



CITRUS COUNTY CITRUS SPRINGS ADVISORY COUNCIL
Citrus Springs Community Center
1570 W. Citrus Springs Blvd.
Citrus Springs, FL 34434

AGENDA

Chair Joan Dias
Member Thomas Mize
Member Pamela Williamson

Member Louise Bono
Edwin Roberts

-
- 1. CALL TO ORDER**
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Introduction of Staff
 - 2. OPEN TO THE PUBLIC**
 - 3. APPROVAL OF THE MINUTES**
 1. Citrus Springs Advisory Council "Draft" Minutes from 4/7/2021 Meeting

Citrus Springs Advisory Council "Draft" Minutes for 4/7/2021 Meeting
 - 4. REVIEW OF FINANCIAL REPORTS**
 1. Citrus Springs Advisory Council Financials for 5-5-2021 Meeting

Citrus Springs Advisory Council-Financial Reports for May 5, 2021 Meeting.
 - 5. REPORTS FROM POINT PERSONS**
 - a. Streetlights/Fire Hydrants - Tom Mize**
 - b. Road Resurfacing - Edwin Roberts**
 - c. Beautification of Boulevards/Medians/Flowers-Pam Williamson**
 - d. Grate Installation/Fountain-Joan Dias**
 - e. Roadway Maintenance/Mowing-Louise Bono**
 - 6. OLD BUSINESS**
 - 7. NEW BUSINESS**
 - 8. GENERAL DISCUSSION OF MEMBERS**
 - 9. PUBLIC INPUT**
 - 10. NEXT MEETING**
 - 11. ADJOURNMENT**

Citrus Springs Community Center
1570 W. Citrus Springs Blvd.
Citrus Springs, FL 34434

NOTE: If any person decides to appeal any decision made by the Citrus Springs Advisory Council with respect to any matter considered at this public meeting or hearing, he or she will need to ensure that a verbatim record of the proceedings is made which record shall include the testimony and evidence upon which the appeal is to be based. Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the County Administrator's Office, 110 N. Apopka Ave, Inverness, FL 34450, (352) 341-6560, at least two days before the meeting. If you are hearing or speech



AGENDA MEMORANDUM

FROM:	Randall Olney, Public Works Director				
SUBJECT:	Citrus Springs Advisory Council "Draft" Minutes for 4/07/2021 Meeting				
AGENDA DATE:	May 05, 2021				
<u>BRIEF OVERVIEW:</u> Citrus Springs Advisory Council "Draft" Minutes for 4/7/2021 Meeting					
<u>BUDGET IMPACT/FUNDING SOURCE:</u>					
Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
N/A	N/A	N/A	N/A	N/A	N/A
<u>RECOMMENDED ACTION:</u> Citrus Springs Advisory Council "Draft" Minutes for 4/7/2021 Meeting					

CITRUS SPRINGS ADVISORY COUNCIL

Chair: Joan Dias
Vice Chair: Thomas Mize

Municipal Services Benefit Unit
 1570 W. Citrus Springs Blvd.
 Citrus Springs, FL 34434

Edwin Roberts
Louise Bono
Pam Williamson

MINUTES **Regular Meeting** April 7, 2021

CALL TO ORDER:

Chair Joan Dias called the meeting to order at 9:00 AM. Invocation by Joan Dias, followed by the Pledge of Allegiance.

Present:

- Joan Dias, Chair
- Thomas Mize
- Pam Williamson
- Edwin Roberts
- Louise Bono

Also present:

- Larry Brock, Assistant Public Works Director / County Liaison for the MSBU
- Kristine Sumner, Public Works Senior Secretary, Advisory Council Recording Secretary

Absent: none

OPEN TO THE PUBLIC:

- Janet Barek, President of the Citrus Springs Civic Association, asked for a representative of Advisory Council attend the BOCC meetings on behalf of the Citrus Springs community.
- Edwin Roberts volunteered to go to the next BOCC meeting. Mrs. Dias recommended e-mailing Citrus County Commissioners as well, to voice citizen concerns.
- Discussion ensued regarding community deed restrictions and allocation of stimulus funds.
- Citrus County stimulus funds are earmarked only for utilities and internet.

