Purchasing Office

Brian Wilcox, Purchasing Manager

Procurement of goods and services not pertaining to the design and/or construction of new infrastructure and facilities but that is valued at or above the public advertisement / sealed submittal threshold, currently \$25,000, is normally facilitated by the Purchasing Office, along with some procurements that are common to multiple departments. (Since 2013, the Engineering Department and the Purchasing Office have consolidated to one web page, we now call the "Business Opportunities" page, on the City's public website where both construction-related and non-construction-related formal procurement solicitations, including invitations to bid, requests for proposals and requests for qualifications, are posted.) In addition, among other tasks, the Purchasing Office:

- administers the City's purchasing card program, which allows, within card-specific spending limits, for purchases to be made by departmental staff by means of City-issued credit cards;
- administers, with support from Fleet Maintenance, fuel purchasing for the City's vehicle and equipment fleet;
- facilitates, with support from Fleet Maintenance, on an as-needed basis the lawful disposal of surplus personal
 property of the City, and, at the discretion of the department, any unclaimed lost, stolen or seized personal
 property of others recovered by or turned over to the City.

More information about the Purchasing Office may be found on the City's website.

Mo	easure	Actual FY2013	Projected FY2014	Proposed FY2015
	al procurement solicitations ¹² e Purchasing Office	16	25	25
award of procurement for for	days from date of requisition to mal procurement solicitations ¹² Purchasing Office	120	90	90
		19,061	20,000	21,000
(by fiscal year), and value of	sing card transactions processed f City's rebate earned for total ts (by calendar year)	\$6,197,097	\$6,800.000	\$7,400,000
		\$54,997	\$59,536	\$64,000
Average number of calendar	purchasing card	6	6	6
days (from receipt of card request to receipt of delivered card) for	fleet fuel driver number	1	1	1
card) for	fleet fuel vehicle card	5	5	5
Number and value of proceed	ds (before fee paid by City for	48	60	60
electronic auction services) from personal property, and fee paid	I by City for electronic auction	\$182,903.98	\$200,000	\$200,000
serv	ices	\$13,722.69	\$15,000	\$15,000

Involving sealed submittals (i.e., bids, proposals, and statements of qualifications) received pursuant to published legal notice.
 The City's public advertisement / sealed submittal threshold is currently \$25,000, pursuant to Ordinance No. 2010-72.



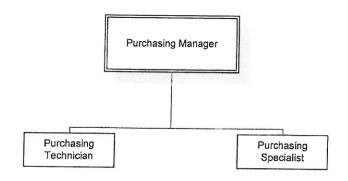
Sustainable Franklin

- 1. To promote the responsible stewardship of the City's financial and environmental resources, the City of Franklin Purchasing Office encourages its client departments of the City to consider the life-cycle cost and environmental implications of their product selections. For example, in addition to purchase price, consider:
 - Operational and maintenance costs
 - Residual value
 - Disposal costs
 - The time value of money
 - Recycled content
 - Energy and/or fuel efficiency
 - Whether it comes with minimal and recyclable packaging
 - Whether it is readily reusable and/or refillable
 - Whether it is readily recyclable
 - Whether it is less or non-toxic both during and after its service life

A focus on such "sustainable purchasing" not only has environmental benefits but also will be of economic value to the City (by yielding better resale values and lower disposal costs, for example).

- 2. Promote practice of the adage, "Reduce, reuse, recycle." Within the context of disposal of the City's surplus personal property (e.g., vehicles, equipment, furniture), the Purchasing Office first seeks to reallocate such surplus property to another department or office of the City that has need for it. Most surplus property for which no department or office of the City has further need but which has any value is sold by means of electronic auction and thus is at least temporarily diverted from the waste stream and landfill disposal.
- 3. For the economical and eco-friendly disposal of used ink cartridges for table-top printers, copiers and fax machines, the Purchasing Office promotes the use of a collection and reuse service offered by one of the City's office supplies vendors.
- 4. The Purchasing Office turns off all of its office lights whenever the office is empty for more than a few minutes.

