

State of Utah

Division of Facilities

Construction & Management

INTERNAL SERVICE FUND



FISCAL YEAR 2008 RATE REQUEST



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PROGRAM OVERVIEW

The Internal Service Fund within the Division of Facilities Construction and Management (DFCM) contracts with many state agencies to manage operation and maintenance functions throughout the state. DFCM provides many different services to support these facilities. The following Annual Report describes the responsibilities and achievements of the past year for the groups that comprise the division's Facilities Management Internal Service Fund.

Building Management

DFCM provides building management services for over 145 owned and leased facilities throughout the state. In addition to the traditional maintenance services, DFCM offers its customer agencies assistance in areas such as developing annual capital improvement requests, energy management reduction measures and providing project management services. DFCM also provides centralized contract and accounting services for all related operational expenses.

Energy Management and Electronics Resources

Automated systems continue to impact all aspects of everyday life. Within modern buildings are automation systems that control heating, air conditioning, indoor air quality, lighting, access control, security monitoring, etc. The Energy Management and Electronics Resource Groups were developed to provide support for DFCM managed buildings and buildings managed by other state agencies or institutions. These groups provide central support for programming, energy reduction measures, inspection and repair of building control systems, fire suppression and video monitoring systems.

Statewide Facility Focus Program

DFCM continues to offer a computerized maintenance management system to other state agencies and universities called Facility Focus. This system first was implemented by the division in 1999. The database assists the agency in the overall management and oversight of state facilities. DFCM secured a statewide site license for the product in 2003 and offered the program to all state agencies and universities. To date, several of these operations have taken advantage of this offer; the progress of this program continues to meet expectations.



OREM DOT FACILITY

DFCM INTERNAL SERVICE FUND

The Internal Service Fund (ISF) is a part of the Division of Facilities Construction and Management. It includes several subgroups, each with different responsibilities, all working together to provide complete operation and management services to our agency customers. These groups are linked by their common responsibility to ensure buildings are safe and functioning properly. Additionally, DFCM strives to constantly communicate with each customer agency to jointly address all aspects of building management.

Organizational Structure

The ISF consists of four primary groups. **Facilities Management** directs building management efforts for agencies throughout the state. **Central Support Services** provides internal contracting and financial support for agencies. The **Energy Management and Electronics Resource Groups** provide energy conservation measures and automated systems support for state agencies. Finally, the **Statewide Facility Focus** program assists agencies by providing and supporting a computerized facilities management program.

Funding

Funding for the ISF varies from group to group. Facilities Management, which provides complete building management services for a variety of agencies, is funded entirely from the revenues collected from those agencies. Operation and maintenance agreements are renewed annually and adjusted as needed. The Energy Management and Electronics Resource Groups provide central support and operate within Facilities Management. They are funded through savings realized when compared to outside vendors providing these services. The Statewide Facility Focus program is funded through service agreements with the agencies and institutions participating in the program.



OREM DRIVER'S LICENSE FACILITY

Scope of Responsibility

While the various programs within the ISF have different specialties, they also have different scopes of responsibility. Facilities Management and the Energy and Electronics Resources Groups only function in DFCM managed buildings, while the statewide Facility Focus program is offered to all. Many state agencies and universities currently participate in the Facility Focus program.

FACILITIES MANAGEMENT

Facilities Management currently manages over 5.3 million square feet of space throughout the state. Building types include office space, court facilities, historic buildings, armories, warehouses, retail facilities, etc. This square footage is contained within 135 individual programs, or cost centers. The division provides comprehensive building management services such as corrective maintenance, preventive maintenance, full accounting services, management of service contracts, project management and emergency planning. Facilities Management also provides input on the pre-design, programming and design review phases of new construction.

Building Management

As services are requested for new building locations, Facilities Management performs an analysis of each specific building to determine the maintenance requirements. Budget rates then are determined and discussed with the requesting agency. Once this is accomplished,



MATHESON COURTS BUILDING MECHANICAL ROOM

maintenance personnel are assigned and service contracts are secured to provide complete operational services.

The primary function of building management service is maintenance – both preventive and unscheduled repairs. DFCM provides a staff of skilled craftsmen to perform repairs to key building systems. The division continues to contract with a limited number of vendors to maintain specialized equipment. However, an

emphasis is placed on preventive

maintenance of all building support systems to prevent premature failure and ensure the full, expected equipment life. The quality of preventive maintenance performed at buildings is measured by the Statewide Preventive Maintenance Standards. A building has met these standards if it receives a score of 90 percent or higher in an audit. DFCM managed buildings continue to score above this level, indicating the division has met or exceeded the high standards set for preventive maintenance.



FACILITIES MANAGEMENT

DFCM uses a centralized software program called Facility Focus. Facility Focus is a comprehensive database that includes corrective and preventive maintenance management, contract and accounting functions, purchasing and other areas. This system tracks work orders for buildings and automates schedules for preventive maintenance routines. By using Facility Focus, employees can track each piece of equipment and generate a past record and future schedule for its maintenance. The emphasis on preventive maintenance yields a huge cost savings in repairs and future costs. The database also aids in contract management. All service-related contracts are managed within this system for content, payment and general oversight.

Project Management

Facilities Management provides project management services and support for improvement and small remodeling projects at its managed facilities. During the past year, Facilities Management assisted its agency customers with numerous requested projects at multiple locations, including life safety upgrades, tenant finishes and energy conservation. Facilities management personnel also assisted DFCM project managers with funded capital improvement and development projects.

Emergency Management

DFCM has the responsibility to provide emergency response planning for its buildings. Facilities Management employees assist tenant agencies in developing evacuation plans and coordinating emergency preparations through a network of building emergency coordinators representing each agency that occupies the building. By meeting regularly with their Emergency Coordinators, DFCM staff can communicate emergency plans with everyone working in the building. Facilities Management employees also have assisted tenant agencies by developing an emergency contact booklet to be located near all staff telephones. These booklets contain recommended procedures for multiple types of emergencies or disasters. Each booklet is customized to the location at which it is displayed. To provide internal emergency management preparation, DFCM has developed a software program, Facilities Disaster Response Program (FDRP), to organize its employees and resources in responding to emergencies in managed buildings. FDRP has the means to track the condition of buildings so the information immediately can be reported to the Emergency Services and Homeland Security Division of Public Safety. In the case of an emergency or a disaster, employees will use this program to support a command center. This software includes emergency contact information for employees, the ability to track employee locations and detailed assignments for agency response teams, assets

FACILITIES MANAGEMENT

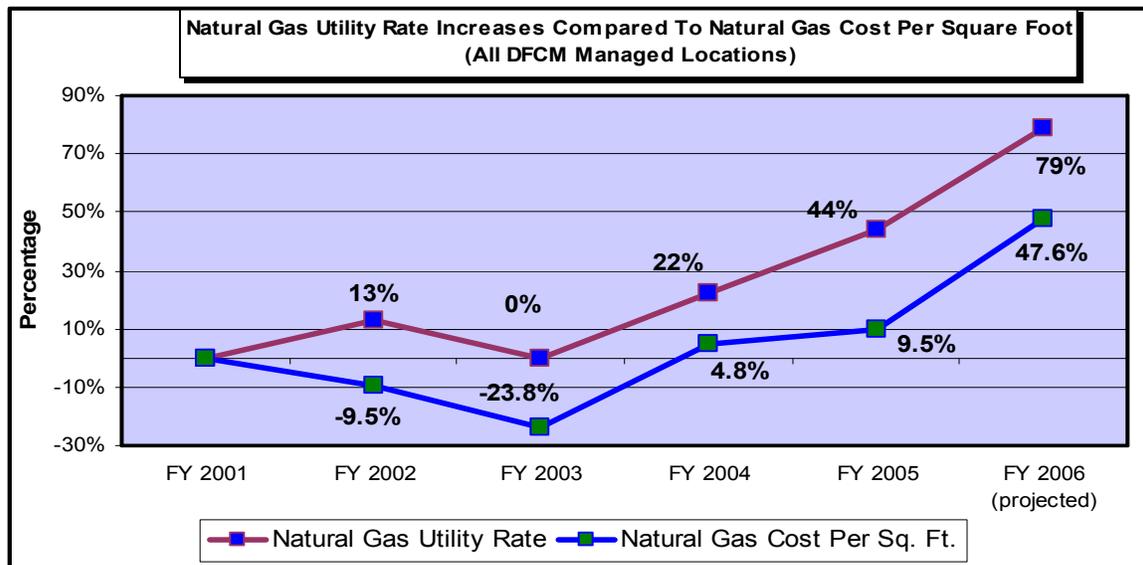
and utility shutoff locations. Facilities Management also coordinates emergency response training for all staff. This provides trained individuals to assist in emergencies not only within our managed buildings, but within local communities throughout the state.

Energy Management

Energy conservation always will be a high priority with DFCM. Because of the large number of buildings the division manages, even small decreases in energy consumption can result in significant cost savings to the state.

Each year DFCM manages energy projects at its buildings that are paid for with improvement funds. The number of projects completed each year varies with the funding available. Internal Service Fund staff also work with project management to establish energy efficient design criteria for new buildings. This coordination of efforts will ensure new buildings are designed with an eye to energy efficiency and will result in energy conservation and utility cost savings for years to come. DFCM also strives to be a leader in this area, has staff membership and participation in the Utah chapter of APEM (Association of Professional Energy Managers) and is accredited through the Association of Energy Engineers (AEE).

Staff is also charged with creating an energy conservation plan for each managed building. These efforts have resulted in energy savings produced by such activities as lighting upgrades, recommissioning of building control systems and other energy related projects.



CENTRAL SUPPORT SERVICES

The Facilities Management Internal Service Fund currently has 135 individual cost centers. Each cost center is comprised of a building or building complex. To support the overall management of these facilities, DFCM performs central contracting and accounting as part of the services provided to its customers.

Each cost center is treated as a separate unique business entity with its own revenues, expenses and retained earnings balance. In FY 2006, the fund is projected to collect revenues totaling \$19,793,432 and pay expenses totaling \$20,046,701. Approximately 120,000 financial transactions will be processed during this year by the ISF Accounting Section. This effort includes the payment of expenses and the collection of revenues associated with each program.

