

### Radio Road Beautification M.S.T.U.



Advisory Committee 8300 Radio Road Naples Florida 341104

### FEBRUARY 11, 2021 1:00 PM

Committee Members and Project Manager will meet at 8300 Radio Road All others are encouraged to attend via Zoom video conference

#### **AGENDA**

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ATTENDANCE

Advisory Committee Dale Lewis, Chairman (3/3/24)

Maria Schoenfelder Vice Chairman (3/3/25)

Vacant (3/3/22)

Frank Cooper (3/3/24) Harry Wilson (3/3/25)

Staff Harry Sells- Project Manager,
Landscape Robert Kindelan, Commercial land

Transcriptionist Wendy Warren

- III. APPROVAL OF AGENDA
- IV. APPROVAL OF MINUTES: January 11, 2021
- V. LANDSCAPE MAINTENANCE REPORT ROBERT KINDELAN, Superb Landscape
- VI. PROJECT MANAGER REPORT HARRY SELLS
  - A. BUDGET REPORT FEBRUARY 11, 2021
  - B. PRUNING AND GENERAL MAINTENANCE ON DEVONSHIRE
  - C. STATUS OF IRRIGATION SYSTEM
  - D. RICH KING REFURBISHMENT
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
  - A. ASSET MAINTENANCE PLAN
  - B. BUDGET FY22
  - C. NEXT MEETING
  - IX. COMMITTEE MEMBER COMMENTS
  - X. PUBLIC COMMENTS
  - XI. ADJOURNMENT

NEXT MEETING: To Be Determined



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

**January 11, 2021** 

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

**Chairman Lewis** called the meeting to order at 3:24 PM.

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

#### II. ATTENDANCE

Advisory Committee: Dale Lewis; Chairman; Maria Schoenfelder; Vice-Chair; Helen Carella (Excused); Frank Cooper (Excused); Harry Wilson

County Staff: Harry Sells, Project Manager; Michelle Arnold, Director PTNE; Rosio Garcia, Administrative Assistant

Others: Wendy Warren, Transcriptionist; Robert Hinzmann, Resident.

#### III. APPROVAL OF AGENDA

Vice-Chair Schoenfelder moved to approve the Agenda of the Radio Road Beautification M.S.T.U.

as presented. Second by Mr. Wilson. Carried unanimously 3 - 0.

#### IV. APPROVAL OF MINUTES – February 10, 2020

Mr. Wilson moved to approve the minutes of the February 10, 2020 as presented. Second by Chair Lewis. Carried unanimously 3-0.

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

**Mr. Sells** reported the Clusia hedge was pruned and that the Black Olive trees on the West side and all large trees in the medians will be pruned in the next month. The Black Olive trees will be lifted and thinned. The lifting will raise the lower limbs ten feet above the sidewalk and the Clusia hedge.

### VI. PROJECT MANAGER REPORT – Harry Sells

#### A. BUDGET REPORT JANUARY 11, 2021

**Mr. Sells** distributed the "*Radio Road MSTU Funds 158 Budget for January 11, 2021* for information purposes highlighting as follows:

• The FY-21 millage rate of 0.0000, was approved by the Board of County Commissioners (BCC).

The MSTU will be operating off Reserve funding for the year.

- Taxable Value increased 4.15% FY-20.
- Total revenue FY-20 is \$658,788.15 including Investment Interest, 2019 Carry Forward Transfers and Contributions (minus a 5% reserve of \$400 based on Investment Interest of \$8,000.00).
- The budget will be funded by Carry Forward Funds. Income is recorded as a negative number, expenses positive.

- Operating Expense Budget is \$129,388.15.
- Unencumbered Operating Expense funds available are \$22,877.65.
- Majority of expenditures fund grounds maintenance, landscaping, and irrigation.
- Transfers to 111, Line 41, is for Staff salaries.
- Improvement General Funds, Line 31, are available to finance special projects or operating expense shortages with a budget amendment approved by the Board of County Commissioners.
- Total Available Balance is \$552,277.65.