Organizational Chart



Staffing by Position

City of Franklin 2014-2015 Fiscal Year Budget General Fund - Purchasing Personnel by Position

Position	Pay	FY	2014	FY:	2015
7 001011	Grade	Full-Time	Part-Time	Full-Time	Part-Time
Purchasing Manager		1	0	1	0
Purchasing Specialist	E	1	0	1	0
Purchasing Technician	С	1	0	1	0
	TOTALS	3	0	3	0

	Newl	Position		Reclassification	on
Narrative of Personnel Changes	Title	Pay Grade	From Job Title		Pay Grade (if reclassificati on creates new job title)
None					

			Requirement	s
Departmental Career Development Path	Pay Grade	Degree	Experience	Certifica- tions
Purchasing Manager	1	Yes	5 yrs	CPP0 withir 2 yrs if not a MPA
Purchasing Specialist	Е	Preferred	3 yrs	CPPB within 4 yrs
Purchasing Technician	С	No	2 yrs	No

Budget Notes/Objectives

Purchasing

After factoring in the reimbursement of interfund services, the Purchasing Office budget being requested for FY2015 totals approximately \$187,000 which is about \$23,000 more than the Purchasing Office budget for FY2014. Of this \$23,000 increase, \$20,000 is attributable to a new initiative being proposed, for spend analysis services. The term "spend analysis" in this context is used to mean transforming the City's raw spend data on purchases of goods and services from third parties into information that may allow the City to gain a clearer understanding of its non-personnel-related expenditures. Spend analysis uses data from all payment methods, including accounts payable and purchasing card. The objective of the procurement of spend analysis services would be to make it easier for the City to:

- bring more of its spend under management by:
 - providing a solid foundation of information for decision making which includes an aggregated view of spend from all systems and transaction types;
 - identifying the key areas of spend that should be targeted by professional procurement teams:
 - identifying non-compliant spend, enabling procurement teams to work with buyers and suppliers to maintain a high level of spend under contract;
 - profiling and managing suppliers according to levels of value, risk, and potential opportunity for savings; and
 - enabling the benchmarking and measurement of procurement performance over time.
- o change buying behavior within the organization by:
 - providing key stakeholders with visibility of spend on goods and services, going way beyond simply whether or not spend was under or over the allocated budget;
 - making it easy to create and use departmental spend reports to help department managers and people with budget responsibility more effectively manage their spend, save money, and use those savings to deliver on their missions;
 - monitoring compliance against contracts, financial standing orders and procurement thresholds;
 - identifying non-compliant spend and deliver the management information necessary to take action and have informed conversations with buyers and managers;
 - identifying suppliers with large numbers of accounts payable transactions where there may be opportunities for efficiencies through consolidated invoicing or purchasing cards; and
 - identifying opportunities for greater internal collaboration and consolidated purchasing.
- o help the City monitor and maximize the impact of dollars spent:
 - with small and medium sized business;
 - with local companies;
 - with minority-owned and woman-owned business enterprises;
 - to maximize the economic impact of public dollars; and
 - by making this information very easily accessible, saving time and resources that can be focused on delivering savings.
- o help the City deliver savings and efficiencies for the organization by:
 - ensuring that all departments are getting the same 'best rates' and terms with each vendor;
 - using the data in competitive processes and supplier negotiations to strengthen the organization's information advantage and negotiating position with suppliers;
 - identifying opportunities to implement or renegotiate contracts based on actual spend value rather than estimated values or values provided by the supplier;
 - creating and utilizing category analysis reports to aggregate demand and drive down costs in categories of spend that span the entire organization;
 - identifying opportunities for greater internal and external collaboration in procurements; and
 - making it easy to access spend information so that time and resources can be focused on delivering savings rather than cleaning up data and struggling with complicated analysis tools.

