

Radio Road Beautification M.S.T.U.

Advisory Committee
8300 Radio Road
Naples Florida 34104

May 8, 2023, 3:00 PM

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

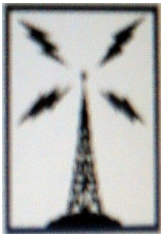
Others are encouraged to attend via Zoom video conference

AGENDA

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- II. **ATTENDANCE**
 - Advisory Committee Maria Schoenfelder 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 Judy Sizensky - Project Manager
 - Rosio Garcia - Operations Support Specialist
 - Transcriptionist Wendy Warren
- III. **APPROVAL OF AGENDA**
- IV. **APPROVAL OF MINUTES: March 21, 2023 and April 10, 2023**
- V. **LANDSCAPE – SUPERIOR LANDSCAPE, JOAN CRUZ**
- VI. **PROJECT MANAGER REPORT- JUDY SIZENSKY**
 - A. Review of **Current Budget 5/8/2023**
 - B. Status of Irrigation System-Repairs on sprinkler heads complete (except 1 valve)
 - C. Discussion of Meeting with Commissioner Kowal-No word from this meeting as of yet
 - D. Update on ROW plantings and irrigation (At SBB entrance to Devonshire) Sabal Palms were removed.
 - E. The quote for Jasmine was received. Will bring and discuss at meeting.
 - F. Naples Electric serviced the pumps on Radio Road. The total cost was \$200.00.
- VII. **OLD BUSINESS**
 - A. A discussion with the Office of Management and Budget occurred. They are aware of the need to increase the millage rate. This will be addressed prior to the FY 25 budget.
- VIII. **NEW BUSINESS**
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **PUBLIC COMMENTS**
- XI. **ADJOURNMENT**

NEXT MEETING:
JUNE 12, 2023, 3:00 PM

BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE



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

March 21, 2023

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Schoenfelder called the meeting to order at 3:30 PM.

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 Manger

Harry Sells, Project Manager

Michelle Arnold, Director PTNE

Rosio Garcia, Operations Coordinator

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

Ricardo Sosa, Superior Landscaping and Lawn Service (Excused)

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 4 - 0.*

IV. APPROVAL OF MINUTES: March 13, 2023

*Mr. Cooper moved to approve the minutes of the March 13, 2023, meeting as presented.
Second by Mr. Cashman. Carried unanimously 4 - 0.*

V. MEET AND GREET NEW PRODUCT MANAGER JUDY SIZENSKY

Ms. Sizensky, Grants Coordinator for Collier County, has assumed the position of Product Manager for the Radio Road M.S.T.U. During her six (6) years with Collier County, she has worked for the Road Maintenance Division and most recently as Grants Coordinator.

VI. OLD BUSINESS

Devonshire Boulevard Median Landscaping

Mr. Sells will:

- Inspect the medians on site and confirm the proposed Ficus and/or Dwarf Ixora are suitable for the location.
- Request a Quote (RFQ) for the material(s) and planting.
- The Committee will be notified of the project cost and approval to proceed solicited.

Clusia Hedge Devonshire Boulevard

- The Clusia hedge bordering Devonshire Blvd. was trimmed by Superior Landscape to prevent sidewalk encroachment.
- 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.
- A hedge maintenance responsibility policy will be considered at a future meeting.

Redistricting of the Radio Road M.S.T.U. Boundaries

- Commissioner Kowal proposed the possibility of redrawing the M.S.T.U. boundary lines to encompass only the properties around Devonshire Boulevard.
- Maps outlining the possible redistricting of boundary lines were distributed to the Committee at the March 13, 2023, meeting.
- The properties within the new boundaries would be taxed for landscape and irrigation maintenance of Devonshire Boulevard.
- The item is on the Board of Commissioners (BCC) Agenda who must approve the proposal by December 31, 2023.

Ms. Arnold noted:

- Two (2) members seated on the Advisory Committee will be ineligible for service if the District is redefined as they reside outside the boundary lines.
- Maintenance of the Rich King Memorial Greenway entrance will become the responsibility of the Parks and Recreation Department as it will not be within the proposed boundaries.

VII. NEW BUSINESS

A. Next Meeting

The Committee concurred the next M.S.T.U. meeting will be April 10, 2023.

VIII. COMMITTEE MEMBER COMMENTS

Staff should investigate options for M.S.T.U. meeting sites.

IX. PUBLIC COMMENTS

None

X. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 4:12 P.M.

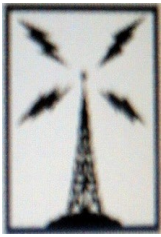
**NEXT M.S.T.U. MEETING
APRIL 10, 2023 - 3:00 PM**

**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 _____.



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

April 10, 2023

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice Chair Wilson called the meeting to order at 3:04 PM. Roll call was taken, and a quorum was not established.