Period:	Y-T-D Budget Expended	Y-T-D Prior Expended	Y-T-D Budget (Open Order)	Fiscal Year Budget	Actual % of Use
11 Months (to)					
001002 - Quadra Reg. Ctr.				\$0.00	0.00%
001011 - Quadra Regional Center	\$1,150.63	\$8,467.69	\$894.74	\$25,642.18	78.56%
001011 - Quadra Service Center	\$3,829.93	\$4,770.74	(\$942.81)	\$4,894.71	97.71%
001014 - Quadra Medical Center	\$2,491.38	\$9,455.38	(\$6,745.00)	\$9,455.32	144.71%
001015 - CBC Orchard	\$6,910.57	\$6,433.28	\$477.28	\$8,290.17	77.57%
001016 - Larchmont Courts	\$2,888.96	\$1,778.95	\$320.04	\$2,537.45	78.04%
001017 - WPS Leases	\$7,881.23	\$3,865.99	\$3,965.24	\$8,174.94	47.24%
001018 - Quadra Public Safety	\$4,782.48	\$5,497.97	(\$625.49)	\$5,444.23	98.33%
001020 - Bradburn City Courts	\$4,887.54	\$5,296.43	(\$388.89)	\$5,566.75	95.34%
001021 - Examinations Courts	\$11,573.86	\$7,405.53	\$4,168.33	\$13,714.88	53.99%
001022 - WPS Quadra	\$6,341.58	\$6,714.27	(\$372.70)	\$7,871.35	85.54%
001025 - Quadra Courts	\$11,108.84	\$12,831.02	(\$1,792.18)	\$15,131.18	85.99%
001028 - ABC Bradburn City 22	\$1,307.15	\$1,367.97	\$129.18	\$1,438.04	81.22%
001029 - ABC Leases 20	\$2,533.19	\$2,340.00	\$193.07	\$3,300.48	74.32%
001029 - ABC Quadra 21	\$3,452.14	\$1,622.23	(\$170.09)	\$1,734.91	93.51%
001027 - ABC Elm 22	\$2,705.33	\$1,409.03	\$496.34	\$2,415.97	44.60%
001028 - ABC Leases 15 W. 40th St. 6	\$6,170.75	\$3,308.28	\$2,864.14	\$6,453.08	51.27%
001019 - ABC Quadra Patterson Ave	\$2,804.87	\$5,511.42	(\$1,944.55)	\$2,218.89	148.57%
001020 - ABC Quadra 18 Pacific Ave	\$2,215.63	\$1,915.25	\$300.38	\$2,683.54	71.37%
001021 - Examinations 19	\$4,848.82	\$5,225.75	(\$366.93)	\$6,531.18	88.17%
001020 - Quadra Court Lab	\$535.57	\$440.64	\$90.97	\$450.22	47.36%
001024 - WPS Bradburn City Avenue	\$0.00	\$47.13	(\$47.13)	\$0.00	0.00%
001025 - WPS Orchard/Quinn Courts	\$2,941.43	\$3,478.37	(\$534.88)	\$3,744.47	92.84%

The ISF Accounting Section continued the document scanning of all payment and revenue documents in FY 2006. Scanning has proven to be beneficial to the division in many areas. All documents are accessible over the Internet and are contained within the division's computerized document management system.

EXAMPLE OF MONTHLY GROUNDS CARE BUDGET REPORT

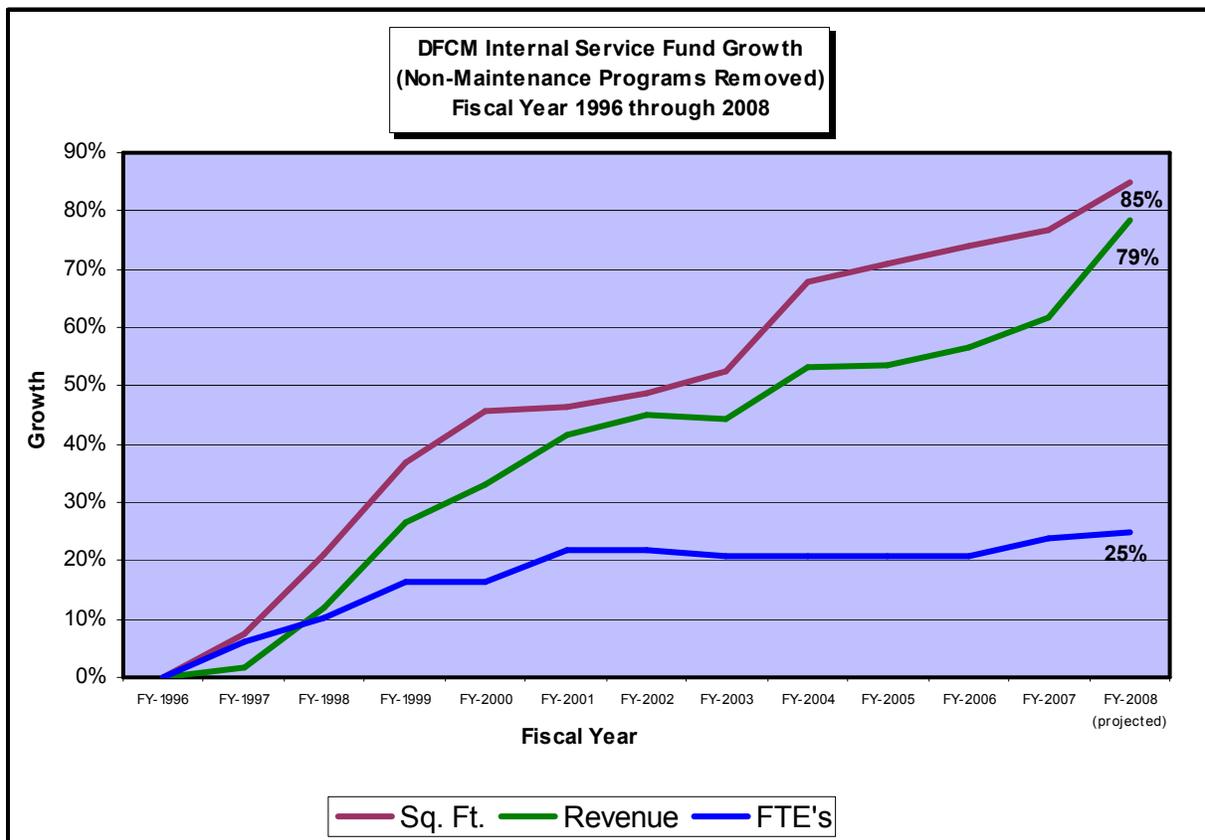
A monthly budget report with drill-down capabilities to the source document is accessible through the DFCM Web site, making it available to both employees and customer agencies. This Web-based reporting process makes the current budget status and related documentation available for each cost center managed by the Internal Service Fund. A monthly expense budget report with similar functionality also was completed for the grounds care operation (shown above).

CENTRAL SUPPORT SERVICES

DFCM currently manages 312 contracts for services such as janitorial, security, elevator maintenance, snow removal, refuse removal, etc. There also are 142 operation and maintenance agreements, which are agreements with other state agencies for the maintenance of their space. DFCM uses these agreements to base the services provided and the fees paid. The contracting section continues to provide support for all statewide needs. Once a contracted service has been identified, this section performs all necessary specification preparation, advertising and final contract preparation. Additionally, the staff monitors and verifies payments for accuracy.

Cost Information

DFCM continues to emphasize cost control measures, even in times of tremendous program growth. Again this year, DFCM's overall rates are less than other industry providers and this benefits those agencies using Facilities Management services. The following graph shows the growth in revenue dollars, square feet managed and FTE's from fiscal years 1996 through 2008.

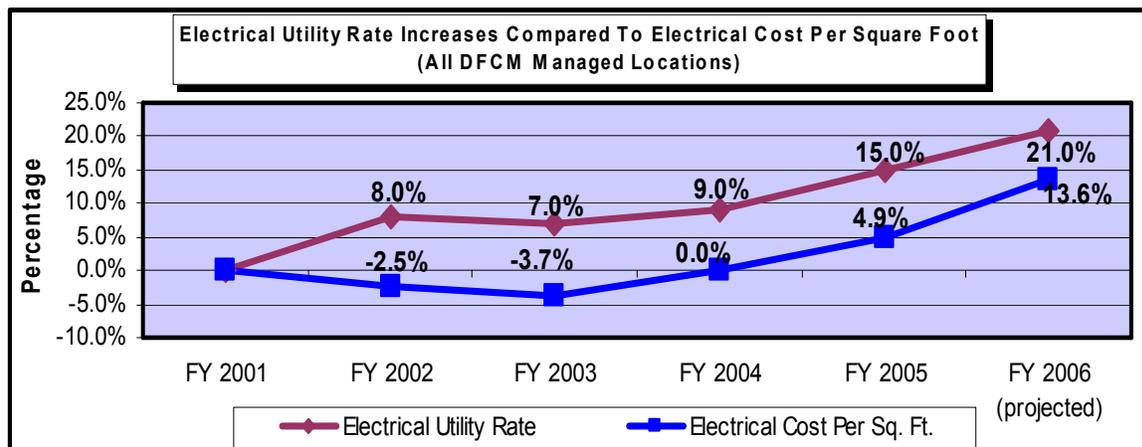


ENERGY MANAGEMENT AND THE ELECTRONICS RESOURCE GROUPS

In current building technology, energy conservation cannot be achieved without modern automated systems. In order to effectively address this issue, the Energy Management and the Electronic Resource Groups were developed. This team serves as a central support for all managed locations and has the knowledge and understanding to properly program building automation systems for efficient operation. These groups currently consist of four individuals, each with specific skill sets to address all types of building automation systems. All DFCM managed buildings are evaluated for energy saving potential. Once identified, this team addresses programming and operational issues. Improvement funding is sought for larger projects. The groups perform required inspection services for systems such as fire detection and backflow prevention. The creation of these groups has eliminated the need for more costly vendor service contracts.

Energy Conservation and Management

Because of the large number of buildings that the division manages, even small decreases in energy consumption can result in significant cost savings. Utility expenses for ISF managed buildings approximated \$6.6 million during the last operating year.



The graph above demonstrates the results of our efforts across all DFCM managed facilities. Total savings from fiscal year 2001 equate to over \$1.8 million. These efforts assist in controlling our overall operating costs.

Since DFCM has the responsibility to develop conservation measures and properly control utility costs, staff is charged with creating a conservation plan for each building, then addressing issues as resources and funding become available. Utility costs and consumption are tracked,

ENERGY MANAGEMENT AND THE ELECTRONICS RESOURCE GROUPS

monitored and evaluated for each location. Various resources, such as retro-commissioning, life-cycle costing, design and engineering and utility company involvement are used to assist in improving operating efficiency.

Building Automation

New technology has enabled the division to provide access and monitoring capabilities via the Internet. This has greatly improved DFCM's ability to remotely monitor its managed facilities throughout the state. This effort has been extensive but now allows maintenance staff to monitor building performance from any location. The Web-based program has proven to be a great time saving tool to maintenance personnel. The system enables staff to identify problems



EXAMPLE OF WEB-BASED ENERGY MANAGEMENT CONTROL PROGRAM

quickly and make changes if necessary. Being able to resolve problems quickly benefits building occupants and reduces energy usage and potential damage to equipment.

