



Radio Road Beautification M.S.T.U.

Advisory Committee

8300 Radio Road

Naples Florida 34104

November 13, 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: October 9, 2023**
- V. **LANDSCAPE – SUPERIOR LANDSCAPE, JOAN CRUZ**
- VI. **PROJECT MANAGER REPORT- JUDY SIZENSKY**
 - A. Review of **Current Budget 11/13/2023**
 - 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.
 - C. The mulch has been completed.
 - D. Status of Irrigation System-Irrigation and the pump is an ongoing issue. The new antenna was installed Monday, November 6, 2023. Once irrigation is fully functioning properly, new plantings in the medians will be installed.
 - E. The new boundary proposal and reinstated millage rate of .0001 will be advertised, if approval to advertise from the Board at the 11.14.23 BCC meeting is given. Following the advertising, the ordinance modification will go on the 12.12.23 BCC meeting.
- VII. **OLD BUSINESS**
- VIII. **NEW BUSINESS**
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **PUBLIC COMMENTS**
- XI. **ADJOURNMENT**

NEXT MEETING:

DECEMBER 11, 2023, 3:00 PM

BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE



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

October 9, 2023

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Schoenfelder called the meeting to order at 2:59 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 (Excused)

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: September 11, 2023.

Mr. Cooper moved to approve the minutes of the September 11, 2023, meeting of the Radio Road Beautification MSTU as presented. Second by Mr. Wilson. Carried unanimously 4 – 0.

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

Ms. Sizensky reported:

- Median plant installation and mulch application is scheduled for the week of October 15, 2023, pending approval of a final cost quote from Superior Landscaping.

VI. PROJECT MANAGER REPORT – Judy Sizensky

A. Budget Report

Radio Road MSTU Fund 1625 Budget for October 9, 2023, prepared October 3, 2023.

Ms. Sizensky provided an overview of the FY-24 budget highlighting:

- **Purchase Orders**
 1. Bartlett Tree Experts – Tree removal
 2. Premier Staffing – Transcription Services.
 3. SiteOne Landscape Supply – Irrigation Parts & Pumps.
 4. 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. The FY-24 budget is funded by Carry Forward Funds.
- c. Transfers and Contributions, Line 9, are (\$192,726.20), a carry-over of unexpended FY-23 funds.
- d. Total Revenue, Line 10, is (\$194,226.20).
- e. Operating Expense, Line 33, is budgeted at \$129,900.00; with current Commitments of \$89,819.84, Expenditures of \$0, and a Budget Remainder (unspent operating funds) of \$40,819.84.
- h. Line 37, Transfers – \$46,300.00 MSTU Staff salaries and accrued County overhead related to MSTU operations.
- j. Total Expenditures, Line 42 - Of the \$176,200.00 budgeted, \$89,819.84 is committed to existing Purchase Orders leaving the remainder of \$86,380.16 available within budget as needed.
- k. The Budget amount of \$176,200.00 does not change during the fiscal year.

- **Comments**

- a. Line 28, Legal Advertising, covers expenses incurred by the Board of County Commissioners (BCC) to advertise the proposed Boundary Redistricting and increased millage rate.
- 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, originally budgeted at \$16,311.95, has been invoiced at \$8,723.00, a savings of \$7,588.95, as the existing irrigation lines were utilized.

C. Status of Irrigation System

Irrigation Pump

The irrigation pump is functioning but has reached the end of its useful life. Naples Electric will provide two (2) cost quotes for the Devonshire Blvd. pump as follows:

- a) Immediate repairs.
- b) A new pump.

Ms. Sizensky will present the proposals to the Committee at the November meeting.

Irrigation Devonshire Blvd. - Belville Side

- Some sprinkler heads were replaced on the Belville side of Devonshire Blvd.
- The County irrigation crew will relocate sprinkler heads as necessary.

Irrigation Devonshire Blvd. - Commercial Side

- The irrigation controller, recently replaced, is not functioning as intended.
- SprinklerWorks evaluated it and determined it is malfunctioning due to communication interference caused by transformers located around the shopping center. They recommended relocation and installation of a new antenna.
- SiteOne Landscape Supply provided a proposal #M135039724, dated September 29, 2023, for a Weather Trak 2-way cellular antenna booster kit and coax antenna cable in the amount of \$543.13.
- SprinklerWorks submitted a proposal, estimate #32908348, dated September 21, 2023, in the amount of \$570.00, to furnish all labor to install an Omni antenna and cable twenty-five (25) feet from the existing controller and confirm the resolution of communication issues at the controller.
- Ms. Sizensky will replace the existing antenna with a new antenna prior to ordering the new installation to see if it resolves the issue.

Mr. Cooper motioned to approve SiteOne Landscape Supply proposal #M135039724, dated September 29, 2023, in the amount of \$543.13, for a WeatherTrak two-way cellular antenna booster kit and twenty-five feet of coax cable and SprinklerWorks proposal #32908348, in the amount of \$570.00 for labor and installation of the Omni antenna on Devonshire Boulevard. Second by Chair Schoenfelder. Carried unanimously 4 – 0.

