



Bayshore Gateway Triangle CRA • Bayshore Beautification MSTU
Haldeman Creek MSTU

Bayshore Beautification MSTU

AGENDA

Hybrid Virtual Zoom Advisory Committee Meeting

3299 Tamiami Trail E, 3rd Floor BCC Board Room

December 6, 2023 - 5:00 PM

Chairman Maurice Gutierrez, Vice Chair Sandra Arafet
Susan Crum, George Douglas, Frank McCutcheon, Joann Talano,

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Invocation & Pledge of Allegiance**
- 4. Public to be Heard (Non-Agenda Items)**
- 5. Adoption of Agenda Action Item**
- 6. Approval of Minutes**
 - a. November 8, 2023 (Attachment) Action Item
- 7. Landscape Maintenance Report**
 - a. Armando Yzaguirre (Attachment)
 - b. MSTU Project Manager Maintenance Report –Tami Scott (Attachment)
- 8. Community / Business Presentations**
- 9. Old Business**
- 10. New Business**
 - a. Certificate of Appreciation
- 11. Staff Report**
 - a. Financials (Attachment)
- 12. Correspondence and Communication**
- 13. Advisory Committee Comments**
- 14. Public Comments**
- 15. Next Meeting Date**
- 16. January 10, 2024 @ 5:00pm**
- 17. Adjournment**



Bayshore Gateway Triangle CRA • Bayshore Beautification MSTU
Haldeman Creek MSTU

Item 6a

November 8, 2023 Meeting Minutes

BAYSHORE BEAUTIFICATION MSTU MINUTES OF THE NOVEMBER 8, 2023 MEETING

The meeting of the Bayshore Beautification MSTU Advisory Committee was called to order by Maurice Gutierrez at 5:00 p.m. located at 4870 Bayshore Dr, Kapnick Center K123.

- I. **Roll Call:** Advisory Board Members Present: Maurice Gutierrez, Sandra Arafet, Frank McCutcheon, George Douglas and Susan Crum. Joann Talano had an excused absence.
- II. **MSTU Staff Present:** Greg Oravec, CRA Director, Tami Scott, Project Mgr and Shirley Garcia, Program Manager.
- III. **Pledge of Allegiance:** Led by Maurice Gutierrez.
- IV. **Public to be Heard (Non Agenda Items):**
- V. **Adoption of Agenda:** George Douglas made a motion to accept the Agenda, seconded by Sandra Arafet. The motion passed unanimously.
- VI. **Adoption of Minutes:**
 - a. June 7, Minutes – Sandra Arafet made a motion to accept the minutes as written, second by George Douglas approved unanimously.
 - b. September 13, Minutes – Frank McCutcheon made a motion to approve the minutes as written, second by Maurice Gutierrez approved unanimously.
- VII. **Landscape Report:**
 - a. **Armando Yzaguirre** -Armando noted the monthly updates to the landscaping noting the new plantings at the roundabout. He put an order in for more soil and mulch, its dry out there but the irrigation is running good. The cost of the plantings will use up all the money in the incidentals for the year but if they want to spend the money than that is up to them.
 - b. **MSTU Project Managers Maintenance Report** – Staff attached project manager report for review. Ms. Scott provided the estimate for \$35,000 that Mr. Yzaguirre was talking about it will be to remove all the soil, and any existing plants, mulch, and add new soil, plants and mulch. Mr. Oravec wanted to mention that we are moving forward, seeing positive change, and setting the standards the community expects. He expressed that the median will be the best in the County and there is no issue with using the funds they have available. Maurice made a motion to approve and move forward on the new plantings, second by Sandra Arafet approved unanimously.
- VIII. **Community / Business Presentations:**



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IX. Old Business:

X. New Business:

- a. **Application for the MSTU Advisory Vacant Position** – Branimir Brankov provided some background information on his qualifications and after some discussion and questions by the Committee Maurice Gutierrez made a motion to recommend to the BCC Mr. Brankov be appointed to the Bayshore Beautification MSTU Advisory Committee, second by Sandra Arafet approved unanimously.
- b. **Holiday Decorations for FY24-** Tami Scott provided the overview of the decorations, budget for the CRA and MSTU to split with the areas that were designated to be decorated. George Douglas made a motion to approve the scope from staff and to split the cost with the CRA, second by Frank McCutcheon approved unanimously.
- c. **FY 24 Meeting Calendar** – Ms. Garcia provided the new meeting calendar and suggested to move the January meeting to the second week following the CRA meeting and asked if the committee would like July and August or August and September. Sandra Arafet made a motion to move the January meeting the second week and for July and August off, second by Susan Crum approved unanimously.

