

STATE OF UTAH

DIVISION OF FACILITIES CONSTRUCTION & MANAGEMENT

Internal Service Fund

Fiscal Year 2018 Rate Report





DFCM

**Internal Service Fund
FY 2018 Rate Request**

Compiled July, 2016

**dfcm.utah.gov
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PROGRAM OVERVIEW

The following Annual Report details rate adjustments being requested for Fiscal Year 2018. Additionally, it describes the role DFCM's maintenance operation provides to State facilities and tenant agencies.

Agency Mission

The DFCM Internal Service Fund exists to provide professional building maintenance services to State facilities. This program certifies state assets receive the care required to ensure buildings and their related support systems reach their full life expectancy. While we also provide numerous additional services for our agency building tenants, the primary focus is on the facilities. Ensuring state assets reach their full life expectancy results in substantial tax dollar savings. Replacing buildings and/or major systems prematurely would result in a significant additional expense in the future.

DFCM's Internal Service Fund

DFCM provides building management, maintenance and preventive services to our state agency customers. Currently receiving these services are 171 individual programs throughout the state, which occupy over 7 million square feet of space. Our services are administered through operation and maintenance agreements tailored specifically to each location or program. A variety of services are provided to meet the unique needs of each building and its tenants.

Organizational Structure

The Internal Service Fund is comprised of two major sections working together to provide the proper care, comfort and efficiency to State facilities and our tenants. These are the Facilities Management section and the Electronics Resource Group.

The primary function of the Facilities Management section is to provide preventive maintenance and operational support to the facilities under DFCM's direct oversight. Preventive care includes maintaining the value of State assets by providing predictive maintenance to all mechanical, electrical, plumbing and structural systems. Included in this is operational support, which provides services such as custodial, elevator maintenance, refuse removal and utility support, including water, sewer, gas and electricity. Cost control is provided through detailed accounting and contract processes.

PROGRAM OVERVIEW, Continued

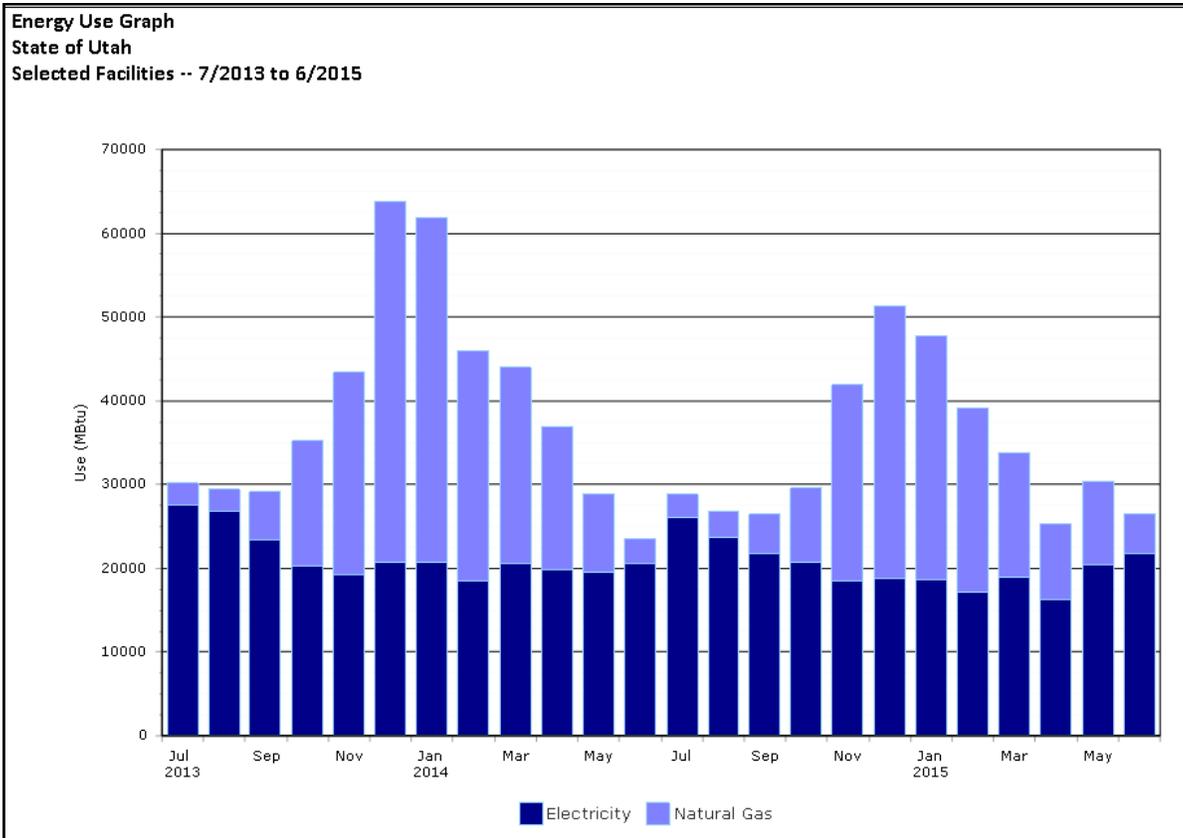
The Electronics Resource Group provides specialized support services including testing for fire alarm systems, automated building temperature controls, video surveillance systems and building access control. The responsibilities of this section are diverse and require specialized skills and licensing. This group ensures that tenant comfort, energy efficiency and building security are monitored, tested and functioning properly.

Energy Efficiency

The utility costs associated with operating state buildings represent approximately 30 percent of the overall operations budget. With such a large portion of our expenses going towards energy usage, small decreases in consumption can result in significant savings within the program.



DFCM strives to be a leader in energy conservation. Utilizing utility management programs and the expertise provided by the Electronics Resource Group, we closely monitor energy consumption for each managed location.



Focusing on building energy consumption has led to developing optimized operating schedules and identifying efficiency projects that can be completed through the annual Capital Improvement funding process.

PROGRAM OVERVIEW, Continued

Emergency Response

The Internal Service Fund has recently taken additional steps to insure proper emergency response and to provide safety to agency tenants and the general public during an event. Providing additional staff training and developing an awareness campaign will enhance our existing preparedness. All staff recently received Law Enforcement First Responder (LEFR) training. This training provided techniques to help in the event of an active shooter incident, as well as a natural disaster. It also provided advanced first responder training that included First Aid and CPR certification. Our facilities personnel will be involved in assisting the incident command post in responding to any situation. Providing this advanced training will ensure a coordinated effort with responding law enforcement.



DFCM has partnered with the Division of Risk Management to develop awareness training that will teach basic Run, Hide, Fight techniques. This will arm building occupants with tools to properly respond in an active shooter or other violent incident. DFCM understands that our State facilities could potentially be involved in any type of emergency.

Customer Service

While DFCM's primary role is to maintain state assets, we are also a customer-oriented organization. Recognizing this fact, DFCM electronically distributes a bi-annual customer survey to statewide agency tenant representatives. Survey questions focus on building conditions, service, response and communication. Feedback is reviewed and discussed with area managers to assist in improving our overall service level. Recent survey results show an 88 percent overall satisfaction rating.



