



## INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the government and to other government units, on a cost reimbursement basis.

- Fund 170 Health Insurance
- Fund 171 Insurance Trust
- Fund 172 Dental Insurance
- Fund 550 Fleet Management
- Fund 555 Fleet Vehicle Trust Fund



## HEALTH INSURANCE

FUND 170

	2008-2009 <i>Actual</i>	2009-2010 <i>Budget</i>	2010-2011 <i>Budget</i>
341220 FAMILY COVERAGE - INT SVC	1,010,161	1,067,000	-
341240 HEALTH INS CONT - INT SVC	4,134,847	3,828,000	4,914,082
341242 LIFE INS CONT - INT SVC	-	-	155,100
341244 DISABILITY INS CONT-INT S	-	-	107,650
361200 SBA INTEREST	1,250	1,000	3,000
361300 INVEST INTEREST (INC/DEC)	(2,697)	-	-
369961 REIMBURSEMENTS	249	-	-
<b>Total Revenue Sources</b>	<b>5,143,810</b>	<b>4,896,000</b>	<b>5,179,832</b>
381000 INTERFUND TRANSFERS	-	62,967	84,305
400200 CASH CARRY FORWARD	-	285,000	747,500
<b>Total Revenue Sources Other</b>	<b>-</b>	<b>347,967</b>	<b>831,805</b>
<b>Total Revenues</b>	<b><u>5,143,810</u></b>	<b><u>5,243,967</u></b>	<b><u>6,011,637</u></b>
Department Number: 8000			
52300 LIFE & HEALTH INSURANCE	5,223,017	620,600	437,900
52302 HEALTH CLAIMS	-	3,500,000	3,800,000
52310 LIFE INSURANCE PREMIUM	-	-	155,100
52320 DISABILITY INSURANCE PREM	-	-	107,650
<b>Total Personal Services</b>	<b>5,223,017</b>	<b>4,120,600</b>	<b>4,500,650</b>
53100 PROFESSIONAL SERVICES	35,000	70,000	70,000
53441 ADMINISTRATION	-	555,000	543,780
<b>Total Operating Expense</b>	<b>35,000</b>	<b>625,000</b>	<b>613,780</b>
60050 RESERVE FOR CONTINGENCIES	-	498,367	257,207
60210 RESERVE - SELF INSURANCE	-	-	640,000
<b>Total Non-Operating Expenses</b>	<b>-</b>	<b>498,367</b>	<b>897,207</b>
<b>Total Expenditures</b>	<b><u>5,258,017</u></b>	<b><u>5,243,967</u></b>	<b><u>6,011,637</u></b>



## INSURANCE TRUST

## FUND 171

	2008-2009 <i>Actual</i>	2009-2010 <i>Budget</i>	2010-2011 <i>Budget</i>
361200 SBA INTEREST	21,452	25,000	7,500
361300 INVEST INTEREST (INC/DEC)	(15,386)	-	-
369300 MISC REVENUE-SETTLEMENTS	9,459	-	-
369960 W/C CONTRIBUTIONS	1,096,617	890,000	860,000
369961 REIMBURSEMENTS	25,621	-	10,000
369963 INSURANCE REIMBURSEMENT	46,404	25,000	1,000
<b>Total Revenue Sources</b>	<b>1,184,167</b>	<b>940,000</b>	<b>878,500</b>
381001 TRANSFER - GENERAL FUND	550,000	550,000	725,000
381381 TRANSFER - ROAD & BRIDGE	240,000	240,000	115,000
400100 5% RESERVE	-	(47,000)	-
400200 CASH CARRY FORWARD	-	1,260,000	603,000
<b>Total Revenue Sources Other</b>	<b>790,000</b>	<b>2,003,000</b>	<b>1,443,000</b>
<b>Total Revenues</b>	<b><u>1,974,167</u></b>	<b><u>2,943,000</u></b>	<b><u>2,321,500</u></b>