Fire Systems Testing

DFCM's fire detection system program has become a very successful part of this operation. As required by code, each fire detection system in every managed building has been identified. A testing schedule for every system device is then developed and performed. Backflow preventers also are inspected by this group. This inspection is a valuable service, particularly to those buildings located in rural communities where certified inspectors may not be available.



ERG STAFF AT FIRE PANEL

Agency Assistance

The Electronics Resource Group's primary responsibility is to support DFCM managed buildings. However, other state agencies routinely ask DFCM for assistance with automation, fire systems and backflow testing. As time allows, the Electronics Resource Group does support state agency locations not under a maintenance agreement with DFCM.

STATEWIDE FACILITY FOCUS

In 1999, DFCM purchased and implemented a computerized maintenance management system called Facility Focus. This program is multifaceted and provides overall maintenance management solutions. These include corrective and preventive maintenance; property, contract and project



STATEWIDE FACILITY FOCUS WEB PAGE

management; purchasing and financial status information; plus other areas related to property management.

Because of the division's successful use of the database, DFCM secured a statewide site license for the product. This agreement allows any state agency or higher education institution to use this resource at a greatly reduced cost. DFCM has developed this as a cost recovery service. To cover these costs, agencies pay a yearly support and license fee to DFCM to use Facility Focus. Agencies and universities wishing to take part in this program pay only for

actual support and licensing costs incurred by DFCM to support this effort. As participation grows, fixed costs, such as software maintenance fees, database hosting, etc., will continue to be distributed across a larger user base, thereby reducing the per user cost.

Participating Organizations

Agencies and universities participating in this program to date are:

Department of Alcoholic Beverage Control
 Davis Applied Technology Center
 Southern Utah University
 Snow College Richfield Campus
 Weber State University
 DHS Developmental Center
 U of U Housing and Residential Education

Dixie State College
 Utah Valley State College
 Snow College
 Ogden/Weber ATC
 DHS State Hospital
 DHS Juvenile Justice Services
 College of Eastern Utah

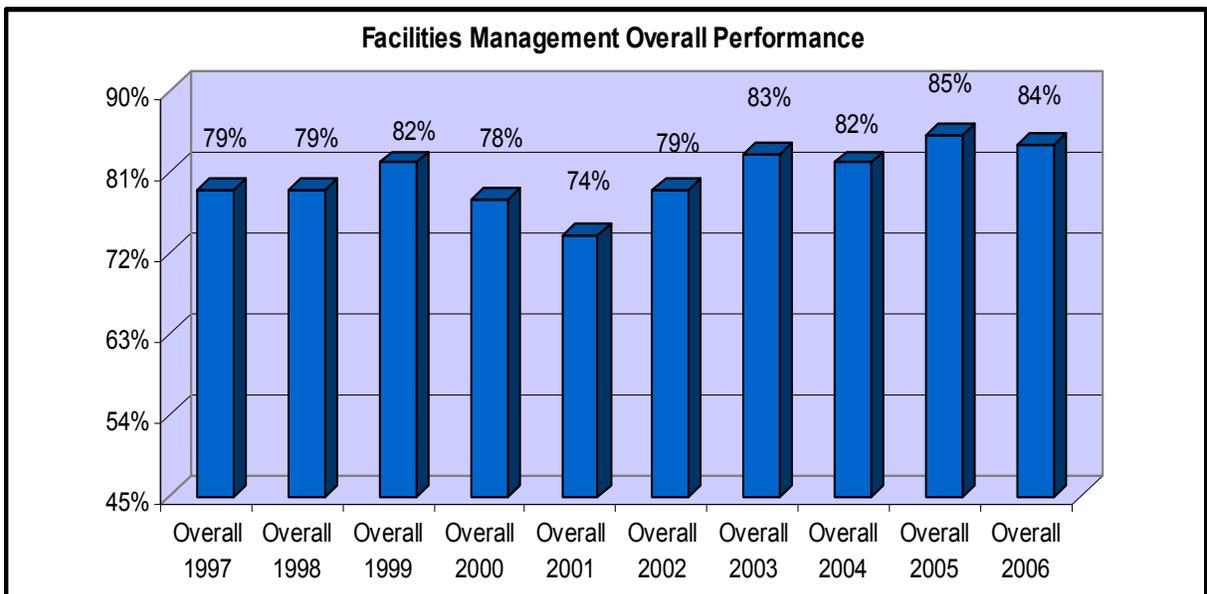
Each agency and university brought into this program brings another opportunity to standardize building information across various state operations. Providing technical resources to implement and train agency staff and purchasing new computer equipment such as servers and licenses for agencies does place a strain on DFCM resources. However, the statewide use of a single maintenance management system will prove well worth the resources and will provide a cost savings in the years to come.

CUSTOMER SERVICE

Twice a year customer service surveys of our tenants are conducted so Facilities Management can see if the needed services are being provided. The survey is distributed electronically to the agency contacts who are aware of the service agreements made with them. Results are tallied and applied to performance graphs; a report of their area is given to each facility coordinator. The managing facilities coordinator then meets with each building coordinator to review results, celebrate successes and determine improvements needed.

To provide useful, relevant information, the survey was considerably shortened and new questions written to gather specific information to address these areas: Comfort and Appearance, Building Maintenance, FM Complex Craftsmen, FM Complex Management Communication, Landscaping and Snow Removal and Financial Information. Opportunities for both positive and negative written feedback are provided with two text questions at the end. Participation was good and valuable information was gleaned from the comments submitted in the most recent survey.

Results in total score per complex varied. The results showed that the total overall score lowered, from 85 to 84 percent, as the graph illustrates. However, the survey questions were changed to the extent that the results cannot be accurately compared with last year. This establishes a new baseline and an opportunity to find areas to improve in.



Now our facilities coordinators can work with their crews to address the needs identified by the survey and ensure that successful processes are continued. Customer satisfaction is integral to the success of our operation. This information is given a high priority and follow up is conducted with the coordinators to ensure that issues are addressed and there is a plan for improvement where needed.

EMPLOYEE DEVELOPMENT

Continual improvement in every aspect is a primary goal for Facilities Management. Employee development is integral to this goal. Because we promote from within wherever possible, it is to our benefit to provide training to improve management skills and enhance our craftsperson and support staff member's knowledge. An employer also is responsible to provide emergency and disaster response training and ensure that safety skills are up to date. Providing high quality, relevant training demonstrates a commitment to employees. We feel this is one of the best investments an organization can make.

Safety and Emergency Response Training

The nature of the work that Facilities Management craftspeople perform places them in potential risk. To promote safety awareness and accident prevention, a Web-based safety



CERT TRAINING FOR DFCM STAFF

training program was developed. It is reinforced annually to keep DFCM staff in compliance with federal government regulations. The program is tailored to the unique needs of a facilities maintenance organization. The program covers seven OSHA-required courses and a driver's certification course. In July, all DFCM employees will receive up-dated in-house CPR and defibrillator training, certifying them for another two years. As needed, various specialty emergency response training courses are offered, such as elevator evacuation practice review, fire extinguisher training

and post-hazardous evaluation courses. Yearly building evacuation drills at each complex continue to be held and building evacuation plans are updated annually. Each year a simulated disaster scenario is created and coordinated. Response is evaluated and discussed and suggested improvements then are put into place.

Skills Training

DFCM promotes employee development and division staff has developed training programs to provide crafts level employees and support staff with the opportunity to further develop their skills. The maintenance apprenticeship program consists of core courses in electricity, plumbing, heating and air conditioning, pipefitting, carpentry, trowel trades and painting. Elective courses will be available where appropriate such as: arc welding, mechanical systems

EMPLOYEE DEVELOPMENT

and an extended HVAC and applied controls course. Grounds keeping courses consist of plumbing/pipefitting, small engine repair and maintenance, landscape and water conservation, electrical applications, pest control and management, fundamentals of soil science and horticulture, woody plants and turf grass management, tree care and annuals and perennials. In partnership with the Salt Lake Community College, the UTA and the Granite and Jordan School districts, this program was updated and launched in the fall of 2005. DFCM support staff can also pursue skill building in areas needed.

Only college-level courses are approved for these programs. An administrative salary adjustment is available upon the successful completion of the required course in each aspect of the program, whether it be maintenance apprenticeship, grounds or support staff. An assessment of the expected skills is conducted before management approves the adjustment. In many areas, employees are required to complete two full semesters of study before becoming eligible for any pay increase. These programs offer all staff an opportunity to improve their skills and position in the division.



CRAFTSMEN APPLY ACQUIRED SKILLS

Technological Training

Because technology is key to success in any business, Facilities Management encourages staff to utilize software and other technological training that is offered. There is a wide variety of training courses available, from self-paced on-line courses to full day classroom sessions, enabling employees to find courses that fit their schedules and learning styles. Staff has access to a variety of monthly publications providing resources for solutions to specific problems.

Management Training

Facilities Management continues to offer management training through classes offered by the Employer's Council and the Utah State University Business Institute. The training is available on several levels: a five-week first time supervisory course, a course for experienced managers which runs six weeks and a more advanced six-week course for the seasoned manager. The active individual and team participation and assignments and demonstrations in the classroom using real life problems and issues brought by participants ensure success. Employees who complete these programs receive work-related, hands-on training they can put to use immediately.



ACCOMPLISHMENTS AND GOALS

Fiscal Year 2006 Accomplishments

Facilities Management

- Completed a new organizational structure to meet the growing demand for service throughout the state.
- Implemented a scorecard rating system for each facility group and the overall operation. This system establishes future goals for each management group for the upcoming year.
- Completed annual update of the DFCM Facilities Disaster Response Program.

Energy Management

- Implementation of our utility tracking software continues to assist in our energy efficiency efforts.
- Initiated retro-commissioning process on select managed buildings to improve overall comfort and operating efficiency.

Electronics Resource Group

- Utilized our in-house ERG staff to complete multiple electronic based projects throughout the state.
- Continued expansion of a central Web page to enable Internet access to many of our building control systems.

Central Support Services

- Staffing of the accounting section has remained flat for the last seven years while the ISF has added 30 percent more in square footage to its overall management package.
- Generated policies and procedures, including flow charts, that detail steps associated with the annual ISF budget and rate processes.
- Completed the Web-based grounds budget report.



ACCOMPLISHMENTS AND GOALS

Fiscal Year 2007 Goals and Objectives

Facilities Management

- Meet all identified goals established in the balanced scorecard for each management group.
- Continue to improve emergency preparedness and response for managed facilities.

Energy Management

- Fully populate utility tracking program and transfer new data monthly to identify cost saving measures for each managed facility.
- Establish energy management plans for each building, identifying and prioritizing utility reduction measures.

