

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

Advisory Committee 8300 Radio Road Naples Florida 34104

October 9, 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 Joan Cruz-Supervisor-Superior Landscaping

Transcriptionist Wendy Warren

- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES: September 11, 2023
- V. LANDSCAPE SUPERIOR LANDSCAPE, JOAN CRUZ
- VI. PROJECT MANAGER REPORT- JUDY SIZENSKY
  - A. Review of Current Budget 10/09/2023
  - B. The new turn lane project is complete. The Radio Road MSTU portion was \$16,311.95. However, the boring was not needed and will be significantly lower. I will provide the figure once final payment is made. We will begin plantings and mulching in the medians as of October 15, 2023.
  - C. Status of Irrigation System-Irrigation and the pump is an ongoing issue. Quotes for repairs to be discussed.
  - D. The request to advertise the revised boundary and .0001 millage rate will go to the BCC meeting on 10.26.23. If approved, the ordinance modification will go on 11.14.23
  - E. Need an updated cost for maintenance of Rich King Greenway and estimates for mulch and plantings.
- VII. OLD BUSINESS
  - F. The request to advertise the new boundary proposal and reinstated millage rate of .0001 will go to BCC meeting on 10.26.23. If approved, the ordinance modification will go on 11.14.23
- VIII. NEW BUSINESS
  - IX. COMMITTEE MEMBER COMMENTS
  - X. PUBLIC COMMENTS
  - XI. ADJOURNMENT

NEXT MEETING: NOVEMBER 13, 2023, 3:00 PM

BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE



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

# **September 11, 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

Rosio Garcia, Operations Coordinator

Landscape: Juan 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: May 8, 2023, and August 7, 2023.

Mr. Cooper moved to approve the minutes of the May 8, 2023, and August 7, 2023, meetings 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 presented a proposal to landscape Median #1 on Devonshire Boulevard with one hundred twenty (120) Green Island Ficus plants at a cost of \$2,097.00. Mulch will be installed on all medians on Devonshire Boulevard.

Chair Schoenfelder motioned to approve installation of one hundred twenty Green Island Ficus plants on Devonshire Boulevard, Median #1, at a cost of \$2,709.00. Mulch will be placed in all medians in accordance with the price contracted by the County with Superior Landscaping. The project will commence October 15, 2023, and be completed by November 15, 2023. Second by Mr. Cooper. Carried unanimously 4 – 0.

## VI. PROJECT MANAGER REPORT – Judy Sizensky

# A. Budget Report

**Ms. Sizensky** provided the "*Radio Road MSTU Fund Budget 1625*" dated September 11, 2023, for information purposes. She provided an overview of the budget highlighting:

#### • Purchase Orders

- 1. Bartlett Tree Experts Tree removal.
- 2. Hannula Landscaping Landscape & Irrigation for Rich King Entryway. *The project is completed*.
- 3. Premier Staffing Transcription Services.
- 4. SiteOne Landscape Supply Irrigation Parts & Pumps.
- 5. Superior Landscaping Services
  - o Incidentals are for landscape refurbishment and miscellaneous.
  - o Grounds Maintenance includes irrigation repairs.
- 6. Treetop Products Benches for the Rich King Memorial Greenway

#### • Budget

- a. FY-23 Taxable Value increased 17.39% over FY-22.
- b. The FY-23 millage rate, approved by the Board of County Commissioners (BCC), is 0.0000.
- c. The FY-23 budget is funded by Carry Forward Funds.
- d. Transfers and Contributions, Line 9, are (\$332,326.20), a carry-over of unexpended FY-22 funds.
- e. Total Revenue, Line 10, is (\$334,326.20), including investment interest, transfers, contributions, and expenditures.
- f. Operating Expense, Line 33, is budgeted at \$154,200.00; with current Commitments of \$35,907.39, Expenditures of \$76,893.97, and a Budget Remainder (unspent operating funds) of \$41,398.64.
- g. Capital Outlay, Line 35, budgeted at \$68,026.20, has Expenditures for final invoice paid to Hannula Landscaping in the amount of \$17,615.15 and a Budget remainder of \$41,688.05.
- h. Line 37, Transfers \$43,900.00 has been transferred and a balance of \$0 remains for transfer. (PTNE Staff & Overhead).
- i. Reserves, Line 41 Of the \$75000.00 budgeted, \$0 has been spent.
- j. Total Expenditures, Line 42 Of the \$334,026.20, \$44,630.39 is committed on existing Purchase Orders, with \$138,411.16 total expenditures, leaving a remainder of \$150,984.65 available within budget as needed.
- k. The Budget amount of \$334,026.20 does not change during the fiscal year.

