





Radio Road Beautification M.S.T.U.
Advisory Committee
8300 Radio Road
Naples Florida 3410

March 13, 2023 3:00 PM

CAT TRANSFER CONFERENCE ROOM
8300 Radio Road

Others are encouraged to attend via Zoom video conference

AGENDA

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- II. ATTENDANCE**
Advisory Committee Vacant (3/3/24)
Maria Schoenfelder Vice Chairman (3/3/25)
Michael Cashman (3/3/26)
Frank Cooper (3/3/24)
Harry Wilson (3/3/25)
Staff Harry Sells- Project Manager,
Transcriptionist Wendy Warren
- III. APPROVAL OF AGENDA**
- IV. APPROVAL OF MINUTES: Feb 13, 2023**
- V. LANDSCAPE – SUPERIOR LANDSCAPE, JOAN CRUZ**
- VI. ELECTION OF OFFICERS**
- VII. PROJECT MANAGER REPORT- HARRY SELLS**
 - A. Review of Current Budget 3/13/2023
 - B. Status of Irrigation System
 - C. Discussion of Meeting with Commissioner Kowal
- VIII. OLD BUSINESS**
 - A. Discussion of Budget Reserve Policy, [Maintenance Plan](#)
 - B. Discussion of [FY 24 Budget](#)
- IX. NEW BUSINESS**
- X. COMMITTEE MEMBER COMMENTS**
- XI. PUBLIC COMMENTS**
- XII. ADJOURNMENT**

NEXT MEETING:
APRIL 10, 2023 3:00 PM
CAT TRANSFER
8300 RADIO ROAD



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

February 13, 2023

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Vice Chair Schoenfelder called the meeting to order at 3:00 PM.
A quorum of four was present. The Pledge of Allegiance was recited.

Mr. Sells reported that Chair Dale Lewis has resigned from the Radio Road M.S.T.U.

II. ATTENDANCE

Advisory Committee: Vacancy, Chair
Maria Schoenfelder, Vice Chair
Michael Cashman
Frank Cooper
Harry Wilson

County Staff: Harry Sells, Project Manager
Michelle Arnold, Director PTNE (ZOOM)
Rosio Garcia, Operations Coordinator (ZOOM)

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 M.S.T.U. as amended:
*Add: IX. Old Business - C. Left Turn Lane Modification at Radio Road and Devonshire Boulevard.
Second by Vice Chair Schoenfelder. Carried unanimously 4 - 0.*

IV. APPROVAL OF MINUTES: December 12, 2022

Mr. Wilson moved to approve the minutes of the December 12, 2022; meeting as presented.
Second by Mr. Cashman. Carried unanimously 4 - 0.

V. LANDSCAPE MAINTENANCE REPORT – Superior Landscaping, Joan Cruz

Mr. Cruz reported:

Rich King Memorial Greenway

- Overall, the landscaping is in satisfactory condition.
- Grass will be treated for weeds.
- The stone mulch bordering the sidewalk is attractive, however pedestrian traffic scatters the material onto the sidewalk. *A solution for confining the stone to the property edge, such as installation of metal edging, will be researched.*

Devonshire Boulevard

The median(s) needs to be relandscaped after removal of four (4) Sabal Palms.

- A three (3) tier design is not recommended.
- The Gold Mound should be removed.

- Based on maintenance requirements to ensure twenty-four (24) inch sight line visibility, Juniper is not a consideration.
- Dwarf variegated Schefflera was suggested as one plant alternative.

Mr. Cruz will inspect the median and provide recommendations for a planting scheme to the Committee at the March meeting.

Mr. Sells reported:

- The M.S.T.U will be reimbursed by Florida Power & Light’s (FPL) for damage to landscaping and irrigation during installation of poles on the east side of the property at the south entry to Rich King Memorial Greenway.
- The plaque for the Rich King Memorial Greenway benches was presented to the Committee.
- A Yellow Trumpet Tabebuia Tree will be planted on Devonshire Blvd. to replace the tree downed by hurricane Ian.
- Fertilizer and mulch will be applied to all the medians.
- A request was received from an HOA to trim the Clusia hedge bordering their property.

