead, Property Appraiser, Tax Collector).
- j. Total Budget, Line 42 - Of the \$176,200.00 budgeted, \$63,152.38 is committed to existing Purchase Orders and \$33,195.86 has been expended, leaving the remainder of \$79,851.76 available for MSTU expenditures.

- **Comments**

- a. The Purchase Order issued to Preferred Materials is recorded in the Improvements General Category.
- 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 was budgeted at \$16,311.95.
- The main irrigation line was in the turn lane, not the median as indicated on the as-built drawings provided.
- The final invoice was \$1,512,60 higher than originally budgeted due to the relocation cost of the irrigation main line.
- Updated as -built drawings of the project will be provided to the MSTU.
- The MSTU has made the final payment for the project to the County.

**C. Median Landscaping**

**Ms. Sizensky** and **Mr. Cruz** reported:

- Nursery inventory for Green Island Ficus plants, three (3) gallon container, did not meet the landscaping contractor’s standards.
- Acceptable plant material has been located and the median should be replanted by the end of February 2024.
- Mulch will be applied to the median on completion of landscape installation.

**D. Jasmine Plants Devonshire Boulevard**

**Ms. Sizensky** reported:

- Jasmine plants in the road “verge” is not thriving.
- Declining Jasmine plants will be removed, and the area mulched.

**E. Revised Boundary Update**

**Ms. Sizensky** reported:

- 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**

None

**X. PUBLIC COMMENTS**

None

**XI. ADJOURNMENT**

*There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:24 P.M.*

**NEXT MEETING**

**MARCH 11, 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  
March 11, 2024**

	Vendor	Item	FY 24	PO#	Budget	Commitments	Expenditures	Total
1		OVERNIGHT INTEREST			\$ -	\$ -	\$ (1,848.54)	\$ 1,848.54
2		INVESTMENT INTEREST			\$ (1,500.00)	\$ -	\$ (497.57)	\$ (1,002.43)
3		DEL AD VALOREM						\$ -
4		INTEREST TAX COLLECTOR						\$ -
5		<b>REVENUE STRUCTURE</b>			<b>\$ (1,500.00)</b>	<b>\$ -</b>	<b>\$ (2,346.11)</b>	<b>\$ 846.11</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>\$ -</b>	<b>\$ (174,700.00)</b>
12		<b>TOTAL REVENUE</b>			<b>\$ (176,200.00)</b>	<b>\$ -</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		\$ 41,552.26	\$ 30,093.38	
21								
22								
23		<b>OTHER CONTRACTUAL</b>			<b>\$ 66,277.00</b>	<b>\$ 41,552.26</b>	<b>\$ 30,093.38</b>	<b>\$ (5,368.64)</b>
24	FP&L	ELECTRICITY		REQ 20012010	\$ 2,500.00	\$ 1,487.55	\$ 392.45	\$ 620.00
25	Collier County	INSURANCE GENERAL		Direct Pay	\$ 300.00	\$ 150.00	\$ 150.00	\$ -
						\$ 1,637.55	\$ 542.45	\$ 620.00
	P Card	Horticultural Landscape		TRX 5912-23			\$ 542.40	
26	SiteOne Landscape Supply	SPRINKLER MAINTENANCE		4500227228		\$ 160.47	\$ 3,871.53	
					\$ 5,000.00	\$ 160.47	\$ 4,413.93	\$ 425.60
27	Forestry Resources	MULCH		4500227427	\$ 1,500.00		\$ 1,038.80	\$ 461.20
28	Gannett Media NDN	LEGAL ADVERTISING		4500230171	\$ 500.00	\$ 202.00	\$ 448.00	\$ (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	\$ 97.80	\$ 52.20	\$ 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>\$ 65,624.88</b>	<b>\$ 39,013.96</b>	<b>\$ 16,538.16</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>\$ 65,624.88</b>	<b>\$ 40,704.96</b>	<b>\$ 69,870.16</b>

**RADIO ROAD MSTU  
FUND 1625000000  
March 11, 2024**

1,214,337,046 FY 10 Final Taxable value  
 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**

**FY 22**

Millage  
Extension

0.0000  
0

0.0000  
0

Maximum Cap = .5000

Total Available Balance	\$ 69,870.16
Plus Committed And Not Spent	\$ 65,624.88
<b>Estimated Cash</b>	<b>\$ 135,495.04</b>

**Prepared 03/04/2024  
ZS**