Electronics Resource Group

- Complete Web-based access for remaining locations for ease of access by DFCM staff.
- Develop monitoring program to identify programming modifications that would negatively impact utility costs at any managed location.
- Complete the setup of preventive scheduling for all required backflow inspections throughout the state.

Central Support Services

- Complete cross-training of accounting staff to enable greater flexibility to meet current and future customers' needs.
- Obtain at least an overall rating of 4.05 or higher for each work section, on the annual PSG Customer Service Survey for the ISF Service Contracts, ISF Accounting, and ISF Accounts Payable sections.

CHALLENGES AND OPPORTUNITIES

The division is continually affected by varying conditions related to building management. Management continues to focus on the future to prepare for the potential impact. The division will focus on identifying and fulfilling future needs and preparing to meet the following challenges.

Utility Consumption and Energy Management

As witnessed during the past year, dramatic increases in utility costs impact building management significantly. Established budgets now are falling short as large and unexpected increases have come forward from utility providers. Natural gas, water and electric supplies all are critical components of operating a facility. Therefore, fluctuation of utility costs and utility availability impact our operation significantly.

Facilities Management and our agency tenants have struggled recently with these increasing costs. Energy efficient measures taken by DFCM only lessen the financial impact on operating budgets.

The continued financial impact from utility expenses will continue to drive up overall operating costs across the state. Increased funding levels are now being required, not just by DFCM, but all state agencies to continue to meet this demand.

Water availability and conservation is an ongoing concern. Lush

green lawns and extravagant, water consuming flower beds typically seen at state facilities for many years have changed. Landscape watering at managed facilities has been reduced and a new focus on drought resistant landscaping has accompanied this change. In addition to water conservation measures associated with landscaping, DFCM also is focusing on water reduction measures for interior building systems, such as cooling towers and fixtures. Continual efforts will be required to reduce overall water consumption at state facilities. Since these issues have no foreseeable resolution, DFCM staff will continue to focus significant time on managing resources in state facilities.



ST. GEORGE ALCOHOLIC BEVERAGE CONTROL STORE

CHALLENGES AND OPPORTUNITIES

Continued Growth

Facilities Management continues to grow in total number of facilities managed each year. Since FY 1996, the DFCM ISF has grown by 85 percent in total square footage. As new buildings are constructed annually, many of these are being added to DFCM's operation. This is a result of continued cost-effective, quality service that meets agency needs. Many agencies now automatically contract with DFCM for their maintenance needs as they increase space.

To meet this continued growth trend, DFCM is constantly projecting possible future needs. This consists of increasing staff as required and continuing to train and prepare current employees for new and expanded roles. One of DFCM's greatest strengths is its ability to provide consistent services throughout all parts of the state. This only can be accomplished by properly preparing staff and related support systems in advance.

The continued addition of facilities in all parts of the state has and will continue to require adjustments to our management groups. Being prepared to meet these demands, within current budget constraints, often can be a difficult task. Additionally, space requirements for the division's central office and support functions will need to be addressed in the near future. These, along with other issues, are always being discussed and planned for as DFCM conducts its business.



CONSTRUCTION OF THE TOOELE COURTS BUILDING

CHALLENGES AND OPPORTUNITIES

Disaster Preparedness

The division's role in disaster preparedness for its managed buildings is significant. To address this, Facilities Management develops initial evacuation plans for each of its buildings, and then works with each occupying agency to remain current. DFCM has developed its own disaster response program (FDRP) which will be used to guide employees and identify available resources in the event of an emergency. As mentioned previously, this program facilitates establishing a command center during an emergency.

Building and tenant security also are concerns of building managers. DFCM's role in providing security service is one of facilitator. DFCM does not provide security or security personnel to any building. Based on occupant needs, the division may provide contracting services for the agencies to secure a private sector security vendor. In other cases, law enforcement agencies coordinate security efforts for certain buildings. DFCM intends to continue its role of facilitator and will not provide any direct security services.

Capital Improvement Funding

Capital improvement funding will continue to be an issue of concern. Capital improvement needs throughout all state buildings always will outpace available funding. Properly investing in state-owned assets extends the useful life of major components and the buildings themselves. DFCM will continue to maintain state assets as they age, while working towards increased funding levels to improve this situation.



RENOVATION & SEISMIC RETROFIT OF THE UTAH STATE CAPITOL

RATE AND EXPENSE INFORMATION

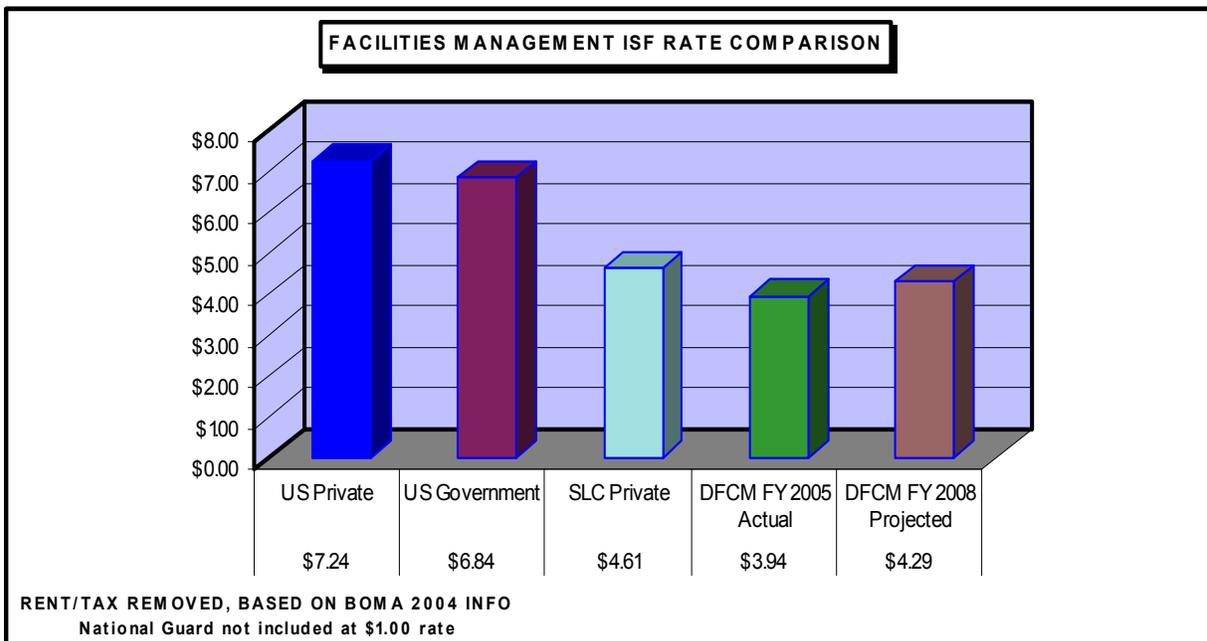


RATE AND EXPENSE INFORMATION

The Facilities Management 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 Internal Service Fund is projected to have 135 programs contained within it during fiscal year 2008. Following is the methodology for determining the rate adjustments for the 2008 fiscal year for each of the programs.

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 for service contract increases, published and expected utility increases and wage 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's beginning retained earnings balance and expenses to determine if any rate adjustments are needed for the request year.

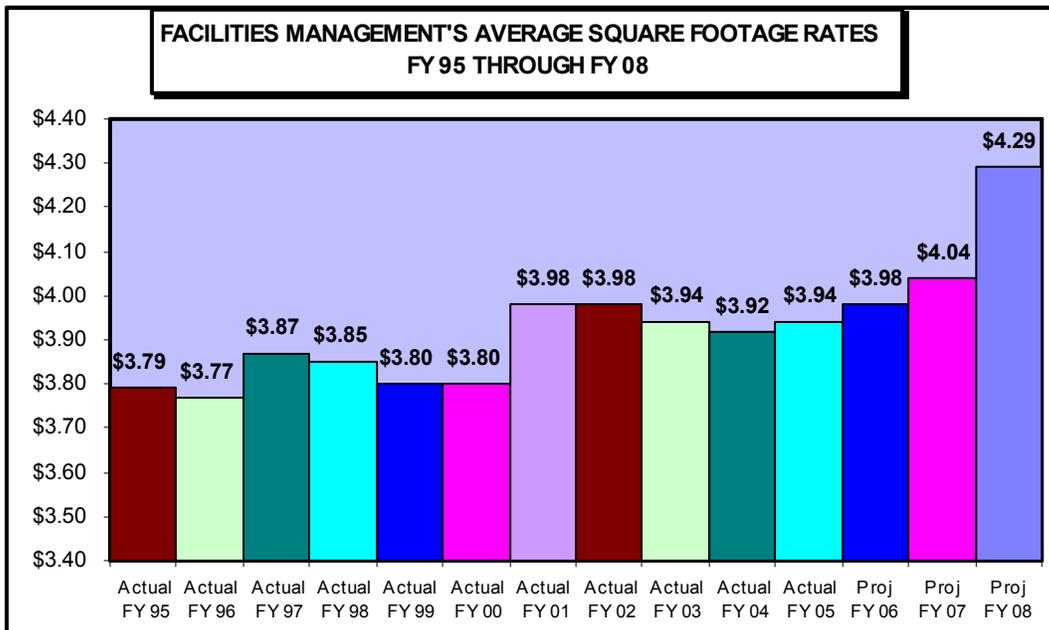
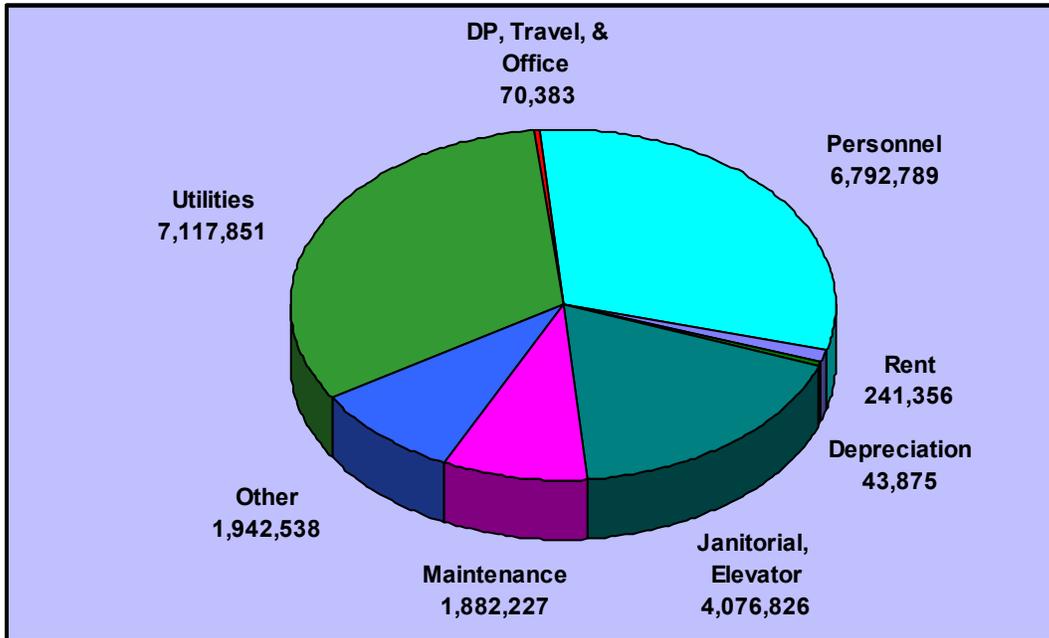
Below is a graph showing our rates against our peers in the building management industry. Note, the most current information is from 2004. Our projected FY08 rates still are below the 2004 industry benchmarks.



