

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

August 8, 2022

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Chair Lewis called the meeting to order at 3:00 PM.

A quorum of five was present. The Pledge of Allegiance was recited.

II. ATTENDANCE

Advisory Committee: Dale Lewis, Chairman; Maria Schoenfelder, Vice-Chair.

Michael Cashman; Frank Cooper; Harry Wilson

County Staff: Harry Sells, Project Manager; Michelle Arnold, Director PTNE (Excused);

Rosio Garcia, Operations Coordinator (Excused)

Landscape: Robert Kindelan, Superb Landscape Services (Excused)

Others: Wendy Warren, Premier Staffing, Transcriptionist

III. APPROVAL OF AGENDA

Chair Lewis moved to approve the Agenda of the Radio Road Beautification M.S.T.U. Second by Vice Chair Schoenfelder. Carried unanimously 5 - 0.

IV. APPROVAL OF MINUTES – June 13, 2022

Chair Lewis moved to approve the minutes of the June 13, 2022, meeting as presented. Second by Mr. Cooper. Carried unanimously 5 – 0.

V. LANDSCAPE MAINTENANCE REPORT – Robert Kindelan, Superb Landscape (Excused)

Mr. Sells reported:

- Overall median landscaping is in good condition.
- Gold Mound shrubs were planted to fill voids in the first two medians on Devonshire Blvd.
- Firebush on the median at the intersection of Devonshire and Bellville Blvd. will be pruned.

VI. PROJECT MANAGER REPORT – Harry Sells

A. Review Current Budget Report 8/8/2022

Radio Road MSTU Fund Budget 158 dated August 8, 2022

- The FY-22 millage rate of 0.0000, was approved by the Board of County Commissioners (BCC).
- The FY-22 budget will be funded by Carry Forward Funds.
- Transfers and Contributions, Line 11, are \$519,495.00; a carry-over of unexpended FY-21 funds.
- Total Revenue, Line 12, is \$522,895.00, including investment interest, transfers, contributions, and expenditures.
- Purchase Orders: (Contractors)
 - Hannula Landscaping – Landscape & Irrigation for Rich King Entryway.
 - Hart's Electrical – Electrical Maintenance & Irrigation Repairs. *Closed.*

- Howard Fertilizer – Fertilizer.
- MAR Green Resource – Fertilizer. *Closed*
- McGee & Associates – Landscape Architecture; Rick King Refurbishment Plan Review. *Closed.*
- Naples Electric Motor Works – Mixing Chamber Pump. *Closed.*
- Premier Staffing – Transcription Services.
- SiteOne Landscape Supply – Irrigation Parts & Pumps.
- Superb Landscape Services –
 - Incidentals is for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs.
- Red indicates a Purchase Order has been closed and the money expended.
- Operating Expense, Line 32, is budgeted at \$126,395.00; with current Commitments of \$34,232.41, Expenditures of \$65,227.34, and a Budget Remainder (unspent operating funds) of \$26,935.25.
- Capital Outlay, Line 34, budgeted at \$100,000.00, has a current Commitment of 67,591.61 to fund the *Rich King Memorial Greenway Entrance Project*, and a Budget remainder of \$32,408.39.
- Transfer to Fund 111, Line 35, in the amount of \$40,700.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Transfer to the Tax Collector, Line 36, in the amount of \$100.00, is for collection of M.S.T.U. millage as part of the tax bill, currently 0.0000 mills.
- Reserves, Line 39, budgeted at \$255,700.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 40, lists FY-22 M.S.T.U. budgeted funds at \$522,895.00; with tabulated Commitments of \$101,824.02, Expenditures of \$105,928.71, and a Budget Remainder (total unspent funds) of \$315,142.27. The Budget amount of \$522,895.00 does not change during the fiscal year.

A budget amendment to finance special projects, consistent with the M.S.T.U. Ordinance, can be undertaken upon a recommendation by the Advisory Committee and approval by the Board of County Commissioners (BCC).

Radio Road MSTU Fund 158 Budget FY-23

- The FY-23 budget is effective October 1, 2022.
- The County Manager’s Office directed the Office of Management & Budget to maintain the current millage rate and operate off reserve funding for one (1) more year.
- The Ad Valorem Taxable dollar value data from the Property Appraiser’s site will be distributed at the October meeting.
- Unexpended budget remainder funds as of September 30, 2022, Line 40, will carry-over to the FY-23 budget.
- FY-22 Purchase Orders will be closed out and new Purchase Orders generated.

Reserve for Capital

- Funds from Reserves, Line 39, can be accessed if necessary for current year expenditures by a Budget Amendment, upon approval by the Board of County Commissioners (BCC).
- The *Capital Maintenance Plan*, which identifies community assets and defines financial requirements to maintain these known assets, as well as reserves for catastrophic events, are reflected in the Budget as *Capital for Reserve*.

Establishing a Reserve Policy will be added to the September meeting Agenda as a topic for discussion.

B. New Landscape Maintenance Contractor – Superior Landscaping and Lawn Service

- The Procurement Services Division released an *Invitation to Bid (ITB) No. 22- 7978*, for Landscape Maintenance of the Radio Road M.S.T.U. Roadway on May 26, 2022.
- Superior Landscaping & Lawn Service, Inc., Grow Care Outdoor Solutions, LLC and Superb Landscape Services, Inc. submitted proposals.
- In accordance with County policy, the contract is awarded to the lowest qualified bidder, Superior Landscaping & Lawn Service, Inc.
- The contract includes monthly maintenance of the Rich King Memorial Greenway landscaping.
- The three-year contract with two (2) one-year renewal options, is subject to approval by the Board of County Commissioners (BCC).
- Effective contract date is December 12, 2022.

Mr. Cooper recommended the Board of County Commissioners award the Landscape Maintenance Radio Road M.S.T.U. Roadway contract in the amount of \$72,837.27 to Superior Landscaping & Lawn Service, Inc. Second by Chair Lewis. Carried unanimously 5 – 0.

C. Status of Irrigation System

Devonshire Blvd.

- Four (4) failed valves will be replaced on receipt of parts ordered.

Proposed Radio Road at Devonshire Blvd. and Countryside Dr. Intersection Improvements.

- The Road Maintenance Division and Traffic Operations plan to modify the Radio Road left hand turn lanes at the intersection of Devonshire Blvd. and Countryside Dr. by twelve (12) feet.
- The main water line for Devonshire Blvd. runs under the roadway and must be relocated.
- The Road Maintenance Division will perform the work and install a new irrigation line parallel to the County's line.
- The MSTU will assume fiscal responsibility for the cost of installing their water line.

Mr. Sells will update the Committee on the cost and timeline for the irrigation line construction at a future meeting.

D. Rich King Refurbishment Status Report

The Board of County Commissioners awarded Contract No. 21-7941 in the amount of \$67,591.61, to Hannula Landscaping and Irrigation, Inc. for landscaping the south entry of the Rich King Memorial Greenway on Radio Road.

- The irrigation system, except for the heads, is installed.
- Hannula will install the filters and flushing valves for the drip line portion of the irrigation system.
- Plant material installation is scheduled for August 2022.
- Paver installation between the sidewalk and the street is estimated mid-September.
- Estimated period for completion is thirty (30) to forty (40) days.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

None

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 3:36 P.M.


NEXT M.S.T.U. MEETING

SEPTEMBER 12, 2022

495 Belville Boulevard

Naples, Florida 34104

RADIO ROAD MSTU ADVISORY COMMITTEE



Dale Lewis, Chairman

The Minutes were approved by the Committee on Sept 12, 2022 as presented X or as amended ____.