#### **B. BUDGET DISCUSSION FY 22**

A preliminary FY-22 budget, effective October 1, 2021, with a 0.0000 millage rate, approved by the Board of County Commissioners (BCC) effective FY-21, was presented. *The MSTU will be operating off Reserve funding for the year*.

Estimated Total Budget \$488.788.15

- Operating Expense \$129,388.15
- Capital Outlay Budget \$100,000.00
- Reserve for Capital \$219,200.00

Budget will be modified with expenses for Rich King Memorial Parkway and Maintenance Plan.

#### C. IRRIGATION SYSTEM AND CONTROLLERS STATUS

The automated HydroPoint irrigation system, operating on a single isolation transformer, is performing well. A battery was added, bringing the total to three (3), for the controller.

#### D. PRUNING RADIO ROAD

Staged annual tree trimming, included Tabebuias and Black Olives, will be scheduled for January or February 2021. Canopy's will be raised to ten (10) foot height.

#### E. RICH KING REFURBISHMENT

**Mr. Sells** distributed a site, planting and irrigation plan for the Rich King Greenway noting water and electrical connections and a Hydropoint irrigation controller have been installed.

The Committee reviewed the plans noting:

- Pavers should be installed between the sidewalk and the road in lieu of sod.
- A landscape architect should review the plans and recommend modifications.

Chair Lewis motioned to retain McGee & Associates to review project plans and submit recommendations for a final landscape design. Second by Vice-Chair Schoenfelder.

Carried unanimously 3 – 0.

#### F. MAINTENANCE PLAN

**Ms. Arnold** presented the Radio Road MSTU Maintenance Plan FY-21 report which identifies community assets and defines financial requirements to maintain these known assets.

- The report addresses scheduled target dates for installation, repair and/or replacement of community assets and cost of annual maintenance for the items.
- Responsibilities include irrigation, landscaping, electric and water.
- Estimated annual maintenance projected expense of \$103,900.00 will be reflected as "Capital Replacement Reserve" on the FY-22 budget. Cost will increase with inflation and expansion of assets.

#### VII. OLD BUSINESS

None

#### VIII. NEW BUSINESS

#### A. **BUDGET 2022**

This item was addressed under Section VI. Project Manager's Report, Item B.

# B. RECOMMENDATION TO ACCEPT COMMITTEE MEMBERS Maria Schoenfelder and Harry Wilson: Application for Membership on Advisory Committee.

The Committee discussed Ms. Schoenfelder's and Mr. Wilson's applications to the Radio Road Beautification Advisory Committee for a four-year term noting contributions they have made to the Committee and willingness to be reappointed.

Chair Lewis moved to recommend the Board of County Commissioners reappoint Maria Schoenfelder and Harry Wilson to the Radio Road Beautification M.S.T.U. Advisory Committee

for a four-year term, commencing March 4, 2021. Second by Vice-Chair. Schoenfelder. Carried unanimously 3 – 0.

#### C. ELECTION OF OFFICERS 2021-2022

#### i. Nominations for Chair

Mr. Wilson nominated Dale Lewis for the position of Chair of the Radio Road Beautification M.S.T.U. Advisory Committee for one year, or until a successor is appointed. Second by Vice-Chair. Schoenfelder. Nominations were closed and no others were tendered. Mr. Lewis retained the Chair.

#### ii. Nominations for Vice-Chair

Chair Lewis nominated Maria Schoenfelder 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. Wilson. Nominations were closed and no others were tendered. Ms. Schoenfelder retained her position as Vice-Chair of the Committee.

#### D. APPROVAL OF BYLAWS

The Committee discussed the bylaws for the Radio Road Beautification Municipal Service Taxing Unit (MSTU) Advisory Committee with Staff reporting the document is identical to the current bylaws.

Chair Lewis motioned to approve the Radio Road Beautification Municipal Service Taxing Unit (M.S.T.U.) bylaws. Second by Mr. Wilson. Carried unanimously 3-0.