139,000 145,918 150,286 154,864 130 141,631 141,071 145,306 149,666 149,666 149,666 149,666 149,666 149,666 149,666 149,666 149,666 149,666 149,666 149,666 141,631 141,632 141,632 141,633 141,633 141,633 141,634 143,600 144,071 141,633 141,634 143,600 143,64 14	Account	Label	Actual 2012	Actual 2013	Budget 2014	Estd 2014	Budget 2015	Forecast 2016	Forecast 2017	Forecast 2048
		Personnel								00715820
		REGULAR PAY	100,619	124,550	139,701	139,000	145.918	150.296	154 RO4	150 440
Part	071170	OVERTIME PAY	43	385	260	130	260	270	280	200
Patron Comparison Comparison Control	\top	T			(4,890)		(5.107)	(5.260)	(5,418)	/6 5041
ENCORPORTION CONTRICTORN CON		t	100,662	124,935	135,071	139,130	141,071	145,306	149.666	154 158
Final Procession Pro				1						
		FICA (EMPLOYER'S SHARE)	7.374	902.6	10 687	000	44 400			
		MEDICAL PRE MIUMS	21.378	26 406	27 242	000.00	11,103	11,498	11,843	12,198
		GROUP INSURANCE PREMIUMS	1,890	2 151	217,12	2,400	28,422	29,275	30,153	31,057
Section Comparison Compar		EMPLOYEE INSURANCE CONTRIBUTIONS	(4 105)	14 2451	יבטסטו	2,400	2,478	2,552	2,629	2,708
BEATS FLEASE DECIMINATIONS 2007 1,126 <td>81450</td> <td>RETIREMENT CONTRIBUTIONS</td> <td>(COL ,T)</td> <td>(4,340)</td> <td>(2007)</td> <td>(009'¢)</td> <td>(5,610)</td> <td>(5,778)</td> <td>(5,952)</td> <td>(6,130)</td>	81450	RETIREMENT CONTRIBUTIONS	(COL ,T)	(4,340)	(2007)	(009'¢)	(5,610)	(5,778)	(5,952)	(6,130)
REFN WORKERS COMPERATION DEPOLITIONS TOTAL REPNETTS	81455	DEFERRED COMP MATCH	0,010	90,204	11,828	11,828	12,354	12,725	13,107	13,500
RECTOR MODE CALL MANIENE 418 AG ST ACTOR 418 AG ST ACTOR </td <td>81470</td> <td>WORKERS COMPENSATION PREMILIMS</td> <td>110,2</td> <td>1,405</td> <td>98,'L</td> <td>1,799</td> <td>1,799</td> <td>1,853</td> <td>1,909</td> <td>1,966</td>	81470	WORKERS COMPENSATION PREMILIMS	110,2	1,405	98,'L	1,799	1,799	1,853	1,909	1,966
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Patrice Patr		TOTAL PERSONNEL	148,625	168,453	183,454	188,086	191,697	197,452	203.376	209 478
Name Propertions Propert										2,001
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QCDSQ TESTINGA PHYSICALS 212 170 250 170 250 265 150	82210	PRINTING & COPYING SERVICES, OUTSOURCED		400						
XOPSV TOTAL OPERATING SERVICES 2.2 1.3 1.5 </td <td>82250</td> <td>TESTING & PHYSICALS</td> <td>ç</td> <td>169</td> <td>250</td> <td>170</td> <td>250</td> <td>258</td> <td>265</td> <td>273</td>	82250	TESTING & PHYSICALS	ç	169	250	170	250	258	265	273