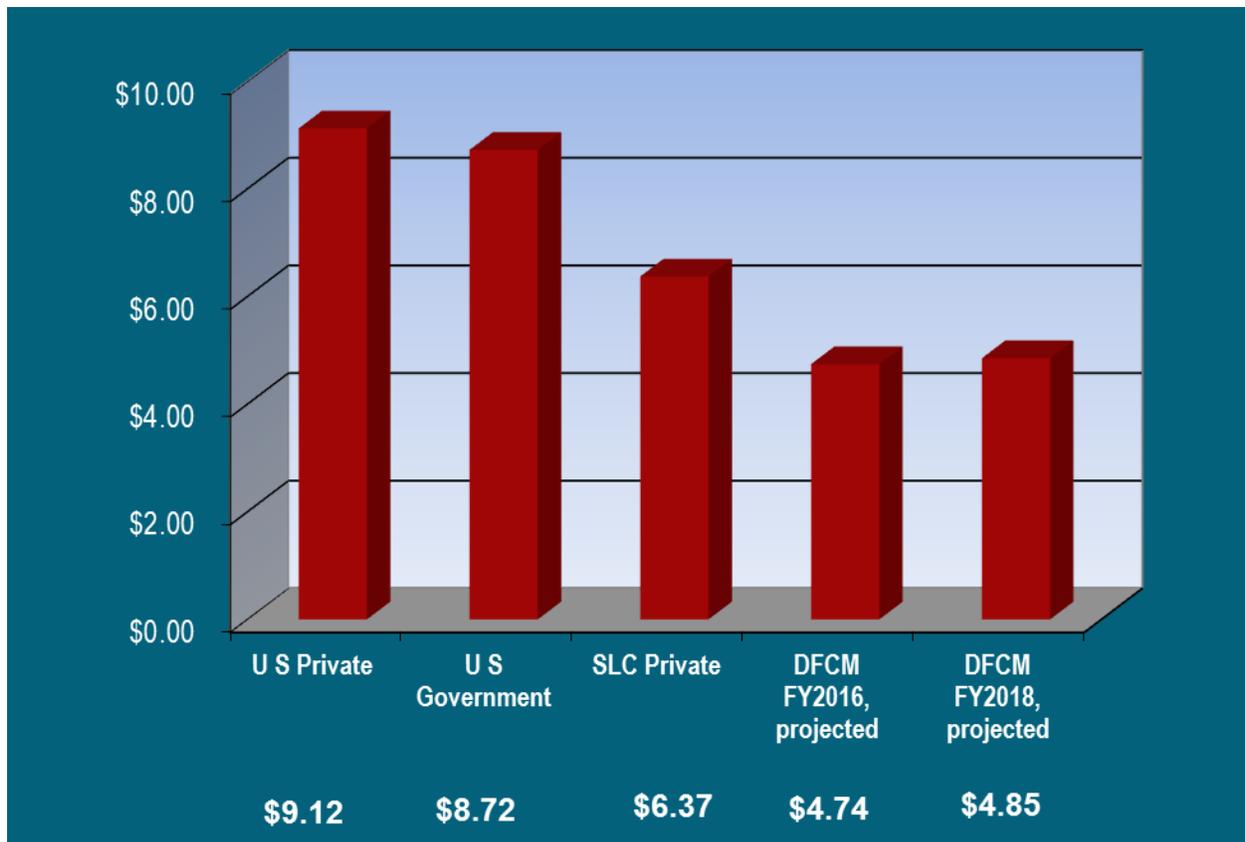
RATE & EXPENSE INFORMATION

The Internal Service Fund is accounted for at the program level. Each program is comprised of a building or building complex and has its own square footage rate, revenues, expenses and retained earnings balance. The ISF will have 171 programs contained within it during Fiscal Year 2018. In the paragraph below we explain the methodology for determining rate adjustments in each program for the 2018 Fiscal Year.

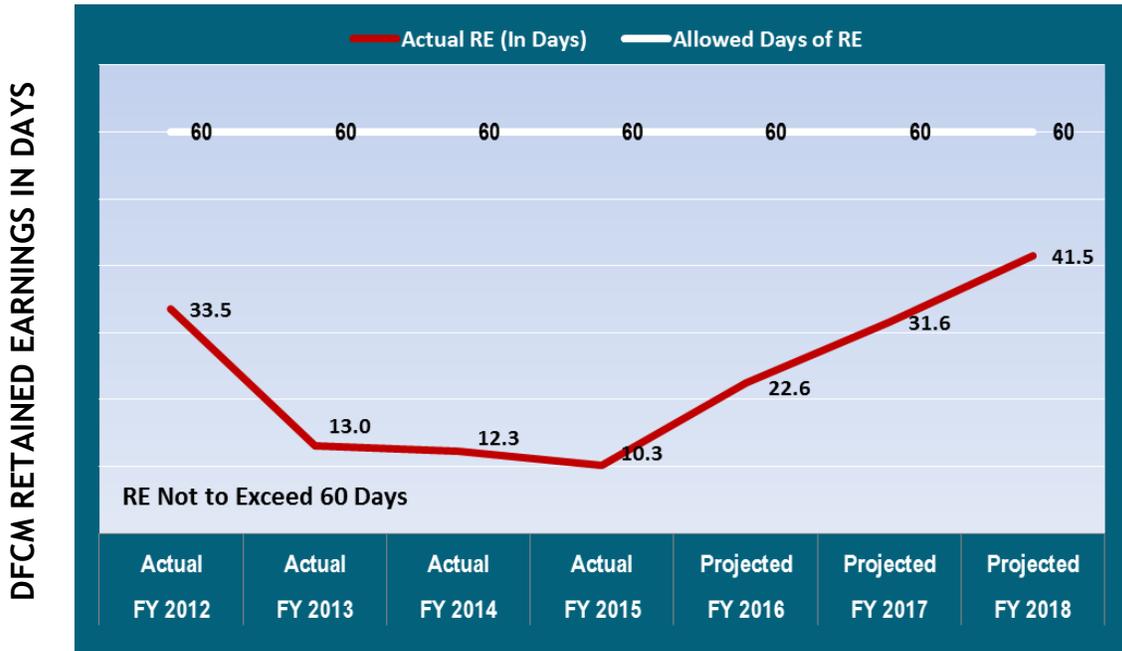
Each program's actual expenses are entered into worksheets through March of the current fiscal year. The remaining three months of the year are projected so a full year's data is used for computations. Adjustments are made for service contract increases, published and expected utility increases and benefit increases. After these adjustments are made, expenses are reviewed and one-time expenses are removed from the authorized and request years; each program is individually analyzed.

The existing revenue level is carried forward and compared with the program's current year beginning retained earnings balance and expenses to determine if any rate adjustments are needed for the request year. Rate requests are calculated on a probable three-year deficit recovery period.

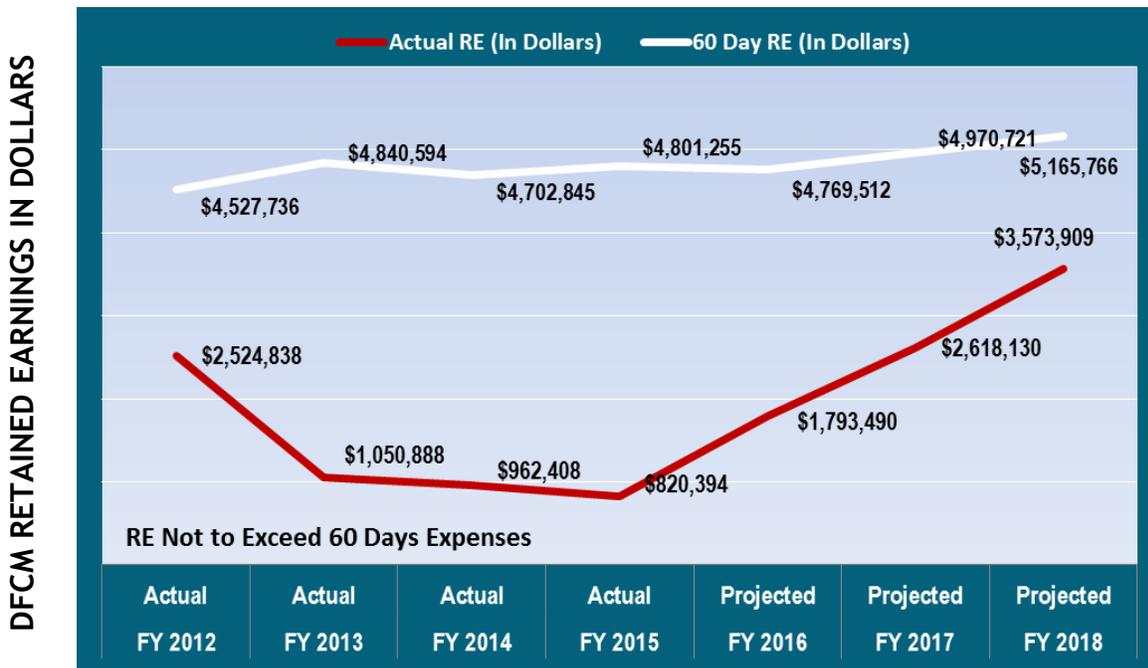
Facilities Management ISF Rate Comparison