Chair Lewis, Vice-Chair Schoenfelder and Mr. Wilson signed the bylaws document.

#### IX. COMMITTEE MEMBER COMMENTS

None

#### X. **PUBLIC COMMENTS**

Robert Hinzmann queried regarding an "open" position on the Radio Road Beautification Advisory Committee.

Ms. Arnold noted a member of the Advisory Committee may be moving out of the district, creating a vacancy.

#### XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the

Chair at 3:50 P.M.

### NEXT M.S.T.U. MEETING: FEBRUARY 8, 2021 3:00 PM **Location to Be Determined**

	RADIO ROAD MSTU ADVIS	ORY COMMITTEE
	Dale Lewis, Chairman	
The Minutes were approved bor as amended	by the Committee on	,2021 as presented

#### **RADIO ROAD MSTU FUND 158**

February	11,	202
,	,	

		Vendor	ltem F	<b>721</b> PO#	Budget	Co	mmitments	E	xpenditures	Total
1	OVERNIGHT INTEREST				\$ -	\$	-	\$	(279.75)	\$ 279.75
2	INVESTMENT INTEREST				\$ (8,000.00)	\$	-	\$	(944.68)	\$ (7,055.32)
3	REVENUE STRUCTURE				\$ (8,000.00)	\$	-	\$	(1,224.43)	\$ (6,775.57)
4	TRANSFERS FROM PROP APP				\$ -	\$	-	\$	-	\$ -
5	TRANSFERS FROM TAX COLL				\$ -	\$	-			\$ -
6	CARRY FORWARD GEN				\$ (649,700.00)	\$	-	\$	-	\$ (649,700.00)
7	CARRY FORWARD OF ENCUMB				\$ (1,488.15)	\$	-	\$	-	\$ (1,488.15)
8	NEG 5% EST REV				\$ 400.00	\$	-	\$	-	\$ 400.00
9	TRANSFERS & CONTRIB				\$ (650,788.15)	\$	-	\$	-	\$ (650,788.15)
10	TOTAL REVENUE				\$ (658,788.15)	\$	-	\$	(1,224.43)	\$ (657,563.72)
11	ENGINEERING FEES				\$ 2,000.00	\$	-	\$	-	\$ 2,000.00
12	INDIRECT COST				\$ 3,300.00	\$	1,650.00	\$	1,650.00	\$ -
13	LANDSCAPE INCIDENTALS	Superb Landscaping		4500206173	\$ 21,000.00	\$	21,000.00	\$	-	\$ -
14	OTHER CONTRACTUAL	Superb Landscaping	Grounds Maintenance	4500206173	\$ 75,000.00	\$	58,100.00	\$	16,900.00	\$ -
15	POST FREIGHT	USPS	Bulk Mail fees & postage		\$ 4,000.00	\$	-	\$	-	\$ 4,000.00
16	ELECTRICITY	FP&L	Electricity	4700004400	\$ 1,500.00	\$	557.34	\$	292.66	\$ 650.00
17	WATER & SEWER	Collier County	Water & Sewer		\$ 2,000.00	\$	-	\$	-	\$ 2,000.00
18	RENT EQUIPMENT				\$ 200.00	\$	-	\$	-	\$ 200.00
19	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$ 300.00	\$	150.00	\$	150.00	\$ -
20	SPRINKLER MAINTENANCE	Siteone Landscape Supply		4500207049	\$ 4,000.00	\$	2,928.43	\$	1,811.57	\$ (740.00)
	MULCH				\$ 1,500.00	\$	-	\$	-	\$ 1,500.00
22	LANDSCAPE MATERIALS				\$ 4,000.00	\$	-	\$	-	\$ 4,000.00
23	PRINTING AND OR BINDING				\$ 4,000.00	\$	-	\$	-	\$ 4,000.00
24	OTHER MISCELLANEOUS	Premier Staffing	Transcriptionist Services	4500207146	\$ 3,288.15	\$	1,651.50	\$	148.50	\$ 1,488.15
25	OFFICE SUPPLIES				\$ 200.00	\$	-	\$	-	\$ 200.00
26	COPY CHARGES	JM TODD	Monthly CPC (Shared)	4500207221	\$ 200.00	\$	55.85	\$	44.15	\$ 100.00
27	FERT HERB CHEM	Howard Fertilizer	Fertilizer	VISA	\$ 1,300.00	\$	-	\$	660.50	\$ 639.50
28	OTHER OPERATING SUPPLIES				\$ 1,400.00	\$	-	\$	-	\$ 1,400.00
29	OTHER TRAINING				\$ 200.00	\$	-	\$	-	\$ 200.00
30	OPERATING EXPENSE				\$ 129,388.15	\$	86,093.12	\$	21,657.38	\$ 21,637.65
31	IMPROVEMENTS GENERAL				\$ 100,000.00	\$	-	\$	-	\$ 100,000.00
32	CAPITAL OUTLAY				\$ 100,000.00	\$	-	\$	-	\$ 100,000.00
33	Reimbursement for Staff Support				\$ 39,200.00	\$	-	\$	-	\$ 39,200.00
34	Budget Trans from Appraiser				\$ 1,000.00	\$	-	\$	-	\$ 1,000.00
35	TRANSFERS				\$ 40,200.00	\$	-	\$	-	\$ 40,200.00
36	RESERVE FOR CAPITAL				\$ 389,200.00	\$		\$	-	\$ 389,200.00
37	RESERVES				\$ 389,200.00	\$	-	\$	-	\$ 389,200.00
38	TOTAL BUDGET				\$ 658,788.15	\$	86,093.12	\$	21,657.38	\$ 551,037.65

