



Radio Road Beautification M.S.T.U.

Advisory Committee
8300 Radio Road
Naples Florida 34104

July 10, 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: May 8, 2023**
- V. **LANDSCAPE – SUPERIOR LANDSCAPE, JOAN CRUZ**
- VI. **PROJECT MANAGER REPORT- JUDY SIZENSKY**
 - A. Review of **Current Budget 7/10/2023**
 - B. The new turn lane project is beginning. We will hold off on any plantings in the median until the project is complete.
 - C. Status of Irrigation System-All repairs completed
 - D. Discussion of Meeting with Commissioner Kowal-The revised boundary was submitted
 - E. Update on ROW plantings and irrigation (At SBB entrance to Devonshire) Sabal Palms were removed.
 - F. The Jasmine was planted.
- 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:

AUGUST 14, 2023, 3:00 PM

BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE



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

May 8, 2023

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Schoenfelder called the meeting to order at 2:58 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
Rosio Garcia, Operations Coordinator

Landscape: Joan Cruz, 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 21, 2023, and April 10, 2023

Mr. Cashman moved to approve the minutes of the March 21, 2023, and April 10, 2023, meetings as presented. Second by Mr. Cooper. Carried unanimously 4 - 0.

V. LANDSCAPE MAINTENANCE REPORT – Superior Landscaping, Joan Cruz (Excused)

Ms. Sizensky reported:

- Devonshire Boulevard landscape and irrigation conditions were reviewed with Superior Landscaping.
- Routine Maintenance was performed.
- Seed pods will be pruned from the Palm trees.

VI. PROJECT MANAGER REPORT – Judy Sizensky

A. Review Current Budget Report 5/8/2023.

Radio Road MSTU Fund Budget 158 dated May 8, 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 (\$332,326.20), 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 \$60,558.92, Expenditures of \$48,103.94, and a Budget Remainder (unspent operating funds) of \$46,037.14.
- 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 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 \$60,558.92, Expenditures of \$102,030.14, and a Budget Remainder (total unspent funds) of \$171,437.14. The Budget amount of \$334,026.20 does not change during the fiscal year.

Noted:

- 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.
- 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

Ms. Sizensky reported:

- A broken water main caused the irrigation system to malfunction.
- Irrigation heads were replaced or repaired as necessary, and adjustments made to ensure proper water flow, on Devonshire Boulevard and the corner of Belville Boulevard.
- The cost for irrigation system maintenance is covered in Superior Landscaping's contract.

C. Discussion of Meeting with Commissioner Kowal

Ms. Sizensky noted:

Staff has not received an update on the February 21, 2023, meeting with Commissioner Kowal to increase the Radio Road Beautification MSTU's millage rate.

- The Commissioner has proposed the possibility of redrawing the M.S.T.U. boundary lines to encompass the properties around Devonshire Boulevard.

- Staff proposed possible redistricting of boundary lines to include properties at *The Landings and Plantation, The Shores, Berkshire Lakes Residential and Commercial, and Countryside North and South (excluding the Golf Course)*.
- The properties within the new boundaries would be taxed for landscape and irrigation maintenance of Devonshire Boulevard.

The Committee discussed:

- Proposed revisions to the M.S.T.U. boundaries to define beautification maintenance in accordance with community usage of Devonshire Boulevard.
- The revenue from the boundary redistricting and the financial requirements to maintain the M.S.T.U.
- The Park and Recreation Department assumes responsibility for the landscape maintenance of the Rich King Memorial Greenway.

Ms. Sizensky noted:

- The boundaries must be redefined to increase the millage rate.
- The millage rate will be effective for the FY-25 budget.
- The Board of Commissioners (BCC) has the authority to redefine the boundaries.
- The BCC must approve the proposal by December 31, 2023.