RATE AND EXPENSE INFORMATION

The top graph on this page gives a visual breakdown of the projected expenses for the request year Fiscal Year 2008. The bottom graph shows that the division has maintained its low rates continually throughout the years.

FY08 PROJECTED EXPENSES



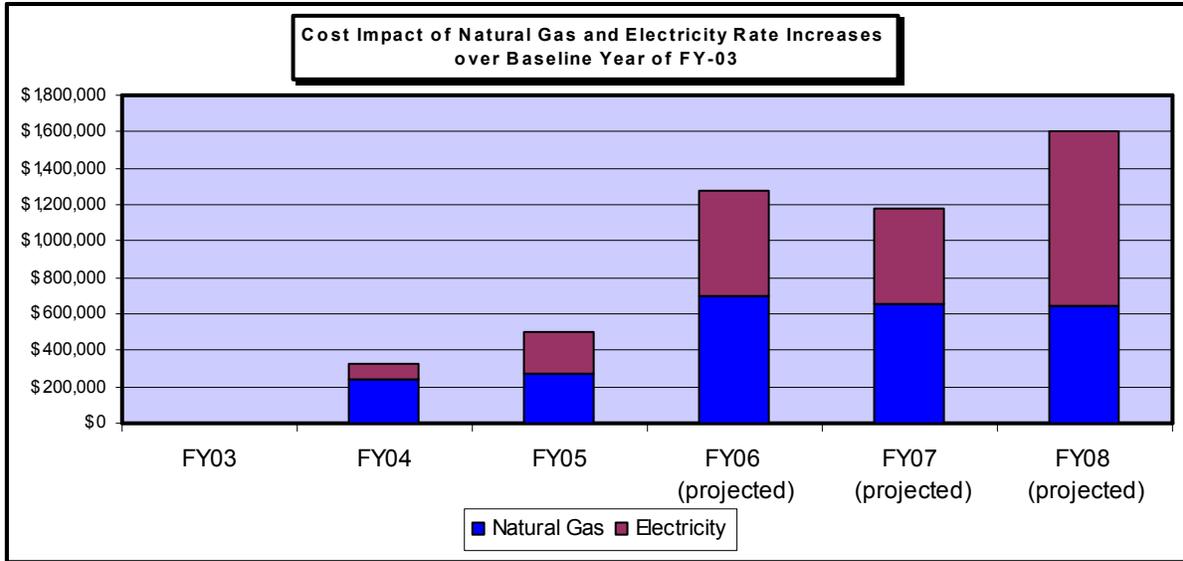


RATE AND EXPENSE INFORMATION

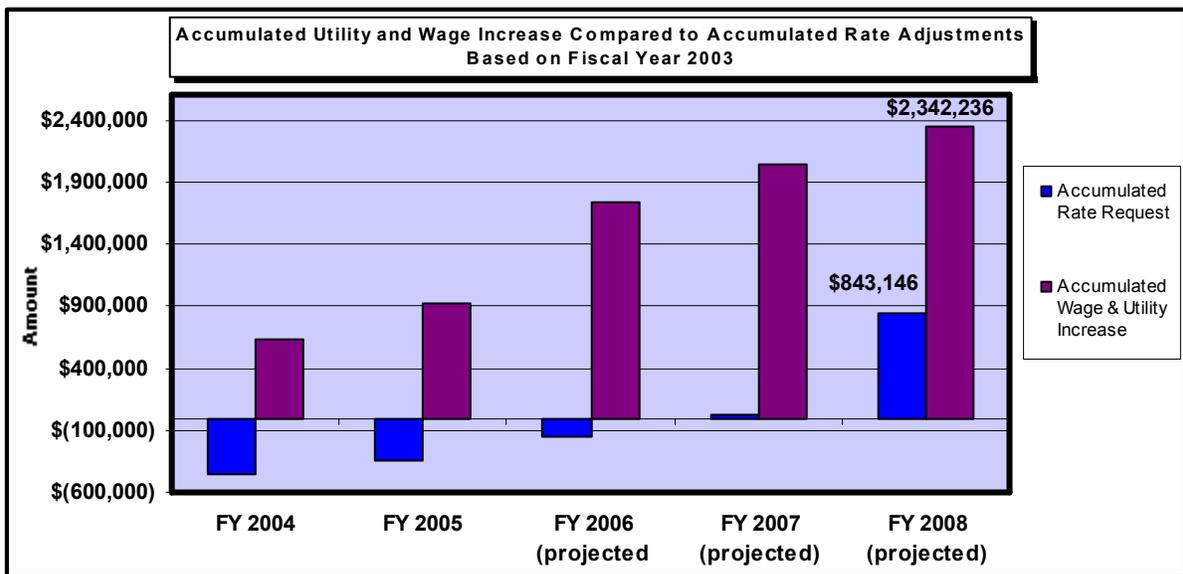
This ISF experienced unbudgeted electrical rate increases in FY06 of 6 percent as well as rate increases in natural gas ranging from 32 percent to 50 percent. Further rate adjustments are in process from both Utah Power and Questar. We have incorporated that information into our projections as follows:

- FY06 projections were made by using actual expenses for July through March. The remaining three months were projected at a 6 percent increase for electrical expense over base year FY05 expenses in the same time frame. Natural gas expense was projected with a 32 percent increase.
- For FY07, Utah Power was projected at a 12 percent increase over the FY05 base by using the 6 percent increase from FY06 and using one-half of the 12 percent expected for December through June in FY07, for the full fiscal year. Therefore, 6 percent for 12 months instead of 12 percent for 6 months. Natural gas is projected at 32 percent over the FY05 expenses.
- Fiscal year 2008 is projected at 18 percent over FY05 expenses for Utah Power; consisting of the 6 percent from FY06 and the 12 percent from FY07. Questar is expected to request an 7 percent rate reduction which leaves us with a projected increased expense for natural gas of 25 percent over FY05 expenses, instead of the 32 percent in FY07.

RATE AND EXPENSE INFORMATION



In addition to the utility increases that have been experienced, as diagramed above, the Internal Service Fund absorbs any wage and benefit increases. Below is a graph which illustrates the effects of both the utility and wage and benefit increases paid by the ISF as compared to rate requests during the same years.

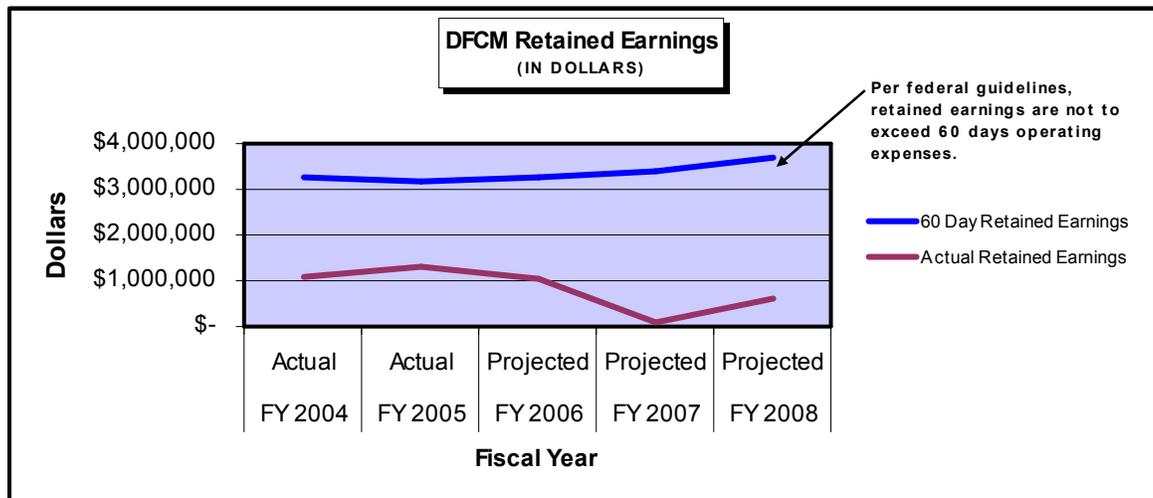
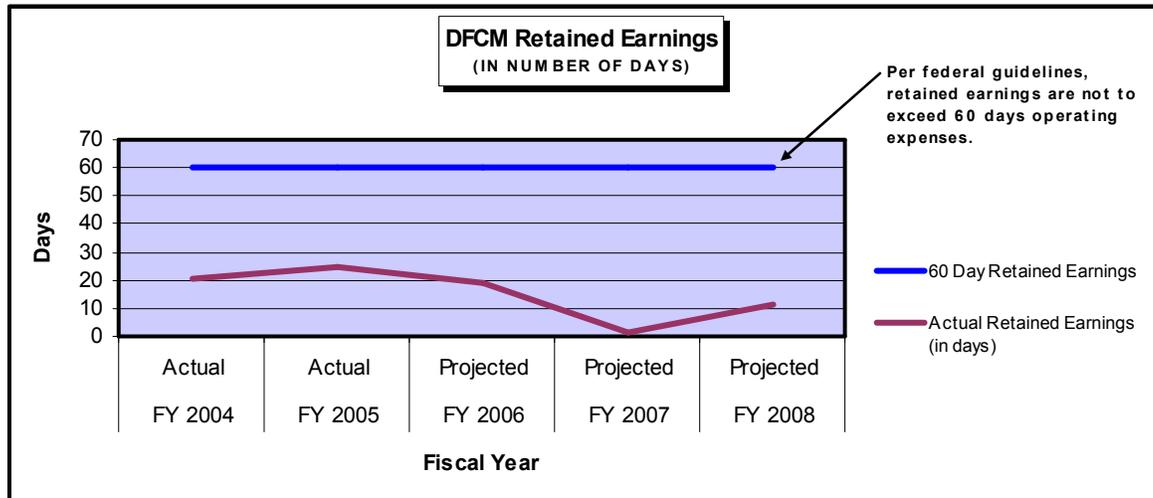


Net Changes of Actual and Projected Amounts, Compounded Annually

	FY 2004	FY 2005	FY 2006 (projected)	FY 2007 (projected)	FY 2008 (projected)
Accumulated Rate Request	\$ (452,854.00)	\$ (342,354.00)	\$ (157,354.00)	\$ 29,646.00	\$ 843,146.00
Accumulated Wage & Utility Increase	\$ 633,033.79	\$ 916,846.51	\$ 1,736,212.26	\$ 2,033,997.71	\$ 2,342,236.41
Annual Rate Report	\$ (452,854.00)	\$ 117,000.00	\$ 164,500.00	\$ 187,000.00	\$ 807,472.00

RATE AND EXPENSE INFORMATION

The following 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 has maintained retained earnings equal to less than 25 days in past years and, in FY07, we are projecting to have less than two days' retained earnings for operating expenses.



