

# Vanderbilt Beach M.S.T.U.

Advisory Committee  
8300 Radio Road  
Naples, FL 34104

DECEMBER 7, 2023, 2:00 PM

Committee Members and Project Manager will meet at  
Collier County Library Headquarters Branch-Sugden Theatre  
2385 Orange Blossom Drive, Naples, FL 34109  
All others are encouraged to attend via Zoom video conference

## AGENDA

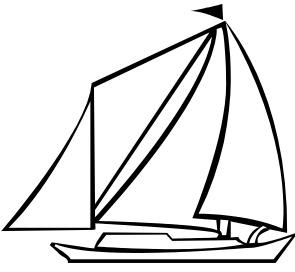
- I. **Call to order and Pledge of Allegiance**
- II. **Attendance**

Advisory Committee	Bruce Forman - Chairman (11/13/2027)
	Bill Sjostrom - Vice Chairman (11/13/2024)
	Mark Weber (11/15/2025)
	Gabriella R. Miyamoto (11/13/2027)
	William Harris (11/13/2024)
	Aaron Gross, Ground Zero Landscaping
	Mike McGee-McGee & Associates
Staff	Judy Sizensky– Project Manager
	Rosio Garcia – Operations Coordinator
	Wendy Warren, Transcriptionist
- III. **Approval of the agenda**
- IV. **Approval of the Minutes** – November 2, 2023
- V. **Landscape Maintenance Report** - Aaron Gross, Ground Zero Landscape
- VI. **Vanderbilt Drive west side Landscape Discussion**-Mike McGee
- VII. **Vanderbilt Drive Refurbishment – Judy Sizensky**
  - A. Regatta Corner of VB Dr and VB Beach Rd-The bid is out until January 5, 2024, with a non-mandatory pre-bid on December 5, 2023 @ 10:00 am.
  - B. Crosswalks (5 with 1 alternate) along VB Dr.-Bid documents have been sent to Procurement for review.
  - C. Vanderbilt Dr Landscape- Vanderbilt Beach Rd to Bluebill-New work order to complete plans is in process. Mike McGee will discuss revisions to the initial plans per the new engineering firm.
- VIII. **Project Manager Report Judy Sizensky**
  - A. Budget FY 24 December 2023
  - B. The work order is in process for the plans/estimate for The Dunes refurbishment from the Utility Burial project.
  - C. Greenway Multi-use Bike Path-Vanderbilt Drive-Gulf Shore Drive- CC Road Maintenance have made site visits to access work required to repair these areas.
- IX. **Old Business**
  - A. Potential Future Projects
- X. **New Business**
- XI. **Public Comment**
- XII. **Adjourn**

NEXT MEETING DATE

JANUARY 4, 2024

CC REGIONAL LIBRARY HEADQUARTERS-2385 ORANGE BLOSSOM DRIVE, NAPLES, FL



# Vanderbilt Beach M.S.T.U

## Advisory Committee

8300 Radio Road  
Naples, FL 34104

NOVEMBER 2, 2023

### I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

**Chair Forman** called the meeting to order at 2:15 P.M. Roll call was taken, and a quorum of four was established. The Pledge of Allegiance was recited.

### II. ATTENDANCE

Advisory Committee: Bruce Forman – Chairman  
William Sjostrom – Vice Chair (Excused)  
Mark Weber  
Gabriella R. Miyamoto  
William Arell Harris

Staff: Judy Sizensky - Project Manager  
Brian Wells – Director, PTNE  
Rosio Garcia – Operations Coordinator

Others: Aaron Gross – Ground Zero Landscaping  
Wendy Warren - Transcriptionist

### III. APPROVAL OF AGENDA

*Ms. Miyamoto moved to approve the Agenda of the Vanderbilt Beach MSTU Advisory Committee. Second by Mr. Weber. Carried unanimously 4 - 0.*

