

REPORT TO METCAD POLICY BOARD

FROM: Ralph Caldwell, METCAD Director

DATE: February 4, 2016

SUBJECT: METCAD FY 16/17 Proposed Budget

A. Introduction: The purpose of this report is to request approval of the proposed FY 16/17 METCAD budget.

B. Recommended Action: Staff recommends approval of Alternative 1, approving the budget as presented for FY 16/17.

C. Summary:

- Total surcharge revenues are estimated to increase due to the change in the State law. However, revenues are being estimated as the same as FY 15/16 due to the uncertainty of the increase as directed previously by the METCAD Policy Board.
- Expenditures for FY 16/17 have not increased compared to last year. This is partially due to the change in the law which requires the State of Illinois to pay for network costs for 9-1-1 centers. Staff estimates this cost to be approximately \$200,000. As directed by the Board, staff has adjusted the revenue in Fund 62 to show a reserve balance until a trend had developed and more accurate figures can be determined. This is also due to medical insurance remaining cost neutral.
- The proposed budget reflects a 6% increase in user fees.
- The proposed budget includes an overtime cost of \$250,000 which is an increase of \$50,000 over last year's estimate.
- Legislative efforts continue and the impact from the change in law will be reviewed by the Legislative Advisory Board. The overall revenues include the second of five annual payments from the Village of Rantoul for their initial buy-in to METCAD.
- The transfer to the Capital Fund is budgeted at \$589,385. This includes two loan payments scheduled to be received from the City of Urbana.
- Capital expenditure for FY 16/17 is estimated to be \$315,551 which includes an upgrade to the CAD software.

D. Background:

1. Revenues vs. Expenditures. Historically, expenditures have increased at a rate which has outpaced revenue. This is due to contractual and non-contractual raises and inflation in operating and maintenance costs. Surcharge revenue has been declining over the last ten years. The estimate given to METCAD by the State of Illinois ICC is an increase of \$199,179 in revenue and decreased network expenses. With the uncertainty of the State's estimates, the Board directed staff to present an overall budget with neither a loss nor gain compared to FY 15/16 budget.

2. Proposed Increases to User Agency Fees. The proposed FY 16/17 budget recommends increasing user fees by 6%. This increase is much lower than the 16% increase previously discussed with the Board. Due to the rescheduling of the Motorola Life-Cycle contract and lowered health insurance costs, the increase to user fees has been lowered. However, projections show that a 6% increase will be necessary every year hereafter to maintain a balanced budget over the next five years in order to keep up with inflation with a possible higher increase needed in future years. Financial impacts of the new State Public Act 99-0006 have not been factored into long term projections due to the uncertainty of the State's estimates.

3. Increased Overtime Costs. Overtime costs increased in FY 15/16, due to the following:

- consolidation and frequency sharing (never fully staffed since consolidation)
- telecommunicator leaves of absences and backfill
- telecommunicator departures
- contractual obligations

4. Continuing Efforts For a More Sustainable Funding Structure. The joint Illinois APCO/NENA Legislative Committee continues to work with the Statewide 9-1-1 Advisory Board to provide for a more sustainable funding structure for 9-1-1. Per Public Act 99-0006, network costs are being paid by the State of Illinois as of January 2016. The formula for surcharge distribution has been completely revised and both wireless and wireline will be received and distributed by the State. Earlier estimates from the State, indicate that METCAD will receive an increase in revenue. Staff feels that it is too soon to estimate how much additional revenue will be received.

5. Transfer to Capital Plan. The transfer to the Capital Fund is budgeted at \$589,305 which includes an increased transfer of \$545,000 plus two separate annual payments from the City of Urbana. The first loan payment which was approved in FY 14/15 is in the amount of \$25,458. The second loan payment which was approved in FY 15/16 is in the amount of \$18,837. The total amount of the transfer scheduled for Capital Plan is \$589,305. The planned transfer is based on a 10-year plan to maintain consistent funding levels in the Capital Plan and has been increased due to higher expenditures in future years. The capital expenditures FY 16/17 are estimated to be \$315,551 which includes an upgrade to the CAD software estimated to be \$180,000.