DFCM Facilities Management ISF Retained Earnings Analysis					
	FY 2004 Actual	FY 2005 Actual	FY 2006 Projected	FY 2007 Projected	FY 2008 projected
Actual Retained Earnings (in days)	20.3	24.9	19.4	1.6	11.0
60 Day Retained Earnings	60	60	60	60	60
Operating Expenses	\$ 19,718,462	\$ 19,251,392	\$ 19,793,432	\$ 20,552,889	\$ 22,556,652
Actual Retained Earnings	\$ 1,098,663	\$ 1,315,220	\$ 1,061,951	\$ 89,694	\$ 618,501
60 Day Retained Earnings	\$ 3,241,391	\$ 3,164,612	\$ 3,253,715	\$ 3,378,557	\$ 3,707,943
Under/(Over 60 Days)	\$ 2,142,728	\$ 1,849,392	\$ 2,191,764	\$ 3,288,863	\$ 3,089,442



FISCAL YEAR 2008 RATE REQUEST

FISCAL YEAR 2008 RATE REQUEST

In Fiscal Year 2008 the Fund will experience the following activity:

- Request that rates be reduced for five programs, including the National Guard.
- Five ABC programs are getting expanded facilities with additional funding needed to operate larger buildings.
- Twenty-eight programs are in need of rate increases.
- The Capitol Building is coming back on-line after renovations.
- Three ABC facilities will be new locations.
- One FTE is requested to audit janitorial contract fulfillment and coordinate set-ups and breakdowns for Capitol Hill events to ensure state assets are protected.

FISCAL YEAR 2008 REQUEST – RATE INCREASES/(DECREASES)

<u>Program</u>	<u>Amount of Increase/(Decrease)</u>	<u>Reason</u>
1311-Ogden Regional Center	\$ 48,000	utility increases; reduce deficit retained earnings
1318- Ogden Public Safety	\$ 9,000	utility increases; reduce deficit retained earnings
1320-Brigham City Court	\$ 25,000	utility increases; reduce deficit retained earnings
1322-DWS Ogden	\$ 15,000	utility increases; reduce deficit retained earnings
1323-Ogden Court	\$ 65,000	utility increases; reduce deficit retained earnings
1331-DPS Farmington	\$ 10,000	utility increases; reduce deficit retained earnings
1335-DWS Clearfield/Davis Co	(\$ 20,000)	reduce retained earnings
1337-Logan District Court	(\$ 20,000)	reduce retained earnings



FISCAL YEAR 2008 RATE REQUEST

FISCAL YEAR 2008 REQUEST – RATE INCREASES/(DECREASES) (CONT.)

Program	Amount of Increase/(Decrease)	Reason
1353-Salt Lake Court	\$130,000	utility increases
1355-7 th West Juvenile Court	(\$ 17,000)	reduce retained earnings
1357-DWS Vernal	\$ 8,000	utility increases; reduce deficit retained earnings
1370-Vernal Court	\$ 45,000	utility increases; reduce deficit retained earnings
1371-Vernal DSPD	\$ 8,000	utility increases; reduce deficit retained earnings
1501-Office of Rehabilitation	\$ 20,000	utility increases
1503-Cannon Health	\$ 50,000	utility increases; reduce deficit retained earnings
1516-Environmental Quality	\$ 22,000	utility increases
1601-Calvin Rampton Complex	\$125,000	utility increases
1602-DWS South County	\$ 10,000	utility increases
1604-DWS PEP	\$ 4,000	utility increases; reduce deficit retained earnings
1608-Murray Highway Patrol	\$ 25,000	utility increases; reduce deficit retained earnings
1609-Taylorsville Office Bldg	\$ 10,000	utility increases
1702-DWS Administration	\$ 95,000	utility increases; reduce deficit retained earnings
1706-DWS 1385 S State Bldg	\$ 22,000	utility increases; reduce deficit retained earnings
1707-AP&P Downtown	\$ 4,500	utility increases; reduce deficit retained earnings
1708-Office of Education	\$ 15,000	utility increases; reduce deficit retained earnings
1716-Archives Building	\$ 50,000	utility increases; reduce deficit retained earnings
1803-Provo Regional Center	\$ 50,000	utility increases; reduce deficit retained earnings
1804-Cedar City Regional Center	\$ 5,000	utility increases; reduce deficit retained earnings



FISCAL YEAR 2008 RATE REQUEST

FISCAL YEAR 2008 REQUEST – RATE INCREASES/(DECREASES) (CONT.)

<u>Program</u>	<u>Amount of Increase/(Decrease)</u>	<u>Reason</u>
1805-Provo Court	\$ 30,000	utility increases; reduce deficit retained earnings
1806-DWS Provo	\$ 28,000	utility increases; reduce deficit retained earnings
1819-St. George Court	(\$ 20,000)	reduce retained earnings
1844-Moab Regional Center	\$ 30,077	utility increases; reduce deficit retained earnings
Utah National Guard Locations	<u>(\$ 64,105)</u>	reduce retained earnings

\$817,472

FISCAL YEAR 2008 REQUEST – OTHER ADJUSTMENTS

<u>Program</u>	<u>Amount of Increase/(Decrease)</u>	<u>Reason</u>
1400-Capitol Hill Complex	\$1,151,400	reactivating Capitol after renovations
1456-Statewide Facility Focus	\$ 4,000	expected rev. inc from FY07 per program subscribers
ABC Stores	<u>\$ 140,892</u>	new & replaced locations and increased sq footage

\$1,296,292



FISCAL YEAR 2008 RATE REQUEST

FISCAL YEAR 2007 ADJUSTMENTS

<u>Program</u>	<u>Amount of Increase/(Decrease)</u>	<u>Reason</u>
1503-Cannon Health	\$ 9,397	Health Dept absorbed 345 sq ft from credit union area
1340-Brigham City Regional Center	\$ 16,224	non-gov't space adjs: Focus, farmer, etc
1369-West Valley 3 rd District Court	\$ 73,350	transitioned to a full service O & M
1456-Statewide Facility Focus	\$ 49,314	expected rev. less than auth, due to program subscribers
ABC Stores	<u>\$ 17,600</u>	new & replaced locations; partial year
	\$ 165,885	

FISCAL YEAR 2006 ADJUSTMENTS

<u>Program</u>	<u>Amount of Increase/(Decrease)</u>	<u>Reason</u>
1311-Ogden Regional Center	\$ 10,704	temp. relocation of DHS from Ogden. Med Center
1341-Brigham City Regional Center	\$ 45,171	occupant adjustments: USU, farmer, Bear River
1347-DWS Logan (replace 1317)	(\$ 89,366)	new location not yet open and occupied
1369-West Valley Courts	\$ 49,313	re-occupied February, 2006
1503-Cannon Health	\$ 9,397	change of scope
1616-West Jordan Courts	\$ 163	O & M rounding difference
1715-Utah Arts Collection	(\$ 20,000)	revenue rebate to reduce retained earnings
1844-Moab Regional Center	(\$ 7,912)	changes in tenants
ABC Stores	<u>(\$ 93,049)</u>	location replacements & additions not completed
	(\$ 95,579)	

FISCAL YEAR 2008 RATE REQUEST APPENDICES

Reports contained include the following:

Appendix A: Proposed FY 2008 Rates, Fees and Other Adjustments

Appendix B: Proforma Financial Statements

Appendix C: FY08 ISF Operating Revenue by Major Agency

Appendix D: FY08 ISF Operating Revenue by Major Source

Appendix A

**Proposed FY 2008 Rates, Fees and Other Adjustments
Capitol Facilities and Administrative Services Intergovernmental Services (63-38-3.5 (2)(b))**

			FY 2006	FY 2007	FY 2007		Rebate/	FY 2007	Change from	FY 2008	FY 2008		Other	FY 2008
			Revenue	Authorized	Other	Other	Give Back	Amended	Authorized	Utility	Rate	Other	Adjustments	Proposed
Old	New		Rebates	Rates	Adjustments	Adjustments	Adjustments	Rates	FY 2007	Increases	Adjustments	Adjustments	Comments	Rates
Org	Unit	Division of Facilities Construction and Management				Comments								
	1303	Vernal Regional Center		53,001				53,001	0					53,001
1311	1701	Ogden Regional Center		515,848				515,848	0		48,000			563,848
1313	1703	Ogden Juvenile Court		149,000				149,000	0					149,000
1315	1716	Human Services Clearfield East		129,322				129,322	0					129,322
1316	1714	Layton Court		80,896				80,896	0					80,896
1318	1706	Ogden Public Safety		46,518				46,518	0		9,000			55,518
1320	1755	Brigham City Court		144,400				144,400	0		25,000			169,400
1322	1705	WFS Ogden		121,304				121,304	0		15,000			136,304
1323	1704	Ogden Court		376,740				376,740	0		65,000			441,740
1353	1551	Salt Lake Court		1,539,200				1,539,200	0		130,000			1,669,200
1356	1594	Human Services Vernal		45,317				45,317	0					45,317
1357	1595	WFS Vernal		38,552				38,552	0		8,000			46,552
1400	1651	Capitol Hill Complex		2,448,600				2,448,600	0			1,151,400	Bringing on Capitol after renovation	3,600,000
1413	1559	Governors Residence		101,300				101,300	0					101,300
1415	1561	Human Services North Temple		532,103				532,103	0					532,103
1416	1560	Glendinning Fine Arts Center		45,000				45,000	0					45,000
1501	1601	Office of Rehabilitation Services		144,864				144,864	0		20,000			164,864
1502	1602	Agriculture		270,100				270,100	0					270,100
1503	1603	Cannon Health		788,158	9,397	Health Dept absorbed 345 sq ft from CU area.		797,555	9,397		50,000			847,555
1505	1646	Medical Drive Complex		433,982				433,982	0					433,982
1508	1604	Natural Resources		626,487				626,487	0					626,487
1512	1606	State Library - Library		205,714				205,714	0					205,714
1513	1607	State Library - Visually Impaired		124,027				124,027	0					124,027
1514	1608	State Library - State Mail		96,545				96,545	0					96,545
1516	1609	Environmental Quality		287,389				287,389	0		22,000			309,389
1517	1610	Utah State Tax Commission		738,294				738,294	0					738,294
1601	1401	Calvin Rampton Complex		1,390,800				1,390,800	0		125,000			1,515,800
1602	1452	WFS South County Emp. Ctr.		166,196				166,196	0		10,000			176,196
1604	1411	WFS Temporary Placement Office		21,210				21,210	0		4,000			25,210
1606	1402	Driver License West Valley		46,350				46,350	0					46,350
1607	1403	Murray Highway Patrol Training & Supply		35,184				35,184	0					35,184
1608	1404	Murray Highway Patrol		73,554				73,554	0		25,000			98,554
1609	1405	Taylorsville Office Building		147,531				147,531	0		10,000			157,531
1610	1406	Taylorsville Center for the Deaf		27,441				27,441	0					27,441
1611	1453	WFS Services Midvale		135,640				135,640	0					135,640
1701	1501	Heber M. Wells		679,750				679,750	0					679,750
1702	1502	WFS Administration		509,420				509,420	0		95,000			604,420
1703	1503	WFS Metro Emp. Ctr.		177,052				177,052	0					177,052
1704	1504	Rio Grande Depot		288,196				288,196	0					288,196
1706	1505	DWS - 1385 South State Building		246,818				246,818	0		22,000			268,818
1707	1506	AP & P Fremont Office Building		122,030				122,030	0		4,500			126,530
1708	1507	Utah State Office of Education		316,669				316,669	0		15,000			331,669
1803	1351	Provo Regional Center		530,579				530,579	0		50,000			580,579
1804	1320	Cedar City Regional Center		55,508				55,508	0		5,000			60,508
1805	1354	Provo Court		269,400				269,400	0		30,000			299,400
1806	1355	WFS Provo		119,940				119,940	0		28,000			147,940
1808	1314	Richfield Regional Ctr.		50,385				50,385	0					50,385
1810	1315	Richfield Court		54,972				54,972	0					54,972
1812	1357	Orem Circuit Court		88,724				88,724	0					88,724