APPROVAL OF THE MINUTES:

Minutes for the March 3, 2021 meeting were reviewed.

- **Louise Bono made motion to accept the Minutes as written.**
- **Seconded by Pam Williamson.**
- **Motion approved unanimously.**

APPROVAL OF FINANCIAL REPORTS:

Period Six 6/21 finance reports were reviewed.

- **Edwin Roberts made motion to accept the Financials as distributed.**
- **Seconded by Thomas Mize.**
- **Motion approved unanimously.**

SPECIAL REPORTS:

Streetlights / Fire Protection:

- A number of streetlights on N. Citrus Springs Blvd. are not working.
- Mr. Brock gave Mr. Mize a repair acknowledgement report from Withlacoochee River Electric for the streetlight repaired on the corner of W. Wayside Ave. and W. Dunklin Street.
- The streetlights that were reported to Duke have been repaired.
- Mr. Brock will discuss with the County Administrator about adding stimulus funds to the MSBU program for waterline and fire hydrant installations.

Road Resurfacing:

- Many potholes on E. Citrus Springs Blvd. were repaired. E. Citrus Springs Blvd. is on the FDOT funded SCOP resurfacing list.
- It was brought to Mr. Brock's attention that at W. Commodore Street and W. County Club Blvd. the road is uneven and not in good condition.
- The contractor has started road resurfacing. Status report to follow soon.

Boulevard Beautification:

- Discussion ensued about the medians on W. Citrus Springs and Deltona Blvd. needing additional planting. Options are limited on Deltona Blvd. as there is no irrigation in the location.
- Additional crate myrtles trees will be planted in phases. Currently, there is only one Citrus Springs employee.
- Mrs. Williamson has been in contact with the Director of Parks Division, Francine Nobles about maintenance needed at the community center and parks. Grounds Maintenance is responsible for repair to the landscaping water lines, tennis courts, and community center sign.
- The hedge row on W. Citrus Springs and Deltona Blvd. did not survive the winter. Mr. Brock suggested replacing the hedges with a cold tolerant plant such as Silverthorn.
- Discussion ensued about grass plantings in the monument boxes.
- The monuments are under contract now for cleaning and repairing the slate rock.
- The variegated green-red coleus plants were not available at the nursery for the summer planting. By the end of June, cream color coleus plants should arrive for planting.

Grate Installation and Fountain:

- Contractor has begun pressure washing the fountain, adding chemicals to removing the stains from the natural rock, and reattaching some of the slate rock.
- Next budget year, the fountain will require remarketing repairs.

Roadway Maintenance / Mowing:

- Mrs. Bono commented that there are no problems to report with roadway maintenance.

OLD BUSINESS:

- Mrs. Dias will handle announcement updates on the marquee signs.
- Discussion ensued about tree types for planting by the fountain.
 - **Pam Williamson made motion to proceed with the purchase of two Japanese Plum trees not to exceed \$1,000.**
 - **Seconded by Thomas Mize.**
 - **Motion approved unanimously.**

NEW BUSINESS:

FY 2021-2022 budget was discussed. Mr. Brock went through each account and explained the decision for each amount – most accounts stayed the same. Any funds not spent by the end of fiscal year will go into reserves. Changes were as follows:

- Communication Services- increased from \$50.00 to \$75.00. Increased expenses with employee cell phone services.
- Vehicle Maintenance- decreased from \$4,584.00 to \$4,000. Currently have all new equipment, maintenance costs projected to go down.
- Commissions-Property Appraisal/Commissions-Tax Collector-increased from \$19,500 to \$20,000. Statutorily set.
- Fuel & Lubes- decreased from \$7,000 to \$6,000. Based on past history and what Fleet Maintenance recommends, we can bring down budgeted amount. Projection of fuel prices is expected to be at \$4.00 per gallon, by end of calendar year.
- Road Resurfacing- decreased from \$800,000 to \$750,000. Mr. Brock recommended the decrease in budgeted amount.
- The new budget for FY 2021-2022.
 - **Thomas Mize made motion to approve the budget revisions.**
 - **Seconded by Edwin Roberts.**
 - **Motion approved unanimously.**