E. Alternatives:

1. Approve the FY 16/17 budget as presented.
2. Do not approve the FY 16/17 budget as presented and provide further direction to staff.

F. Discussion of Alternatives:

Alternative 1

a. Advantages

- Establishes a plan to provide for future balanced budgets.
- Maintains the contingency fund balance as per Financial Policies.
- Increase in user fees is 10% lower than originally discussed with the METCAD Policy Board.
- Continues a level funding plan for the Capital Plan.
- Enables METCAD to continue to provide the same level of quality service as expected by the public and User Agencies.
- Provides for an approved budget as required in the METCAD By-Laws.

b. Disadvantages

- Increases user fees by 6%.

Alternative 2

a. Advantages

- Advantages depend on direction received from the Board.

b. Disadvantages

- May not properly maintain the contingency fund balance.
- May not properly fund the Capital Plan.
- Could affect METCAD's ability to provide the same level of quality service as expected by the public and User Agencies.

G. Budget Impact: The proposed FY 16/17 budget will allow for continued operations of METCAD and replacement of equipment as scheduled.

H. Staffing Impact: The FY 16/17 budget includes an increased cost of overtime. Staff will continue to monitor and evaluate staffing levels for future budget planning.

METCAD FY 2016/2017
Financial Policies

Introduction

Each year the Policy Board adopts financial policies to guide the development, adoption, and execution of the budget for the following year. While the current year's policies are the basis of the new year's policies, all policies are reviewed in study session to determine whether changing circumstances warrant revisions.

I. Statement of Purpose

These policies are established to assist the METCAD Policy Board with the financial management of METCAD to ensure the continuation of efficient, timely emergency dispatch services to the member agencies. These policies are reviewed, modified as appropriate, and adopted annually.

II. Priority Usage of Resources

Emergency Telephone Surcharge Funds

Illinois state statute provides for a surcharge on telecommunications carriers in order to fund an enhanced 9-1-1 Emergency Telephone System. An Emergency Telephone Surcharge is imposed on each telephone line in Champaign County. Emergency Telephone Surcharge Funds shall be used to fund operating expenses and the majority of Capital Improvement Projects. Expenditures may only be made to pay for costs associated with the following:

- Design of the Emergency Telephone System.
- Coding of an initial Master Street Address Guide database, and update and maintenance.
- Repayment of any monies advanced for the implementation of the system.
- Charges for Automatic Number Identification and Automatic Location Identification equipment, on-going maintenance, replacement and updating.
- Non-recurring charges related to installation of the Emergency Telephone System and ongoing network charges.
- Other products and services necessary for the implementation, upgrade, maintenance and operation of the system including the following:
 - Costs directly attributable to the construction, leasing or maintenance of buildings or facilities.

- Costs of personnel directly attributable to the operation of the system.
- Surcharge funds shall not be used to pay for the costs of public safety agency personnel or equipment that is dispatched in response to an emergency call.

Item No. 1: In May 2015, the State of Illinois Legislature passed new legislation changing the current way surcharge funds are distributed. In June 2015, the Governor signed SB0096 and the new legislation became Public Act 99-0006. Beginning in January 2016, the legislation will take effect. This new legislation creates a uniform statewide surcharge, to be applied on an equitable basis to all purchasers of wireline, postpaid wireless, Interconnected Voice over Internet Protocol (VoIP), and cable-provided telecommunications services. The new rate will be \$0.87 per line per month and 3% Point-of-Sale for pre-paid wireless. The wireline surcharge in Champaign County had previously been approved by the voters of the County to be \$1.50 per line. However, there is also a "Hold Harmless" clause which will allow systems to receive at least the average of the monthly fees collected per the previous year's reported surcharge revenue. This should keep revenues equal to what was received previously if not greater since the decline in wireline continues and the previous year's reported revenue was higher than what was received last year. Also included in the new legislation, is a centralized collection and distribution of 9-1-1 revenues. Currently, wireless surcharge funds are received by the State of Illinois and wireline surcharge funds are received by the PSAPs. In January 2016, all surcharge funds will be received by the State and distributed to the PSAPs. Another change includes a centralized payment of network costs for local systems. Previously, each PSAP was responsible for paying network costs directly to the vendor. The State of Illinois will be paying the 9-1-1 network costs for the entire State beginning in January 2016. While the State has provided rough estimates of how much revenue METCAD should receive, it is still unclear what the full effect will be on METCAD's revenues until payments begin in March/April 2016. The estimate given to METCAD by the State of Illinois ICC is an increase of \$199,179 in revenue and decreased network expenses. The new legislation also includes language for consolidation of PSAPs and possible grants to help cover consolidation expenses. Since METCAD serves as a fully consolidated PSAP in Champaign County with the joining of the Village of Rantoul in 2014, METCAD should be eligible for a consolidation grant. The amount of grant money available will be determined once the new surcharge distribution has been implemented. The new legislation includes a new sunset date of July 2017.