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92310 LEGAL NOTICES 5201 558 770 559 770 778 817 62330 OLES FOR MÉMBERSHIPS 1,826 1,846 1,815 1,605 770			212	300	400	320	400	413	424	437
92300 DUES FOR MEMBERSHIPS 1,256 1,984 1,815 1,010 770 778 817 1,700 1,710 770 771 770 780 770 770 780 770 770 780 770 780 770 780 770 780 770 780 770 780 770 780 770 <	82310	LEGAL NOTICES	201	953	OFF	Cit	011			
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3 Migg 45 426	2	Civic organization	SAD	SAD	700	27	900			
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B UPREC Incertification fees SSB 689 260 <td>7</td> <td>UPPCC certification fees</td> <td>450</td> <td></td> <td>200</td> <td>0000</td> <td>ACC</td> <td>) do</td> <td>583</td> <td>009</td>	7	UPPCC certification fees	450		200	0000	ACC) do	583	009
4 Mount missing from detail 526 699 699 699 699 699 700<	80 .	UPPCC recertification fees							UBC	
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decision TOPLICATIONS, NONTIFICATION S, PUBLICITY 151 151 151 175 175 175 175 175 176 177 177 177 177 177 177 <td></td> <td>DIED DATIONS NOW TO THE PROPERTY OF THE PROPER</td> <td></td> <td>18</td> <td>25</td> <td>25</td> <td>25</td> <td>25</td> <td>25</td> <td>25</td>		DIED DATIONS NOW TO THE PROPERTY OF THE PROPER		18	25	25	25	25	25	25
2 MISP 6.digit certification of participation of partical participation of participation of participation of participat		POBLICATIONS, NON-TRAINING	151	151	175	175	175	180	186	191
xNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY 2,278 2,921 3,035 2,605 2,615 2,694 3,123 2,7 XNSP TOTAL NOTICES, SUBSCRIPTIONS, PUBLICITY 2,278 2,921 3,035 2,605 2,615 2,694 3,123 2,1 82450 TELEPHONE SERVICE 20 310 310 310 310 319 329 XUTIL TOTAL UTILITIES TOTAL UTILITIES T70 770 793 817 8	2	MIRD & diatronmodity and annual income popular								
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82450 TELEPHONE SERVICE 206 310 310 310 310 310 310 319 329 82470 INTERNET & RELATED SERVICES 277 285 460 285 460 474 488 XUTIL TOTAL UTILITIES 770 793 817 8		CONTRACTORS, CORSCONE LICINS, POBLICITY	2,278	2,921	3,035	2,605	2,615	2,694	3,123	2,854
82470 INTERNET & RELATED SERVICES 277 285 460 285 460 474 488 XUTIL TOTAL UTILITIES 770 595 770 793 817 8	82450	TELEPHONE SERVICE	208	340	0,50	0.50	6			
XUTIL TOTAL UTILITIES 483 595 770 596 770 793 817 817	82470	INTERNET & RELATED SERVICES	277	285	010	310	310	319	329	339
Page 1 770 793 817	1	TOTAL UTILITIES	483	505	027	007	004	474	488	203
			1001	Page 1	0.1.	CAC	1011	793	817	842