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 Adj. 19 to 20 FY 19 0.1000 FY 20 Millage 0.0000 Maximum Cap = .5000 Extension **Property Tax Limitation Impact** 

1,358,426,325

6,064,235

Plus: Amendment #1 TV Component 0 1,352,362,090 Adj. Taxable Value 19 Levy 130,435 Rolled Back Rate (less Amend. One) 0.0964

FY 20 Gross Taxable Value

Minus: New Const. Annex.

Total Available Balance 551,037.65 \$ Plus Committed And Not Spent 86,093.12 Estimated Cash 637,130.77

Prepared 02-04-21

## Radio Road MSTU Maintenance Plan FY21

Category	Sub Category	Type / Location	(Current) OMS Numbers	Quantity	Units	Year (Install)	Year (Replace)	\$Cost (then YR)	Annual Maint
Irrigation	Mixing Chamber	5500 Radio Rd	1	1	EA	2007	2060	\$100,000	\$2,000
	Controller	Devonshire Blvd.	3	3	EA	2018	2026	\$10,000	\$500
	Controller	Rich King Greenway	1	1	EA	2020	2028	\$1,000	\$100
Electric	Meter	Radio/Devonshire	2	2	EA	2007	NA	\$2,000	\$300
Water	Flowmeter	Radio/Devonshire	2	2	EA	2019	2040	\$6,000	\$300
	Valves	Devonshire	40	40	EA	2007	2027	\$26,000	\$1,500
	Valves	Rich King - Radio Rd	4	4	EA	2020	2040	\$2,000	\$200
Landscaping	Median and roadside mowing, weeding,	Devonshire Blvd.	1,980 Ft	1,980	Ft	2007	As Needed	As needed	\$96,000
	Median Ornamental Trees	Devonshire Blvd.	91	91	EA	2007	As Needed	As needed	\$3,000
	Greenweay Entry landscape	Rich King Entrance on Radio Rd.	8,800	8,800	Sq Ft	2021	As Needed	TBD	TBD