RETAINED EARNINGS ANALYSIS

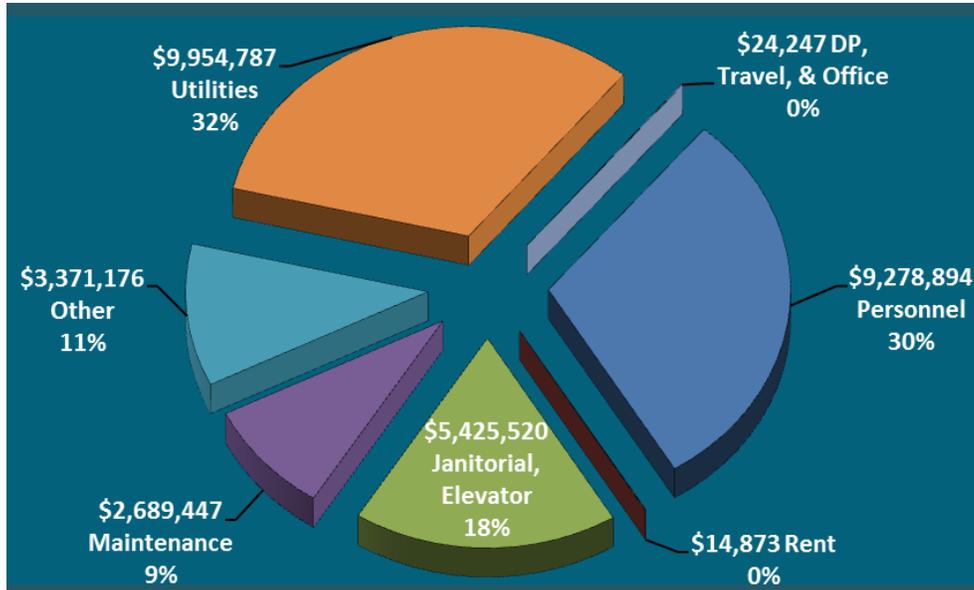


The retained earnings analysis illustrates the conservative, responsible approach DFCM has taken towards rate increases in correlation with retained earnings. Although Federal guidelines allow an internal service fund to have retained earnings equal to 60 days expenses, DFCM strives to have a conservative approach by keeping the retained earnings below the approved level.



RATE & EXPENSE INFORMATION

FY 2018 Projected Expenses



Facilities Management Average Square Footage Rates FY 07-FY 18





FISCAL YEAR 2018 RATE REQUEST

Fiscal Year 2018 Request — Rate Increases

In Fiscal Year 2018, the Internal Service Fund will need rate increases for fifteen programs.

Program	Amount of Increase/(Decreases)	Reason
1331 Dixie Drivers License	\$ 12,628	Deficit reduction
1336 Cedar City AP&P	\$ 5,040	Deficit reduction
1355 DWS Provo	\$ 17,290	Deficit reduction
1374 DPS Price	\$ 27,217	Deficit reduction
1413 Unified Lab	\$ 94,031	Deficit reduction
1451 West Jordan Courts	\$ 70,039	Deficit reduction
1459 DPS Drivers License	\$ 31,513	Deficit reduction
1462 UCAT Admin	\$ 15,002	Deficit reduction
1594 DHS Vernal	\$ 13,892	Deficit reduction
1617 Fairpark DMV	\$ 18,134	Deficit reduction
1621 1950 W Regional Center	\$ 34,921	Deficit reduction
1647 Family Health	\$ 48,064	Deficit reduction
1758 Brigham City Regional Center	\$ 161,749	Deficit reduction
1762 DWS Brigham City	\$ 11,996	Deficit reduction
ABC Retail Locations	<u>\$ 321,536</u>	Deficit reduction
	\$883,052	



FISCAL YEAR 2018 RATE REQUEST

Fiscal Year 2017 Authorized — Other Adjustments

Program	Amount of Increase/(Decreases)	Reason
1303 Vernal Regional Center	(\$ 28,821)	DPS moved out – FY16
1315 Richfield Court	\$ 2,381	Scope change add water bills
1337 Cedar City DNR	\$ 62,790	New location
1338 Ivins VA Home	\$ 83,064	New location
1344 Wasatch Courts	(\$ 5,028)	MOU changes with service costs
1378 Spanish Fork Vet Lab	\$ 35,716	New location
1383 Payson VA Home	\$ 79,106	New location
1412 Unified Lab #2	\$ 432,918	New location – mid-FY17
1568 ICAP Building	(\$ 14,517)	Courts moved out – Begin FY17
1588 Vernal Drivers License	\$ 18,250	New location
1610 Tax Commission	\$ 42,000	Scope change – add security
1727 Clearfield Warehouse C7	\$ 20,677	Scope change – add occupant
1731 Ogden VA Home	<u>\$ 52,945</u>	New location
	\$781,481	



RATE & EXPENSE INFORMATION

Fiscal Year 2018 Fee Schedule (Garage Rates)

Position	Billable Labor Rate
Administrative Staff	\$47.43
Electronics Resource Group	\$43.57
Facilities Manager	\$53.61
Maintenance Supervisor	\$47.54
Office Technician	\$36.84
Apprentice Maintenance	\$40.29
Journey Maintenance	\$45.09
Journey Electrician	\$50.11
Journey HVAC	\$48.25
Grounds Manager	\$37.76
Grounds Supervisor	\$36.24
Mechanics	\$38.01
Groundskeeper	\$32.07
Temporary Groundskeeper	\$18.20

