

Radio Road Beautification M.S.T.U.

Advisory Committee

8300 Radio Road

Naples Florida 34104

December 11, 2023, 3:00 PM

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

Others are encouraged to attend via Zoom video conference

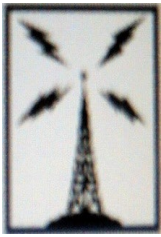
AGENDA

- I. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- II. **ATTENDANCE**
 - Advisory Committee Maria Schoenfelder Chairperson (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: November 13, 2023**
- V. **LANDSCAPE – SUPERIOR LANDSCAPE, JOAN CRUZ**
- VI. **PROJECT MANAGER REPORT- JUDY SIZENSKY**
 - A. Review of **Current Budget 12/11/2023**
 - 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 all repaired and working properly. The new antenna was installed Monday, November 6, 2023, and is also working . The new plantings in the medians will be installed soon. They are waiting on decent size plants to come in.
 - E. The new boundary proposal and reinstated millage rate of .0001 was advertised. The BCC approved the ordinance modification at the 11.14.23 BCC meeting. The County Attorney advised me that if a seat is held by someone out of the new boundary, that member will no longer be eligible to remain on the Advisory Committee and must resign. I did communicate this to Frank Cooper, and he resigned effective immediately. He wanted everyone to know he enjoyed his time and the impacts made with all of you!
- VII. **OLD BUSINESS**
- VIII. **NEW BUSINESS**
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **PUBLIC COMMENTS**
- XI. **ADJOURNMENT**

NEXT MEETING:

JANUARY 8, 2024, 3:00 PM

BERKSHIRE LAKES MASTER ASSOCIATION CLUBHOUSE



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

November 13, 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, PTNE Division
Brian Wells, Director PTNE Division
Rosio Garcia, Operations Coordinator, PTNE Division

Landscape: Joan 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: October 9, 2023.

Mr. Cooper moved to approve the minutes of the October 9, 2023, meeting 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 reported:

- Landscaping is in good condition.
- Mulch was applied to all medians.
- New plants will be installed on median #1 week ending November 18, 2023.
- An irrigation system “wet” check will be done November 14, 2023.

VI. PROJECT MANAGER REPORT – Judy Sizensky

A. Budget Report

Radio Road MSTU Fund 1625 Budget for November 13, 2023, prepared November 6, 2023.

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

- **Purchase Orders**
 1. Forestry Resources – Mulch.

2. Premier Staffing – Transcription Services.
3. SiteOne Landscape Supply – Irrigation Parts & Pumps.
4. Superior Landscaping Services –
 - o Incidentals are for landscape refurbishment and miscellaneous.
 - o 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 11, are (\$174,700.20), a carry-over of unexpended FY-23 funds.
- d. Total Revenue, Line 12, is (\$176,200.20).
- e. Operating Expense, Line 33: Of the \$129,900.00 budgeted, \$86,379.26 is committed to existing Purchase Orders and \$7,735.57 is expended, leaving a remainder of \$35,785.17 available within budget for additional operating expenses as needed.
- h. Transfers, Line 37 – \$46,300.00 is for MSTU Staff salaries and accrued County overhead related to MSTU operations.
- j. Total Budget, Line 42 - Of the \$176,200.00 budgeted, \$86,379.26 is committed to existing Purchase Orders and \$7,735.58 is expended leaving the remainder of \$82,085.16.
- k. The Budget amount of \$176,200.00 does not change during the fiscal year.

- **Comments**

- a. Legal Advertising, Line 28, in the amount of \$650.00 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, will be significantly lower as the existing irrigation lines were utilized.
- Cost borne by the MSTU will be provided on final payment to the County.

C. Mulch

As addressed under Item V. Landscape Contractors Report, the mulch installation is completed.

D. Status of Irrigation System

Ms. Sizensky reported:

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.

Mixing Chamber

- Reclaimed water is provided to the MSTU by the County for irrigation.
- Water is supplied to the tank chamber as needed and the cost expensed to the MSTU.
- The tank tends to function effectively except during the weekly test period.
- The chamber’s pump shuts down if the water level drops below one-half.
- A submersible pump will be researched as a solution to the condition occurrence.