Total	\$103.900

#### RADIO ROAD MSTU FUND 158 December 14 2020

		FY <sub>1</sub> 21				
		Vendor	Item	PO#	-	Budget
1	OVERNIGHT INTEREST				\$	-
2	INVESTMENT INTEREST				\$	(8,000.00)
3	REVENUE STRUCTURE				\$	(8,000.00)
4	TRANSFERS FROM PROP APP				\$	-
5	TRANSFERS FROM TAX COLL				\$	-
6	CARRY FORWARD GEN				\$	(479,700.00)
7	CARRY FORWARD OF ENCUMB				\$	(1,488.15)
8	NEG 5% EST REV				\$	400.00
9	TRANSFERS & CONTRIB				\$	(480,788.15)
10	TOTAL REVENUE				\$	(488,788.15)
11	ENGINEERING FEES				\$	2,000.00
12	INDIRECT COST				\$	3,300.00
13	LANDSCAPE INCIDENTALS	Superb Landscaping		4500206173	\$	21,000.00
14	OTHER CONTRACTUAL	Superb Landscaping	Grounds Maintenance	4500206173	\$	75,000.00
15	POST FREIGHT	USPS	Bulk Mail fees & postage		\$	4,000.00
16	ELECTRICITY	FP&L	Electricity	4700004400	\$	1,500.00
17	WATER & SEWER	Collier County	Water & Sewer		\$	2,000.00
18	RENT EQUIPMENT				\$	200.00
19	INSURANCE GENERAL	Collier County	Insurance	Direct Pay	\$	300.00
20	SPRINKLER MAINTENANCE	Siteone Landscape Supply		4500207049	\$	4,000.00
21	MULCH				\$	1,500.00
22	LANDSCAPE MATERIALS				\$	4,000.00
23	PRINTING AND OR BINDING				\$	4,000.00
24	OTHER MISCELLANEOUS	Premier Staffing	Transcriptionist Services	4500207146	\$	3,288.15
25	OFFICE SUPPLIES				\$	200.00
26	COPY CHARGES	JM TODD	Monthly CPC (Shared)	4500207221	\$	200.00
27	FERT HERB CHEM	Howard Fertilizer	Fertilizer	VISA	\$	1,300.00
28	OTHER OPERATING SUPPLIES				\$	1,400.00
29	OTHER TRAINING				\$	200.00
30	OPERATING EXPENSE				\$	129,388.15
31	IMPROVEMENTS GENERAL				\$	100,000.00
32	CAPITAL OUTLAY				\$	100,000.00
33	Reimbursement for Staff Support				\$	39,200.00
34					\$	1,000.00
35	TRANSFERS				\$	40,200.00
36	RESERVE FOR CAPITAL				\$	219,200.00
37	RESERVES				\$	219,200.00
38	TOTAL BUDGET				\$	488,788.15

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 4.15% Adj. 19 to 20 FY 19 0.1000 FY 20 Millage 0.0000 Maximum Cap = .5000 Extension 130,424 **Property Tax Limitation Impact** FY 20 Gross Taxable Value 1,358,426,325 Minus: New Const. Annex. 6,064,235