Capital Facilities and Administrative Services Intergovernmental Services

Month/ Year	Division of Facilities Construction and Management Unit	FY 2017 Authorized Rates	FY 2017 Other Adjustments	Other Adjustments Comments	FY 2017 Amended Rates	Change from Authorized FY 2017	FY 2013 5% Utility Increases	FY 2018 Rate Adjustments	Other Adjustments	Comments	FY 2018 Cost per Square Foot	FY 2018 Total Square Feet	FY 2018 Proposed Rates
01/1985	1303	Vernal Regional Center	28,820.72	(28,821)	DPS moved out during FY16	0.00	(28,821)				-	0	-
11/1999	1304	Tree of Utah	0.00			0.00	0				-	0	0.00
FY2010	1310	Richfield DNR - Forestry	1,000.00			1,000.00	0				0.52	1,906	1,000.00
07/1996	1314	Richfield Regional Ctr.	75,499.00			75,499.00	0				5.80	13,017	75,499.00
08/1995	1315	Richfield Court	82,289.00	2,381	Scope change - DFCM now pays for water	84,669.68	2,381				4.27	19,839	84,669.68
12/1996	1316	Richfield DTS Center	39,000.00			39,000.00	0				2.60	15,000	39,000.00
12/1997	1317	DWS Richfield	58,072.00			58,072.00	0				10.37	5,600	58,072.00
07/1999	1320	Cedar City Regional Center	72,008.00			72,008.00	0				6.77	10,643	72,008.00
01/1998	1321	DWS Cedar City	78,461.00			78,461.00	0				5.30	14,804	78,461.00
08/1997	1322	Cedar City Courts	103,520.00			103,520.00	0				6.08	17,037	103,520.00
01/1998	1325	DWS St. George	66,452.00			66,452.00	0				8.98	7,400	66,452.00
07/2007	1330	St. George DPS	49,572.00			49,572.00	0				3.24	15,300	49,572.00
07/2007	1331	Dixie Drivers License	50,300.00			50,300.00	0		12,628	Deficit reduction	8.55	7,360	62,928.00
10/2007	1332	St. George Tax Commission	64,224.00			64,224.00	0				8.92	7,200	64,224.00
10/2009	1333	St. George Courts	465,353.00			465,353.00	0				4.87	95,550	465,353.00
05/2013	1336	Cedar City A P & P	23,404.00			23,404.00	0		5,040	Deficit reduction	8.24	3,452	28,444.00
09/2015	1337	Cedar City DNR		62,790	New location - Sept, 2015	62,790.16	62,790				6.16	10,200	62,790.16
03/2016	1338	Ivins VA Nursing Home		83,064	New location - March, 2016	83,064.39	83,064				0.81	102,000	83,064.39
11/2011	1344	Wasatch Courts	14,605.44	(5,028.44)	MOU - charged by cost of services	9,577.00	(5,028)				0.95	10,043	9,577.00
07/2009	1347	Provo Juvenile Courts	173,940.00			173,940.00	0				6.58	26,426	173,940.00
07/1992	1351	Provo Regional Center	664,011.00			664,011.00	0				5.48	121,106	664,011.00
07/1990	1354	Provo Court	299,400.00			299,400.00	0				5.00	59,928	299,400.00
12/1997	1355	DWS Provo	127,680.00			127,680.00	0		17,290	Deficit reduction	5.45	26,600	144,970.00
07/1996	1357	Orem Circuit Court	90,792.00			90,792.00	0				3.90	23,280	90,792.00
02/2002	1359	Orem Region Three UDOT	141,192.00			141,192.00	0				2.84	49,775	141,192.00
10/2003	1361	Orem Public Safety	105,640.00			105,640.00	0				8.00	13,205	105,640.00
07/2004	1369	Moab Regional Center	112,533.00			112,533.00	0				5.36	20,995	112,533.00
10/1997	1370	Navajo Trust Fund	132,640.00			132,640.00	0				5.35	24,782	132,640.00
10/2007	1372	DNR Price	96,414.00			96,414.00	0				4.94	19,517	96,414.00
02/2014	1373	Juab County Court	50,826.00			50,826.00	0				5.91	8,600	50,826.00
03/2015	1374	Price Public Safety	38,680.00			38,680.00	0		27,217	Deficit reduction	8.85	7,446	65,897.00
12/2015	1378	Spanish Fork Veterinary Lab		35,716	New location - after FY17 rates were calculated	35,716.03	35,716				9.16	3,900	35,716.03
03/2016	1383	Payson VA Nursing Home		79,106	New location - March, 2016	79,105.70	79,106				0.78	102,000	79,105.70
07/1989	1401	Calvin Rampton Complex	1,602,863.00			1,602,863.00	0				4.28	374,549	1,602,863.00
01/1997	1402	Driver License West Valley	98,880.00			98,880.00	0				9.86	10,027	98,880.00
10/1999	1404	Murray Highway Patrol	141,738.00			141,738.00	0				5.22	27,160	141,738.00
05/1997	1405	Taylorsville Office Building	185,250.00			185,250.00	0				6.50	28,500	185,250.00
07/2000	1406	Taylorsville Center for the Deaf	138,681.00			138,681.00	0				4.28	32,402	138,681.00
12/2016	1412	Unified Lab #2		432,918	New location - about Jan, 2017	432,918.27	432,918			432,918	9.54	90,756	865,836.54
01/2010	1413	Unified Lab	789,863.00			789,863.00	0		94,031	Deficit reduction	11.75	75,225	883,894.00
03/2005	1451	West Jordan Courts	487,796.00			487,796.00	0		70,039	Deficit reduction	4.75	117,439	557,835.00
04/1991	1452	DWS - South County	176,196.00			176,196.00	0				4.83	36,500	176,196.00
11/1996	1453	DWS - Midvale	135,640.00			135,640.00	0				4.52	30,000	135,640.00
10/1999	1454	DAS Surplus Property	59,747.00			59,747.00	0				2.65	22,546	59,747.00
08/2008	1459	DPS Drivers License	154,064.00			154,064.00	0		31,513	Deficit reduction	7.95	23,343	185,577.00
06/2012	1461	N UT Fire Dispatch Center	30,438.66			30,438.66	0				1.56	19,453	30,438.66
09/2012	1462	UCAT Admin	32,880.00			32,880.00	0		15,002	Deficit reduction	7.82	6,123	47,882.00
07/2013	1463	Veteran's Memorial Cemetery	24,464.00			24,464.00	0				2.16	11,326	24,464.00
07/1991	1501	Heber M. Wells	858,321.00			858,321.00	0				4.54	189,228	858,321.00
09/1991	1502	DWS Administration	685,930.00			685,930.00	0				4.78	143,500	685,930.00
07/1991	1503	DWS Metro Emp. Ctr.	252,776.00			252,776.00	0				7.02	36,008	252,776.00
07/1991	1504	Rio Grande Depot	397,565.00			397,565.00	0				5.23	76,020	397,565.00
12/1993	1505	DWS/DHS - 1385 South State	292,390.00			292,390.00	0				4.43	66,022	292,390.00
07/2001	1506	AP & P Fremont Office Building	192,375.00			192,375.00	0				6.75	28,500	192,375.00
04/1994	1507	Utah State Office of Education	410,669.00			410,669.00	0				4.98	82,517	410,669.00
11/2000	1508	Utah Arts Collection	43,900.00			43,900.00	0				4.39	10,000	43,900.00
07/2004	1509	Archive Building	110,619.00			110,619.00	0				4.39	25,198	110,619.00

Proposed FY 2018 Rates, Fees and Other Charges
(63-38-3.5(2)(b))