#### General

- a. Funds can be transferred between categories if a shortfall occurs.
- b. Funds from Reserves, Line 41, can be accessed for the current year's expenditures or to finance special projects consistent with the MSTU Ordinance, upon a recommendation by the Advisory Committee and approval by the Board of County Commissioners (BCC).
- c. Funds not spent in FY-23 (fiscal year 2023) will be carried forward into FY-24.
- d. Fund 158 is exclusive to the Radio Road MSTU and cannot be utilized by outside entities.

#### **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 existing irrigations lines were utilized, so boring under the road was not required, significantly reducing the MSTU's project cost.
- The final cost to the MSTU for the project will be available at the October 2023 meeting.

# C. Status of Irrigation System

Ms. Sizensky reported:

- The east and west side irrigation systems for Devonshire Boulevard are functioning.
- The controller for the irrigation panel box was replaced.
- Naples Electric repaired the well pump for \$200.00.

## D. Discussion of Meeting with Commissioner Kowal

The Committee discussed Commissioner Kowal's recommendation to redefine the boundary lines for the Radio Road Beautification MSTU noting:

- Two (2) options (Map 1 and 2) for redistricting the boundary lines were presented.
- Both options include the Rich King Memorial Greenway in the proposed redistricting.
- The proposed boundaries outlined on Map 1, which include the communities of Berkshire Lakes, Briarwood, Countryside, Foxfire, Glen Eagle and The Shores, are the most favorable option.
- Board of County Commissioners (BCC) approval is required for the redistricting and millage rate assessment.

Mr. Cooper motioned to recommend the Board of County Commissioners redistrict the boundaries as outlined on Map 1 for the Radio Road Beautification MSTU. Second by Vice Chair Wilson. Carried unanimously 4-0.

*Ms. Sizensky* will provide the assessed values for the properties located in the proposed redistricting boundaries.

#### E. Update on Right of Way Plantings and Irrigation (at SBB Entrance to Devonshire)

Ms. Sizensky provided the update noting:

- Four (4) Sabal Palms were removed from the median(s).
- Medians will be landscaped on finalization of the turn lane construction.
- Mulch will be placed in all medians at the end of the rainy season.

#### F. Cost for Rich King Greenway Maintenance

Ms. Sizensky will solicit a cost quote for annual maintenance of the Rich King Memorial Greenway.

#### VII. OLD BUSINESS

#### A. Office of Management and Budget Discussion

The Committee and Staff noted:

- 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 essential.
- The Committee will recommend a millage rate, effective for Fiscal Year 2025, once the new boundary lines are determined.

• The millage rate adopted will be applied to the properties within the new boundaries, effective for the FY-25 budget (October 1, 2024).

#### VIII. NEW BUSINESS

Advisory Committee Open Seat

**Ms. Sizensky** reported there is one (1) advisory seat available on the Radio Road Beautification MSTU Advisory Committee. The Board of County Commissioners (BCC) will post the position. Appointment for a four-year term is subject to approval by the BCC.

Interested parties for membership on the Advisory Committee can submit Online Applications at <a href="https://www.colliercountyfl.gov/government/advisory-board-authorities/online-advisory-board-application">https://www.colliercountyfl.gov/government/advisory-board-authorities/online-advisory-board-application</a>.

# 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 3:50 P.M.

**NEXT MEETING** 

OCTOBER 9, 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 Commi	ttee on	,2023 as presentedor as