XI. Staff Reports:

- a. **Financials** – Mr. Oravec noted the BCC honored the advisory committee recommendation during their budget process.

XII. Communications and Correspondence:

XIII. Public Comments:

XIV. Staff Comments:

- XV. Advisory Committee Comments:** There was mention of a derelict sailboat in Haldeman Creek, Ms. Garcia will research to see if the State has it on the list for removal, Mr. McCutcheon will email Ms. Garcia about broken cars stored at the convenience store next to the apartment complex off of Bayshore Drive by Linda Drive. Mr. Oravec wanted to mention that staff will be looking at enhanced Law Enforcement Services.

XVI. Next Meeting Date:

- a. December 6, 2023, 5:00 pm- 3299 Tamiami Trail BCC Board Room

XVII. Adjournment: 6:30pm

Chairman Maurice Gutierrez

A&M PROPERTY MAINTENANCE- GENERAL MAINTENANCE REPORT

Bayshore Beautification MSTU Landscape & Irrigation Maintenance

Item 7a

Month of: November 2023

Work Area 1-North Bayshore Drive	Week #1	Week #2	Week #3	Week #4	Week #5
Mowing, Weeding & Edging	11/1/23	n/a	11/15/23	n/a	11/29/23
Trimming & Pruning	n/a	11/8/23	n/a	11/22/23	n/a
Pre & Post Cleaning	11/1/23	11/8/23	11/15/23	11/22/23	11/29/23
Irrigation Maintenance	11/1/23	11/8/23	11/15/23	11/22/23	11/29/23
Work Area 2-South Bayshore Drive	Week #1	Week #2	Week #3	Week #4	Week #5
Mowing, Weeding & Edging	11/1/23	n/a	11/15/23	n/a	11/29/23
Trimming & Pruning	n/a	n/a	n/a	n/a	n/a
Pre & Post Cleaning	11/1/23	11/8/23	11/15/23	11/22/23	11/29/23
Work Area 3-Thommason Drive	Week #1	Week #2	Week #3	Week #4	Week #5
Mowing, Weeding & Edging	11/1/23	n/a	11/15/23	n/a	11/29/23
Trimming & Pruning	n/a	11/8/23	n/a	11/22/23	n/a
Pre & Post Cleaning	11/1/23	11/8/23	11/15/23	11/22/23	11/29/23
Irrigation Maintenance	11/1/23	n/a	n/a	n/a	n/a
Work Area 4- Lunar Street ROW	Week #1	Week #2	Week #3	Week #4	Week #5
Mowing, Weeding & Edging	11/1/23	n/a	n/a	n/a	n/a
Trimming & Pruning	n/a	11/8/23	n/a	n/a	n/a
Pre & Post Cleaning	11/1/23	11/8/23	n/a	n/a	n/a
Work Area 5- Bayview Drive	Week #1	Week #2	Week #3	Week #4	Week #5
Mowing, Weeding & Edging	11/1/23	n/a	n/a	n/a	n/a
Trimming & Pruning	n/a	11/8/23	n/a	n/a	n/a
Pre & Post Cleaning	11/1/23	n/a	n/a	n/a	n/a
Work Area 6- Community Parking Lot	Week #1	Week #2	Week #3	Week #4	Week #5
Mowing, Weeding & Edging	11/1/23	n/a	11/15/23	n/a	n/a
Trimming & Pruning	11/1/23	n/a	11/15/23	n/a	n/a
Pre & Post Cleaning	11/1/23	n/a	11/15/23	n/a	n/a
Irrigation Maintenance	11/1/23	n/a	11/15/23	n/a	n/a
Work Area 7- Hamilton to Bay ROW	Week #1	Week #2	Week #3	Week #4	Week #5
Mowing, Weeding & Edging	11/1/23	n/a	11/15/23	n/a	n/a
Trimming & Pruning	11/1/23	n/a	11/15/23	n/a	n/a
Pre & Post Cleaning	11/1/23	n/a	11/15/23	n/a	n/a
Additional services all Work Areas	Week #1	Week #2	Week #3	Week #4	Week #5
Ornamental Turf Spraying	n/a	n/a	n/a	n/a	n/a
Fertilizer	n/a	n/a	n/a	n/a	n/a
Mulch	n/a	n/a	n/a	n/a	n/a