GENERAL DISCUSSION OF MEMBERS:

- Discussion ensued about a community dog park. Citizens can present community project ideas to their district Commissioner at BOCC Meeting.
- Mr. Roberts inquired about collection of special assessment fees and facts of Citrus Springs MSBU Ordinance. The Board can adopt a new Ordinance with a rate increase/decrease specific to that ordinance.

PUBLIC INPUT:

- Janet Barek spoke on behalf of the Civic Association. Discussion ensued about new housing development in the area.
- **The Next regular meeting will take place on May 5, 2021.**

ADJOURNMENT:

- **Thomas Mize made motion to adjourn.**
- **Seconded by Louise Bono.**
- **Motion approved unanimously.**

The meeting adjourned at 11:14 am.

Respectfully Submitted by Kristine Sumner
Senior Secretary Department of Public Works
Citrus Springs Advisory Council Recording Secretary

DRAFT



AGENDA MEMORANDUM

FROM:	Randall Olney, Public Works Director
SUBJECT:	Citrus Springs Advisory Council Financials for 5-5-2021 Meeting
AGENDA DATE:	May 05, 2021

BRIEF OVERVIEW:

Citrus Springs Advisory Council-Financial Reports for May 5, 2021 Meeting.

BUDGET IMPACT/FUNDING SOURCE:

Account No.	Account Title	Current Budget	YTD Expenditures	Encumbrances	Available Balance
N/A	N/A	N/A	N/A	N/A	N/A

RECOMMENDED ACTION:

Citrus Springs Advisory Council-Financial Reports for May 5, 2021 Meeting.

DATE: 04/21/2021
TIME: 10:55:51

CITRUS COUNTY BOARD
EXPENDITURE STATUS REPORT

PAGE NUMBER: 1
EXPSTA11

SELECTION CRITERIA: orgn.fund='730'
ACCOUNTING PERIOD: 7/21

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPARMTENT,ACCOUNT
TOTALLED ON: FUND,DEPARMTENT
PAGE BREAKS ON: FUND

FUND-730 CITRUS SPRINGS MSBU
FUNCTION-540 TRANSPORTATION
ACTIVITY-541 ROAD & STREET FACILITIES
DEPARMTENT-8200 CITRUS SPRINGS MSBU