### IV. APPROVAL OF MINUTES

*Mr. Weber moved to approve the minutes of the October 5, 2023, Vanderbilt Beach MSTU meeting as presented. Second by Mr. Harris. Carried unanimously 4 - 0.*

### V. LANDSCAPE MAINTENANCE REPORT – Aaron Gross, Ground Zero Landscaping

**Mr. Gross** reported:

- The Community landscaping looks good.
- Conner Park landscaping was pruned, including Areka Palms, and fertilized.
- Irrigation bubblers and repair of two (2) lateral line valves will be undertaken to increase water flow to wilting plants.
- Street hedges were pruned within three (3) feet to enhance site line visibility.

*Ms. Sizensky will contact the Parks and Recreation Department to ascertain plans for the mulch stored in the parking lot.*

## **VI. VANDERBILT DRIVE REFURBISHMENT – Judy Sizensky**

*Ms. Sizensky introduced Brian Wells, PTNE Director, to the Committee.*

### **A. Regatta Corner of Vanderbilt Beach Drive and Vanderbilt Beach Road**

**Ms. Sizensky** reported:

- The project documents are under review with the Procurement Division.
- A Scope of Work (SOW) for the project will be advertised and posted on Bid-Sync for quotes from General Contractors.
- The contract will be awarded to the lowest qualified bidder.
- The project will be scheduled for the second or third quarter of 2024.
- Consideration will be given to coordinating the work required for the landscape projects at Vanderbilt Drive and The Regatta Vanderbilt Beach with the crosswalk project.
- A *Welcome to Vanderbilt Beach* sign is **not** incorporated in the design.
- Direct Select bids for the Regatta project were higher than anticipated necessitating a full bid solicitation.
- The full bid solicitation, processed through the Procurement Division, has not been distributed.

#### Project Award Procedure

**Ms. Sizensky** reported:

- A work order has been created for the project engineers, surveyors, etc.
- The first solicitation is *Direct Select* to general contractors on the County's approved list.
- If the bid exceeds the financial specifications for *Direct Select*, the project becomes a full bid solicitation processed through the Procurement Division.
- Bids are reviewed and the contract awarded to the lowest qualified bidder.
- With Committee recommendation, the contract proposal is presented to the Board of County Commissioners (BCC) for consideration.

### **B. Crosswalks (5 with 1 alternate) Along Vanderbilt Beach Drive**

**Ms. Sizensky** reported:

- Trebilcock Consulting Solutions and McGee & Associates completed engineering and construction plans for five (5 with 1 alternate) ADA compliant paver crosswalks on Vanderbilt Drive.
- Two (2) of the crosswalks will be constructed at The Regatta, three (3) at The Anchorage, The Dunes of Naples, and Marina Bay and one (1-alternate) at Bluebill Avenue.
- The Request for Quote (RFQ) will be distributed to the vendor(s) on Collier County General Contractors Contract #19-7525 after January 2024.

#### Marina Bay Club of Naples Landscaping

Ground Zero Landscaping planted Arboricola and installed sod at Marina Bay to areas damaged during Phase IV construction. A hedge and rock material, noted on the original plan, will be installed to camouflage the pump and generator at a future date.

ADA compliant paver crosswalk, abutting curbs, will be installed to eliminate water puddling in conjunction with the crosswalk project. Installation will be staged to enable traffic to access the community.

**C. Vanderbilt Drive Landscape – Vanderbilt Beach Road to Bluebill Avenue Landscape West Side Vanderbilt Drive**

Ms. Sizensky reported:

- The environmentally conscious design, from Palm Court to Bluebill Avenue, includes Christmas Palm trees at the intersections, ground covers and a storm water *Rain Garden* in the west Right of Way (ROW). Drawings include a Landscape Planting Plan, an Irrigation Plan, and a Plant Schedule for reference. Conformance to the twenty-four (24) inch high sightline standard at intersections will be ensured.
- A drip line irrigation system will be installed to ensure adequate water supply to the landscaping.
- McGee and Associates will submit an *Opinion of Cost* on completion of final construction drawings.
- The Collier County General Contractors Contract #19-7525 will be utilized.
- On completion of McGee & Associates plans, a Scope of Work (SOW) will be prepared, an Invitation to Bid will be sent to contractors.
- The Road Maintenance Division will review the plans for impacts on utilities in the vicinity.
- A work order to complete the plans will be issued on receipt of a proposal from McGee & Associates for Annual Services for Landscape Architectural Maintenance Consulting Services for the Vanderbilt Beach MSTU for October 1, 2023, through September 30, 2024.

**VII. PROJECT MANAGER REPORT – Judy Sizensky**

**A. Budget FY-24**

Vanderbilt Beach MSTU Fund Budget 1617 dated November 2, 2023, prepared October 30, 2023.

**Purchase Orders**

1. Ground Zero Landscaping –
  - Incidentals are for landscape refurbishment and miscellaneous.
  - Ground Maintenance includes Conner Park and irrigation repairs.
2. MasTec North America – Contract for burial of conduit and placing of equipment for Florida Power & Light, Comcast cable and Century Link for Phase IV.
3. McGee & Associates – Landscape Architecture – Refurbishment of Vanderbilt Drive and Regatta Landscaping and miscellaneous projects.
4. Premier Staffing – Transcription Services.
5. Q Grady Minor & Associates - West Vanderbilt Drive Sidewalks.
6. Site One Landscape Supply – Irrigation Parts & Pumps.

**Budget Summary**

- a. Current Ad Valorem tax, Line 1, is \$1,756,300.00, an increase of 3.3% over FY-23.
- b. Transfers and Contributions, Line 13, in the amount of \$5,806,758.77, is a carry-over of unexpended FY-23 funds (minus a 5% reserve of \$89,200).
- c. Total Revenue, Line 14, is Budgeted at \$7,591,058.77, including investment interest, transfers, and contributions.

- d. Operating Expense, Line 36: Of the \$6,761,158.77 budgeted, \$1,248,455.12 is committed on existing Purchase Orders and \$5,313.65 has been spent, leaving a budget remainder of \$5,507,390.00 available within budget for additional operating expenses as needed.
- e. Capital Outlay, Line 38, budgeted at \$650,000.00, is for the current fiscal year long term projects, consistent with the MSTU ordinance and upon a motion from the Advisory Committee.
- f. Transfer to Fund 111, Line 39, in the amount of \$96,000.00, is for MSTU Staff salaries and accrued County overhead related to MSTU operations.
- g. Line 41, Transfer to the Property Appraiser, is budgeted at \$14,300.00.
- h. Transfer to the Tax Collector, Line 42, in the amount of \$36,200.00 is for collection of MSTU millage as part of the annual County tax bill, currently 0.5000 mills.
- i. Of the \$33,400.00 budgeted, for anticipated Maintenance and Capital projects in future fiscal years as identified in the Asset Management Plan, \$0 has been spent and a balance of \$33,400 remains.
- j. Total Budget, Line 46, lists FY-24 MSTU budgeted funds at \$7,591,058.77; with \$1,248,455.12 in tabulated Commitments, \$8,849.24 in Expenditures, and a Budget Remainder (total unspent funds) of \$6,333,754.41. The budget does not change does not change during the fiscal year.