INVOICE SUMMARY

BAYSHORE MSTU-MONTHLY SERVICES			
PO#4500226579		\$ 82,500.32	Landscape Maintenance
Invoice Date	Inv No	Amount	Description
10/31/23	CCBAY-025	\$ 6,330.14	October Maintenance
11/29/23	CCBAY-026	\$ 7,326.07	November Maintenance
Total Monthly Maintenance		\$ 13,656.21	
PO Balance:		\$ 68,844.11	
BAYSHORE MSTU-ADDITIONAL SERVICES			
		\$ 85,000.00	Additional Services
Invoice Date	Inv No	Amount	Description
10/9/23	BAYINC-038	\$ 1,865.40	Median 20-Plant Installation
10/23/23	BAYINC-039	\$ 250.00	Median 20-Irrigation Repair
10/27/23	BAYINC-040	\$ 480.00	CRA Parking Lot-Tree
10/31/23	BAY41-003	\$ 200.00	October 41 & Bayshore Mowing
10/31/23	BAYWK-1023	\$ 2,400.00	October Additional Clean-Up
11/20/23	BAYINC-041R	\$ 10,575.00	Roundabout Topsoil
11/21/23	BAYINC-042	\$ 16,934.00	Roundabout Plant Installation
11/29/23	BAYWK-1123	\$ 2,400.00	November Additional Clean-Up
11/29/23	BAY41-004	\$ 200.00	November 41 & Bayshore Mowing
Total Expenses:		\$ 35,304.40	
PO Balance:		\$ 49,695.60	
COMBINED PO TOTAL		\$ 167,500.32	
COMBINED BILLED TO DATE		\$ 48,960.61	
COMBINED PO FUNDS AVAILABLE		\$ 118,539.71	

TO: BBMSTU ADVISORY BOARD
VIA: GREGORY J. ORAVEC, CRA DIRECTOR
FROM: TAMI SCOTT, PROJECT MANAGER
SUBJECT: BAYSHORE DRIVE LANDSCAPE REPORT
DATE: December 1, 2023

Request NoneBackground & Analysis

Inoculant study

- The study was completed on 11-16-2023, staff photographed the areas and gather soil samples.

Roundabout

- Re-planting is complete looks great. We had a vehicle accident on Friday November 24, 2023 lights will need to be replaced.

Bus Shelters

Transportation has issued the PO and NTP to Capital Construction for the new Bus shelters throughout Collier County. The BGTCRA /MSTU are partnering on three of the shelters.

- 00120-BS129- total contribution \$34,905 - Gulfgate plaza
- 00130-BS134- total contribution \$54,404 - Thomasson and Lombardy- north
- 00140-BS143- total contribution \$56,522 - Thomasson and Lombardy- south
- numbers show above are for BOTH construction and the actual shelter itself. No schedule has been provided regarding when Capital Construction will be working on our area.

17 Acres Boardwalk

Design portion of the project is moving along.

- Stantec's contract is currently on HOLD awaiting the SDP approval, we are awaiting the SFWMD and DEP review and approval.
- Stantec, Staff and our Environmental Consultant met with SFWMD and DEP on site October 18, 2023, to confirm the consultant's location of the wetland's delineation line shown on the proposed plans.