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
51200	REGULAR SALARIES & WAGES	54,841.00	3,055.55	.00	28,646.27	26,194.73	52.24
51306	CASUAL LABOR	.00	.00	.00	.00	.00	.00
52100	FICA TAXES	4,195.00	234.26	.00	2,204.44	1,990.56	52.55
52200	RETIREMENT CONTRIBUTIONS	5,449.00	274.62	.00	2,833.69	2,615.31	52.00
52300	LIFE & HEALTH INSURANCE	14,305.00	4.01	.00	8,339.82	5,965.18	58.30
52400	WORKERS' COMPENSATION	2,676.00	149.71	.00	1,403.57	1,272.43	52.45
53100	PROFESSIONAL SERVICES	.00	.00	.00	.00	.00	.00
53109	FEES & COSTS	.00	.00	.00	.00	.00	.00
53400	OTHER CONTRACTUAL SERV	22,000.00	162.25	21,188.75	811.25	.00	100.00
53409	CONTRACTUAL SERV MOWING	20,000.00	15,000.00	.00	15,000.00	5,000.00	75.00
53442	CONTRACT SERVICES	.00	.00	.00	.00	.00	.00
54000	TRAVEL & PER DIEM	.00	.00	.00	.00	.00	.00
54100	COMMUNICATIONS SERVICES	50.00	.00	.00	30.92	19.08	61.84
54160	POSTAGE	.00	.00	.00	.00	.00	.00
54201	POSTAGE	85.00	.00	.00	.00	85.00	.00
54300	UTILITY SERVICES	8,000.00	339.45	.00	2,975.75	5,024.25	37.20
54306	STREET LIGHTS	50,000.00	1,543.98	.00	21,078.81	28,921.19	42.16
54400	RENTALS & LEASES	.00	.00	.00	.00	.00	.00
54500	INSURANCE	.00	.00	.00	.00	.00	.00
54520	INSURANCE CLAIMS	.00	.00	.00	.00	.00	.00
54550	GENERAL LIABILITY CLAIMS	675.00	.00	.00	.00	675.00	.00
54600	REPAIR & MAINTENANCE	10,000.00	.00	.00	222.25	9,777.75	2.22
54603	VEHICLE MAINTENANCE	4,584.00	274.49	.00	3,206.63	1,377.37	69.95
54625	LANDSCAPING	10,000.00	.00	3,709.50	1,420.55	4,869.95	51.30
54626	FACILITIES MAINTENANCE	2,500.00	.00	.00	.00	2,500.00	.00
54907	COMMISSIONS-PROPERTY APP	19,500.00	19,470.60	.00	19,470.60	29.40	99.85
54908	COMMISSIONS - TAX COLL	19,500.00	.00	.00	.00	19,500.00	.00
54921	ADVERTISING	300.00	17.50	.00	105.00	195.00	35.00
55100	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00
55120	OFFICE/NON-CAP EQUIPMENT	.00	.00	.00	.00	.00	.00
55201	TOOLS IMP. & SPEC. CLOT	3,000.00	.00	.00	.00	3,000.00	.00
55203	SUPPLIES	1,000.00	.00	.00	490.06	509.94	49.01
55205	UNIFORMS	1,000.00	.00	.00	185.00	815.00	18.50
55208	FUEL & LUBES	7,000.00	265.21	.00	1,259.54	5,740.46	17.99
55216	SAFETY & ROAD SIGN	.00	.00	.00	.00	.00	.00
56200	BUILDINGS	.00	.00	.00	.00	.00	.00
56300	IMPROVE OTHER THAN BLDG	20,000.00	.00	.00	.00	20,000.00	.00
56305	IMPROVE - FIRE HYDRANTS	35,000.00	.00	.00	.00	35,000.00	.00
56332	WESLEY JONES PARK	.00	.00	.00	.00	.00	.00
56333	NEW ENTRANCE CONSTRUCTIO	.00	.00	.00	.00	.00	.00
56400	MACHINERY & EQUIPMENT	5,000.00	.00	.00	.00	5,000.00	.00
56549	ROAD RESURFACING	833,240.58	.00	819,091.81	14,058.77	90.00	99.99
57100	PRINCIPAL	.00	.00	.00	.00	.00	.00
57200	INTEREST	.00	.00	.00	.00	.00	.00
59100	TRANSFERS	623.00	.00	.00	623.00	.00	100.00
59123	TRANSFER - INDIRECT COST	15,111.00	.00	.00	15,111.00	.00	100.00

DATE: 04/21/2021
TIME: 10:55:51

CITRUS COUNTY BOARD
EXPENDITURE STATUS REPORT

PAGE NUMBER: 2
EXPSTA11

SELECTION CRITERIA: orgn.fund='730'
ACCOUNTING PERIOD: 7/21

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPARMTENT,ACCOUNT
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PAGE BREAKS ON: FUND

FUND-730 CITRUS SPRINGS MSBU
FUNCTION-540 TRANSPORTATION
ACTIVITY-541 ROAD & STREET FACILITIES
DEPARMTENT-8200 CITRUS SPRINGS MSBU