II. ATTENDANCE

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

County Staff: Judy Sizensky, Project Manager
Rosio Garcia, Operations Coordinator

Landscape: Joan Cruz, Superior Landscaping and Lawn Service

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: March 21, 2023

The minutes of the March 21, 2023, Radio Road Beautification M.S.T.U. meeting will be added to the May 8, 2023, Agenda.

V. LANDSCAPE – 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 will be removed.
- Ongoing maintenance requirements to ensure twenty-four (24) inch sightline visibility.
- Green Island Ficus, Panama Rose, dwarf Ixora and dwarf variegated Schefflera were suggested as plant alternatives.
- Perennial Peanut was suggested for the median tips.

Ms. Sizensky will:

- Request a Quote (RFQ) for the dwarf Ixora and Green Island Ficus material and planting.
- The Committee will be notified of the project cost and approval to proceed solicited.

Ms. Sizensky reported:

- Superior Landscaping is responsible for pruning the Clusia hedge bordering Devonshire Blvd. to prevent sidewalk encroachment.

- The M.S.T.U. cannot expend funds to maintain landscape on private property.
- The Condominium Association Board will be notified of their responsibility to trim and remove invasive vines from the Clusia hedge bordering Association property on their side of the hedge.

VI. ELECTION OF OFFICERS

This item was heard at the February 2023 meeting and will be removed from future Agendas.

VII. PROJECT MANAGER REPORT – Judy Sizensky

A. Review of Current Budget Report 4/10/2023.

Radio Road MSTU Fund Budget 158 dated April 10, 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 \$66,407.33, Expenditures of \$41,855.53, and a Budget Remainder (unspent operating funds) of \$46,437.14.
- 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 31, 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 \$66,407.33, Expenditures of \$95,781.73, and a Budget Remainder (total unspent funds) of \$171,837.14. The Budget amount of \$334,026.20 does not change during the fiscal year.

Notes:

- Of the \$30,000.00 available for Landscape Incidentals (replacement of plants, shrubs, and trees) \$21,000.00 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 – Tested System 4/4/23

Ms. Sizensky reported a walking tour of Devonshire Boulevard was conducted with Mr. Cruz to identify irrigation issues.

- The irrigation lines from Radio Road to Devonshire Boulevard are new.
- The irrigation lines inside Devonshire Boulevard are original.
- Mahogany trees planted between the sidewalk and the street were 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.
- Irrigation water is not being distributed to the plantings.

Ms. Sizensky requested a cost quote from Superior Landscaping to repair and/or adjust the irrigation system and install bubblers, if necessary, to ensure the volume of water distributed is adequate for plantings on Devonshire Boulevard.

Naples Electric Motor Works will be contacted to evaluate the irrigation pump and submit a quote for service if needed.

C. Discussion of Meeting with Commissioner Kowal

County Staff 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.

- Commissioner Kowal proposed the possibility of redrawing the M.S.T.U. boundary lines to encompass the properties around Devonshire Boulevard.
- A reference map outlining the possible redistricting of boundary lines has been prepared.
- 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. Sizensky forwarded the proposed boundary redistricting map and documents to Darren Hutton, interim PTNE Director, and the Office of Management & Budget (OBM). The Committee will be updated on the proposal at a future date.

**D. Update of ROW Plantings and Irrigation (At SBB Entrance to Devonshire Boulevard)
Irrigation Project**

- The Road Maintenance Division and Traffic Operations is widening the Radio Road left turn lanes at the intersection of Devonshire Blvd. and Countryside Dr. by twelve (12) feet.
- The main water line for Devonshire Blvd., which runs under the roadway, will be relocated.
- The Road Maintenance Division assumed responsibility for contract execution, work performance, and installation of the new irrigation line parallel to the County's line.
- The M.S.T.U.'s financial responsibility for the installation is \$16,311.95, which will be funded from the Capital Outlay budget.
- The expenditure was approved by the Committee on February 13, 2023.

Landscaping

- Perennial Peanut should be considered for the median tips.
- Staff will review the median(s) and provide recommendations for additional plantings.

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.
- Landscape Incidentals, Line 16, is budgeted at \$21,000.00.
- Other Contractual, Line 20, is budgeted at \$64,000.00 for routine landscape maintenance.
- Operating Expense, Line 30, is budgeted at \$110,400.00.
- Transfers to Fund 111, Line 33, in the amount of \$45,000.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- 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 noted the Millage Rate of 0.000 is not sufficient to fund future M.S.T.U. operating expenses.

IX. NEW BUSINESS

None

X. COMMITTEE MEMBER COMMENTS

None

XI. PUBLIC COMMENTS

None

XII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Vice Chair at 3:42 P.M.