Roundabout

- Armando's team has completed the work and it already looks great; we used approximately 2050 plants.
- We have changed the irrigation cycle to come on once a day for the next few weeks.
- The Ice plants at the roundabout retaining wall are on back order, the supplier gave us the red annuals for free to make up for the mix up, after the holidays we will replace.
- Armando's team will power wash the sidewalks and roundabout retaining wall on Friday the 24th or Saturday the 25th.

Holiday decor

- Staff is working on holiday decor.

Miscellaneous repairs to Bayshore

- Staff is moving forward with the replacement of the electrical panel, repair to fence on Jeepers and tree at CRA parking lot.

Recommendations None

Fund 1630 (163) Bayshore MSTU

Fund / Comm Item	BCC Adopt Budget	Tot Amend Budget	Commitment	Actual	Available
Grand Total-Fund/CI			470,587.13	298,979.71-	171,607.42-
1630000000 BAYSHORE/AVALON BEAUTIFICATION MSTU			470,587.13	298,979.71-	171,607.42-
REVENUE Sub Total	2,388,000.00-	2,400,542.40-		334,827.91-	2,065,714.49-
REVENUE - OPERATING Sub-Total	1,766,900.00-	1,766,900.00-		334,827.91-	1,432,072.09-
311100 CURRENT AD VALOREM TAXES	1,763,700.00-	1,763,700.00-		192,207.64-	1,571,492.36-
311200 DELINQUENT AD VALOREM TAXES					
341490 MISCELLANEOUS				140,055.93-	140,055.93
361170 OVERNIGHT INTEREST				1,964.54-	1,964.54
361180 INVESTMENT INTEREST	3,200.00-	3,200.00-		599.80-	2,600.20-
361320 INTEREST TAX COLLECTOR					
CONTRIBUTION AND TRANSFERS Sub-Total	621,100.00-	633,642.40-			633,642.40-
486600 TRANSFER FROM PROPERTY APPRAISER					
486700 TRANSFER FROM TAX COLLECTOR					
489200 CARRY FORWARD GENERAL	709,500.00-	709,500.00-			709,500.00-
489201 CARRY FORWARD OF ENCUMB AMT BY ADC CODE		12,542.40-			12,542.40-
489900 NEGATIVE 5% ESTIMATED REVENUES	88,400.00	88,400.00			88,400.00
EXPENSE Sub Total	2,388,000.00	2,400,542.40	470,587.13	35,848.20	1,894,107.07
OPERATING EXPENSE	945,900.00	949,212.40	417,377.13	24,886.96	506,948.31
631400 ENGINEERING FEES	60,000.00	60,000.00			60,000.00
634970 INDIRECT COST REIMBURSEMENT	7,900.00	7,900.00	7,900.00		
634980 INTERDEPT PAYMENT FOR SERV	135,500.00	135,500.00			135,500.00
634990 LANDSCAPE INCIDENTALS	100,000.00	100,000.00	146,694.64	20,805.68	67,500.32-
634999 OTHER CONTRACTUAL SERVICES	259,400.00	259,400.00	35,540.98		223,859.02
639990 OTHER CONTRACTUAL SERVICE		3,312.40	3,312.40		
641951 POSTAGE	1,000.00	1,000.00			1,000.00
643100 ELECTRICITY	120,000.00	120,000.00	64,488.30	2,582.26	52,929.44
643400 WATER AND SEWER	50,000.00	50,000.00	85,000.00		35,000.00-
645100 INSURANCE GENERAL	1,200.00	1,200.00	1,200.00		
645260 AUTO INSURANCE	900.00	900.00	900.00		
646311 SPRINKLER SYSTEM MAINTENANCE	15,000.00	15,000.00			15,000.00
646318 MULCH	15,000.00	15,000.00	5,000.00		10,000.00
646320 LANDSCAPE MATERIALS	77,400.00	77,400.00			77,400.00
646360 MAINTENANCE OF GROUNDS ALLOCATED	35,000.00	35,000.00			35,000.00
646430 FLEET MAINT ISF LABOR AND OVERHEAD	400.00	400.00		31.00	369.00
646440 FLEET MAINT ISF PARTS AND SUBLET	300.00	300.00		168.21	131.79
646445 FLEET NON MAINT ISF PARTS AND SUBLET	100.00	100.00			100.00
646451 LIGHTING MAINTENANCE	45,000.00	45,000.00	65,840.81		20,840.81-
646970 OTHER EQUIP REPAIRS AND MAINTENANCE	1,000.00	1,000.00		776.68	223.32
649030 CLERKS RECORDING FEES ETC	1,000.00	1,000.00		197.82	802.18
649100 LEGAL ADVERTISING	1,500.00	1,500.00	1,500.00		
652140 PERSONAL SAFETY EQUIPMENT	1,000.00	1,000.00			1,000.00
652310 FERTILIZER HERBICIDES AND CHEMICALS	500.00	500.00			500.00
652490 FUEL AND LUBRICANTS ISF BILLINGS	400.00	400.00		13.39	386.61
652989 LUMBER AND LAMINATES	400.00	400.00			400.00
652990 OTHER OPERATING SUPPLIES	15,000.00	15,000.00		311.92	14,688.08
653710 TRAFFIC SIGNS	1,000.00	1,000.00			1,000.00
CAPITAL OUTLAY	74,000.00	83,230.00	53,210.00	2,673.10	27,346.90
762200 BUILDING IMPROVEMENTS		9,230.00	53,210.00	2,673.10	46,653.10-
764990 OTHER MACHINERY AND EQUIPMENT	74,000.00	74,000.00			74,000.00
TRANSFERS	977,000.00	977,000.00			977,000.00
911627 TRANSFER TO 1627 BAYSHORE AVALON BEAUTIFICATION	977,000.00	977,000.00			977,000.00
TRANSFER CONST	67,600.00	67,600.00		8,288.14	59,311.86
930600 BUDGET TRANSFERS PROPERTY APPRAISER	13,500.00	13,500.00		3,388.79	10,111.21
930700 BUDGET TRANSFERS TAX COLLECTOR	54,100.00	54,100.00		4,899.35	49,200.65
RESERVES	323,500.00	323,500.00			323,500.00
991000 RESERVE FOR CONTINGENCIES	35,000.00	35,000.00			35,000.00
993000 RESERVE FOR CAPITAL OUTLAY	288,500.00	288,500.00			288,500.00