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
59159	TRANS FLEET VEH TRUST	.00	.00	.00	.00	.00	.00
59162	TRANS-ADMIN SERVICES	14,000.00	.00	.00	14,000.00	.00	100.00
59960	CITRUS SPRINGS LIABILITY	.00	.00	.00	.00	.00	.00
60020	RES FOR OUTSTANDING PO'S	.00	.00	.00	.00	.00	.00
61000	RESERVE CASH FORWARD	571,961.00	.00	.00	.00	571,961.00	.00
	TOTAL CITRUS SPRINGS MSBU	1,755,595.58	40,791.63	843,990.06	153,476.92	758,128.60	56.82

FUNCTION-570 CULTURE/RECREATION
ACTIVITY-572 PARKS AND RECREATION
DEPARMTENT-8225 CITRUS SPGS COMM CENTER

51200	REGULAR SALARIES & WAGES	.00	.00	.00	.00	.00	.00
51306	CASUAL LABOR	.00	.00	.00	.00	.00	.00
52100	FICA TAXES	.00	.00	.00	.00	.00	.00
52200	RETIREMENT CONTRIBUTIONS	.00	.00	.00	.00	.00	.00
52300	LIFE & HEALTH INSURANCE	.00	.00	.00	.00	.00	.00
52400	WORKERS' COMPENSATION	.00	.00	.00	.00	.00	.00
53400	OTHER CONTRACTUAL SERV	.00	.00	.00	.00	.00	.00
53410	TESTING	.00	.00	.00	.00	.00	.00
53452	JANITORIAL SERVICE	.00	.00	.00	.00	.00	.00
53479	SPECIAL EVENTS	.00	.00	.00	.00	.00	.00
54000	TRAVEL & PER DIEM	.00	.00	.00	.00	.00	.00
54100	COMMUNICATIONS SERVICES	.00	.00	.00	.00	.00	.00
54160	POSTAGE	.00	.00	.00	.00	.00	.00
54300	UTILITY SERVICES	.00	.00	.00	.00	.00	.00
54400	RENTALS & LEASES	.00	.00	.00	.00	.00	.00
54500	INSURANCE	.00	.00	.00	.00	.00	.00
54604	MAINTENANCE - BUILDINGS	.00	.00	.00	.00	.00	.00
54605	EQUIPMENT MAINTENANCE	.00	.00	.00	.00	.00	.00
54700	PRINTING & BINDING	.00	.00	.00	.00	.00	.00
54800	PROMOTIONAL ACTIVITIES	.00	.00	.00	.00	.00	.00
54921	ADVERTISING	.00	.00	.00	.00	.00	.00
55100	OFFICE SUPPLIES	.00	.00	.00	.00	.00	.00
55120	OFFICE/NON-CAP EQUIPMENT	.00	.00	.00	.00	.00	.00
55201	TOOLS IMP. & SPEC. CLOT	.00	.00	.00	.00	.00	.00
55205	UNIFORMS	.00	.00	.00	.00	.00	.00
55210	MISC SUPPLIES	.00	.00	.00	.00	.00	.00
55211	JANITORIAL SUPPLIES	.00	.00	.00	.00	.00	.00
55221	MEALS	.00	.00	.00	.00	.00	.00
55270	COMPUTER ACCESSORIES	.00	.00	.00	.00	.00	.00
55275	COMPUTER SOFTWARE	.00	.00	.00	.00	.00	.00
55400	DUES BKS SUBSCR MEM PUBL	.00	.00	.00	.00	.00	.00
55417	TRAINING	.00	.00	.00	.00	.00	.00
56200	BUILDINGS	.00	.00	.00	.00	.00	.00
56300	IMPROVE OTHER THAN BLDG	.00	.00	.00	.00	.00	.00
56400	MACHINERY & EQUIPMENT	.00	.00	.00	.00	.00	.00
	TOTAL CITRUS SPGS COMM CENTER	.00	.00	.00	.00	.00	.00