### **General**

- a. Available funds are sufficient to satisfy outstanding invoices for Phase IV Utility Burial Project, landscaping at the Regatta of Naples at Vanderbilt Beach Road and Vanderbilt Drive, the Vanderbilt Drive landscape renovation project, and the crosswalks.
- b. Some FY-23 financial Commitments carried forward to FY-24.
- c. The October budget error entry for Ground Zero Landscaping, Ground Maintenance, in the amount of \$6,569,658.77 was removed.
- d. MasTec has an outstanding financial commitment of \$1,038,882.77 for Phase IV construction.
  - The third payment has been made.
  - **Ms. Sizensky** will prepare an *Executive Summary* for final payment approval from the Board of County Commissioners (BCC).
  - MasTec's final payment is anticipated to be under budget.
- e. The Q Grady Minor and Associates Purchase Order in the amount of \$76,976.00, covers Construction, Engineering, and Inspection (CEI) work for the landscaping project at the Regatta of Naples.
- f. FY-24 millage rate of 0.5000 will fund future projects, as well as the existing MSTU assets identified in the Capital Asset Management Plan, updated annually.
- g. Funds not spent in FY-24 (fiscal year 2024) will be carried forward into FY-25.
- h. Funds collected by the Vanderbilt Beach MSTU cannot be utilized outside of the MSTU.

### **B. Phase IV Utility Burial Status**

**Ms. Sizensky** reported that the Phase IV Utility Burial Project is complete.

### **C. The Dunes of Naples Landscape Refurbishment**

**Ms. Sizensky** reported that McGee & Associates is developing a plan to enhance landscaping along the roadway at The Dunes of Naples. A simulated Japanese waterway may be incorporated into the plan. Homeowner Association approval of the landscape plan is required.

*Ms. Sizensky will follow up with Mr. McGee to determine a date for the conceptual plan and cost estimate presentations to the Committee.*

**D. Greenway Multi-Use Bike Path – Vanderbilt Drive North of Blue Bill**

**Ms. Sizensky** reported:

- A ten (10) foot bike and pedestrian path north of The Dunes of Naples on Vanderbilt Drive near the bridge cannot be navigated at high tide or during extreme rain events. 4
- Road Maintenance Division representatives will meet with Ms. Sizensky on site to review the proposal estimate for surveyor/engineering plans from RWA.
- The Road Maintenance Division may undertake construction of the twenty-four hundred (2400) foot sidewalk renovation project.
- The MSTU would reimburse Road Maintenance for the cost of the project.

*Ms. Sizensky will update the Committee on project progress at the December meeting.*

**VIII. OLD BUSINESS**

**A. Potential Future Projects**

Consideration will be given to new projects to be undertaken by the MSTU in 2024 and 2025. Current considerations include:

**1. Refurbish Bridge of Channel on Bluebill Avenue**

**Ms. Sizensky** will meet with the Road Maintenance Division to discuss cleaning the waterway bridge.

**2. Install Sidewalks East and West Side of Gulf Shore Drive**

**Ms. Sizensky** reported:

- A County wide “project meeting” created an opportunity to tour the sidewalk on the west side of Gulf Shore Drive with Road Maintenance.
- Cleanup and maintenance of the sidewalk will be requested at the walk through.
- A study by Jacobs Engineering in 2019 determined installation of a sixty-nine hundred (6900) linear foot sidewalk on the east side of Gulf Shore Drive from Vanderbilt Beach Road to Bluebill Avenue was not feasible due to Right of Way (ROW) limitations.

*Ms. Sizensky will contact Jacobs Engineering Group for information regarding the Walkability Study.*

**IX. NEW BUSINESS**

**A. Committee Appointments**

**Ms. Sizensky** reported that the Board of County Commissioners reappointed Bruce Forman and Gabrielle Miyamoto to the Vanderbilt Beach Beautification MSTU Advisory Committee.

The four-year term expires on November 13, 2027, or at such time as the Board re-appoints Mr. Forman or Ms. Miyamoto or their successors.

**X. PUBLIC AND COMMITTEE COMMENTS**

**None**

**XI. ADJOURN**

**There being no further business for the good of the County, the meeting was adjourned by order of the Chair at 3:05 P.M.**

**VANDERBILT BEACH M.S.T.U. ADVISORY COMMITTEE**

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Bruce Forman, Chair

The minutes approved by the Board/Committee on \_\_\_\_\_, 2023 “*as submitted*” [\_\_\_] or “*as amended*” [\_\_\_].

