

Radio Road Beautification M.S.T.U.
Advisory Committee
8300 Radio Road
Naples Florida 3410

March 21, 2023 3:00 PM

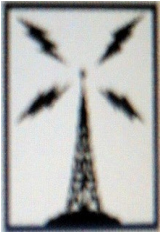
CAT TRANSFER CONFERENCE ROOM
8300 Radio Road

Others are encouraged to attend via Zoom video conference

AGENDA

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- II. ATTENDANCE**
Advisory Committee Maria Schoenfelder Chairman (3/3/25)
Harry Wilson Vice Chairman (3/3/25)
Michael Cashman (3/3/26)
Frank Cooper (3/3/24)
Vacant (3/3/24)
Staff Harry Sells- Project Manager,
Transcriptionist Wendy Warren
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES March 13, 2023**
- V. MEET AND GREET NEW PROJECT MANAGER JUDY SIZENSKY**
- VI. OLD BUSINESS**
- VII. NEW BUSINESS**
A. NEXT MEETING
- VIII. COMMITTEE MEMBER COMMENTS**
- IX. PUBLIC COMMENTS**
- X. ADJOURNMENT**

NEXT MEETING:
APRIL 10, 2023 3:00 PM
CAT TRANSFER
8300 RADIO ROAD



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

March 13, 2023

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice Chair Schoenfelder called the meeting to order at 3:10 PM.

A quorum of three was present. The Pledge of Allegiance was recited.

II. ATTENDANCE

Advisory Committee: Maria Schoenfelder, Chair

Harry Wilson, Vice Chair (Excused)

Michael Cashman

Frank Cooper

Open Seat

County Staff: Harry Sells, Project Manager

Michelle Arnold, Director PTNE

Rosio Garcia, Operations Coordinator

Landscape: Joan Cruz, Superior Landscaping and Lawn Service

Ricardo Sosa, 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 M.S.T.U. as presented.

Second by Mr. Cashman. Carried unanimously 3 - 0.

IV. APPROVAL OF MINUTES: February 13, 2023

Mr. Cooper moved to approve the minutes of the February 13, 2023, meeting as presented.

Second by Mr. Cashman. Carried unanimously 3 - 0.

V. LANDSCAPE MAINTENANCE REPORT – Superior Landscaping, Joan Cruz

The median(s) on Devonshire Boulevard need to be relandscaped after removal of four (4) Sabal Palms.

Mr. Cruz inspected the median(s) and recommended shrubs to the Committee.

- The overgrown Spiraea Gold Mound to be removed.
- Maintenance requirements to ensure twenty-four (24) inch sight line visibility will be adhered to.
- Green Island Ficus, Panama Rose, dwarf Ixora and dwarf variegated Schefflera were suggested as plant alternatives.

Mr. Sells will:

- Verify maximum height for Green Island Ficus is eighteen (18) to twenty-four (24).
- Inspect the medians on site and confirm the Ficus will be attractive.
- Request a Quote (RFQ) for the material and planting.
- The Committee will be notified of the project cost and approval to proceed solicited.

Mr. Sells reported:

- A photograph of the Dale Lewis commemorative bench and plaque for the Rich King Memorial Greenway benches was distributed.
- The Committee expressed concern with Superior Landscaping’s pruning of the Clusia hedge bordering condominium association property.

The Committee noted:

- Superior Landscaping’s pruning of the Clusia hedge bordering Devonshire Blvd. to prevent sidewalk encroachment is not attractive.
- The Condominium Association Board was apprised in 2022 of their responsibility to trim and remove invasive vines from the Clusia hedge bordering Association property on their side of the hedge.
- The Committee noted the MSTU can consider maintaining the area if the Association permits Superior Landscaping to access the hedge abutting their property.

VI. ELECTION OF OFFICERS

This item was heard at the February 2023 meeting.

VII. PROJECT MANAGER REPORT – Harry Sells

A. Review Current Budget Report 3/13/2023.

Radio Road MSTU Fund Budget 158 dated March 13, 2023

- FY-23 Taxable Value increased 17.39% over FY-22.
- The FY-23 millage rate, approved by the Board of County Commissioners (BCC), is 0.0000.
- The FY-23 budget will be funded by Carry Forward Funds.
- Transfers and Contributions, Line 9, are (\$332,326.20), a carry-over of unexpended FY-22 funds.
- Total Revenue, Line 10, is (\$334,026.20), including investment interest, transfers, contributions, and expenditures.
- Purchase Orders: (Contractors)
 - Bartlett Tree Experts – Tree removal.
 - Hannula Landscaping – Landscape & Irrigation for Rich King Entryway. *The project is completed.*
 - Premier Staffing – Transcription Services.
 - SiteOne Landscape Supply – Irrigation Parts & Pumps.
 - Superior Landscaping Services –
 - Incidentals are for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs.
- Operating Expense, Line 25, is budgeted at \$154,700.00; with current Commitments of \$80,777.82, Expenditures of \$27,914.88, and a Budget Remainder (unspent operating funds) of \$45,007.30.
- Capital Outlay, Line 27, budgeted at \$68,026.20, has Expenditures for final invoice paid to Hannula Landscaping in the amount of \$10,026.20 and a Budget remainder of \$58,000.00.
- Transfer to Fund 111, Line 28, in the amount of \$43,900.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Reserves, Line 30, budgeted at \$67,400.00, is designated for Insurance and Catastrophic damage repair.