Capital Facilities and Administrative Services Intergovernmental Services

Month/ Year	Division of Facilities Construction and Management Unit	FY 2017 Authorized Rates	FY 2017 Other Adjustments	Other Adjustments Comments	FY 2017 Amended Rates	Change from Authorized FY 2017	FY 2013 5% Utility Increases	FY 2018 Rate Adjustments	Other Adjustments	Comments	FY 2018 Cost per Square Foot	FY 2018 Total Square Feet	FY 2018 Proposed Rates
03/2008	1514	Highland Regional Center	331,766.40			331,766.40	0				4.80	69,118	331,766.40
08/1997	1551	Salt Lake Court	1,868,160.00			1,868,160.00	0				4.48	417,000	1,868,160.00
01/1985	1559	Governors Residence	152,156.00			152,156.00	0				8.87	17,154	152,156.00
07/1991	1560	Glendinning Fine Arts Center	45,000.00			45,000.00	0				8.43	5,339	45,000.00
01/2001	1562	West Valley 3rd District Court	118,350.00			118,350.00	0				4.50	26,300	118,350.00
07/2011	1566	Chase Home	17,428.00			17,428.00	0				2.17	8,048	17,428.00
09/2011	1568	ICAP Building	14,517.00	(14,517)	Courts moved out 6/30/2016	0.00					-	0	-
11/2011	1569	ABC Administration	685,415.00			685,415.00	0				3.91	175,298	685,415.00
12/2015	1588	Vernal Drivers License		18,250	New location - after FY17 rates were calculated	18,250.37	18,250				5.21	3,500	18,250.37
06/2012	1589	Vernal DNR Regional	80,394.00			80,394.00	0				6.16	13,051	80,394.00
04/1999	1593	Vernal Juvenile Courts	20,256.00			20,256.00	0				4.23	4,786	20,256.00
06/1998	1594	DHS - Vernal	60,225.00			60,225.00	0	13,892		Deficit reduction	9.23	8,030	74,117.00
06/1998	1595	DWS Vernal	73,702.00			73,702.00	0				8.36	8,816	73,702.00
09/2001	1597	Vernal 8th District Court	248,649.00			248,649.00	0				7.46	33,331	248,649.00
07/2002	1598	Vernal DSPD	31,330.00			31,330.00	0				6.78	4,621	31,330.00
07/1997	1601	Office of Rehabilitation	204,156.00			204,156.00	0				6.42	31,800	204,156.00
07/1991	1602	Agriculture	356,706.00			356,706.00	0				7.98	44,700	356,706.00
07/1991	1603	Cannon Health	960,515.00			960,515.00	0				5.95	161,431	960,515.00
07/2003	1604	Natural Resources	745,072.00			745,072.00	0				4.25	175,311	745,072.00
12/1998	1606	State Library - Library	183,714.00			183,714.00	0				2.03	90,435	183,714.00
12/1998	1607	State Library - Visually	124,027.00			124,027.00	0				3.80	32,665	124,027.00
12/1998	1608	State Library - State Mail	156,261.00			156,261.00	0				10.63	14,700	156,261.00
07/1994	1610	Utah State Tax Commission	928,200.00	42,000	Scope change - additional security	970,200.00	42,000				4.76	204,000	970,200.00
01/2007	1616	Tooele Courts	311,351.00			311,351.00	0				5.28	58,968	311,351.00
05/2008	1617	DMV - Fairpark	43,437.00			43,437.00	0	18,134		Deficit reduction	5.84	10,543	61,571.00
11/2009	1618	SL Government Bldg #1	972,934.00			972,934.00	0				3.78	257,390	972,934.00
10/2010	1620	DWS Call Center	200,317.00			200,317.00	0				6.03	33,220	200,317.00
10/2010	1621	1950 West Regional Center	215,571.00			215,571.00	0	34,921		Deficit reduction	5.81	43,114	250,492.00
02/2011	1622	Training Housing - DSBVI	49,736.00			49,736.00	0				4.74	10,490	49,736.00
07/1991	1646	Medical Drive Complex	331,230.00			331,230.00	0	48,064		Deficit reduction	5.72	66,300	379,294.00
07/2000	1651	Capitol Hill Complex	3,809,700.00			3,809,700.00	0				4.77	798,408	3,809,700.00
07/1991	1701	Ogden Regional Center	646,299.44			646,299.44	0				5.86	110,201	646,299.44
07/2006	1702	DHS Ogden - Academy Square	299,834.00			299,834.00	0				6.40	46,849	299,834.00
07/1992	1703	Ogden Juvenile Court	166,045.00			166,045.00	0				6.96	23,857	166,045.00
07/1997	1704	Ogden Court	467,740.00			467,740.00	0				5.14	91,000	467,740.00
11/1997	1705	DWS Ogden	153,748.00			153,748.00	0				6.46	23,800	153,748.00
07/1991	1709	DPS - Ogden	27,236.00			27,236.00	0				6.75	4,035	27,236.00
07/2000	1710	DPS Crime Lab	42,000.00			42,000.00	0				10.50	4,000	42,000.00
01/1993	1714	Layton Court	80,896.00			80,896.00	0				4.04	20,025	80,896.00
05/1998	1716	DHS Clearfield East	127,306.00			127,306.00	0				5.19	24,541	127,306.00
07/2001	1717	DWS Clearfield/Davis County	180,633.00			180,633.00	0				4.62	39,098	180,633.00
04/1999	1718	Farmington 2nd District Courts	537,465.00			537,465.00	0				4.10	131,089	537,465.00
02/2000	1719	DPS Farmington Public Safety	68,425.00			68,425.00	0				8.05	8,500	68,425.00
09/2011	1725	Ogden DMV / Drivers License	71,964.00			71,964.00	0				6.73	10,693	71,964.00
03/2012	1726	Clearfield Warehouse C6 -	167,010.00			167,010.00	0				1.39	120,000	167,010.00
09/2012	1727	Clearfield Warehouse C7 -	82,160.00	20,677	Scope change-new occupant added to avail space	102,837.00	20,677				0.86	120,000	102,837.00
06/2015	1728	Ogden Juvenile Court (New)	444,038.00			444,038.00	0				4.89	90,877	444,038.00
12/2011	1729	Ogden Radio Shop	16,434.00			16,434.00	0				6.94	2,368	16,434.00
03/2016	1731	Ogden VA Nursing Home		52,945	New location - March, 2016	52,945.37	52,945				0.73	73,000	52,945.37
07/2003	1752	Logan 1st District Court	379,267.00			379,267.00	0				5.15	73,644	379,267.00
07/2006	1754	DWS Logan	110,088.00			110,088.00	0				5.48	20,089	110,088.00
07/1996	1755	Brigham City Court	169,400.00			169,400.00	0				4.84	35,000	169,400.00
11/2002	1758	Brigham City Regional Center	412,059.00			412,059.00	0	161,749		Deficit reduction	5.15	111,419	573,808.00
06/2011	1762	DWS Brigham City	34,308.00			34,308.00	0	11,996		Deficit reduction	8.84	5,238	46,304.00
		ABC 45 Store Locations	1,286,145.20			1,286,145.20	0	321,536.30		Deficit reduction	4.25	378,278	1,607,681.50
		National Guard Armories	390,721.00			390,721.00	0				0.90	431,536	390,721.00
		Total	30,310,870.86	781,481.81		31,092,352.67	795,998.81	-	883,052.30	432,918.27			32,408,323.24