Appendix A

**Proposed FY 2008 Rates, Fees and Other Adjustments
Capitol Facilities and Administrative Services Intergovernmental Services (63-38-3.5 (2)(b))**

			FY 2006	FY 2007	FY 2007		Rebate/	FY 2007	Change from	FY 2008	FY 2008		Other	FY 2008
			Revenue	Authorized	Other	Other	Give Back	Amended	Authorized	Utility	Rate	Other	Adjustments	Proposed
Old	New		Rebates	Rates	Adjustments	Adjustments	Adjustments	Rates	FY 2007	Increases	Adjustments	Adjustments	Comments	Rates
Org	Unit	Division of Facilities Construction and Management				Comments								
1813	1370	Navajo Trust Fund Administration		132,640				132,640	0					132,640
1814	1321	WFS Cedar City		98,743				98,743	0					98,743
1815	1325	WFS St. George		44,660				44,660	0					44,660
1816	1316	Richfield ITS Center		29,100				29,100	0					29,100
1817	1317	WFS Richfield		36,140				36,140	0					36,140
1818	1322	Cedar City Courts		46,000				46,000	0					46,000
1819	1328	St. George Courts		101,512				101,512	0		(20,000)			81,512
		<i>New Programs added in FY 99</i>						0						
1314	1721	Ogden Medical Center		26,563	(26,563)	No revenue is expected for FY07		0	(26,563)					0
1321	1718	Farmington 2nd District Courts		267,185				267,185	0					267,185
		ABC 35 Store Locations		717,242	17,600			734,842	0			140,892		875,734
1355	1554	7th West Juvenile Courts		59,434				59,434	0		(17,000)			42,434
1304	1304	Tree of Utah		0				0	0					0
1354	1593	Vernal Juvenile Courts		13,784				13,784	0					13,784
		<i>New Programs added in FY 00</i>						0	0					
1331	1719	DPS Farmington Public Safety		41,650				41,650	0		10,000			51,650
1615	1454	DAS Surplus Property		35,672				35,672	0					35,672
1332	1710	DPS Crime Lab		23,840				23,840	0					23,840
		<i>New Programs added in FY 01</i>						0	0					
1715	1508	Utah Arts Collection	(20,000)	21,300				21,300	0					21,300
1335	1717	WFS Clearfield/Davis County		173,590				173,590	0		(20,000)			153,590
1369	1562	West Valley 3rd District Court		45,000	73,350	Transitioned to a full service O & M		118,350	73,350					118,350
1370	1597	Vernal 8th District Court		184,490				184,490	0		45,000			229,490
		<i>New Programs added in FY 02</i>						0						
1336	1709	Public Safety Depot Ogden		21,608				21,608	0					21,608
1829	1359	Orem Region Three UDOT		100,192				100,192	0					100,192
		<i>New Programs added in FY 03</i>						0	0					
1337	1752	Logan 1st District Court		301,870				301,870	0		(20,000)			281,870
1371	1598	Vernal DSPD		16,913				16,913	0		8,000			24,913
1340	1758	Brigham City Regional Center		342,651	16,224	Non-Gov. space adjustments focus, farmer, etc.		358,875	16,224					358,875
1456	1305	Statewide Facility Focus		49,314	(9,314)	Expected revenue less than authorized due to program subscribers		40,000	(9,314)			4,000	Expected revenue diff. from FY07 due to program subscribers	44,000
		<i>New Programs added in FY 04</i>						0						
		National Guard Armories		491,479				491,479	0		(64,105)			427,374
1716	1509	Archive Building (New Location)		85,765				85,765			50,000			135,765
1843	1361	Orem Public Safety		68,006				68,006						68,006
		<i>New Programs added in FY 05</i>						0						
1616	1451	West Jordan Courts		487,796				487,796	0					487,796
1844	1369	Moab Regional Center		203,923				203,923			30,077			234,000
1344	1720	Eccles Group Home		6,570				6,570	0					6,570
		<i>New Programs added in FY 06</i>						0						
1347	1754	WFS Logan		89,366				89,366						89,366
		<i>New Programs added in FY 07</i>						0						
1319	1702	Ogden Regional Center #2		250,906				250,906						250,906
1526	1616	Tooele Courts		260,678				260,678						260,678
		<i>New Programs added in FY 08</i>												
		Total	(20,000)	20,511,592	80,694		0	20,592,286	63,094	0	817,472	1,296,292		22,706,050

Proforma Financial Statements
DFCM ISF Maintenance

	FY 2004 Actual	FY 2005 Actual	FY 2006 Authorized	FY 2007 Approp	FY 2006 Est Actual	FY 2007 Estimate	FY 2008 Estimate
BALANCE SHEET							
ASSETS							
CASH & CASH EQUIVALENTS	2,361,976	2,012,258	1,537,855	1,496,150	1,717,772	777,483	1,286,563
ACCOUNTS RECEIVABLE	16,562	9,072	200,000	200,000	9,072	9,072	9,072
DUE FROM OTHER FUNDS	347,939	949,596	800,000	800,000	949,596	949,596	949,596
INVENTORIES	0	0	0	0	0	0	0
PREPAID EXPENSES	0	4,313	5,546	6,871	4,313	4,313	4,313
TOTAL CURRENT ASSETS	2,726,477	2,975,239	2,543,401	2,503,021	2,680,753	1,740,464	2,249,544
DEFERRED CHARGES/ PREPAID EXPENSE - LONG TERM	0	523,109	517,563	510,693	523,109	523,109	523,109
TOTAL OTHER ASSETS	0	523,109	517,563	510,693	523,109	523,109	523,109
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	548,728	550,438	580,294	631,794	607,709	659,209	732,209
ACCUMULATED DEPRECIATION	(455,908)	(443,875)	(452,199)	(493,964)	(479,929)	(524,000)	(567,875)
TOTAL CAPITAL ASSETS	92,820	106,563	128,095	137,830	127,780	135,209	164,334
TOTAL ASSETS	2,819,297	3,604,911	3,189,059	3,151,544	3,331,642	2,398,782	2,936,987
LIABILITIES & FUND EQUITY							
VOUCHERS PAYABLE	980,877	1,187,741	950,000	950,000	1,187,741	1,187,741	1,187,741
ACCRUED LIABILITIES	512,887	332,272	450,000	450,000	332,272	332,272	332,272
DEFERRED 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	226,870	242,256	200,000	200,000	242,256	242,256	242,256
POLICY CLAIMS LIABILITIES - SHORT TERM	0	4,313	5,546	6,871	4,313	4,313	4,313
REVENUE BONDS - SHORT TERM	0	0	0	0	0	0	0
TOTAL CURRENT LIABILITIES	1,720,634	1,766,582	1,605,546	1,606,871	1,766,582	1,766,582	1,766,582
REVENUE BONDS - LONG TERM	0	0	0	0	0	0	0
CONTRACTS PAYABLE - LONG TERM	0	523,109	517,563	510,693	523,109	523,109	523,109
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	0	523,109	517,563	510,693	523,109	523,109	523,109
TOTAL LIABILITIES	1,720,634	2,289,691	2,123,109	2,117,564	2,289,691	2,289,691	2,289,691
CONTRIBUTED CAPITAL	0	0	0	0	0	0	0
RETAINED EARNINGS	1,098,663	1,315,220	1,065,950	1,033,980	1,041,951	109,091	647,296
TOTAL FUND EQUITY / NET ASSETS	1,098,663	1,315,220	1,065,950	1,033,980	1,041,951	109,091	647,296
TOTAL LIABILITIES & FUND EQUITY / NET ASSETS	2,819,297	3,604,911	3,189,059	3,151,544	3,331,642	2,398,782	2,936,987
INCOME STATEMENT							
TOTAL OPERATING REVENUES (before proposed rate impacts)	19,782,110	19,573,206	20,060,478	19,408,377	19,773,432	20,592,286	22,706,050
Rate Impact	n/a	n/a	n/a	n/a	0	0	0
TOTAL OPERATING REVENUES (after proposed rate impacts)	19,782,110	19,573,206	20,060,478	19,408,377	19,773,432	20,592,286	22,706,050
PERSONAL SERVICES	5,699,876	5,953,155	5,878,100	5,746,587	5,695,053	6,538,737	6,792,789
TRAVEL EXPENSE	16,716	22,497	27,059	17,736	21,684	27,489	23,428
CURRENT EXPENSE	13,267,724	13,362,907	13,489,802	12,684,813	13,861,274	14,466,382	14,824,691
CURRENT EXPENSE - DATA PROCESSING	386,286	388,534	385,877	262,335	275,000	275,000	275,000
DEPRECIATION EXPENSE	54,670	37,133	41,755	38,422	36,054	44,071	43,875
OTHER EXPENSES (SWCAP)	323,190	166,261	157,636	166,261	157,636	173,467	208,062
TOTAL OPERATING EXPENSES	19,748,462	19,930,487	19,980,229	18,916,154	20,046,701	21,525,146	22,167,845
TOTAL OPERATING INCOME (LOSS)	33,648	(357,281)	80,249	492,223	(273,269)	(932,860)	538,205
GAIN (LOSS) ON SALE OF FIXED ASSETS	0	0	0	0	0	0	0
INTEREST INCOME	93	0	0	152	0	0	0
INTEREST EXPENSE	0	0	0	0	0	0	0
FEDERAL GRANTS	0	0	0	0	0	0	0
RETAINED EARNINGS REFUNDS TO FEDERAL GOVERNMENT	0	0	0	0	0	0	0
OPERATING TRANSFERS IN (OUT)	0	0	0	0	0	0	0
NET INCOME (LOSS)	33,741	(357,281)	80,249	492,375	(273,269)	(932,860)	538,205
CASH FLOW STATEMENT							
BEGINNING CASH BALANCE / (INTERFUND LOAN BALANCE)	1,107,785	2,361,976	2,012,258	1,537,855	2,012,258	1,717,772	777,483
Total Cash from Sales	20,541,464	18,891,557	19,827,788	20,511,592	19,773,432	20,592,286	22,706,050
Capital Asset Disposal Proceeds	0	0	7,683	0	36,054	44,071	43,875
Federal Grants	0	0	0	0	0	0	0
State Appropriations	0	0	0	0	0	0	0
Other Sources	93	152	0	0	0	0	0
TOTAL SOURCES OF CASH	20,541,557	18,891,709	19,835,471	20,511,592	19,809,486	20,636,357	22,749,925
Cash Used for Operations	(19,253,326)	(19,190,321)	(20,236,674)	(20,501,797)	(20,046,701)	(21,525,146)	(22,167,845)
Payments for Capital Assets	(34,040)	(51,106)	(73,200)	(51,500)	(57,271)	(51,500)	(73,000)
State Appropriations	0	0	0	0	0	0	0
Other Uses	0	0	0	0	0	0	0
TOTAL USES OF CASH	(19,287,366)	(19,241,427)	(20,309,874)	(20,553,297)	(20,103,972)	(21,576,646)	(22,240,845)
ENDING CASH BALANCE/(INTERFUND LOAN BALANCE)	2,361,976	2,012,258	1,537,855	1,496,150	1,717,772	777,483	1,286,563