Member Agency Contributions

An Intergovernmental Agreement between the County of Champaign, City of Urbana, City of Champaign, University of Illinois, and Village of Rantoul provides for the operation and joint funding of METCAD.

Item No. 1: Membership fees for dispatch services are paid by fire and police user agencies based on a funding formula approved by the METCAD Policy Board. The

formula is used to determine each agency's share of the costs of dispatching services provided by METCAD.

Item No. 2: Expenditures may be made to pay for costs not eligible for the use of Emergency Telephone Surcharge Funds as itemized in Section II of these financial policies.

Item No. 3: Member agency contributions are used in financing METCAD's General Operating Fund (9) for expenditures that are not covered by any other funding source.

III. Budget Guidelines

Purpose of Funds

The following policies are established to provide specific guidelines for METCAD staff in preparing the annual budget.

Item No. 1: Annually, at the beginning of the budget planning process, the METCAD Policy Board will provide direction to staff regarding the overall allowance for change to expenditures for the ensuing fiscal year.

Item No. 2: Expenditures earmarked for changes in the level of service provided by METCAD shall be authorized by Policy Board action.

Item No. 3: Expenditures earmarked for increases in staff shall be authorized only after Policy Board approval.

Item No. 4: When equipment is to be acquired, fiscal arrangements should be appropriate for each particular circumstance. For equipment to be permanently acquired, financing through lease-purchase shall be considered whenever the financing cost is determined to be less than the interest that can be earned on METCAD cash assets. Flexible arrangements (i.e., rental) may be used when equipment needs are not permanent, or when the changing needs of technologies may make the equipment obsolete. Replacement schedules for all major equipment should be established, and funds set-aside annually in the amount sufficient to allow replacement of such equipment at the end of its projected useful life.

Item No. 5: To provide for emergency needs, unanticipated expenditures, working cash, and as a safeguard against fluctuating revenues, the METCAD General Operating Fund (9) shall include an undesignated fund balance of not less than 10% nor more than 25% of budgeted expenditures in the General Operating Fund. The undesignated fund balance may be maintained at the lower end of the range when revenues and expenditures are relatively stable, but the fund balance should increase when the level of future revenues is uncertain or in jeopardy, and/or when circumstances may result in rapid increases in the future level of expenditures without sufficient time to develop and implement fiscal plans to accommodate such expenditures.

Item No. 6: Special contingencies should be established for capital projects where unusual events and needs are anticipated.

Item No. 7: Grant revenues shall be pursued to provide or enhance METCAD services. However, recurring activities shall be initiated with grant funds only if one of the following conditions is met.

- The activity can be terminated in the event that the grant revenues are discontinued, or
- The activity should and can be assumed within recurring METCAD funds in the event grant revenues are discontinued.

Item No. 8: Non-recurring revenues shall be applied toward non-recurring expenditures (capital improvements, capital outlay for major equipment and discretionary activities as determined by the Policy Board). Any exception must be approved by the METCAD Policy Board.

Item No. 9: User fees should be reviewed on a regular basis to ensure the fees charged are sufficient to cover METCAD's costs related to that service.

Item No. 10: The METCAD Policy Board shall adopt a balanced budget. Balanced budget means that expenditures do not exceed available resources, including fund balances and reserves, and the budget meets all other applicable policies.