# RADIO ROAD MSTU FUND 1625000000

October 9, 2023

	October 9, 2023										
		Vendor	Item FY	24 PO#		Budget	Commitments	s Expenditures		<u> </u>	Total
1	OVERNIGHT INTEREST				\$	-	-			\$	-
2	INVESTMENT INTEREST				\$	(1,500.00)				\$	(1,500.00)
3	DEL AD VALOREM									\$	-
4	INTEREST TAX COLLECTOR									\$	-
5	REVENUE STRUCTURE				\$	(1,500.00)	-	\$	-	\$	(1,500.00)
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				\$			\$	-	\$	(18,026.20)
10	NEG 5% EST REV				\$	100.00	\$ -	\$	-	\$	100.00
11	TRANSFERS & CONTRIB				\$	(192,726.20)	-			\$	(192,726.20)
12	TOTAL REVENUE				\$	(194,226.20)	\$ -			\$	(194,226.20)
13	ENGINEERING FEES				\$	2,500.00	\$ -	\$	-	\$	2,500.00
14	INDIRECT COST	Collier County		Direct Pay	\$			Ť		\$	3,900.00
15	INTERDEPT PAYMENT				\$		\$ -	\$		\$	4,000.00
16		Superb Landscaping	Landscape Incidentals		<b>—</b>	1,000.00	<b>*</b>			<u> </u>	1,000.00
17		Superior Landscaping	Landscape Incidentals	REQ 10319972			\$ 18,000.0	0		<b>†</b>	
18	LANDSCAPE INCIDENTALS	Cuperior Editaccaping	Editascape indiaentais	112 10010072	\$	28,500.00	·	_	_	\$	10,500.00
19	EANDOGAI E INGIDENTALO	Superb Landscaping	Grounds Maintenance		Ψ	20,300.00	© 10,000.0	7		<u> </u>	10,500.00
20		Superior Landscaping	Grounds Maintenance	REQ 10319972			\$ 63,101.0	1		1	
20			Grounds Maintenance	REQ 10319972			\$ 63,101.0	4			
0.4		THE FA BARTLETT TREE	Total Demonstra								
21		EXPERT COMPANY	Tree Removal							<del></del>	
		Treates Dradueta	Danakaa								
22	OTHER CONTRACTION	Treetop Products	Benches			75.000.00				Ļ	44.000.00
	OTHER CONTRACTUAL				\$	75,000.00			-	\$	11,898.96
	ELECTRICITY	FP&L	Electricity	REQ 20012010	\$	2,500.00	,	0		\$	620.00
25	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$	300.00	,			\$	300.00
26	SPRINKLER MAINTENANCE	SiteOne Landscape Supply	Irrigation Parts	REQ 10320353	\$	,	,	_		\$	2,500.00
27	MULCH			REQ 10320358	\$		\$ 1,038.8	_		\$	461.20
28	LEGAL ADVERTISING			REQ 10320357	\$		'			\$	(150.00)
29	OTHER MISCELLANEOUS	Premier Staffing	Transcriptionist Services	REQ 10319968	\$					\$	-
30	COPY CHARGES	JM TODD	Monthly CPC (Shared)	REQ 10319690	\$	200.00	'	0		\$	50.00
31	FERT HERB CHEM				\$	2,500.00		\$		\$	2,500.00
32	OTHER OPERATING SUPPLIES				\$	1,000.00	-	\$	-	\$	1,000.00
33	OPERATING EXPENSE				\$	129,900.00	\$ 89,819.8	4 \$	-	\$	40,080.16
34	IMPROVEMENTS GENERAL									\$	-
35	CAPITAL OUTLAY				\$	-	\$ -	\$	-	\$	-
36	Reimbursement for Staff Support				\$	46,300.00	\$ -			\$	46,300.00
37	TRANSFERS				\$			\$	_	\$	46,300.00
	930700 TC Budget TRANS					,				\$	-
39	TRANSFERS CONST									\$	-
40	RESERVE FOR CAPITAL						\$ -	\$	-	\$	-
41	RESERVES				\$	-	\$ -	\$	_	\$	-
42					-	176,200.00	\$ 89,819.8	4 \$	-	\$	86,380.16
72	TOTAL BODOLI				Ψ	. 7 0,200.00	Ψ 03,013.0	. ψ		_Ψ_	50,000.10

**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

## RADIO ROAD MSTU FUND 1625000000 October 9, 2023

			001000: 0, 2020
955,918,	992 FY 13 Final Taxable Value		
967,155,	349 FY 14 Final Taxable Value		
996,994,	678 FY 15 Final Taxable Value		
1,066,174,0	009 FY 16 July Taxable Value		
1.145.697.	249 FY 17 July Taxable Value		
	732 FY 18 July Taxable Value		
1,304,336,	542 FY 19 July Taxable Value		
1,358,426,3	325 FY 20 July Taxable Value		
	FY 21 July Taxable Value		
1,492,545,	736 FY 22 July Taxable Value		
1,752,064,0	682 FY 23 July Taxable Value		
	17.39%	Adj. FY 22 to FY23	
Millage Extension	FY 23 July Taxable Value 0.0000 0	<b>FY 22</b> 0.0000 0	Maximum Cap = .5000