Fund 1627 (160) Bayshore Capital Projects

Fund / Comm Item	BCC Adopt Budget	Tot Amend Budget	Commitment	Actual	Available
Grand Total-Fund/CI			72,626.90	3,458.86-	69,168.04-
1627000000 BAYSHORE/AVALON BEAUTIFICATION MSTU			72,626.90	3,458.86-	69,168.04-
REVENUE Sub Total	2,294,300.00-	4,251,838.54-		3,458.86-	4,248,379.68-
REVENUE - OPERATING Sub-Total	14,200.00-	14,200.00-		3,458.86-	10,741.14-
361170 OVERNIGHT INTEREST				2,649.83-	2,649.83
361180 INVESTMENT INTEREST	14,200.00-	14,200.00-		809.03-	13,390.97-
CONTRIBUTION AND TRANSFERS Sub-Total	2,280,100.00-	4,237,638.54-			4,237,638.54-
411630 TRANSFER FROM 1630 BAYSHORE/AVALON BEAUTIFICATION	977,000.00-	977,000.00-			977,000.00-
489200 CARRY FORWARD GENERAL	1,303,800.00-	1,303,800.00-			1,303,800.00-
489201 CARRY FORWARD OF ENCUMB AMT BY ADC CODE		1,957,538.54-			1,957,538.54-
489900 NEGATIVE 5% ESTIMATED REVENUES	700.00	700.00			700.00
EXPENSE Sub Total	2,294,300.00	4,251,838.54	72,626.90		4,179,211.64
OPERATING EXPENSE	509,400.00	1,621,131.19	20,178.90		1,600,952.29
631400 ENGINEERING FEES	500,000.00	811,635.00			811,635.00
634970 INDIRECT COST REIMBURSEMENT	9,400.00	9,400.00	9,400.00		
634999 OTHER CONTRACTUAL SERVICES		796,783.79	7,466.50		789,317.29
639990 OTHER CONTRACTUAL SERVICE		3,312.40	3,312.40		
643100 ELECTRICITY					
CAPITAL OUTLAY	1,734,200.00	2,580,007.35	52,448.00		2,527,559.35
762200 BUILDING IMPROVEMENTS		9,802.00	9,802.00		
763100 IMPROVEMENTS GENERAL	1,734,200.00	2,570,205.35	42,646.00		2,527,559.35
RESERVES	50,700.00	50,700.00			50,700.00
993000 RESERVE FOR CAPITAL OUTLAY	50,700.00	50,700.00			50,700.00