**NEXT MEETING DATE:**

**DECEMBER 7, 2023 - 2:00 P.M.**

**Collier County Library Headquarters Branch – Sugden Theater  
2385 Orange Blossom Drive  
Naples, FL 34109**





VANDERBILT MSTU  
FUND 161700000  
December 7, 2023

	Vendor	Item	FY23	PO#	Budget	Commitments	Expenditures	Total
1					\$ (1,756,300.00)	\$ -	\$ (588,932.31)	\$ (1,167,367.69)
2					\$ -	\$ -		\$ -
3					\$ -	\$ -	\$ (10,871.06)	\$ 10,871.06
4					\$ (28,000.00)	\$ -	\$ (3,319.09)	\$ (24,680.91)
5					\$ -	\$ -		\$ -
6					\$ (1,784,300.00)	\$ -	\$ (603,122.46)	\$ (1,181,177.54)
7					\$ 14,300.00	\$ -	\$ 3,535.59	\$ 10,764.41
8					\$ 36,200.00	\$ -	\$ 12,028.65	\$ 24,171.35
9					\$ -	\$ -	\$ -	\$ -
10					\$ (4,780,100.00)	\$ -	\$ -	\$ (4,780,100.00)
11					\$ (1,115,858.77)	\$ -	\$ -	\$ (1,115,858.77)
12					\$ 89,200.00	\$ -	\$ -	\$ 89,200.00
13					\$ (5,806,758.77)	\$ -	\$ 15,564.24	\$ (5,822,323.01)
14					\$ (7,591,058.77)	\$ -	\$ (587,558.22)	\$ (7,003,500.55)
15					\$ 10,000.00	\$ -	\$ -	\$ 10,000.00
16	Collier County	Indirect Cost		Direct Pay	\$ 8,700.00	\$ 8,700.00		\$ -
17	Collier County	Real Property Department		Direct Pay	\$ 1,000.00	\$ -		\$ 1,000.00
	Ground Zero Landscaping Serv	Landscape Incidentals		4500226992	\$ 100,000.00	\$ 47,533.33	\$ 9,466.67	\$ -
					\$ -			\$ -
	Real Property	Easement			\$ -			\$ -
18					\$ 100,000.00	\$ 47,533.33	\$ 9,466.67	\$ 43,000.00
							\$ -	
	Ground Zero Landscaping Serv.	Ground Maintenance		4500226992		\$ 16,942.50	\$ 13,617.50	
	Mastec North America	Bury & Activate overhead utilities		4500210804		\$ 1,038,882.77	\$ -	
	Q Grady Minor	WO West Vanderbilt Dr Sidewalks		4500225615		\$ 76,976.00		
19					\$ 6,569,658.77	\$ 1,132,801.27	\$ 13,617.50	\$ 5,423,240.00
20					\$ 100.00	\$ -		\$ 100.00
21	FPL	Electricity		4700004865	\$ 700.00	\$ 400.00		\$ 300.00
22	Collier County Utility	Water & Sewer		4700004940	\$ 50,000.00	\$ 26,228.57	\$ 8,771.43	\$ 15,000.00
23	St. John the Evangelist	Meeting Room Rental		Working on PO REQ	\$ 1,000.00			\$ 1,000.00
25	Collier County	Insurance General		Direct	\$ 600.00	\$ 600.00		\$ -
26	Site One	Irrigation Parts		4500227226	\$ 5,000.00	\$ 2,625.74	\$ 374.26	\$ 2,000.00
27					\$ 5,000.00			\$ 5,000.00
28					\$ 2,000.00			\$ 2,000.00
29					\$ 1,000.00			\$ 1,000.00
	Legal Advertisment			REQ 10322111		\$ 650.00		\$ (650.00)
30	Premier Staffing	Transcriptionist Serv.		4500227789	\$ 2,500.00	\$ 2,128.75	\$ 371.25	\$ -
31		Office Supplies			\$ 200.00			\$ 200.00
32	JM Todd	Monthly CPC (shared) (monthly lease)		4500227043	\$ 200.00	\$ 131.08	\$ 18.92	\$ 50.00
33								\$ -
34					\$ 3,000.00	\$ -		\$ 3,000.00
35					\$ 500.00			\$ 500.00
36					\$ 6,761,158.77	\$ 1,221,798.74	\$ 32,620.03	\$ 5,506,740.00
37					\$ 650,000.00	\$ -	\$ -	\$ 650,000.00
38					\$ 650,000.00	\$ -	\$ -	\$ 650,000.00