Estimated Cash	\$ 176,200.00
Plus Committed And Not Spent	\$ 89,819.84
Total Available Balance	\$ 86,380.16

#### Prepared 9/03/2023



**SprinklerWorks** P.O. Box 1604 St. Petersburg, Florida 33731 941-330-2444

**BILL TO** 

Collier County Radio Road MSTU 3332 Tamiami Trail North Naples, FL 34102 USA

> **ESTIMATE** 32947553

**ESTIMATE DATE** Sep 21, 2023

JOB ADDRESS

Devonshire Blvd Devonshire Blvd Naples, FL 34104 USA Job: 32908348

#### ESTIMATE DETAILS

Omni Antenna Installation: Furnish all labor and equipment necessary to install an Omni antenna and cable 25' from existing controller. Confirm the resolution of the ongoing communication issue at this controller on Devonshire Blvd. All materials will be provided by the customer.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
INST	Furnish all labor and equipment necessary to install an Omni antenna and cable 25' from existing controller. Confirm the resolution of the ongoing communication issue at this controller on Devonshire Blvd. All materials will be provided by the customer.	1.00	\$0.00	\$0.00
LAB1	Man hours of labor	6.00	\$95.00	\$570.00

POTENTIAL SAVINGS

\$28.50-\$57.00

SUB-TOTAL

\$570.00

TOTAL

\$570.00

Payment for all service is due, and payable, upon completion at the date, and time, service is rendered. Customer agrees to pay 1.5% interest per month (18% annual) on all past due accounts. All discounts and warranties are void if full payment is not received within 15 days of the invoice date. In the event of a dispute the customer agrees to pay all collection fees, all costs and reasonable attorney fees. The venue for any dispute shall be Sarasota County. CUSTOMER AUTHORIZATION

With my signature below I authorize SprinklerWorks to perform this quoted work for \$570.00. As the owner, or the owner's authorized representative, I have full authority to authorize this work, and accept full responsibility for payment of the quoted amount. I have read, understand, and agree to SprinklerWorks terms and conditions Terms and Conditions.

# Working Order



Stronger Together

Naples FL #26 3706 Progress Ave Naples, FL 34104-3649 W: (239)643-3255

Ordered	Master Order#	PO#
09/29/2023	M135039724	PENDING
Printed	Customer Contact	Sales Associate
09/29/2023	Judy Sizensky	Ginger Thorne

Sold To:

Collier County BOCC (#4267) 3299 Tamiami Trl E Ste 700 Naples, FL 34112-5749 W: (239)774-8049 F: (239)774-6179

W. (233)//4-0043 F. (233)//4-01/

Ship To:

Collier County BOCC (#4267) 3299 Tamiami Trl E Ste 700 Naples, FL 34112-5749 F: (239)774-6179 F: (239)774-6179

> For Chemical Emergency Spill, Leak, Fire, Exposure, or Accident Emergency Response Assistance, call: CHEMTREC Day or Night- 1 (800) 424-9300



Or	Order#: 135039724-001 Ship Via:Customer Pick up										
LN	Item#	Description	Qty Ordered	Qty Cancelled	Qty Shipped	Qty Open	SiteOne List Price	Net Price	Ext. Price		
1		Weather Trak 2way cellular antenna booster kit	1	0	0	1	507.000	406.107 / EA	406.11		
2	BL-CX-CBL25	25 ft. Coax Antenna Cable	1	0	0	1	221.000	137.020 / EA	137.02		

 Subtotal:
 \$543.13

 Sales Tax:
 \$0.00

 Freight:
 \$0.00

 Estimated Total:
 \$543.13

This working order is for reviewing purposes only. This is not a receipt.

#### CUSTOMER SIGNATURE:

SiteOne Landscape Supply warrants that all products conform to the description on the label. Because conditions of use, which are of critical importance are beyond our control, seller makes no warranty, expressed or implied, concerning the use of these products. No employee of the company is authorized to make any warranty or representation, expressed or implied, concerning our products. Always follow directions and carefully observe all precautions on the label or manufacturer's instructions. Products used contrary to directions may cause serious plant or personal injury. Buyer assumes all risk of use of handling whether in accordance with direction or not and accepts the products sold to them by this company on these conditions.

Note: Returns subject to 25% restock charge.