The Committee noted:

- Superior Landscaping maintains the Clusia hedge bordering Devonshire Blvd.
- The Condominium Association Board was apprised in 2022 of their responsibility to trim and remove invasive vines from the Clusia hedge bordering Association property on their side of the hedge.
- The Committee noted the MSTU can consider landscape maintenance in the area if the Association permits Superior Landscaping to enter the hedge area abutting their property.

VI. ELECTION OF OFFICERS

Nomination for Chair

Mr. Cooper nominated Maria Schoenfelder for the position of Chair of the Radio Road M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Cashman. Nominations were closed and no others were tendered. Carried unanimously 4 - 0.

Ms. Schoenfelder assumed the Chair.

Nomination for Vice-Chair

Mr. Cooper nominated Harry Wilson for the position of Vice Chair of the Radio Road M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Mr. Cashman. Nominations were closed and no others were tendered. Carried unanimously 4 - 0.

Mr. Wilson assumed Vice Chair.

VII. REVIEW OF BY-LAWS

A. By-laws Review

The Committee discussed the by-laws for the Radio Road Municipal Service Taxing Unit with Staff affirming the document is identical to the current by-laws.

Mr. Cooper motioned to approve the Radio Road Municipal Service Taxing Unit (M.S.T.U.) by-laws. Second by Chair Schoenfelder. Carried unanimously 4 - 0.

Maria Schoenfelder, Chair; Harry Wilson, Vice Chair; Michael Cashman and Frank Cooper signed the by-laws for the Radio Road M.S.T.U. Advisory Committee on the 13th day of February 2023.

VIII. PROJECT MANAGER REPORT – Harry Sells

A. Review Current Budget Report 2/13/2023.

Radio Road MSTU Fund Budget 158 dated February 13, 2023

- FY-23 Taxable Value increased 17.39% over FY-22.
- The FY-23 millage rate, approved by the Board of County Commissioners (BCC), is 0.0000.
- The FY-23 budget will be funded by Carry Forward Funds.
- Transfers and Contributions, Line 9, are (\$332,326.20), a carry-over of unexpended FY-22 funds.
- Total Revenue, Line 10, is (\$343,026.20), including investment interest, transfers, contributions, and expenditures.
- Purchase Orders: (Contractors)
 - Hannula Landscaping – Landscape & Irrigation for Rich King Entryway. *The project is completed.*
 - Premier Staffing – Transcription Services.
 - SiteOne Landscape Supply – Irrigation Parts & Pumps.
 - Superior Landscaping Services –
 - Incidentals is for landscape refurbishment and miscellaneous.
 - Grounds Maintenance includes irrigation repairs.
- Operating Expense, Line 30, is budgeted at \$154,700.00; with current Commitments of \$86,567.76, Expenditures of \$22,124.94, and a Budget Remainder (unspent operating funds) of \$46,007.30.
- Capital Outlay, Line 32, budgeted at \$68,026.20, has Expenditures for final invoice paid to Hannula Landscaping in the amount of \$10,026.20 and a Budget remainder of \$58,000.00.
- Transfer to Fund 111, Line 33, in the amount of \$43,900.00, is for M.S.T.U. Staff salaries and accrued County overhead related to M.S.T.U. operations.
- Reserves, Line 35, budgeted at \$67,400.00, is designated for Insurance and Catastrophic damage repair.
- Total Budget, Line 37, lists FY-23 M.S.T.U. budgeted funds at \$334,026.20; with tabulated Commitments of \$86,567.76, Expenditures of \$32,151.14, and a Budget Remainder (total unspent funds) of \$215,307.30. The Budget amount of \$334,026.20 does not change during the fiscal year.

Mr. Sells noted:

- \$30,000.00 is available for Landscape Incidentals (replacement of plants, shrubs and trees).
- Funds can be transferred between categories if a shortfall occurs.
- The FY-23 millage rate of 0.0000 is insufficient to fund future maintenance of M.S.T.U. assets identified in the Capital Asset Management Plan, updated annually.
- Funds from Reserves, Line 36, can be accessed for the current year's expenditures or to finance special projects consistent with the M.S.T.U. Ordinance, upon a recommendation by the Advisory Committee and approval by the Board of County Commissioners (BCC).
- Fund 158 is exclusive to the Radio Road M.S.T.U. and cannot be utilized by outside entities.