IV. Pass-Through Funds

Item No. 1: Revenue is collected by each telecommunications carrier doing business in the Champaign County area based upon telephone line count. The revenue is then distributed monthly by the State of Illinois to the Emergency Telephone System Board Treasurer (C/O METCAD), and is deposited in the Emergency Telephone System Fund (80).

Item No. 2: All revenues received from the METCAD Emergency Telephone Fund System (80) shall be deposited into a separate interest-bearing Emergency Telephone Fund (62) account. The lead agency shall be custodian of the fund. All interest accruing on the fund shall remain in the fund. No expenditures may be made from such fund except upon the direction of the board by resolution passed by a majority of all members of the board.

Item No 3: An annual transfer shall be made from the METCAD Operating Fund to the Capital Fund in an amount sufficient to assure that funds will be available to replace scheduled equipment during the next ten years. The current cost of the equipment shall be adjusted in future years to allow for anticipated inflation over the ten years. Any new assets must be funded by an additional "one-time" transfer to the Capital Fund.

The fund balance threshold target shall be the highest year of anticipated costs. The fund balance target must be met by the year prior to the expenditure.

Item No. 4: A comprehensive budget shall be prepared each fiscal year following the lead agency guidelines and presented to the METCAD Emergency Telephone System Board for approval no later than April of each year.

V. Restricted Use of Funds

Item No. 1: Emergency Telephone Surcharge Funds shall only be used to pay for costs allowable by law.

Item No. 2: Budget activities ineligible for funding from the METCAD Emergency Telephone Fund (62) shall be funded by member agency's contributions or other available sources.

VI. Administrative Fee

Item No. 1: The lead agency shall be paid an administrative fee to compensate for providing management, personnel, finance, legal, computer software services normally provided to all other departments of the lead agency (excluding CAD) in an amount equal to 7.58% of METCAD's total budget for personnel services. The annual calculation is as follows:

- METCAD's total budget for personnel services (less IMRF and FICA payments) x 7.58%

Item No. 2: The administrative fee shall be calculated as a flat percentage of METCAD's personnel costs (total personnel costs include but are not limited to the following items in METCAD's budget: salaries and other pay types, overtime of all types, auto allowance, temporary upgrade, group medical and life insurance).

VII. Member Agency Fees

Item No. 1: Member Agency fees are based on a percentage increase agreed upon annually by the METCAD Policy Board (See Appendix A). Member agency fees are a percentage of the total annual contribution paid in to METCAD in return for dispatching services.

Item No. 2: Member agency fees shall be adequate to pay for all expenses not eligible for use of Emergency Telephone Surcharge funds.

Item No. 3: No contributions from agencies of METCAD are paid to either the Emergency Telephone Fund (62) or the Emergency Telephone System Fund (80).

VIII. Capital Improvements/Equipment Replacement

Capital Improvements Policies are adopted as a separate document, and incorporated into the Financial Policies by reference.

APPENDIX A

METCAD FUNDING FORMULA

Each agency utilizing METCAD services shall pay for said services based on a formula which is applied annually by the METCAD Policy Board in approving METCAD's annual budget. All of these charges are used to finance the METCAD General Operating Fund.

Total user fees will be determined by calculating total expenditures and subtracting surcharge revenue received for eligible expenditures per Illinois Commerce Commission regulations while maintaining a General Operating Fund balance of not less than 10% of budgeted expenditures.

BASIC ASSUMPTIONS

1. 85% of METCAD Fund is paid by police agencies.
2. 15% of METCAD Fund is paid by fire agencies.
3. Police agencies and Fire agencies contribute to costs based on a formula determined by the METCAD Policy Board on an annual basis.
4. The funding formula may be revised by the METCAD Policy Board as provided in the agreement.
5. The Champaign County Sheriff's Office represents all rural police agencies with regard to any fees assessed for dispatch services. In other words, the Champaign County Sheriff's Office assessment includes all fees for rural police agencies.
6. Rural fire agencies are treated as a single entity in terms of computing "fixed" costs for fire services and that cost is then divided equally among the various rural fire agencies. METCAD enters into separate contracts with each rural fire agency served and each is billed in accordance with this formula.