Irrigation Devonshire Blvd. - Commercial Side

- A system evaluation by SprinklerWorks determined malfunctioning of the irrigation system was due to communication interference caused by transformers located around the shopping center.
- A WeatherTRAK 2-way cellular antenna booster kit and twenty-five feet of coax antenna cable, purchased from SiteOne Landscape Supply, were installed by SprinklerWorks.
- The system will be monitored for connectivity effectiveness.

E. Revised Boundary Update

Ms. Sizensky reported:

- A request to advertise the redistricting boundary change to the Ordinance and establish a millage rate of .0001, was on the Board of County Commissioners (BCC) Consent Agenda and approved at the October 24, 2023, meeting.
- The Ordinance Change for the MSTU was approved at the November 14, 2023, BCC meeting.
- The new tax base will be effective October 1, 2024.
- Funds will be collected commencing October 1, 2025.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

Ms. Sizensky noted:

- The Radio Road Beautification MSTU is a County operated authority taxing all property owners within the defined boundaries.
- Advisory Committee members are required to reside within the new boundary Ordinance.
- The County Attorney will be consulted to determine the date Mr. Cooper’s term will expire if the new Ordinance is adopted.

IX. COMMITTEE MEMBER COMMENTS

Berkshire Lakes

- Ms. Sizensky toured Devonshire Boulevard with the new landscaping contractor retained by the Berkshire Lakes Master Association to provide an overview of assets maintained by the MSTU.

- The Master Homeowner Association newsletter notified the Condominium Association of their responsibility to trim and remove invasive vines from the Clusia hedge bordering Association property on their side of the hedge.
- The Mahogany trees are planted in the Right of Way easement, not on private property.

X. PUBLIC COMMENTS

None

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 3:38 P.M.

NEXT MEETING

**DECEMBER 11, 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
December 11, 2023**

	Vendor	Item	FY 24	PO#	Budget	Commitments	Expenditures	Total
1		OVERNIGHT INTEREST			\$ -	\$ -	\$ (384.23)	\$ 384.23
2		INVESTMENT INTEREST			\$ (1,500.00)	\$ -	\$ (117.31)	\$ (1,382.69)
3		DEL AD VALOREM						\$ -
4		INTEREST TAX COLLECTOR						\$ -
5		REVENUE STRUCTURE			\$ (1,500.00)	\$ -	\$ (501.54)	\$ (998.46)
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		\$ 53,664.68	\$ 9,436.36	
21								
22								
23		OTHER CONTRACTUAL			\$ 66,277.00	\$ 53,664.68	\$ 9,436.36	\$ 3,175.96
24	FP&L	ELECTRICITY		REQ 20012010	\$ 2,500.00	\$ 1,714.03	\$ 165.97	\$ 620.00
25	Collier County	INSURANCE GENERAL		Direct Pay	\$ 300.00	\$ 300.00		\$ -
26	SiteOne Landscape Supply	SPRINKLER MAINTENANCE		4500227228	\$ 5,000.00	\$ 897.81	\$ 1,697.19	\$ 2,405.00
27	Forestry Resources	MULCH		4500227427	\$ 1,500.00		\$ 1,038.80	\$ 461.20
28	NDN	LEGAL ADVERTISING		4500227814	\$ 500.00	\$ 650.00		\$ (150.00)
29	Premier Staffing	OTHER MISCELLANEOUS		4500227786	\$ 2,500.00	\$ 2,173.30	\$ 326.70	\$ (0.00)
30	JM TODD	COPY CHARGES		4500227043	\$ 200.00	\$ 131.08	\$ 18.92	\$ 50.00
31		FERT HERB CHEM			\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
32		OTHER OPERATING SUPPLIES			\$ 500.00	\$ -	\$ -	\$ 500.00
33		OPERATING EXPENSE			\$ 121,177.00	\$ 81,430.90	\$ 12,683.94	\$ 27,062.16
34	Prefered Materials	IMPROVEMENTS GENERAL		4500224693	\$ 8,723.00	\$ 7,032.00	\$ 1,691.00	\$ -
35		CAPITAL OUTLAY			\$ 8,723.00	\$ 7,032.00	\$ 1,691.00	\$ -
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	\$ 88,462.90	\$ 14,374.94	\$ 73,362.16

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
December 11, 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	\$ 73,362.16
Plus Committed And Not Spent	\$ 88,462.90
Estimated Cash	\$ 161,825.06

Prepared 12/04/2023
GH