**0** 1,352,362,090

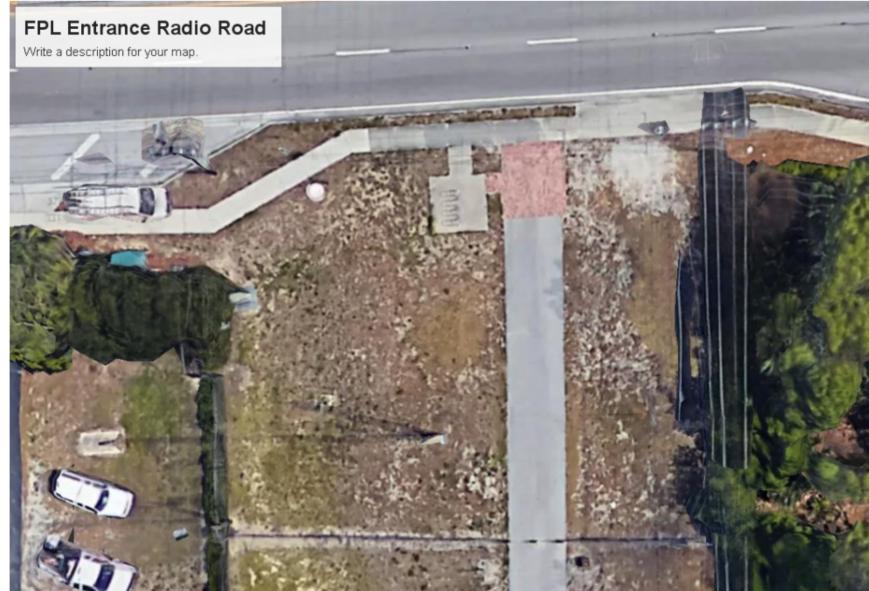
130,435

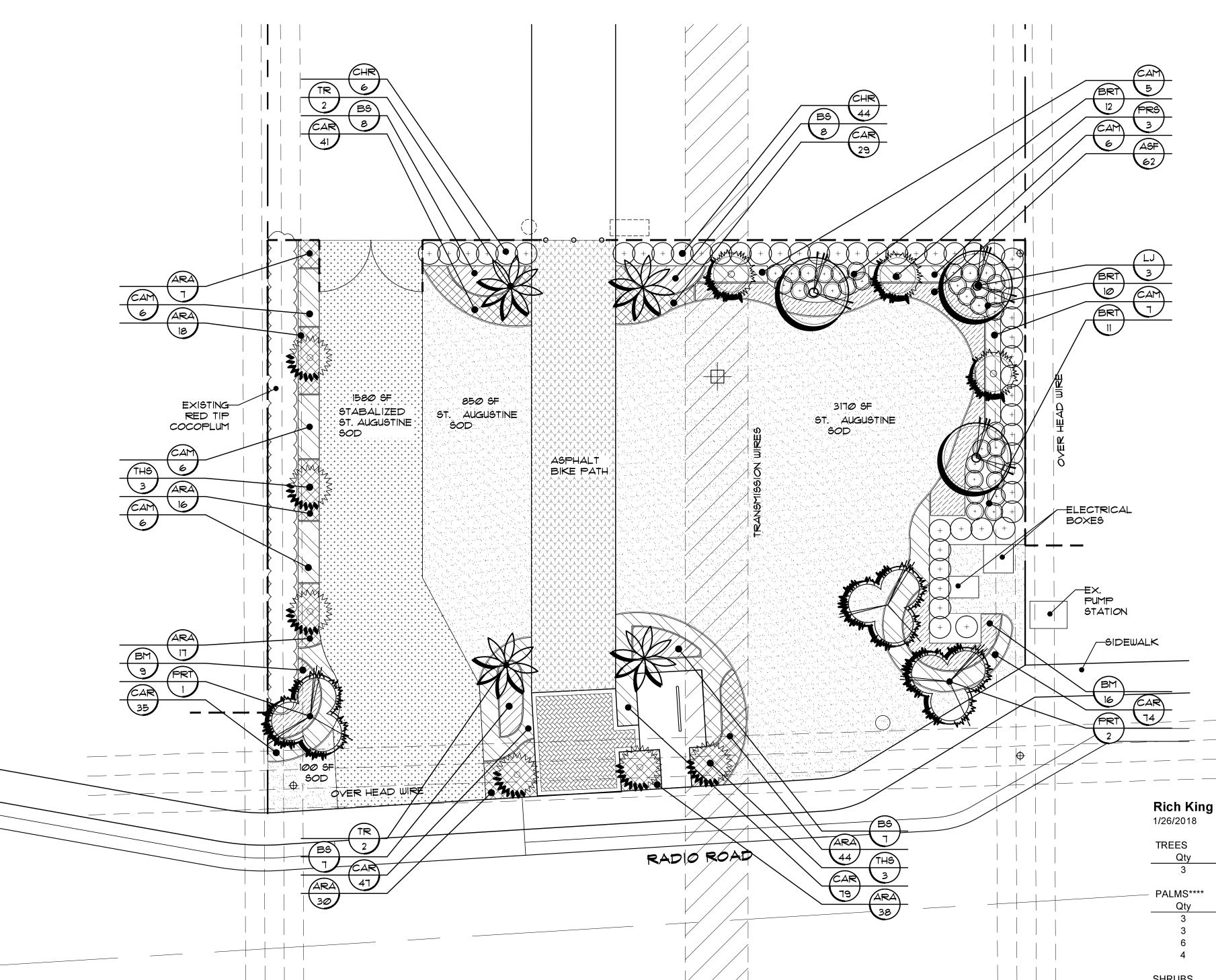
0.0964

Plus: Amendment #1 TV Component

Rolled Back Rate (less Amend. One)

Adj. Taxable Value 19 Levy





## PLANTING PLAN

SCALE: 1" = 10.0'

Rich King Greenway Plant List

1,580

2,400

TREES						
Qty	Sym	Botanical Name	Common Name	Specification	Spacing	Native
3	LJ	Ligustrum japonicum	Wax Privet	10' oa, multi		N
- PALMS***						
Qty	Sym	Botanical Name	Common Name	Specification	Spacing	Native
3	PRS	Phoenix roebelenii	Pygmy Date Palm	7' oa, sngl, matching		N
3	PRT	Phoenix roebelenii	Pygmy Date Palm	7' oa, trpl		N
6	THS	Thrinax morissii ' Silver'	Silver Thrinax	5' oa ,matching		Υ
4	TR	Thrinax radiata	Florida Thatch Palm	8' oa, sngl,matching		N
SHRUBS						
Qty	Sym	Botanical Name	Common Name	Specification	Spacing	Native
25	BM	Bougainvillea 'Ms. Alice'	Ms. Alice Bougainvillea	3 gallon 18"	30" oc	N
30	BS	Bougainvillea Silhouette	Silhouette Bougainvillea	3 gallon 18"	30"oc	N
33	BRT	Brassaia arboricola 'Trinette'	Trinette Var. Arboricola	3 gallon 20"	36" oc	N
50	CHR	Chrysobalanus icaco 'Red Tip'	Red Tip Cocoplum	7 gallon 36"	36" oc	Υ