- Total Budget, Line 32, lists FY-23 M.S.T.U. budgeted funds at \$334,026.20; with tabulated Commitments of \$80,777.82, Expenditures of \$81,841.08, and a Budget Remainder (total unspent funds) of \$171,407.30. The Budget amount of \$334,026.20 does not change during the fiscal year.

Mr. Sells noted:

- Of the \$30,000.00 available for Landscape Incidentals (replacement of plants, shrubs and trees) \$21,429.84 is committed; \$2,575.16 expended.
- Funds can be transferred between categories if a shortfall occurs.
- The FY-23 millage rate of 0.0000 is insufficient to fund future maintenance of M.S.T.U. assets identified in the annually updated Capital Asset Management Plan.
- Funds from Reserves, Line 31, can be accessed for the current year's expenditures or to finance special projects consistent with the M.S.T.U. Ordinance, upon a recommendation by the Advisory Committee and approval by the Board of County Commissioners (BCC).
- Fund 158 is exclusive to the Radio Road M.S.T.U. and cannot be utilized by outside entities.

B. Status of Irrigation System

Mr. Sells reported:

- In 2007, Collier County claimed ownership of Devonshire Boulevard and the board requested the M.S.T.U. assume responsibility for maintenance.
- The irrigation lines from Radio Road to Devonshire Boulevard are new.
- The irrigation lines inside Devonshire Boulevard are original.
- Life expectancy for PVC piping is twenty (20) to thirty (30) years.
- Mahogany trees planted between the sidewalk and the street was removed and replaced with Black Olive trees behind the sidewalk. The Mahogany stumps were cut off just below ground level and all roots remain
- The Black Olives, planted by the M.S.T.U., have grown around the irrigation piping.
- With irrigation piping age and root issues, Irrigation issues will continue to occur.

C. Discussion of Meeting with Commissioner Kowal

Ms. Arnold, Mr. Sells and **Mr. Cooper** met with Commissioner Kowal on February 21, 2023. A summary of the M.S.T.U. history was provided to the Commissioner.

- The Commissioner proposed the possibility of redrawing the M.S.T.U. boundary lines to encompass the properties around Devonshire Boulevard.
- Maps outlining the possible redistricting of boundary lines were distributed to the Committee.
- The properties within the new boundaries would be taxed for landscape and irrigation maintenance of Devonshire Boulevard.
- The Board of Commissioners (BCC) has the authority to redefine the boundaries.
- The BCC must approve the proposal by December 31, 2023.

Ms. Arnold contacted the Parks and Recreation Department to determine if they would assume maintenance of Rich King Memorial Greenway as the property will not be within the proposed boundaries. The Committee will be advised of the Department's response at a future date.

VIII. OLD BUSINESS

A. Discussion of Budget Reserve Policy, Maintenance Plan

Long- and Short-Term Maintenance Plan, Annual Reserve Requirement 2024

The reformatted plan, updated annually, identifies annual maintenance expense from long term asset repair and replacement.

- The *Capital Asset Management Plan*, which identifies community assets and defines financial requirements to maintain these assets, as well as reserves for catastrophic events, are reflected in the Budget as *Capital for Reserve*.
- Short term items include annual routine maintenance, plant removal and irrigation repairs with current cost estimated at \$101,158.00 annually.
- Long term categories encompass irrigation replacement, hurricane damage repairs and plant replacements.
- Annual Reserve Requirement for 2024 for the Long-Term Maintenance Plan is \$101,158.00.

B. Discussion of FY 24 Budget

- FY-24 Ad Valorem Tax Revenue, Line 1, will be revised based on July 1, 2023, taxable value.
- The FY-24 budget amount of \$155,400.00, is based on 2023 Expenditures.
- Transfers and Contributions, Line 9, of \$67,400.00 is the estimated carry-over of unexpended FY-23 funds.
- Other Contractual, Line 20, is budgeted at \$64,000.00 for short term maintenance.
- Funds are not allocated for Reserves for Capital.
- The FY-24 budget will be presented to the Committee for recommendation to the Board of County Commissioners (BCC).

Millage Rate:

The Committee analyzed the Millage Rate of 0.000 with consideration for current and future expenses, noting it is currently operating with funds carried forward from previous years. The Committee confirmed the current rate is not sufficient to operate the M.S.T.U. in FY-24 and recommended an increase.

Mr. Sells will make a recommendation on the Millage Rate to the Board of County Commissioners.

IX. NEW BUSINESS

Project Manager Introduction

Judith Sizensky, the new Project Manager for the Radio Road M.S.T.U., will be introduced to the Committee members at the March 21, 2023, meeting.

XI. COMMITTEE MEMBER COMMENTS

None

XII. PUBLIC COMMNETS

None

XIII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the

Chair at 4:23 P.M.

**NEXT M.S.T.U. MEETING
MARCH 21, 2023 - 3:00 PM**

**PTNE Conference Room
8300 Radio Road
Naples, Florida 34104**

RADIO ROAD MSTU ADVISORY COMMITTEE

Maria Schoenfelder, Chair

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