DATE: 04/21/2021
TIME: 10:55:51

CITRUS COUNTY BOARD
EXPENDITURE STATUS REPORT

PAGE NUMBER: 3
EXPSTA11

SELECTION CRITERIA: orgn.fund='730'
ACCOUNTING PERIOD: 7/21

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPARMTENT,ACCOUNT
TOTALLED ON: FUND,DEPARMTENT
PAGE BREAKS ON: FUND

FUND-730 CITRUS SPRINGS MSBU
FUNCTION-570 CULTURE/RECREATION
ACTIVITY-572 PARKS AND RECREATION
DEPARMTENT-8225 CITRUS SPGS COMM CENTER

ACCOUNT	- - - - - TITLE - - - - -	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
	TOTAL CITRUS SPRINGS MSBU	1,755,595.58	40,791.63	843,990.06	153,476.92	758,128.60	56.82
TOTAL REPORT		1,755,595.58	40,791.63	843,990.06	153,476.92	758,128.60	56.82

DATE: 04/21/2021
TIME: 10:57:13

CITRUS COUNTY BOARD
REVENUE STATUS REPORT

PAGE NUMBER: 1
REVSTA11

SELECTION CRITERIA: `orgn.fund='730'`
ACCOUNTING PERIOD: 7/21

SORTED BY: FUND,FUNCTION,ACTIVITY,DEPARMTENT,ACCOUNT
TOTALLED ON: FUND,DEPARMTENT
PAGE BREAKS ON: FUND

FUND-730 CITRUS SPRINGS MSBU
FUNCTION-130 MSTU
ACTIVITY- TITLE NOT FOUND
DEPARMTENT- TITLE NOT FOUND

ACCOUNT - - - - -	TITLE - - - - -	BUDGET	PERIOD RECEIPTS	RECEIVABLES	YEAR TO DATE RECEIPTS	AVAILABLE BALANCE	YTD/ BUD
325100	SPECIAL ASSESSMENT-CAPIT	974,100.00	.00	.00	798,311.93	175,788.07	81.95
347210	RECREATION FEES - EXEMPT	.00	.00	.00	.00	.00	.00
347211	RECREATION FEES - TAXABL	.00	.00	.00	.00	.00	.00
347265	CIT SPGS COMM BLD-TAXABL	.00	.00	.00	.00	.00	.00
347266	CIT SPGS COMM BLD-EXEMPT	.00	.00	.00	.00	.00	.00
347296	REC FEES EXEMPT - SR CTR	.00	.00	.00	.00	.00	.00
347522	RENTAL - OTHER	.00	.00	.00	.00	.00	.00
347900	OTHER CULTURE/RECREATION	.00	.00	.00	.00	.00	.00
347910	OTHER CULT/REC EXEMPT	.00	.00	.00	.00	.00	.00
361100	INTEREST	.00	.00	.00	.00	.00	.00
361200	MONEY MKT & LGIP INTERES	10,000.00	208.90	.00	1,075.93	8,924.07	10.76
361300	INVEST INTEREST (INC/DEC	.00	.00	.00	.00	.00	.00
363000	SPECIAL ASSESSMENTS	.00	.00	.00	.00	.00	.00
363110	SPECIAL ASSESS - CAP IMP	.00	.00	.00	.00	.00	.00
369900	OTHER MISC REVENUES	.00	.00	.00	.00	.00	.00
369945	CNTRL CITRUS CC MISC REV	.00	.00	.00	.00	.00	.00
381000	INTERFUND TRANSFERS	.00	.00	.00	.00	.00	.00
384000	DEBT PROCEEDS	.00	.00	.00	.00	.00	.00
400100	5% RESERVE	-49,205.00	.00	.00	.00	-49,205.00	.00
400200	CASH CARRY FORWARD	820,700.58	.00	.00	.00	820,700.58	.00
TOTAL TITLE NOT FOUND		1,755,595.58	208.90	.00	799,387.86	956,207.72	45.53
TOTAL CITRUS SPRINGS MSBU		1,755,595.58	208.90	.00	799,387.86	956,207.72	45.53
TOTAL REPORT		1,755,595.58	208.90	.00	799,387.86	956,207.72	45.53