GROUND CO	VERS					
Qty	Sym	Botanical Name	Common Name	Specification	Spacing	Native
170	ARA	Arachis Glabrata	Ornamental Peanut	1 gallon 12"	18" oc	N
62	ASF	Asparagus densiflorus 'Myers'	Foxtail Fern	3 gallon 24", Full	24" oc	N
36	CAM	Carmona microphylla	Carmona	3 gallon 20"	30" oc	N
305	CAR	Carrissa "Emerald Blanket"	Carrissa	3 gallon, 16" spd, horizontal form, 'small leaves'	18" oc	N
MISCELLANE	OUS					
Qty	.000	Botanical Name	Common Name	Specification		
4,120	SF	Stenotaphrum Secundatum 'Floratam'	St. Augustine Floratam	Contractor to verify Qty	_	
		Stenotaphrum Secundatum 'Floratam'	Stabalized St. Augustine Floratam	4" compacted limerock subbase with 1" sand bed then	า	

Stabalized St. Augustine Floratam

100% Head-to-head coverage

BIO-BARRIER, 4407-006,19.5"

sod 3" Depth

Contractor to verify Qty

\*\*\*\* Mulch - Individual trees shall have a mulch circle 36" from the trunk in all directions, 2" thick © Contractor to submit photos or physical sample of selected plant materials to Landscape Architect prior to delivery email: scott@windhamstudio.com; aaron@windhamstudio.com

Stenotaphrum Secundatum 'Floratam'