B. Sightline Issues at Appleby – Removal of Plants

- Green Island Ficus shrubs were removed to improve the left view line of sight exiting the shopping center at the Appleby location.

- Bartlett Tree Experts provided a cost quote in the amount of \$2,250.00 to remove four (4) Sabal Palms on the Devonshire Boulevard median. *Mr. Sells will supervise the work.*

C. Status of Irrigation System

Staff reported functional issues will be identified and repairs made.

IX. OLD BUSINESS

A. Discussion of Budget Reserve Policy, Maintenance Plan

Long- and Short-Term Maintenance Plan, Annual Reserve Requirement 2024

The reformatted plan, updated annually, identifies annual maintenance expense from long term asset repair and replacement.

- The *Capital Asset Management Plan*, which identifies community assets and defines financial requirements to maintain these assets, as well as reserves for catastrophic events, are reflected in the Budget as *Capital for Reserve*.
- Short term items include annual routine maintenance, plant removal and irrigation repairs with current cost estimated at \$107,750.00 annually.
- Long term categories encompass irrigation replacement, hurricane damage repairs and plant replacements.
- Annual Reserve Requirement for 2024 for the Long-Term Maintenance Plan is \$101,158.00.

B. Discussion of FY 24 Budget

- FY-24 Ad Valorem Tax Revenue, Line 1, will be revised based on July 1, 2023, taxable value.
- Transfers and Contributions, Line 9, of \$332,326.00 is the estimated carry-over of unexpended FY-23 funds (minus a reserve of \$100.00).
- Other Contractual, Line 20, is budgeted at \$64,000.00 for short term maintenance.
- Funds are not allocated for Reserves for Capital.
- The Total Budget FY-24 is \$155,400.00.
- The FY-24 budget will be presented to the Committee for recommendation to the Board of County Commissioners (BCC).

Millage Rate:

The Committee analyzed the Millage Rate of 0.000 with consideration for current and future expenses, noting it is currently operating with funds carried forward from previous years. The Committee confirmed the current rate is not sufficient to operate the M.S.T.U. in FY-24 and recommended an increase.

C. Left Hand Turn Lane Modification at Radio Road and Devonshire Boulevard

- The Road Maintenance Division and Traffic Operations is modifying the Radio Road left turn lanes at the intersection of Devonshire Blvd. and Countryside Dr. by twelve (12) feet.
- The main water line for Devonshire Blvd., which runs under the roadway, will be relocated.
- The Road Maintenance Division assumed responsibility for contract execution, work performance, and installation of the new irrigation line parallel to the County's line.
- The M.S.T.U.'s financial responsibility for the installation is \$16,311.95, which will be funded from the Capital Outlay budget.

Mr. Cooper motioned to authorize the expenditure of \$16,311.95 for the M.S.T.U.'s portion of the expense for the Left Turn Lane modification project for Devonshire Boulevard. Second by Mr. Cashman. Carried unanimously 4 - 0.

X. NEW BUSINESS

Meeting with Commissioner Kowal, District 4

Ms. Arnold scheduled a meeting February 21, 2023, at 4:00 P.M. with Commissioner Kowal, Mr. Sells and a member of the Advisory Committee, to review the Radio Road M.S.T.U. Budget and the necessity for a millage rate increase to fund FY-24 operations.

Project Manager Introduction

Ms. Arnold noted Project Manager candidates have been interviewed and a recommendation submitted to the department responsible for the final selection. Committee members will have an opportunity to meet with the new Manager following the appointment by the County.

XI. COMMITTEE MEMBER COMMENTS

None

XII. PUBLIC COMMENTS

None

XIII. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 5:13 P.M.