Department Number: 8100

52400 WORKERS' COMPENSATION	384,529	600,000	550,000
<b>Total Personal Services</b>	<b>384,529</b>	<b>600,000</b>	<b>550,000</b>
53100 PROFESSIONAL SERVICES	12,500	19,000	25,000
53400 OTHER CONTRACTUAL SERV	5,850	6,000	6,000
53441 ADMINISTRATION	83,390	100,000	95,000
54500 INSURANCE	1,224,953	1,725,000	1,400,000
54550 GENERAL LIABILITY CLAIMS	216,158	275,000	240,000
<b>Total Operating Expense</b>	<b>1,542,852</b>	<b>2,125,000</b>	<b>1,766,000</b>
60050 RESERVE FOR CONTINGENCIES	-	10,000	5,500
61000 RESERVE CASH FORWARD	-	208,000	-
<b>Total Non-Operating Expenses</b>	<b>-</b>	<b>218,000</b>	<b>5,500</b>
<b>Total Expenditures</b>	<b><u>1,927,381</u></b>	<b><u>2,943,000</u></b>	<b><u>2,321,500</u></b>



DENTAL INSURANCE

FUND 172

	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2010-2011 Budget</i>
341230 FAMILY DENTAL - INT SVC	162,156	156,000	151,410
341250 BOARD PORTION DENTAL	271,529	262,000	246,110
361200 SBA INTEREST	2,521	1,000	1,000
361300 INVEST INTEREST (INC/DEC)	(2,256)	-	-
<i>Total Revenue Sources</i>	<i>433,950</i>	<i>419,000</i>	<i>398,520</i>
400100 5% RESERVE	-	(20,950)	-
400200 CASH CARRY FORWARD	-	194,000	185,000
<i>Total Revenue Sources Other</i>	<i>-</i>	<i>173,050</i>	<i>185,000</i>
<b>Total Revenues</b>	<b><u>433,950</u></b>	<b><u>592,050</u></b>	<b><u>583,520</u></b>

Department Number: 8150

52305 DENTAL CLAIMS	435,183	450,000	450,000
<i>Total Personal Services</i>	<i>435,183</i>	<i>450,000</i>	<i>450,000</i>
53100 PROFESSIONAL SERVICES	-	2,000	2,000
53400 OTHER CONTRACTUAL SERV	500	4,100	500
53441 ADMINISTRATION	33,823	32,500	32,500
<i>Total Operating Expense</i>	<i>34,323</i>	<i>38,600</i>	<i>35,000</i>
60050 RESERVE FOR CONTINGENCIES	-	103,450	98,520
<i>Total Non-Operating Expenses</i>	<i>-</i>	<i>103,450</i>	<i>98,520</i>
<b>Total Expenditures</b>	<b><u>469,506</u></b>	<b><u>592,050</u></b>	<b><u>583,520</u></b>



FLEET & TRANS MANAGEMENT

FUND 550

	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2010-2011 Budget</i>
341260 LABOR REIMBURSEMENT	746,618	1,250,000	1,250,000
341270 PARTS HANDLING	28,772	-	-
341280 FUEL SALES	19,695	47,000	45,000
361200 SBA INTEREST	4,342	-	-
364200 GOVDEALS - TAX EXEMPT	1,815	-	-
365000 SALE/SURPLUS-MATL/SCRAP	1,245	-	-
369900 OTHER MISC REVENUES	1,135	-	-
<b>Total Revenue Sources</b>	<b>803,622</b>	<b>1,297,000</b>	<b>1,295,000</b>
389400 DONATIONS	589,797	-	-
400100 5% RESERVE	-	(64,850)	(64,750)
400200 CASH CARRY FORWARD	-	145,397	305,000
<b>Total Revenue Sources Other</b>	<b>589,797</b>	<b>80,547</b>	<b>240,250</b>
<b>Total Revenues</b>	<b><u>1,393,419</u></b>	<b><u>1,377,547</u></b>	<b><u>1,535,250</u></b>

<i>Dept.</i>	<i>Department Title</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2010-2011 Budget</i>
4150	FLEET & TRANS MANAGEMENT	1,113,114	1,377,547	1,535,250
<b>Total Expenditures</b>		<b><u>1,113,114</u></b>	<b><u>1,377,547</u></b>	<b><u>1,535,250</u></b>



**Description/Objectives**

The Office of Fleet & Transportation Management consists of two sections: Fleet Management and Citrus County Transit. The Fleet Management Section is responsible for maintaining and managing approximately 655 county owned vehicles and equipment. Fleet Management also maintains and administers the county fuel site and Wright Express fuel card program. In the past fiscal year we processed 212,747 gallons of unleaded fuel and 227,848 gallons of diesel fuel. In 2009 Fleet Management opened a new fuel site at the Lecanto Maintenance Complex with two 15,000 gallon above ground storage tanks to comply with new DEP regulations.