POLICE DISPATCH FEES

85% of the METCAD user fee established by the METCAD Policy Board is paid by member police agencies.

Calls for service, based on the calendar year for each agency, are averaged over the previous three years. The average total calls for service are determined for all police agencies. A percentage is determined based on the average number of calls for each agency divided by the average of the total number of calls received.

The number of officers within each agency are totaled and the number of officers at each agency is divided by the total number of officers to determine a percentage.

The two percentages are averaged together to find the share for each police agency.

The calls from the rural county police agencies are counted as calls for the Champaign County Sheriff's Department.

FIRE DISPATCH FEES

15% of the METCAD user fee established by the METCAD Policy Board is paid by member fire agencies.

30% of the charges to fire agencies are defined as fixed costs and are shared equally among Champaign, Urbana, U. of I., and rural agencies with the rural agencies considered as an equal partner (who, in turn, share that cost equally among themselves).

70% of the charges to fire agencies are charged based upon the average cost per call. This is done by taking the total dollar amount to be charged to all fire agencies in this category and dividing that count by the average number of calls per year for the preceding three-year period. The resulting cost per call is then charged to each fire agency according to the average annual number of calls per year for the preceding three-year period.

The fixed costs and the total for the variable costs are then added together to determine each agency's fee for fire dispatch services.

METCAD

The mission of METCAD (Metropolitan Computer-Aided Dispatch) is to provide the highest quality, and most efficient, emergency communications service for the citizens and public safety agencies within Champaign County.

Departmental Overview

Organization

METCAD is an intergovernmental entity that provides public safety dispatch services to Champaign County. METCAD is governed by a Policy Board whose membership represents user agencies including the Cities of Champaign and Urbana, University of Illinois, Champaign County, the Village of Rantoul, Rural Fire Districts and Village Police Departments. The City of Champaign serves as the lead agency for METCAD, providing administrative support to the agency under the terms of an intergovernmental agreement. The METCAD Director is supervised by the Champaign City Manager and the agency budget is adopted by the Champaign City Council. The METCAD Policy Board reviews and approves the METCAD budget annually, prior to submission to the City Council.

METCAD services are funded by a county-wide telephone surcharge, a state-wide wireless telephone surcharge, and fees paid by user agencies. METCAD also provides staff support to the Emergency Telephone System Board that consists of representatives from the Cities of Champaign and Urbana, University of Illinois, Champaign County and the Village of Rantoul. This board was created as a result of the passage of a referendum in November 1988 and operates under an Intergovernmental Agreement. The Emergency Telephone System Board approves the distribution of revenue from the Emergency Telephone Surcharge Fund to METCAD.

The Director's Office is responsible for overall administration of the public safety dispatch center, oversees the Operations Division, and works closely with the Technical Services Division.

The Operations Division receives telephone calls from citizens requiring emergency services and provides direct dispatch for fire, police and medical units.

The Technical Services Division operates and maintains all equipment, systems, and facilities utilized by the Operations Division in delivery of services to citizens and public safety agencies.

Contact Information

METCAD is located at 1905 E. Main Street, Urbana, IL 61802. The phone number is 217.333.4348 and fax number is 217.384.7003. The Director, Ralph Caldwell, can be emailed at Ralph.Caldwell@ci.champaign.il.us.

Department Baseline Service Levels, Goals and Initiatives by Activity

METCAD Operations Fund (09-0000-11001-0000)

Current Service Levels:

- ◆ Serve as the 9-1-1 Public Safety Answering Point for all of Champaign County.
- ◆ Provide responsive customer service by answering approximately 300,677 including 98,258 emergency calls and 202,419 non-emergency calls and dispatching 160,249 of those calls to 36 police and/or fire departments in Champaign County.
- ◆ Provide 2-way voice radio system infrastructure, operation, and maintenance for the use of public safety and other subscribing agencies county-wide.
- ◆ Process requests from the State's Attorney's Office for digital recordings of calls.
- ◆ Respond to subpoenas and Freedom of Information Act requests for reproduction of radio/telephone communications.
- ◆ Answer formal and informal requests for information from member agencies.
- ◆ Represent METCAD at community activities by providing speakers for groups, attending public safety fairs, conducting tours of METCAD and by providing other services to citizens.
- ◆ Maintain accurate and up-to-date databases for Enhanced 9-1-1 and Computer Aided-Dispatch systems. This includes Geobase and Master Street Address Guide (MSAG).
- ◆ Continue to explore new technologies and procedures to further reduce the dispatch time and enhance the accuracy of the delivery of emergency services to citizens.