Transportation Blend, Grade 'A' Brown Mulch, Forestry Resources or County

approved Equal

Root Barrier

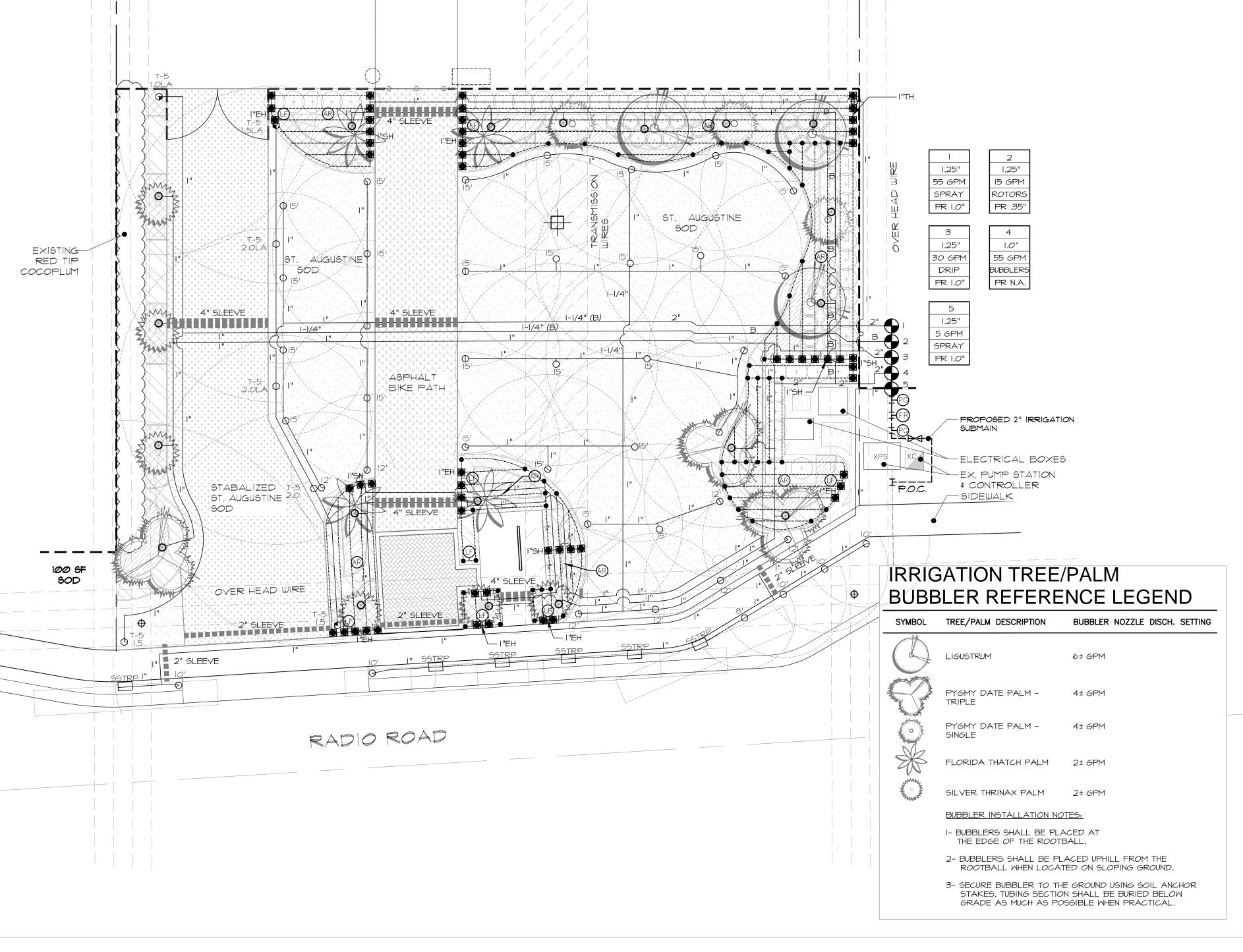
Automatic Irrigation System

bonita springs, florida 34133 phone: 239.390.1936 fax: 239.390.1937 scott@windhamstudio.com

Scott Windham, ASLA Landscape Architect, RLA 0001516

JOB #: Ø13-1Ø

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### IRRIGATION PLAN

SCALE: 1" = 10.0'

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