Ms. Sizensky will submit a proposal to Trinity Scott, Transportation Management Services Department Head (TMSD), for redistricting the boundary lines for the Radio Road Beautification M.S.T.U. and establishment of a millage rate to fund future maintenance of M.S.T.U. assets identified in the annually updated Capital Asset Management Plan.

D. Update on ROW Plantings and Irrigation at Santa Barbara and Devonshire Boulevards
Median Landscaping

Ms. Sizensky noted:

- Green Island Ficus be planted in the first median on Devonshire Boulevard in the space vacated by the removal of Sabal Palms.
- Consideration will be given to continuing Green Island Ficus in the remaining medians at a future date if the Committee concurs the landscaping is attractive.
- Superior Landscaping submitted a cost quote to remove the existing dead shrubs and plant two hundred and twenty (220) Green Island Ficus at a cost of \$6.50 each.
- She will confirm the quantity is for the first median only with Mr. Cruz.
- Mulch will be placed in the median(s) where four (4) sabal palms were removed.

Mr. Cooper motioned to install County brown mulch, in accordance with the cost quoted in the landscape contract, in the median(s) where the Sabal Palms were removed. Second by Mr. Cashman. Carried unanimously 4 – 0.

E. Quote for Jasmine

Lack of irrigation caused the Jasmine on Devonshire Boulevard to die. Superior Landscaping provided a cost quote to weed and remove the dead material, prepare the ground for planting, fix the irrigation as necessary and replant the Jasmine.

Chair Schoenfelder motioned to approve Superior Landscaping’s proposal #CCRRD-DVNSHRJSMNRPL-0, dated April 12, 2023, to remove all weeds and dead plants and install two

hundred and fifty (250) Jasmine plants on Devonshire Boulevard, at a cost not-to- exceed \$2,398,75. Second by Mr. Cooper. Carried unanimously 4 – 0.

F. Radio Road Irrigation Pumps

Naples Electric, a County contractor, serviced two (2) irrigation pumps on Radio Road at a cost of \$200.00.

VII. OLD BUSINESS

A. Office of Management and Budget Discussion

The OMB acknowledged the necessity to increase the millage rate effective FY-25 to meet the financial needs for annual maintenance expense and long-term asset repair and replacement as identified in the *Capital Asset Management Plan*. Reserves for catastrophic events, reflected in the Budget as *Capital for Reserve*, are also essential.

VIII. NEW BUSINESS

None

IX. COMMITTEE MEMBER COMMENTS

Chair Schoenfelder will notify the Condominium Association Board that the M.S.T.U. cannot expend funds to maintain landscape on private property and it is the Association’s responsibility to trim and remove invasive vines from the Clusia hedge bordering Association property on their side of the hedge.

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:55 P.M.

**NEXT M.S.T.U. MEETING
JUNE 12, 2023 - 3:00 PM
BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE
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 162500000**