Departmental Goals and New Initiatives:

- ◆ Continue dialogue and activity with Department employees regarding diversity and inclusion in the workplace.
- ◆ Identify strategies to increase the diversity of the METCAD workforce.
- ◆ Complete CAD upgrade.
- ◆ Continue efforts to establish a back-up facility to allow METCAD to perform minimal functions required to provide for public safety communications.
- ◆ Complete new console workstations and radio equipment replacement project.
- ◆ Continue legislative efforts to develop a plan for long-term financial stability, including continuing education of elected leaders in regards to gaps or shortfalls in funding our 9-1-1 center.

Fund 80
Emergency Telephone System
Fund Statement

	FY14/15	FY15/16	FY15/16	FY16/17
	Actual	Budget	Revised	Proposed
Beginning Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Revenues				
Surcharge Revenue Wireline/VoIP	894,738	830,000	453,213	
Wireless	1,010,385	1,025,000	533,035	
Annual Surplus Dist. Wireless	1,753	-		
Combined Surcharge (As of Jan. 1, 2016)			868,752	1,855,000
Total Revenues	<u>\$ 1,906,876</u>	<u>\$ 1,855,000</u>	<u>\$ 1,855,000</u>	<u>\$ 1,855,000</u>
Expenditures				
Transfer to Fund 62	1,901,616	1,855,000	1,855,000	1,855,000
Total Expenditures	<u>\$ 1,901,616</u>	<u>\$ 1,855,000</u>	<u>\$ 1,855,000</u>	<u>\$ 1,855,000</u>
Ending Balance	<u><u>\$ 5,260</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Fund 62
Emergency Telephone System
Fund Statement

	FY14/15 Actual	FY15/16 Budget	FY15/16 Revised	FY16/17 Proposed
Beginning Balance	\$ -	\$ -	\$ -	\$ -
Revenues				
Investment Income	983	577	578	578
9-1-1 Surcharge Income	1,901,616	1,855,000	1,855,000	1,855,000
Total Revenues	<u>\$ 1,902,599</u>	<u>\$ 1,855,577</u>	<u>\$ 1,855,578</u>	<u>\$ 1,855,578</u>
Expenditures				
Capital Outlay	-	-	-	-
Transfers to Fund 9	1,902,390	1,855,577	1,780,578	1,655,578
Total Expenditures	<u>\$ 1,902,390</u>	<u>\$ 1,855,577</u>	<u>\$ 1,780,578</u>	<u>\$ 1,655,578</u>
Ending Balance	<u>\$ 209</u>	<u>\$ -</u>	<u>\$ 75,000</u>	<u>\$ 200,000</u>