INTERNAL SERVICE FUNDS OPERATING REVENUE BY MAJOR AGENCY								FY 2008 FORM ISF-4 RUN DATE: 13-Jul-06
AGENCY NUMBER	AGENCY	FORM/ LINE REF	FY 2005 ACTUAL	FY 2006 ESTIMATED	FY 2007 AMENDED	FY 2008 REQUEST	REQUEST % of Total	
1	011-016	LEGISLATURE					0.00%	
2	020	JUDICIAL BRANCH / COURTS	3,831,143	4,152,085	4,514,138	4,760,803	20.97%	
2a	030	CAPITOL PRESERVATION BOARD	2,448,600	2,448,600	2,448,600	3,600,000	15.85%	
3	050	STATE TREASURER					0.00%	
4	060	GOVERNOR'S OFFICE					0.00%	
4a	070	UTAH SCIENCE CENTER AUTHORITY					0.00%	
5	080	ATTORNEY GENERAL	313,787	313,787	313,787	315,262	1.39%	
6	090	STATE AUDITOR					0.00%	
7	100	DEPARTMENT OF ADMINISTRATIVE SERVICES	477,710	415,314	414,000	471,287	2.08%	
8	120	TAX COMMISSION	795,510	795,510	795,510	800,488	3.53%	
9	130	CAREER SERVICE REVIEW BOARD					0.00%	
10	140	HUMAN RESOURCES MANAGEMENT					0.00%	
11	170	NAVAJO TRUST ADMINISTRATION	132,640	132,640	132,640	132,640	0.58%	
12	180	DEPARTMENT OF PUBLIC SAFETY	1,063,075	1,071,311	1,084,076	1,191,536	5.25%	
13	190	UTAH NATIONAL GUARD	491,479	491,479	491,479	427,374	1.88%	
14	200	DEPARTMENT OF HUMAN SERVICES	1,753,485	1,749,705	1,769,234	1,847,640	8.14%	
15	270	DEPARTMENT OF HEALTH	1,176,656	1,235,795	1,262,083	1,315,152	5.79%	
16	280	HEALTH POLICY COMMISSION					0.00%	
17	300	BUILDING BOARD CONSTRUCTION ACCOUNT					0.00%	
18	400	OFFICE OF EDUCATION	461,112	373,825	505,852	524,406	2.31%	
19	410	DEPARTMENT OF CORRECTIONS	270,019	259,956	258,519	275,797	1.21%	
20	480	DEPARTMENT OF ENVIRONMENTAL QUALITY	429,242	442,970	441,414	474,779	2.09%	
21	510	BOARD OF REGENTS					0.00%	
22	550	SCHOOL & INST. TRUST LANDS ADMIN.	8,202				0.00%	
23	560	DEPARTMENT OF NATURAL RESOURCES	733,244	741,446	748,645	762,679	3.36%	
24	570	DEPARTMENT OF AGRICULTURE	270,100	270,100	270,100	270,100	1.19%	
25	600	DEPARTMENT OF WORKFORCE SERVICES	1,967,078	1,961,772	2,141,364	2,319,455	10.22%	
26	650	ALCOHOLIC BEVERAGE CONTROL	628,890	628,890	734,842	875,734	3.86%	
27	660	LABOR COMMISSION	139,254	139,254	139,254	139,254	0.61%	
28	670	DEPARTMENT OF COMMERCE	217,583	217,583	217,583	217,583	0.96%	
29	680	FINANCIAL INSTITUTIONS	30,000				0.00%	
30	690	DEPARTMENT OF INSURANCE					0.00%	
31	700	PUBLIC SERVICE COMMISSION	24,975	24,975	24,975	24,975	0.11%	
32	710	DEPT. OF COMM. & ECONOMIC DEVELOPMENT	369,327	406,327	486,327	486,327	2.14%	
33	720	UTAH SPORTS AUTHORITY					0.00%	
34	810	DEPARTMENT OF TRANSPORTATION	941,092	956,092	956,092	1,033,017	4.55%	
35	--	MISCELLANEOUS OTHER STATE AGENCIES					0.00%	
36	--	HIGHER EDUCATION	305,307	293,297	236,432	293,297	1.29%	
37	--	NON-STATE ENTITIES / PRIVATE SECTOR SALES	193,975	216,529	178,740	139,291	0.61%	
38	--	SALES TO GENERAL PUBLIC					0.00%	
39	--	SALES TO SCHOOLS					0.00%	
40	--	SALES TO LOCAL GOVERNMENTS	12,239	34,192	26,600	7,174	0.03%	
41	--	SALES TO STATE AGENCIES					0.00%	
42	--	SALES TO NONPROFIT ORGANIZATIONS					0.00%	
43	--	SCHOOL DISTRICTS					0.00%	
44	--	STATE WIDE PAYROLL					0.00%	
45	--	OTHER					0.00%	
46		TOTAL REVENUE BY AGENCY (Equals ISF-3 line 3)	19,485,724	19,773,434	20,592,286	22,706,050	100.00%	

PROGRAM: DFCM ISF MAINTENANCE
DEPARTMENT: ADMINISTRATIVE SERVICES DIVISION: DFCM

FY 2008
FORM ISF-4

INTERNAL SERVICE FUNDS OPERATING REVENUE BY MAJOR SOURCE							FY 2008 FORM ISF-4A RUN DATE: 13-Jul-06
	MAJOR SOURCES	FORM/ LINE REF	FY 2005 ACTUAL	FY 2006 ESTIMATED	FY 2007 AMENDED	FY 2008 REQUESTED	REQUEST % of Total
63	Totals from Page 1		16,997,402	16,826,465	17,255,523	19,381,392	85.36%
64	DWS Davis County		133,836	173,590	173,590	153,590	0.68%
65	Human Services Vernal		45,317	45,317	45,317	45,317	0.20%
66	Cedar City Regional Center		55,508	55,508	55,508	60,508	0.27%
67	Workforce Services Provo		119,940	119,940	119,940	147,940	0.65%
68	Navajo Trust Fund		132,640	132,640	132,640	132,640	0.58%
69	Workforce Services Cedar City		98,743	98,743	98,743	98,743	0.43%
70	Workforce Services St George		44,660	44,660	44,660	44,660	0.20%
71	Workforce Services Richfield		36,140	36,140	36,140	36,140	0.16%
72	St George Courts		101,512	101,512	101,512	81,512	0.36%
73	Workforce Services-Vernal		38,552	38,552	38,552	46,552	0.21%
74	Ogden Medical Center		156,885	82,675	-	-	0.00%
75	Farmington Courts		267,185	267,185	267,185	267,185	1.18%
76	7th West Juvenile Courts		59,434	59,434	59,434	42,434	0.19%
77	Vernal Juvenile Courts		13,784	13,784	13,784	13,784	0.06%
78	Brigham City Regional Center		346,521	387,830	358,875	358,875	1.58%
79	Vernal DSPD People with Disabilities		16,913	16,913	16,913	24,913	0.11%
80	Public Safety Depot Ogden		17,108	21,608	21,608	21,608	0.10%
81	Farmington Public Safety		41,650	41,650	41,650	51,650	0.23%
82	Public Safety Crime Lab		23,840	23,840	23,840	23,840	0.10%
83	National Guard Armories		491,479	491,479	491,479	427,374	1.88%
84	Surplus Property		45,672	45,672	35,672	35,672	0.16%
85	WVC Drivers License		-	-	-	-	0.00%
86	Orem Public Safety		68,005	68,005	68,005	68,005	0.30%
87	Archive Building		85,765	85,765	85,765	135,765	0.60%
88	West Jordan Courts		40,663	487,957	487,797	487,797	2.15%
89	Eccles Group Home		6,570	6,570	6,570	6,570	0.03%
90	DWS Logan		-	-	-	-	0.00%
91	Ogden Regional Center #2		-	-	250,906	250,906	1.11%
92	Tooele Courts		-	-	260,678	260,678	1.15%
94	TOTAL REVENUE BY SOURCE	4A/1 to 37	19,485,724	19,773,434	20,592,286	22,706,050	100.00%
PROGRAM: DFCM ISF MAINTENANCE DEPARTMENT: ADMINISTRATIVE SERVICES							FY 2008 FORM ISF-4A