**NEXT M.S.T.U. MEETING
MAY 8, 2023 - 3:00 PM
495 Belville Boulevard
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 _____.

RADIO ROAD MSTU

FUND 158

May 8, 2023

FY 23

	Vendor	Item	PO#	Budget	Commitments	Expenditures	Total
1	OVERNIGHT INTEREST			\$ -	\$ -	\$ (2,590.02)	\$ 2,590.02
2	INVESTMENT INTEREST			\$ (1,700.00)	\$ -	\$ (1,013.93)	\$ (686.07)
3	REVENUE STRUCTURE			\$ (1,700.00)	\$ -	\$ (3,603.95)	\$ 1,903.95
4	TRANSFERS FROM PROP APP			\$ -	\$ -	\$ -	\$ -
5	TRANSFERS FROM TAX COLL			\$ -	\$ -	\$ -	\$ -
6	CARRY FORWARD GEN			\$ (314,400.00)	\$ -	\$ -	\$ (314,400.00)
7	CARRY FORWARD OF ENCUMB			\$ (18,026.20)	\$ -	\$ -	\$ (18,026.20)
8	NEG 5% EST REV			\$ 100.00	\$ -	\$ -	\$ 100.00
9	TRANSFERS & CONTRIB			\$ (332,326.20)	\$ -	\$ -	\$ (332,326.20)
10	TOTAL REVENUE			\$ (334,026.20)	\$ -	\$ (3,603.95)	\$ (330,422.25)
11	ENGINEERING FEES			\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
12	INDIRECT COST	Collier County	Direct Pay	\$ 3,400.00	\$ 1,700.00	\$ 1,700.00	\$ -
13	INTERDEPT PAYMENT			\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
14		Superb Landscaping	Landscape Incidentals	4500220272		\$ 2,575.16	
		Superior Landscaping	Landscape Incidentals	4500222418	\$ 21,000.00		
	LANDSCAPE INCIDENTALS			\$ 30,000.00	\$ 21,000.00	\$ 2,575.16	\$ 6,424.84
15		Superb Landscaping	Grounds Maintenance	4500220272	\$ -	\$ 17,870.00	
		Superior Landscaping	Grounds Maintenance	4500222418	\$ 31,342.71	\$ 21,241.49	
		THE FA BARTLETT TREE EXPERT COMPANY	Tree Removal	4500223175	\$ 455.00	\$ 1,770.00	
	OTHER CONTRACTUAL			\$ 100,000.00	\$ 31,797.71	\$ 40,881.49	\$ 27,320.80
16	ELECTRICITY	FP&L	Electricity	4700004665	\$ 2,000.00	\$ 735.11	\$ 140.00
17	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 300.00	\$ 225.00	\$ -
18	SPRINKLER MAINTENANCE	SiteOne Landscape Supply	Irrigation Parts	4500220274	\$ 5,000.00	\$ 1,733.50	\$ 1,100.00
19	MULCH			\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
20	LEGAL ADVERTISING			\$ 300.00	\$ -	\$ -	\$ 300.00
21	OTHER MISCELLANEOUS	Premier Staffing	Transcriptionist Services	4500221197	\$ 2,000.00	\$ 148.50	\$ (748.50)
22	COPY CHARGES	JM TODD	Monthly CPC (Shared)	4500221236	\$ 200.00	\$ 105.18	\$ -
23	FERT HERB CHEM			\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
24	OTHER OPERATING SUPPLIES			\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
25	OPERATING EXPENSE			\$ 154,700.00	\$ 60,558.92	\$ 48,103.94	\$ 46,037.14
26	IMPROVEMENTS GENERAL	Hannula Landscaping	Landscape & Irrig. Rich King	4500217712	\$ 68,026.20	\$ 10,026.20	\$ 58,000.00
27	CAPITAL OUTLAY			\$ 68,026.20	\$ -	\$ 10,026.20	\$ 58,000.00
28	Reimbursement for Staff Support			\$ 43,900.00	\$ -	\$ 43,900.00	\$ -
29	TRANSFERS			\$ 43,900.00	\$ -	\$ 43,900.00	\$ -
30	RESERVE FOR CAPITAL			\$ 67,400.00	\$ -	\$ -	\$ 67,400.00
31	RESERVES			\$ 67,400.00	\$ -	\$ -	\$ 67,400.00
32	TOTAL BUDGET			\$ 334,026.20	\$ 60,558.92	\$ 102,030.14	\$ 171,437.14

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

Total Available Balance \$ 171,437.14

Plus Committed And Not Spent \$ 60,558.92

RADIO ROAD MSTU

FUND 158

May 8, 2023

	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	0.0000		0.0000
Extension	0		0
			Maximum Cap = .5000

Estimated Cash	\$	231,996.06
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Prepared 5/2/23