Fleet Management is also tasked with inspecting, fueling, and maintaining 42 stationary county emergency generators to ensure proper operation. This includes new generators installed at the Lecanto Government Building, Health Department facility, the Sheriff's Emergency Operations Center, and School District shelters. Fleet Management is activated along with first responders as a critical support function in a declared emergency.

Fleet Management also operates a weld and fabrication shop, tire shop, parts room, field service truck, and fuel & lube truck. We provide both on-site and in the field repairs to most divisions and departments within the BOCC. We manage a motor pool at the Lecanto Government Building, the Property Appraiser's Office, and the Fleet Maintenance Complex.

The Citrus County Transit section operates the County's Para-transit and fixed bus routes. Para-transit refers to our door to door bus service for non emergency transportation with the goal of keeping citizens in their homes by providing transport for medical appointments, shopping, and other life enhancing services. We provide an average of 5,340 trips per month. The Orange Line fixed bus route is our scheduled route between Lecanto, Beverly Hills, and Inverness that runs on a preset schedule continuously throughout the day. The fixed route has grown in ridership over the past year to average close to 50 passengers per day.

**Goals**

Provide the highest quality vehicles and equipment to the employees of the County through a managed maintenance and replacement program. All vehicles and equipment are on a preventative maintenance program.

Maintain the County fleet of vehicles and equipment in the safest and most cost-effective manner while minimizing down time.

Maintain the County fuel site for the purpose of providing convenient fueling operations to the County and other government agencies. In addition, provide administration of the County's Wright Express fuel card program.

Administer the vehicle/equipment replacement schedule in accordance with the Fleet Management policy. Provide assistance to departments and divisions in determining equipment needs. Provide bid specifications and order vehicles and equipment through State contracts.

Provide safe, courteous, clean, and reliable transportation services to all citizens of Citrus County.

**Staffing**

	2008-2009 Budget	2009-2010 Budget	2010-2011 Budget
<b>Full-Time</b>			
Senior Secretary	1	1	1
Program Systems Technician	1	1	1
Inventory Control Technician	1	0	0
Automotive Parts Manager	1	1	1
Equipment Services Worker	1	1	1
Tire Services Technician	1	1	1
Welder/Machinist	1	1	1
Equipment Mechanic	2	1	1
Heavy Equipment Mechanic	4	4	4
Chief Mechanic	1	1	1
Fleet Management Section Chief	1	1	1
Fleet Management Director	1	1	1
<b>Total Number of Positions</b>	<b>16</b>	<b>14</b>	<b>14</b>