Account	Nut Label	Actual 2012	Actual 2013	Budget 2014	Estd 2014	Budget 2015	Forecast 2016	Forecast 2017	Forecast 2018
+ 82510	COMPUTER SERVICES								
-		20		100	100	20,100	20,100	20,100	20,100
2	consulting servicer for Great Plains	Au		977					
3	e-procurement software, annual licensing fee for core system	3		2	001	190	00-	100	100
4	e-procurentent software, one-time implementation fee								
4	Spend analysis					20,000	20,000	20,000	20.000
I DECA									
N YC	O I O I AL CON I RACTUAL SERVICES	68		100	100	20,100	20,100	20,100	20,100
0,979	טויטידאמדמיסים								
		850	1,904	4,725	4,525	4,725	4,866	5,010	5,161
2	Annual NIGP Forum & Fxno								
e	Various NIGP seminars			2,200	2,200	2,200	2,266	2,334	2,404
4	Various NIGP webmars	voc.	000	1,500	1,500	1,500	1545	1,591	1,639
3	Fall conference of TAPP	COD COD	967	200	300	200	515	930	546
9	Soring conference of TAPP			200	200	200	206	212	219
7	Summary of Public Acts presented by IT-MIAS			300	300	300	308	318	328
,	Amount missing from detail	030	4004	53	25	25	52	52	25
+ 82820		027	1,668						
NT.		011	164	1,190	287	1,190	1,227	1,261	1,300
2	Annual NIGP Forum & Expo		o	L COL	S c				
6	Various NIGP seminars		2	000	30	200	515	230	546
4	Fall conference of TAPP	*		06	ת ו	000	52	53	55
5	Spring conference of TAPP	\$ ·		OE)	4/	150	155	159	164
9	Monthly MTPPA chapter meetings	2.6	E	196	007	100	103	106	109
2	DBE Outreach Events	17		300	001	300	808	318	328
	Amount missing from detail	67	40	06	09	06	83	95	98
+ 82830		27.7	50						
		4/0	288	1,500	1,500	1,500	1,545	1,591	1,639
2	Annual NIGP Forum & Expo			4.000	4,000	000			
8	Possible NIGP Committee Meetings			000	000	000'1	1,930	1,061	1,093
4	Amount missing from detail	478	80%	DOS.	One	nac	515	530	546
+ 82840		182	920	3 000	7 070	000 0			
-	Various	182		200,0	0.6,	One'c	4,017	4,136	4.262
CN.	Annual NIGP Forum & Expo		926	2 400	1 007	2 400	0.470	9730	0000
n	Various NIGP seminars			200	200	200	2002	0407	670.7
4	Fall conference of TAPP			400	203	400	619	ACA.	207
2	Spring conference of TAPP			400		400	412	#5# #5#	437
9	Possible NIGP Committee Meetings			200	500	200	242	424	457
- 1	Amount missing from detail							200	040
+ 82850	MEALS (OUTSIDE WILLIAMSON COUNTY)	20	51	1,050	132	1.050	1 082	1 113	1 140
17,	Various	90						2	2 - 1
2 0	Annual NGP Forum & Expo			400	32	400	412	424	437
8	Various NIGP seminars			300	100	200	306	686	240
4	Fall conference of TAPP			200		200	208	212	240
Q (Spring conference of TAPP			150		150	155	159	164
9.	MTPPA amugi banquet		61	100		100	103	106	109
82890	Amount missing from detail		I						
2007	OTHER TRAVELEAT ENGES		- 6		51	20	25	53	55