D. Revised Boundary Update

A request to advertise the revised redistricting boundary change to the Ordinance and establish a millage rate of .0001, will go to the Board of County Commissioners (BCC) meeting on October 26, 2023. If the BCC approves the advertising, the Ordinance Change for the MSTU will be taken to the November 14, 2023, BCC meeting.

E. Cost for Rich King Greenway Maintenance

Ms. Sizensky will solicit a cost quote for annual maintenance and mulch for Rich King Memorial Greenway.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

None

IX. COMMITTEE MEMBER COMMENTS

Members complimented the new turn lane project on Devonshire Boulevard at the intersection of Radio Road.

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:39 P.M.

NEXT MEETING

**NOVEMBER 13, 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
November 13, 2023

| | Vendor | Item | FY 24 | PO# | Budget | Commitments | Expenditures | 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 | | | | \$ - | \$ - | \$ - |
| 10 | | NEG 5% EST REV | | | \$ 100.00 | \$ - | \$ - | \$ 100.00 |
| 11 | | TRANSFERS & CONTRIB | | | \$ (174,700.00) | \$ - | \$ - | \$ (174,700.00) |
| 12 | | TOTAL REVENUE | | | \$ (176,200.00) | \$ - | \$ - | \$ (176,200.00) |
| 13 | | ENGINEERING FEES | | | \$ 2,500.00 | \$ - | \$ - | \$ 2,500.00 |
| 14 | Collier County | INDIRECT COST | | Direct Pay | \$ 3,900.00 | \$ 3,900.00 | | \$ - |
| 15 | | INTERDEPT PAYMENT | | | \$ 4,000.00 | \$ - | \$ - | \$ 4,000.00 |
| 16 | | | | | | | | |
| 17 | Superior Landscaping | Landscape Incidentals | | 4500227251 | | \$ 18,000.00 | | |
| 18 | | LANDSCAPE INCIDENTALS | | | \$ 28,500.00 | \$ 18,000.00 | \$ - | \$ 10,500.00 |
| 19 | | | | | | \$ - | | |
| 20 | Superior Landscaping | Grounds Maintenance | | 4500227251 | | \$ 58,382.86 | \$ 4,718.18 | |
| 21 | | | | | | | | |
| 22 | | | | | | | | |
| 23 | | OTHER CONTRACTUAL | | | \$ 75,000.00 | \$ 58,382.86 | \$ 4,718.18 | \$ 11,898.96 |
| 24 | FP&L | ELECTRICITY | | REQ 20012010 | \$ 2,500.00 | \$ 1,788.14 | \$ 91.86 | \$ 620.00 |
| 25 | Collier County | INSURANCE GENERAL | | Direct Pay | \$ 300.00 | \$ 300.00 | | \$ - |
| 26 | SiteOne Landscape Supply | SPRINKLER MAINTENANCE | | 4500227228 | \$ 5,000.00 | \$ 894.56 | \$ 1,700.44 | \$ 2,405.00 |
| 27 | Forestry Resources | MULCH | | 4500227427 | \$ 1,500.00 | | \$ 1,038.80 | \$ 461.20 |
| 28 | NDN | LEGAL ADVERTISING | | REQ 10320357 | \$ 500.00 | \$ 650.00 | | \$ (150.00) |
| 29 | Premier Staffing | OTHER MISCELLANEOUS | | 4500227786 | \$ 2,500.00 | \$ 2,321.80 | \$ 178.20 | \$ (0.00) |
| 30 | JM TODD | COPY CHARGES | | 4500227043 | \$ 200.00 | \$ 141.90 | \$ 8.10 | \$ 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 | \$ 86,379.26 | \$ 7,735.58 | \$ 35,785.16 |
| 34 | | IMPROVEMENTS GENERAL | | | | | | \$ - |
| 35 | | CAPITAL OUTLAY | | | \$ - | \$ - | \$ - | \$ - |
| 36 | | Reimbursement for Staff Support | | | \$ 46,300.00 | \$ - | | \$ 46,300.00 |
| 37 | | TRANSFERS | | | \$ 46,300.00 | \$ - | \$ - | \$ 46,300.00 |
| 38 | | 930700 TC Budget TRANS | | | | | | \$ - |
| 39 | | TRANSFERS CONST | | | | | | \$ - |
| 40 | | RESERVE FOR CAPITAL | | | | \$ - | \$ - | \$ - |
| 41 | | RESERVES | | | \$ - | \$ - | \$ - | \$ - |
| 42 | | TOTAL BUDGET | | | \$ 176,200.00 | \$ 86,379.26 | \$ 7,735.58 | \$ 82,085.16 |

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
November 13, 2023**

| | | | |
|-----------|---------------------------------|---------------------------|---------------------|
| | 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 | 0.0000 | 0.0000 | Maximum Cap = .5000 |
| Extension | 0 | 0 | |

| | |
|------------------------------|----------------------|
| Total Available Balance | \$ 82,085.16 |
| Plus Committed And Not Spent | \$ 86,379.26 |
| Estimated Cash | \$ 168,464.42 |

Prepared 11/06/2023
GH