# FLEET & TRANS MANAGEMENT

550-4150

<i>Account</i>	<i>Account Title</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2010-2011 Budget</i>
51200	REGULAR SALARIES & WAGES	558,074	525,170	533,927
51400	OVERTIME	-	2,500	2,500
52100	FICA TAXES	40,091	40,175	40,845
52200	RETIREMENT CONTRIBUTIONS	54,049	52,990	57,504
52300	LIFE & HEALTH INSURANCE	92,803	76,888	76,922
52400	WORKERS' COMPENSATION	22,604	16,251	15,789
	<b>Total Personal Services</b>	<b>767,622</b>	<b>713,974</b>	<b>727,487</b>
53400	OTHER CONTRACTUAL SERV	3,971	6,100	6,100
54000	TRAVEL & PER DIEM	958	1,890	1,390
54100	COMMUNICATIONS SERVICES	1,000	2,264	2,264
54201	POSTAGE	218	255	360
54300	UTILITY SERVICES	20,972	26,992	26,992
54500	INSURANCE	18,266	12,088	12,088
54520	INSURANCE CLAIMS	125	2,500	2,500
54603	VEHICLE MAINTENANCE	16,223	13,677	15,225
54604	MAINTENANCE - BUILDINGS	1,810	10,200	18,238
54605	EQUIPMENT MAINTENANCE	5,059	6,624	6,624
54615	SOFTWARE MAINT/SUPPORT	5,436	4,485	5,751
54921	ADVERTISING	301	1,000	1,000
55100	OFFICE SUPPLIES	1,849	2,650	2,650
55201	TOOLS IMP. & SPEC. CLOTH	1,698	5,000	4,000
55205	UNIFORMS	4,857	6,000	6,000
55206	SHOP STOCK	2,949	4,500	4,500
55208	FUEL & LUBES	8,248	8,125	8,125
55211	JANITORIAL SUPPLIES	882	1,800	1,800
55270	COMPUTER ACCESSORIES	4,652	1,300	1,690
55275	COMPUTER SOFTWARE	763	1,500	-
55400	DUES BKS SUBSCR MEM PUBL	238	995	995
55417	TRAINING	50	-	-
55500	TRAINING	906	10,145	5,550
55960	DEPRECIATION EXPENSE	81,794	-	-
	<b>Total Operating Expense</b>	<b>183,224</b>	<b>130,090</b>	<b>133,842</b>
56400	MACHINERY & EQUIPMENT	13,562	14,231	31,100
	<b>Total Capital Outlay</b>	<b>13,562</b>	<b>14,231</b>	<b>31,100</b>
59100	TRANSFERS	-	4,844	9,004
59159	TRANS FLEET VEH TRUST	20,513	20,513	20,513
59920	COST OF GOODS SOLD	-	250,000	250,000
59921	LOSS ON SALE OF ASSETS	128,194	-	-
61000	RESERVE CASH FORWARD	-	243,895	363,304
	<b>Total Non-Operating Expenses</b>	<b>148,707</b>	<b>519,252</b>	<b>642,821</b>
<b>4150</b>	<b>FLEET &amp; TRANS MANAGEMENT</b>	<b><u>1,113,114</u></b>	<b><u>1,377,547</u></b>	<b><u>1,535,250</u></b>



## FLEET VEHICLE TRUST FUND

FUND 555

	2008-2009 <i>Actual</i>	2009-2010 <i>Budget</i>	2010-2011 <i>Budget</i>
361200 SBA INTEREST	32,339	35,000	8,000
361300 INVEST INTEREST (INC/DEC)	(25,134)	-	-
364100 GOVDEALS - TAXABLE	235	-	-
364200 GOVDEALS - TAX EXEMPT	49,931	-	-
369300 MISC REVENUE-SETTLEMENTS	14,500	-	-
<b>Total Revenue Sources</b>	<b>71,871</b>	<b>35,000</b>	<b>8,000</b>
381000 INTERFUND TRANSFERS	475,622	33,879	33,699
400100 5% RESERVE	-	(1,750)	(400)
400200 CASH CARRY FORWARD	-	2,269,000	2,081,000
<b>Total Revenue Sources Other</b>	<b>475,622</b>	<b>2,301,129</b>	<b>2,114,299</b>
<b>Total Revenues</b>	<b><u>547,493</u></b>	<b><u>2,336,129</u></b>	<b><u>2,122,299</u></b>
Department Number: 4155			
54603 VEHICLE MAINTENANCE	1,566	500	1,200
54911 COMMISSIONS - GOVDEALS	6,398	25,000	-
<b>Total Operating Expense</b>	<b>7,964</b>	<b>25,500</b>	<b>1,200</b>
56400 MACHINERY & EQUIPMENT	-	345,540	1,294,010
<b>Total Capital Outlay</b>	<b>-</b>	<b>345,540</b>	<b>1,294,010</b>
59100 TRANSFERS	131,316	-	-
61000 RESERVE CASH FORWARD	-	1,965,089	827,089
<b>Total Non-Operating Expenses</b>	<b>131,316</b>	<b>1,965,089</b>	<b>827,089</b>
<b>Total Expenditures</b>	<b><u>139,280</u></b>	<b><u>2,336,129</u></b>	<b><u>2,122,299</u></b>