Page 2

1017	1	1		Actual 2012	ACIDAI 2013	Pluget 2014	ESIG 2014	Budget 2015	Forecast 2016	Forerset 2017	Thornton John
1870 2 Control Con		ייין אַר	I O I AL PROFESSIONAL DEVELOPMENT/TRAVEL	1,676	3,346	12,365	8,405	12,415	12,789	13,164	13,565
No. Comparison Comparison	۵	33110	OFFICE SUPPLIES	213	215	005	000	000			
State Part Air A TOOK UNDER CHANGE CHAINED Part Air A TOOK UNDER CHAINED Part AIR AIR AIR A TOOK UNDER CHAINED Part AIR A TOOK UNDER CHAINED Part AIR AIR AIR A TOOK UNDER CHAINED Part	40	33120	OFFICE DÉCOR ITEMS (OTHER THAN FURNITURE)	25	114	250	300	000	515	230	546
Figure Marca Figure Fi	30	33130	EMPLOYEE BENEVOLENCE ITEMS			72	230	067	720	250	250
1		33140	MEALS & FOOD (INSIDE WILLIAMSON COUNTY)	69	8	25 24	00	30	29	23	55
1			Various	CP	3	2	677	OC!	3 2	158	162
STATE Control of the property of the prope	CVI		refreshments for quarterly meetings of Departmental Purchasing Agents		9	50)	3 2	104	1	55	
STATE COUNTY DEFENDED SERVICES SERV	eo I	-	Hallowean Candy		52	8		S A	627	133	137
Comparison Com	4		Spring TAPP				150	8	0	25	25
SCHOOL COLUMN CHOCK SUPPLIES STATE STA			Amount missing from detail	27	54		001				
Colora Department by Colora		OFS	TOTAL OFFICE SUPPLIES	307	424	950	823	950	971	1981	1013
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National Communication Columny 227 200 2		2	O OF CHECK ING SOPPLIES			100	100	100	103	106	109
SECTION MILE AND LEGGE VALLIAMS COLUMY STATE S	ěó	3310	GASOLINE & DIESEL FOR FLEET (INSIDE WILLIAMSON COUNTY)		766	CHC	0.5	C			
STATUS TOTAL FUEL & MAIL DAGE STATUS STA	ά	3320	MILEAGE (INSIDE WILLIAMSON COUNTY)		777	002	061	062	258	265	273
SESTION PROCHESTERS (428.000) 1,982 1,		FUEL	TOTAL FUEL & MILEAGE		700	000	200	20 20	52	23	55
SECTION CUMPATIONE FIXTURES (*CEXCOON) 270	+				177	2000	200	300	310	318	328
SECTION COMPANIE CASCAGE COMPANIENT CASCAGE	+										
SASSIVA MACCINER REPORT SASSIVA SASSIV	26 G	3510	FURNITURE, FIXTURES (<\$25,000)		374	200	200	900	200	500	200
1,000 1,00	8	3530	MACHINERY & EQUIPMENT (<\$25,000)	270		200	200	900	200	200	500
SANSON COMPUTER VACHINERY & EQUIPMENT (\$25,000) 2,262 1,862 2,000	8 8	3540	COMPUTER HARDWARE (<\$25,000)	1,992		1,000	1,000	3,000	1.000	1,000	1,000
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Selication State	82	111	FRAUD INSURANCE		9					8	200
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STRIP CAD LIABILITY INSURANCE ACCOUNTED LIABILITY COSTS ACCOUNTED LIABILITY CO	8 8	0110	LIABILITY INSURANCE		153		294	308	318	327	337
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APPLICATION SERVICES REIMBURSEMENTS 794 629 1,274 1,220 1,281 1,318 1,359 1,		611	UMBRELLALIABILITY		29	296					3
STSTO REIMB OF INTERFUND SERVICES CALISTO CALIST		ט	IOIAL PROPERTY & LIABILITY COSTS	794	629	1,274	1,220	1,281	1,318	1.359	1 400
STRING REIMB OF INTERFUND SERVICES (44,197) (40,960) (47,594) (47,550) (48,910) (47,594) (47	+										
STSTO REIMB OF INTERFUND SERVICES (48,310) (40,960) (47,594) (47,550) (48,910) (48,	+										
ST510 REIMB OF INTERFUND SERVICES (44,197) (40,960) (47,594) (47,550) (48,910) (47,550) (48,910) (47,550) (48,910) (47,550) (48,910) (47,550) (48,910) (47,550) (48,910) (47,550) (48,910) (48,	+										
XCP TOTAL INTERFUND SERVICES REIMBURSEMENTS (40,960)	875	510	REIMB OF INTERFUND SERVICES		(44 197)	(40 980)	(40 000)	(47 504)	147 5501	100000	
TOTAL INTERFUND SERVICES REIMBURSEMENTS	\neg					(application)	(10,000)	(460,14)	(44,330)	(48,910)	(50,172)
XOP TOTAL OPERATIONS 8,114 (34,040) (19,616) (24,482) (4,613) (6,007) (6,455) (7 Capital Capital (6,007) (6,455) (7	\neg	EIMB	TOTAL INTERFUND SERVICES REIMBURSEMENTS		(44,197)	(40,960)	(40,900)	(47,594)	(47,550)	(48,910)	(50,172)
XOP TOTAL OPERATIONS 8,114 (34,040) (19,616) (24,482) (4,613) (6,007) (6,455) (7 Capital Capital (6,007) (6,455) (7		!									
		d D	TOTAL OPERATIONS	8,114	(34,040)	(19,616)	(24,482)	(4,613)	(6,007)	(6,455)	(7,469)
			Capital								
	4										

Account	Label	Actual 2012	Actual 2013	Budget 2014	Estd 2014	Budget 2015	Forecast 2016	Forecast 2017	Forecast 2018
YTOT	TOTAL EVDENINITIONS	000							
0	I O LAL CAPENDII URES	156,739	134,413	163.838	163.604	187 084	191 445	196 921	202 000
				1	. 0000		0-1-0-	170,00	404,000