Fund 9
METCAD General Operating
Fund Statement

	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Revised	FY 16/17 Proposed
Beginning Balance	<u>\$ 1,307,453</u>	<u>\$ 1,353,989</u>	<u>\$ 1,353,989</u>	<u>\$ 1,394,680</u>
Revenues				
MDICE Reimbursement	12,924	12,880	12,924	12,924
Other/Refunds	93	-	-	-
Investment Income	7,481	5,269	5,269	5,269
Dispatching Payments	1,680,889	2,075,404	2,041,685	2,312,131
Donations & Contributions	2,177	-	-	-
City of Champaign Contributions	1,092,118	1,268,238	1,268,038	1,336,993
Tfr from Workers Comp Fund		24,161	24,161	-
Tfr from Emergency Telephone	1,902,390	1,855,577	1,780,578	1,655,578
Total Revenues	<u>\$ 4,698,072</u>	<u>\$ 5,241,529</u>	<u>\$ 5,132,655</u>	<u>\$ 5,322,895</u>
Expenditures				
Personnel Services	3,141,500	3,447,456	3,472,764	3,505,695
Commodities	60,459	56,500	56,500	56,500
Contractual	833,115	1,192,450	842,254	1,010,422
Interfund Transfers	616,462	795,794	720,446	875,887
Total Expenditures	<u>\$ 4,651,536</u>	<u>\$ 5,492,200</u>	<u>\$ 5,091,964</u>	<u>\$ 5,448,504</u>
Ending Balance				
reserved	\$0	\$0	\$0	\$0
unallocated	<u>\$ 1,353,989</u>	<u>\$ 1,103,318</u>	<u>\$ 1,394,680</u>	<u>\$ 1,269,070</u>
Total Ending Balance	<u>\$ 1,353,989</u>	<u>\$ 1,103,318</u>	<u>\$ 1,394,680</u>	<u>\$ 1,269,070</u>

Fund 9
METCAD General Operating
Expenditure Detail

	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Revised	FY 16/17 Proposed
501 Salaries: Scheduled	2,081,762	2,351,581	2,221,950	2,338,149
502 Salaries: Unscheduled	-	-	-	-
511 Overtime Pay	230,170	200,000	380,210	250,000
512 Stand-by Pay	-	-	-	-
514 Employee Separation Pay	5,506	-	11,000	-
515 Duty Injury Pay	-	-	-	-
521 Training TC Pay	2,481	1,000	10,000	3,000
523 Holiday Overtime Pay	47,472	59,313	59,313	61,092
524 Temporary Upgrade Pay	1,037	1,300	1,300	1,300
525 Group Medical & Life Ins.	311,982	404,928	324,646	414,431
526 City IMRF/SURS Payment	288,138	260,640	285,576	262,680
527 City FICA Payments	172,952	168,694	178,769	175,043
529 Sick Leave Conversion Pay	-	-	-	-
Total Personnel	\$ 3,141,500	\$ 3,447,456	\$ 3,472,764	\$ 3,505,695
600 Office Supplies	10,867	12,000	12,000	12,000
610 Activity Specific Supplies	20,128	10,000	10,000	10,000
620 Education & Training Materials	-	500	500	500
630 Repair & Maintenance Supplies	-	-	-	-
680 Small Tools & Equipment	9,754	12,000	12,000	12,000
681 Radio & Communication Equip.	19,710	22,000	22,000	22,000
682 Office Furniture	-	-	-	-
Total Commodities	\$ 60,459	\$ 56,500	\$ 56,500	\$ 56,500
700 Professional Services	7,691	10,000	11,723	10,000
712 Professional Memberships	-	1,235	1,235	1,235
713 Professional Development	7,727	13,000	13,000	13,000
720 Misc. Contractual Services	-	-	-	-
721 Printing & Document Processing	-	800	800	800
724 Official City Business Expense	8,529	10,000	10,000	10,000
725 Postage & Express Charges	727	700	1,000	1,000
740 Utilities	319,749	300,000	217,781	102,672
74001 Utilities - Radio Network	56,915	50,000	50,000	50,000
750 Repair & Maintenance Services	310	5,000	5,000	5,000
751 Maintenance Contracts	405,432	770,000	500,000	785,000
760 Property & Equipment Rental	26,035	31,715	31,715	31,715
770 Intergovernmental & Agency Svcs	-	-	-	-
Total Contractual	\$ 833,115	\$ 1,192,450	\$ 842,254	\$ 1,010,422
902 TFR to General Operating Fund	203,750	228,774	228,774	232,552
910 TFR to Fleet Services Fund	-	-	-	-
915 TFR to Retained Risk Fund	45,209	46,566	46,566	48,894
916 TFR to Workers Comp. Ins. Fund	4,841	4,986	4,986	5,136
965 TRF to METCAD Equip. Repl. Fund	362,662	515,468	440,120	589,305
995 TFR to IMRF Fund	-	-	-	-
Total Transfers	\$ 616,462	\$ 795,794	\$ 720,446	\$ 875,887
Total of Expenditures	\$ 4,651,536	\$ 5,492,200	\$ 5,091,964	\$ 5,448,504