APPENDIX B
**Proforma Financial Statements
DFCM ISF Maintenance**

	FY 2013 Actual	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimate	FY 2017 Estimate	FY 2018 Estimate	FY 2019 Estimate
BALANCE SHEET							
ASSETS							
CASH & CASH EQUIVALENTS	2,910,833	2,714,401	2,650,429	3,615,868	4,816,032	6,137,709	7,503,238
ACCOUNTS RECEIVABLE	30,510	70,885	7,091	4,437	20,147	32,757	20,756
DUE FROM OTHER FUNDS	109,011	311,844	416,067	276,612	45,333	60,483	33,440
INVENTORIES	0	0	0	0	0	0	0
PREPAID EXPENSES	71,805	27,902	30,832	33,979	37,324	40,889	44,686
TOTAL CURRENT ASSETS	3,122,158	3,125,031	3,104,419	3,930,896	4,918,835	6,271,838	7,602,120
DEFERRED CHARGES/ PREPAID EXPENSE - LONG TERM	398,026	370,124	339,292	305,313	267,979	227,090	182,404
TOTAL OTHER ASSETS	398,026	370,124	339,292	305,313	267,979	227,090	182,404
LAND / LAND IMPROVEMENTS	0	0	0	0	0	0	0
CONSTRUCTION IN PROGRESS	0	0	0	0	0	0	0
BUILDINGS AND IMPROVEMENTS	0	0	0	0	0	0	0
MACHINERY AND EQUIPMENT	700,840	690,517	693,242	735,342	792,092	857,342	882,342
ACCUMULATED DEPRECIATION	(642,130)	(653,302)	(663,307)	(669,410)	(700,789)	(732,728)	(749,878)
TOTAL CAPITAL ASSETS	58,710	37,215	29,935	65,931	91,303	124,613	132,463
TOTAL ASSETS	3,578,894	3,532,370	3,473,645	4,302,140	5,278,117	6,623,541	7,916,987
LIABILITIES & FUND EQUITY							
VOUCHERS PAYABLE	1,608,003	1,776,648	1,749,590	1,758,826	2,319,003	3,069,870	5,923,414
ACCRUED LIABILITIES	460,599	372,820	488,542	840,229	1,402,476	2,261,934	2,373,510
UNEARNED REVENUE	0	0	0	0	0	0	0
INTERFUND LOAN (Short Term Cash Deficit)	0	0	0	0	0	0	0
DUE TO OTHER FUNDS	36,232	22,469	44,994	51,848	46,887	21,846	51,846
CONTRACTS NOTES PAYABLE - SHORT TERM	25,147	27,902	30,832	33,979	37,324	40,889	44,686
CAPITAL LEASE PAYABLE-SHORT TERM	0	0	0	0	0	0	0
REVENUE BONDS - SHORT TERM	0	0	0	0	0	0	0
TOTAL CURRENT LIABILITIES	2,129,981	2,199,839	2,313,959	2,684,881	3,805,690	5,394,538	8,393,456
REVENUE BONDS - LONG TERM	0	0	0	0	0	0	0
CAPITAL LEASE PAYABLE-LONG TERM	0	0	0	0	0	0	0
CONTRACTS PAYABLE - LONG TERM	398,026	370,124	339,292	305,313	267,979	227,090	182,404
INTERFUND LOAN FROM OTHER FUNDS	0	0	0	0	0	0	0
INTERFUND LOAN FROM GENERAL FUND (Long Term Cash Deficit)	0	0	0	0	0	0	0
POLICY CLAIMS LIABILITIES - LONG-TERM	0	0	0	0	0	0	0
TOTAL LONG-TERM LIABILITIES	398,026	370,124	339,292	305,313	267,979	227,090	182,404
TOTAL LIABILITIES	2,528,006	2,569,962	2,653,251	2,990,194	4,073,669	5,621,628	8,575,860
CONTRIBUTED CAPITAL							
RETAINED EARNINGS - DESIGNATED	150,000	150,000	150,000	150,000	150,000	150,000	150,000
RETAINED EARNINGS	900,888	812,408	670,394	1,161,946	1,054,448	851,913	(808,873)
TOTAL FUND EQUITY / NET ASSETS	1,050,888	962,408	820,394	1,311,946	1,204,448	1,001,913	(658,873)
TOTAL LIABILITIES & FUND EQUITY / NET ASSETS	3,578,894	3,532,370	3,473,645	4,302,140	5,278,117	6,623,541	7,916,987
INCOME STATEMENT							
TOTAL OPERATING REVENUES (after proposed rate impacts)	28,044,448	28,542,694	29,088,594	30,000,383	31,092,352	32,408,323	32,359,775
PERSONAL SERVICES	7,701,188	7,421,187	7,584,998	7,848,417	8,577,662	9,278,894	9,278,894
TRAVEL EXPENSE	21,303	18,084	18,194	19,163	935	1,025	1,025
CURRENT EXPENSE	21,102,808	20,487,003	21,012,793	20,493,821	21,377,687	21,870,149	21,885,500
CURRENT EXPENSE - DATA PROCESSING	387,495	449,566	371,439	398,466	14,390	14,325	14,325
DEPRECIATION EXPENSE	20,709	19,087	15,380	19,179	37,699	38,259	32,220
OTHER EXPENSES (SWCAP)	213,445	214,046	204,832	235,484	230,183	222,422	222,422
TOTAL OPERATING EXPENSES	29,446,947	28,608,972	29,207,636	29,014,530	30,238,555	31,425,074	31,434,385
TOTAL OPERATING INCOME (LOSS)	(1,402,499)	(66,278)	(119,042)	985,853	853,797	983,249	925,390
GAIN (LOSS) ON SALE OF FIXED ASSETS	0	(2,409)	0	0	0	0	0
INTEREST INCOME	50	39	39	0	0	0	0
INTEREST EXPENSE	(20,958)	(19,832)	(23,011)	(12,757.57)	(15,657.02)	(13,970.24)	(12,119.39)
FEDERAL GRANTS	0	0	0	0	0	0	0
RETAINED EARNINGS REFUNDS TO FEDERAL GOVERNMENT	(9,989)	0	0	0	(13,500)	(13,500)	0
OPERATING TRANSFERS IN (OUT)	0	0	0	0	0	0	0
NET INCOME (LOSS)	(1,433,396)	(88,480)	(142,013)	973,096	824,640	955,779	913,270
CASH FLOW STATEMENT							
BEGINNING CASH BALANCE / (INTERFUND LOAN BALANCE)	4,556,083	2,910,833	2,714,401	2,650,429	3,615,868	4,816,032	6,137,709
Total Cash from Sales	28,202,288	28,542,694	29,048,164	30,000,383	31,092,352	32,408,323	32,359,775
Capital Asset Disposal Proceeds	0	(2,409)	0	0	0	0	0
Federal Grants	0	0	0	0	0	0	0
State Appropriations	0	0	0	0	0	0	0
Other Sources							
Other Sources - Interest Earnings	50	39	39	58	-	-	-
TOTAL SOURCES OF CASH	28,202,338	28,540,324	29,048,204	30,000,441	31,092,352	32,408,323	32,359,775
Cash Used for Operations	(29,759,465)	(28,736,755)	(29,104,076)	(28,995,351)	(29,767,938)	(30,953,896)	(30,969,246)
Payments for Capital Assets	(37,579)	0	(8,100)	(39,651)	(56,750)	(65,250)	(25,000)
State Appropriations	(40,555)	0	0	0	(54,000)	(54,000)	-
Other Uses - Federal Refund	(9,989)	-	-	-	(13,500)	(13,500)	-
TOTAL USES OF CASH	(29,847,589)	(28,736,755)	(29,112,176)	(29,035,002)	(29,892,188)	(31,086,646)	(30,994,246)
ENDING CASH BALANCE/(INTERFUND LOAN BALANCE)	2,910,833	2,714,401	2,650,429	3,615,868	4,816,032	6,137,709	7,503,238