**NEXT M.S.T.U. MEETING
MARCH 13, 2023 - 3:00 PM
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 158
March 13, 2023**

	Vendor	Item	FY 23	PO#	Budget	Commitments	Expenditures	Total
1	OVERNIGHT INTEREST				\$ -	\$ -	\$ (1,586.09)	\$ 1,586.09
2	INVESTMENT INTEREST				\$ (1,700.00)	\$ -	\$ (726.22)	\$ (973.78)
3	REVENUE STRUCTURE				\$ (1,700.00)	\$ -	\$ (2,312.31)	\$ 612.31
4	TRANSFERS FROM PROP APP				\$ -	\$ -	\$ -	\$ -
5	TRANSFERS FROM TAX COLL				\$ -	\$ -	\$ -	\$ -
6	CARRY FORWARD GEN				\$ (314,400.00)	\$ -	\$ -	\$ (314,400.00)
7	CARRY FORWARD OF ENCUMB				\$ (18,026.20)	\$ -	\$ -	\$ (18,026.20)
8	NEG 5% EST REV				\$ 100.00	\$ -	\$ -	\$ 100.00
9	TRANSFERS & CONTRIB				\$ (332,326.20)	\$ -	\$ -	\$ (332,326.20)
10	TOTAL REVENUE				\$ (334,026.20)	\$ -	\$ (2,312.31)	\$ (331,713.89)
11	ENGINEERING FEES				\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
12	INDIRECT COST	Collier County		Direct Pay	\$ 3,400.00	\$ 1,700.00	\$ 1,700.00	\$ -
13	INTERDEPT PAYMENT				\$ 4,000.00	\$ -	\$ -	\$ 4,000.00
14		Superb Landscaping	Landscape Incidentals	4500220272		\$ 429.84	\$ 2,575.16	
		Superior Landscaping	Landscape Incidentals	4500222418		\$ 21,000.00		
	LANDSCAPE INCIDENTALS				\$ 30,000.00	\$ 21,429.84	\$ 2,575.16	\$ 5,995.00
15		Superb Landscaping	Grounds Maintenance	4500220272		\$ -	\$ 17,870.00	
		Superior Landscaping	Grounds Maintenance	4500222418		\$ 48,943.62	\$ 3,640.58	
		THE FA BARTLETT TREE EXPERT COMPANY	Tree Removal	4500223175		\$ 2,225.00		
	OTHER CONTRACTUAL				\$ 100,000.00	\$ 51,168.62	\$ 21,510.58	\$ 27,320.80
16	ELECTRICITY	FP&L	Electricity	4700004665	\$ 2,000.00	\$ 1,274.11	\$ 585.89	\$ 140.00
17	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 300.00	\$ 150.00	\$ 150.00	\$ -
18	SPRINKLER MAINTENANCE	SiteOne Landscape Supply	Irrigation Parts	4500220274	\$ 5,000.00	\$ 2,339.30	\$ 1,160.70	\$ 1,500.00
19	MULCH				\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
20	LEGAL ADVERTISING				\$ 300.00	\$ -	\$ -	\$ 300.00
21	OTHER MISCELLANEOUS	Premier Staffing	Transcriptionist Services	4500221197	\$ 2,000.00	\$ 2,600.00	\$ 148.50	\$ (748.50)
22	COPY CHARGES	JM TODD	Monthly CPC (Shared)	4500221236	\$ 200.00	\$ 115.95	\$ 84.05	\$ -
23	FERT HERB CHEM				\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
24	OTHER OPERATING SUPPLIES				\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
25	OPERATING EXPENSE				\$ 154,700.00	\$ 80,777.82	\$ 27,914.88	\$ 46,007.30
26	IMPROVEMENTS GENERAL	Hannula Landscaping	Landscape & Irrig. Rich King	4500217712	\$ 68,026.20		\$ 10,026.20	\$ 58,000.00
27	CAPITAL OUTLAY				\$ 68,026.20	\$ -	\$ 10,026.20	\$ 58,000.00
28	Reimbursement for Staff Support				\$ 43,900.00	\$ -	\$ 43,900.00	\$ -
29	TRANSFERS				\$ 43,900.00	\$ -	\$ 43,900.00	\$ -
30	RESERVE FOR CAPITAL				\$ 67,400.00	\$ -	\$ -	\$ 67,400.00
31	RESERVES				\$ 67,400.00	\$ -	\$ -	\$ 67,400.00
32	TOTAL BUDGET				\$ 334,026.20	\$ 80,777.82	\$ 81,841.08	\$ 171,407.30