**VANDERBILT MSTU  
FUND 161700000  
December 7, 2023**

		FY23						
39	TRANS TO 111 UNINCOR				\$ 96,000.00	\$ -		\$ 96,000.00
40	<b>TRANSFERS</b>				<b>\$ 96,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,000.00</b>
41	Budget Trans from Appraiser				\$ 14,300.00	\$ -	\$ 3,535.59	\$ 10,764.41
42	Budget Trans from Tax Collector				\$ 36,200.00	\$ -	\$ 12,028.65	\$ 24,171.35
43	<b>TRANSFERS CONST</b>				<b>\$ 50,500.00</b>	<b>\$ -</b>	<b>\$ 15,564.24</b>	<b>\$ 34,935.76</b>
44	RESV For Capital Out				\$ 33,400.00	\$ -	\$ -	\$ 33,400.00
45	<b>RESERVES</b>				<b>\$ 33,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 33,400.00</b>
46	<b>TOTAL BUDGET</b>				<b>\$ 7,591,058.77</b>	<b>\$ 1,221,798.74</b>	<b>\$ 48,184.27</b>	<b>\$ 6,321,075.76</b>

2,068,487,415	FY 10 Final Taxable Value
2,005,897,752	FY 11 Final Taxable Value
1,910,384,837	FY 12 Final Taxable Value
1,904,053,751	FY 13 July 1 Taxable Value
1,945,640,639	FY 14 July 1 Taxable Value
2,044,186,286	FY 15 July 1 Taxable Value
2,195,715,846	FY 16 July 1 Taxable Value
2,385,578,106	FY 17 July 1 Taxable Value
2,560,181,524	FY 18 July 1 Taxable Value
2,673,862,805	FY 19 July 1 Taxable Value
2,805,690,115	FY 20 July 1 Taxable Value
2,874,630,743	FY 21 July 1 Taxable Value
2,977,182,419	FY22 July 1 Taxable Value
3,404,417,979	FY23 July 1 Taxable Value
3,512,537,975	FY24 July 1 Taxable Value
	<b>3.28%</b>
	<b>FY 24</b>
	<b>FY 23</b>

Total Available Balance	\$ 6,321,075.76
Plus Committed And Not Spent	\$ 1,221,798.74
<b>Estimated Cash</b>	<b>\$ 7,542,874.50</b>

Estimated Cash Less Uncollected Ad Valorem Taxes	<b>\$ 6,375,506.81</b>
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<b>Actual Cash</b>
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*Prepared on 12/05/23*

## **Potential Future Project for Discussion As of November 2, 2023**

1. **Refurbish bridge of channel on Bluebill**

The Committee suggested cleaning the waterway bridge and/or researching application of a veneer stone.

PM will meet with new Road Maintenance Management as soon as possible.

2. **Install Sidewalks east and west side of Gulf Shore Drive**

The Road Maintenance Division is considering sidewalk installation on the east side of Gulf Shore Drive for 2025. Design and fund allocation are required; sidewalks must conform to County code and be ADA compliant. A bike path should be incorporated into the project design. Drainage would have to be redesigned to accommodate the installation.

Project timeline depends on coordination with Road Maintenance and Capital Planning.

PM will discuss with Road Maintenance during planned meeting.