APPENDIX C		INTERNAL SERVICE FUNDS OPERATING REVENUE BY MAJOR AGENCY					FY 2018
	AGENCY NUMBER	AGENCY	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROJECTED	FY 2018 REQUEST	REQUEST % of Total
1	011-016	LEGISLATURE	0	0	0	0	0.00%
2	020	JUDICIAL BRANCH / COURTS	6,121,889	6,621,578	6,619,051	6,695,822	20.66%
3	030	CAPITOL PRESERVATION BOARD	3,780,124	3,809,700	3,809,700	3,809,700	11.76%
4	050	STATE TREASURER	49,386	49,386	49,386	57,385	0.18%
5	060	GOVERNOR'S OFFICE	0	0	0	0	0.00%
6	065	USTAR	0	0	0	0	0.00%
7	080	ATTORNEY GENERAL	411,595	411,595	414,277	414,277	1.28%
8	090	STATE AUDITOR	0	0	0	0	0.00%
9	100	DEPARTMENT OF ADMINISTRATIVE SERVICES	585,736	579,782	645,709	647,371	2.00%
10	110	DEPARTMENT OF TECHNOLOGY SERVICES	49,050	49,050	55,434	55,434	0.17%
11	120	TAX COMMISSION	1,144,434	1,194,714	1,203,765	1,220,339	3.77%
12	130	CAREER SERVICE REVIEW OFFICE	0	0	0	0	0.00%
13	140	HUMAN RESOURCES MANAGEMENT	0	0	0	0	0.00%
14	170	NAVAJO TRUST ADMINISTRATION	132,640	132,640	132,640	132,640	0.41%
15	180	DEPARTMENT OF PUBLIC SAFETY	1,607,214	1,660,493	1,882,303	2,166,305	6.68%
16	190	UTAH NATIONAL GUARD	352,879	399,391	412,321	412,321	1.27%
17	200	DEPARTMENT OF HUMAN SERVICES	1,879,270	1,841,145	1,899,349	1,918,525	5.92%
18	270	DEPARTMENT OF HEALTH	2,440,656	2,580,626	2,710,999	2,995,528	9.24%
19	290	MEDICAL EDUCATION COUNCIL	0	0	0	0	0.00%
20	300	BUILDING BOARD CONSTRUCTION	0	0	0	0	0.00%
21	400	UTAH STATE BOARD OF EDUCATION	996,619	1,009,276	1,049,562	1,054,306	3.25%
22	410	DEPARTMENT OF CORRECTIONS	453,444	468,644	469,673	474,713	1.46%
23	430	BOARD OF PARDONS & PAROLE	0	0	0	0	0.00%
24	450	DEPARTMENT OF VETERANS & MILITARY AFFAIRS	24,464	96,169	239,579	239,579	0.74%
25	480	DEPARTMENT OF ENVIRONMENTAL QUALITY	435,623	435,623	435,623	435,623	1.34%
26	510	BOARD OF REGENTS	0	0	0	0	0.00%
27	540	SCHOOL & INST. TRUST FUND OFFICE	0	0	0	0	0.00%
28	550	SCHOOL & INST. TRUST LANDS ADMINISTRATION	0	0	0	0	0.00%
29	560	DEPARTMENT OF NATURAL RESOURCES	1,014,183	1,084,803	1,129,404	1,130,093	3.49%
30	570	DEPARTMENT OF AGRICULTURE	356,706	380,517	483,335	574,248	1.77%
31	590	PUBLIC LANDS POLICY COORD OFFICE	0	0	0	0	0.00%
32	600	DEPARTMENT OF WORKFORCE SERVICES	2,629,059	2,570,639	2,700,462	2,729,748	8.42%
33	650	DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL	1,886,106	1,886,106	1,971,560	2,293,097	7.08%
34	660	LABOR COMMISSION	159,983	159,983	159,983	159,983	0.49%
35	670	DEPARTMENT OF COMMERCE	288,129	288,129	288,129	288,129	0.89%
36	680	FINANCIAL INSTITUTIONS	0	0	0	0	0.00%
37	690	DEPARTMENT OF INSURANCE	0	0	54,110	54,110	0.17%
38	700	PUBLIC SERVICE COMMISSION	32,319	32,319	32,319	32,905	0.10%
39	710	DEPARTMENT OF HERITAGE & ARTS	596,724	602,647	613,724	613,724	1.89%
40	810	DEPARTMENT OF TRANSPORTATION	1,108,729	1,120,778	1,117,766	1,124,075	3.47%
41	--	MISCELLANEOUS OTHER STATE AGENCIES	0	0	0	0	0.00%
42	--	HIGHER EDUCATION	420,416	413,754	431,431	596,889	1.84%
43	--	NON-STATE ENTITIES / PRIVATE SECTOR	103,748	96,157	73,883	73,883	0.23%
44	--	GENERAL PUBLIC	0	0	0	0	0.00%
45	--	LOCAL GOVERNMENTS	26,970	24,740	0	0	0.00%
46	--	STATE AGENCIES	0	0	0	0	0.00%
47	--	NONPROFIT ORGANIZATIONS	0	0	0	0	0.00%
48	--	SCHOOL DISTRICTS	0	0	0	0	0.00%
49	--	STATE WIDE PAYROLL	0	0	0	0	0.00%
50	--	OTHER	0	0	6,875	7,568	0.02%
51	--	OTHER - US TREASURY	500	0	0	0	0.00%
52	--	OTHER - TREE OF UTAH	39	58	0	0	0.00%
53		TOTAL REVENUE BY AGENCY (Equals ISF-3 line 3)	29,088,633	30,000,441	31,092,352	32,408,323	100.00%
		PROGRAM: DFCM ISF MAINTENANCE					
		DEPARTMENT: ADMINISTRATIVE SERVICES	DIVISION: DFCM				

APPENDIX D

**INTERNAL SERVICE FUNDS
OPERATING REVENUE BY MAJOR SOURCE**

FY 2018

	MAJOR SOURCES	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROJECTED	FY 2018 REQUEST	CHANGE AMOUNT	REQUEST % of Total
1	1950 West Regional Center	211,291	211,291	215,571	250,492	34,921	0.77%
2	A P and P Office Bldg	192,375	192,375	192,375	192,375	0	1.05%
3	ABC Administration Warehouse	599,961	599,961	685,415	685,415	0	2.11%
4	ABC Store Locations	1,286,645	1,286,145	1,286,145	1,607,682	321,536	8.74%
5	Agriculture Building	356,706	356,706	356,706	356,706	0	1.94%
6	AP and P Cedar City	23,404	23,404	23,404	28,444	5,040	0.09%
7	Archive Building	120,765	120,765	110,619	110,619	0	0.34%
8	Brigham City Courts	169,400	169,400	169,400	169,400	0	0.92%
9	Brigham City Regional Center	425,559	398,663	412,059	573,808	161,749	1.77%
10	Calvin Rampton Complex	1,602,863	1,602,863	1,602,863	1,602,863	0	8.72%
11	Cannon Health Building	821,860	960,515	960,515	960,515	0	5.22%
12	Capitol Hill Complex	3,809,700	3,809,700	3,809,700	3,809,700	0	20.72%
13	Cedar City Courts	103,520	103,520	103,520	103,520	0	0.56%
14	Cedar City Regional Center	72,008	72,008	72,008	72,008	0	0.22%
15	Chase Home	17,428	17,428	17,428	17,428	0	0.05%
16	Clearfield Warehouse - C6 Archives	167,010	67,010	167,010	167,010	0	0.52%
17	Clearfield Warehouse - C7 DNR / DPS	74,080	85,600	102,837	102,837	0	0.32%
18	DHS Clearfield East	127,306	127,306	127,306	127,306	0	0.69%
19	DHS Vernal	60,225	60,225	60,225	74,117	13,892	0.23%
20	DHS/DYC Courts - 7th West	51,581	0	0	0	0	0.00%
21	Dixie Drivers License	50,300	50,300	50,300	62,928	12,628	0.19%
22	DMV Fairpark	43,437	43,437	43,437	61,571	18,134	0.19%
23	DNR Price	75,968	75,968	96,414	96,414	0	0.30%
24	DNR Cedar City	0	49,709	62,790	62,790	0	0.19%
25	DPS Drivers License - Herriman	154,064	154,064	154,064	185,577	31,513	0.57%
26	DPS Washington County	39,517	59,517	49,572	49,572	0	0.15%
27	DWS / DHS - 1385 South State	292,390	254,320	292,390	292,390	0	1.59%
28	DWS Brigham City	34,308	34,308	34,308	46,304	11,996	0.14%
29	DWS Call Center	200,317	200,317	200,317	200,317	0	0.62%
30	DWS Davis County	185,392	180,631	180,633	180,633	0	0.56%
31	Farmington Courts	537,465	537,465	537,465	537,465	0	1.66%
32	Farmington Public Safety	68,425	68,425	68,425	68,425	0	0.21%
33	Fire Dispatch Center	30,439	30,439	30,439	30,439	0	0.09%
34	Glendenning Fine Arts Center	45,000	45,000	45,000	45,000	0	0.24%
35	Governors Residence	119,200	152,156	152,156	152,156	0	0.83%
36	Heber M. Wells Building	858,321	858,321	858,321	858,321	0	4.67%
37	Highland Drive Plaza	331,766	331,766	331,766	331,766	0	1.02%
38	ICAP Building	12,469	12,469	0	0	0	0.00%
39	Juab County Courts	43,265	43,265	50,826	50,826	0	0.28%
40	Layton Courts	80,896	80,896	80,896	80,896	0	0.44%
41	Logan 1st District Courts	281,870	379,267	379,267	379,267	0	2.06%
42	Medical Drive Complex	331,230	331,230	331,230	379,294	48,064	2.06%
43	Moab Regional Center	112,533	109,879	112,533	112,533	0	0.61%
44	Murray Highway Patrol Office	141,738	141,738	141,738	141,738	0	0.77%
45	National Guard Armories	331,279	390,721	390,721	390,721	0	1.21%
46	Natural Resources Complex	745,072	745,072	745,072	745,072	0	4.05%
47	Natural Resources Richfield Forestry	1,000	1,000	1,000	1,000	0	0.00%
48	Navajo Trust Fund	132,640	132,640	132,640	132,640	0	0.41%
49	Office of Rehabilitation Services	180,942	204,156	204,156	204,156	0	1.11%
50	Ogden Academy Square	248,906	248,906	299,834	299,834	0	0.93%
51	Ogden Courts	467,740	467,740	467,740	467,740	0	2.54%
52	Ogden Drivers License	71,964	71,964	71,964	71,964	0	0.22%
53	Ogden Juvenile Court (NEW)	36,718	444,038	444,038	444,038	0	1.37%
54	Ogden Juvenile Courts (OLD)	166,045	166,045	166,045	166,045	0	0.90%
55	Ogden Public Safety Complex	21,608	21,608	27,236	27,236	0	0.15%
56	Ogden Radio Shop	12,782	12,782	16,434	16,434	0	0.05%
57	TOTAL REVENUE BY SOURCE - page 1	16,780,693	17,396,444	17,726,273	18,385,747	659,473	