July 10, 2023

	Vendor	Item	FY 23	PO#	Budget	Commitments	Expenditures	Total
1		OVERNIGHT INTEREST			\$ -	\$ -	\$ (3,054.71)	\$ 3,054.71
2		INVESTMENT INTEREST			\$ (1,700.00)	\$ -	\$ (1,111.78)	\$ (588.22)
3		DEL AD VALOREM					\$ (102.02)	
4		REVENUE STRUCTURE			\$ (1,700.00)	\$ -	\$ (4,166.49)	\$ 2,466.49
5		TRANSFERS FROM PROP APP			\$ -	\$ -	\$ -	\$ -
6		TRANSFERS FROM TAX COLL			\$ -	\$ -	\$ -	\$ -
7		CARRY FORWARD GEN			\$ (314,400.00)	\$ -	\$ -	\$ (314,400.00)
8		CARRY FORWARD OF ENCUMB			\$ (18,026.20)	\$ -	\$ -	\$ (18,026.20)
9		NEG 5% EST REV			\$ 100.00	\$ -	\$ -	\$ 100.00
10		TRANSFERS & CONTRIB			\$ (332,326.20)	\$ -	\$ -	\$ (332,326.20)
11		TOTAL REVENUE			\$ (334,026.20)	\$ -	\$ (4,166.49)	\$ (329,859.71)
12		ENGINEERING FEES			\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
13	Collier County	INDIRECT COST		Direct Pay	\$ 3,400.00	\$ 1,700.00	\$ 1,700.00	\$ -
14		INTERDEPT PAYMENT			\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
15	Superb Landscaping	Landscape Incidentals		4500220272			\$ 2,575.16	
16	Superior Landscaping	Landscape Incidentals		4500222418		\$ 15,126.25	\$ 5,873.75	
17		LANDSCAPE INCIDENTALS			\$ 30,000.00	\$ 15,126.25	\$ 8,448.91	\$ 6,424.84
18	Superb Landscaping	Grounds Maintenance		4500220272		\$ -	\$ 17,870.00	
19	Superior Landscaping	Grounds Maintenance		4500222418		\$ 21,014.20	\$ 31,570.00	
20	THE FA BARTLETT TREE EXPERT COMPANY	Tree Removal		4500223175		\$ 455.00	\$ 1,770.00	
21	Treetop Products	Benches		4500225020		\$ 2,777.70		
22		OTHER CONTRACTUAL			\$ 100,000.00	\$ 24,246.90	\$ 51,210.00	\$ 24,543.10
23	FP&L	ELECTRICITY		4700004665	\$ 2,000.00	\$ 874.81	\$ 985.19	\$ 140.00
24	Collier County	INSURANCE GENERAL		Direct Pay	\$ 300.00	\$ 75.00	\$ 225.00	\$ -
25	SiteOne Landscape Supply	SPRINKLER MAINTENANCE		4500220274	\$ 5,000.00	\$ 1,512.76	\$ 2,387.24	\$ 1,100.00
26		MULCH			\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
27		LEGAL ADVERTISING			\$ 300.00	\$ -	\$ -	\$ 300.00
28	Premier Staffing	OTHER MISCELLANEOUS		4500221197	\$ 2,000.00	\$ 2,421.80	\$ 326.70	\$ (748.50)
29	JM TODD	COPY CHARGES		4500221236	\$ 200.00	\$ 62.19	\$ 137.81	\$ -
30		FERT HERB CHEM			\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
31		OTHER OPERATING SUPPLIES			\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
32		OPERATING EXPENSE			\$ 154,200.00	\$ 46,019.71	\$ 65,420.85	\$ 42,759.44
33	Hannula Landscaping	IMPROVEMENTS GENERAL		4500217712	\$ 68,026.20	\$ 16,311.95	\$ 10,026.20	\$ 41,688.05
34		CAPITAL OUTLAY			\$ 68,026.20	\$ 16,311.95	\$ 10,026.20	\$ 41,688.05
35		Reimbursement for Staff Support			\$ 43,900.00	\$ -	\$ 43,900.00	\$ -
36		TRANSFERS			\$ 43,900.00	\$ -	\$ 43,900.00	\$ -
37		930700 TC Budget TRANS			\$ 500.00		\$ 2.04	\$ 497.96
38		TRANSFERS CONST			\$ 500.00		\$ 2.04	\$ 497.96
39		RESERVE FOR CAPITAL			\$ 67,400.00	\$ -	\$ -	\$ 67,400.00
40		RESERVES			\$ 67,400.00	\$ -	\$ -	\$ 67,400.00
41		TOTAL BUDGET			\$ 334,026.20	\$ 62,331.66	\$ 119,349.09	\$ 152,345.45

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

Total Available Balance

\$ 152,345.45

**RADIO ROAD MSTU
FUND 1625000000
July 10,2023**

	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	0.0000	0.0000	Maximum Cap = .5000
Extension	0	0	

Plus Committed And Not Spent	\$ 62,331.66
Estimated Cash	\$ 214,677.11

Prepared 6/30/23