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
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

Total Available Balance	\$	171,407.30
Plus Committed And Not Spent	\$	80,777.82
Estimated Cash	\$	252,185.12

Prepared 3/3/23

	17.39%	Adj. FY 22 to FY23	
Millage	FY 23 July Taxable Value	FY 22	
Extension	0.0000	0.0000	Maximum Cap = .5000
	0	0	

Radio Road Budget FY 23 and FY 24

	Vendor	Item	PO#	Budget FY23	Budget FY24
1		OVERNIGHT INTEREST		\$ -	
2		INVESTMENT INTEREST		\$ (1,700.00)	\$ (700.00)
3		REVENUE STRUCTURE		\$ (1,700.00)	\$ (700.00)
4		TRANSFERS FROM PROP APP		\$ -	
5		TRANSFERS FROM TAX COLL		\$ -	
6		CARRY FORWARD GEN		\$ (314,400.00)	\$ (67,400.00)
7		CARRY FORWARD OF ENCUMB		\$ (18,026.20)	
8		NEG 5% EST REV		\$ 100.00	
9		TRANSFERS & CONTRIB		\$ (332,326.20)	\$ (67,400.00)
10		TOTAL REVENUE		\$ (334,026.20)	\$ (68,100.00)
11		ENGINEERING FEES		\$ 2,500.00	\$ 2,500.00
12	Collier County		Direct Pay	\$ 3,400.00	\$ 3,400.00
13		INDIRECT COST		\$ 4,000.00	\$ 4,000.00
14	Superb Landscaping	Landscape Incidentals	4500220272	\$ 5,400.00	\$ -
15	Superior Landscaping	Landscape Incidentals	4500222418	\$ 24,600.00	\$ 21,000.00
16		LANDSCAPE INCIDENTALS		\$ 30,000.00	\$ 21,000.00
17	Superb Landscaping	Grounds Maintenance	4500220272	\$ 13,000.00	\$ -
18	Superior Landscaping	Grounds Maintenance	4500222418	\$ 85,000.00	\$ 64,000.00
19	THE FA BARTLETT TREE EXPERT COMPANY	Tree Removal	4500223175	\$ 2,000.00	\$ -
20		OTHER CONTRACTUAL		\$ 100,000.00	\$ 64,000.00
21	FP&L	Electricity	4700004665	\$ 2,000.00	\$ 2,500.00
22	Collier County	Insurance	Direct Pay	\$ 300.00	\$ 300.00
23	SiteOne Landscape Supply	Irrigation Parts	4500220274	\$ 5,000.00	\$ 5,000.00
24		MULCH		\$ 1,500.00	\$ 1,500.00
25		LEGAL ADVERTISING		\$ 300.00	\$ -
26	Premier Staffing	Transcriptionist Services	4500221197	\$ 2,000.00	\$ 2,500.00
27	JM TODD	Monthly CPC (Shared)	4500221236	\$ 200.00	\$ 200.00
28		FERT HERB CHEM		\$ 2,500.00	\$ 2,500.00
29		OTHER OPERATING SUPPLIES		\$ 1,000.00	\$ 1,000.00
30		OPERATING EXPENSE		\$ 154,700.00	\$ 110,400.00
31	Hannula Landscaping	Landscape & Irrig. Rich King	4500217712	\$ 68,026.20	\$ -
32		CAPITAL OUTLAY		\$ 68,026.20	\$ -
33		Reimbursement for Staff Support		\$ 43,900.00	\$ 45,000.00
34		TRANSFERS		\$ 43,900.00	\$ 45,000.00
35		RESERVE FOR CAPITAL		\$ 67,400.00	
36		RESERVES		\$ 67,400.00	\$ -
37		TOTAL BUDGET		\$ 334,026.20	\$ 155,400.00

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
 955,918,992 FY 13 Final Taxable Value
 967,155,849 FY 14 Final Taxable Value
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 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

**HONORING DALE LEWIS
RADIO ROAD MSTU
COMMITTEE MEMBER/CHAIRMAN
HEADED RADIO RD LANDSCAPING**