PROGRAM: DFCM ISF MAINTENANCE

DEPARTMENT: ADMINISTRATIVE SERVICES DIVISION: DFCM

FY 2018

APPENDIX D		INTERNAL SERVICE FUNDS				FY 2018	
		OPERATING REVENUE BY MAJOR SOURCE					
	MAJOR SOURCES	FY 2015 ACTUAL	FY 2016 PROJECTED	FY 2017 PROJECTED	FY 2018 REQUEST	CHANGE AMOUNT	REQUEST % of Total
58	Totals from Page 1	16,780,693	17,396,444	17,726,273	18,385,747	659,473	56.73%
59	Ogden Regional Center	592,410	590,060	646,299	646,299	0	3.52%
60	Orem Courts	90,792	90,792	90,792	90,792	0	0.49%
61	Orem Public Safety	105,640	105,640	105,640	105,640	0	0.33%
62	Orem Region 3 UDOT	141,192	141,192	141,192	141,192	0	0.77%
63	Price Public Safety	0	51,573	38,680	65,897	27,217	0.20%
64	Provo Courts Building	299,400	299,400	299,400	299,400	0	1.63%
65	Provo Juvenile Courts	173,940	173,940	173,940	173,940	0	0.54%
66	Provo Regional Center	645,069	671,845	664,011	664,011	0	3.61%
67	Public Safety Crime Lab	23,840	23,840	42,000	42,000	0	0.13%
68	Richfield Courts	82,289	82,289	84,670	84,670	0	0.46%
69	Richfield ITS Center	49,050	49,050	39,000	39,000	0	0.21%
70	Richfield Regional Center	50,385	50,385	75,499	75,499	0	0.41%
71	Rio Grande Depot	426,339	442,168	397,565	397,565	0	2.16%
72	Salt Lake Courts Complex	1,868,160	1,868,160	1,868,160	1,868,160	0	10.16%
73	SL Govt Building	972,934	972,934	972,934	972,934	0	3.00%
74	Spanish Fork Ag Lab	0	23,811	35,716	35,716	0	0.11%
75	St George Courts	465,353	465,353	465,353	465,353	0	1.44%
76	St George Tax Commission	34,272	64,224	64,224	64,224	0	0.20%
77	State Mail	135,240	156,261	156,261	156,261	0	0.85%
78	Surplus Property	35,672	59,747	59,747	59,747	0	0.18%
79	Tax Commission Building	928,200	963,200	970,200	970,200	0	5.28%
80	Taylorville Deaf Center	108,000	108,000	138,681	138,681	0	0.75%
81	Taylorville Office Bldg	185,250	185,250	185,250	185,250	0	1.01%
82	Tooele Courts	311,351	311,351	311,351	311,351	0	0.96%
83	Training Housing - DSBVI	49,736	49,736	49,736	49,736	0	0.15%
84	UCAT Admin	32,881	32,880	32,880	47,882	15,002	0.15%
85	Unified Lab	789,863	789,863	789,863	883,894	94,031	2.73%
86	Unified Lab #2	0	0	432,918	865,837	432,919	2.67%
87	Utah Arts Collection	26,900	26,900	43,900	43,900	0	0.24%
88	Utah State Library	183,714	183,714	183,714	183,714	0	1.00%
89	Utah State Office of Education Building	410,669	410,669	410,669	410,669	0	2.23%
90	Vernal District Courts	248,649	248,649	248,649	248,649	0	1.35%
91	Vernal DNR Regional Center	59,481	80,393	80,394	80,394	0	0.44%
92	Vernal Drivers License	0	10,645	18,250	18,250	0	0.06%
93	Vernal DSPD People with Disabilities	31,330	31,330	31,330	31,330	0	0.10%
94	Vernal Juvenile Courts	20,256	20,256	20,256	20,256	0	0.06%
95	Vernal Regional Center	43,493	15,611	0	0	0	0.00%
96	Veterans Cemetery	24,464	24,464	24,464	24,464	0	0.08%
97	Veterans Nursing Home - Ivins	0	27,688	83,064	83,064	0	0.45%
98	Veterans Nursing Homes - Payson	0	26,369	79,106	79,106	0	0.43%
99	Veterans Nursing Homes - Ogden	0	17,648	52,945	52,945	0	0.29%
100	Visually Impaired	124,027	124,027	124,027	124,027	0	0.67%
101	Wasatch Court	14,605	9,577	9,577	9,577	0	0.03%
102	West Jordan Courts	487,796	487,796	487,796	557,835	70,039	1.72%
103	West Valley Courts	118,350	118,350	118,350	118,350	0	0.37%
104	West Valley Driver License	99,380	99,380	98,880	98,880	0	0.54%
105	Workforce Services - Metro	221,449	221,449	252,776	252,776	0	1.37%
106	Workforce Services - Midvale	135,640	135,640	135,640	135,640	0	0.74%
107	Workforce Services - South County	176,196	176,196	176,196	176,196	0	0.96%
108	Workforce Services Administration	633,591	633,591	685,930	685,930	0	3.73%
109	Workforce Services Cedar City	78,461	78,461	78,461	78,461	0	0.24%
110	Workforce Services Logan	110,088	110,088	110,088	110,088	0	0.60%
111	Workforce Services Ogden	153,748	153,748	153,748	153,748	0	0.84%
112	Workforce Services Provo	127,680	127,680	127,680	144,970	17,290	0.45%
113	Workforce Services Richfield	58,072	58,072	58,072	58,072	0	0.18%
114	Workforce Services St George	66,452	66,452	66,452	66,452	0	0.21%
115	Workforce Services-Vernal	56,152	56,152	73,702	73,702	0	0.23%
116	Tree of Utah	39	58	0	0	0	0.00%
117	TOTAL (Pages 1&2) REVENUE BY SOURCE (Should equal ISF-3 line 3)	29,088,634	30,000,441	31,092,352	32,408,323	1,315,971	100.00%

PROGRAM: DFCM ISF MAINTENANCE

DEPARTMENT: ADMINISTRATIVE SERVICES DIVISION: DFCM

FY 2018



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