Fund 1627 (160) Project 50171 Hamilton Ave Parking

Fund / Comm Item	BCC Adopt Budget	Tot Amend Budget	Commitment	Actual	Available
Grand Total-Fund/CI		149,379.63			149,379.63
1627000000 BAYSHORE/AVALON BEAUTIFICATION MSTU		149,379.63			149,379.63
EXPENSE Sub Total		149,379.63			149,379.63
CAPITAL OUTLAY		149,379.63			149,379.63
763100 IMPROVEMENTS GENERAL		149,379.63		0.00	149,379.63

Fund 1627 (160) Project 50172 Thomasson Drive

Fund / Comm Item	BCC Adopt Budget	Tot Amend Budget	Commitment	Actual	Available
Grand Total-Fund/CI		54,324.12	53,404.40		919.72
1627000000 BAYSHORE/AVALON BEAUTIFICATION MSTU		54,324.12	53,404.40		919.72
EXPENSE Sub Total		54,324.12	53,404.40		919.72
OPERATING EXPENSE		3,312.40	3,312.40		
639990 OTHER CONTRACTUAL SERVICE		3,312.40	3,312.40		
643100 ELECTRICITY					
CAPITAL OUTLAY		51,011.72	50,092.00		919.72
762200 BUILDING IMPROVEMENTS		9,802.00	9,802.00		
763100 IMPROVEMENTS GENERAL		41,209.72	40,290.00		919.72

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Fund 1627 (160) Project 50173 South Bayshore

Fund / Comm Item	BCC Adopt Budget	Tot Amend Budget	Commitment	Actual	Available
Grand Total-Fund/CI		66,635.00			66,635.00
1627000000 BAYSHORE/AVALON BEAUTIFICATION MSTU		66,635.00			66,635.00
EXPENSE Sub Total		66,635.00			66,635.00
OPERATING EXPENSE		11,635.00			11,635.00
631400 ENGINEERING FEES		11,635.00			11,635.00
CAPITAL OUTLAY		55,000.00			55,000.00
763100 IMPROVEMENTS GENERAL		55,000.00			55,000.00

Fund 1627 (160) Project 50174 North Bayshore

Fund / Comm Item	BCC Adopt Budget	Tot Amend Budget	Commitment	Actual	Available
Grand Total-Fund/CI	2,234,200.00	3,921,399.79	9,822.50		3,911,577.29
1627000000 BAYSHORE/AVALON BEAUTIFICATION MSTU	2,234,200.00	3,921,399.79	9,822.50		3,911,577.29
EXPENSE Sub Total	2,234,200.00	3,921,399.79	9,822.50		3,911,577.29
OPERATING EXPENSE	500,000.00	1,596,783.79	7,466.50		1,589,317.29
631400 ENGINEERING FEES	500,000.00	800,000.00			800,000.00
634999 OTHER CONTRACTUAL SERVICES		796,783.79	7,466.50		789,317.29
CAPITAL OUTLAY	1,734,200.00	2,324,616.00	2,356.00		2,322,260.00
763100 IMPROVEMENTS GENERAL	1,734,200.00	2,324,616.00	2,356.00		2,322,260.00