POLICE CONTRIBUTIONS FY 16/17 (w/CFS and NOO)

Total Member Agency User Fees:	\$	3,539,376
Police Portion (85%)	\$	3,008,470
Fire Portion (15%)	\$	530,906

Police Departments

Calls for Service		2013	2014	2015	3 YR AVG
CPD	40.86%	61,755	60,609	59,334	60,566
UPD	19.96%	32,086	29,304	27,352	29,581
UIPD	9.92%	16,129	14,560	13,418	14,702
CCSO*	20.87%	33,194	30,049	29,568	30,937
RPD	8.39%	<u>12,220</u>	<u>12,420</u>	<u>12,659</u>	12,433
TOTAL CALLS FOR SERVICE		155,384	146,942	142,331	148,219

*INCLUDES SMALL TOWN CALLS AND ANIMAL CONTROL

Number of Officers (NOO)

Champaign Police Department	125	35.61%
Urbana Police Department	55	15.67%
University of Illinois Police Department	65	18.52%
Champaign County Sheriff's Office	75	21.37%
Rantoul Police Department	<u>31</u>	8.83%
Total	351	

Department				Rebate from FY 15/16*	Total Amount Due For FY 16/17
Champaign Police Department	CFS	40.86%			
	NOO	35.61%			
	Avg of 2	38.24%	\$	1,150,364	\$ (7,303) \$ 1,143,061
Urbana Police Department	CFS	19.96%			
	NOO	15.67%			
	Avg of 2	17.81%	\$	535,913	\$ (3,213) \$ 532,700
University of Illinois Police Department	CFS	9.92%			
	NOO	18.52%			
	Avg of 2	14.22%	\$	427,772	\$ (3,798) \$ 423,974
Champaign County Sheriff's Office	CFS	20.87%			
	NOO	21.37%			
	Avg of 2	21.12%	\$	635,389	\$ 16,125 \$ 651,514
Rantoul Police Department	CFS	8.39%			
	NOO	8.83%			
	Avg of 2	8.61%	\$	259,032	\$ (1,811) \$ 257,221

*Rebate from correction made to the Number of Officers entered for for FY 15/16 for the Champaign County Sheriff's Office (inc. rural police agencies.)

FIRE CONTRIBUTIONS FY 16/17

\$	3,539,376	TOTAL MEMBER AGENCY USER FEES
	\$3,008,470	POLICE Portion 85%
	\$530,906	FIRE Portion 15%
	\$159,272	Fixed Costs (30% of fire budget)
	\$371,634	Cost per Call (70% of fire budget)
	12,743	Metro (CFD,UFD) total 3 yr average
	<u>5,579</u>	Rural Fire total 3 yr average
	18,322	Total AVERAGE number of calls per year
	\$20.284	Cost per call
	\$39,818	CFD Fixed Costs (25% of total fixed costs)
	\$79,636	UFD Fixed Costs (50% of total fixed costs)
	\$0	UIFD Fixed Costs (paid by Urbana)
	\$39,818	RURAL Fixed Costs (25% of total fixed costs)
	\$1,810	(each rural fire department pays 1/22 of total fixed costs)

METRO FIRE

Fire funding formula consists of the 3 year calls for service average multiplied by the cost per call. That number is then added to the fixed cost amount to obtain a total cost to each department.

Dept	Avg # calls	Cost per call		
CFD	7598	20.284		\$154,114
			fixed cost share	<u>\$39,818</u>
			TOTAL	\$193,932
UFD	5145	20.284		\$104,352
			fixed cost share	<u>\$39,818</u>
			TOTAL	\$144,170
UIFD (Charged to UFD)	0	20.284		\$0
			fixed cost share	<u>\$39,818</u>
			TOTAL	\$39,818
RURAL	5579	20.284		\$113,168
			fixed cost share	<u>\$39,818</u>
			TOTAL	\$152,986

RURAL FIRE DEPARTMENTS (22)

Dept	Avg # calls	Cost per call		Totals
Bondville	195	20.284		\$3,955
			fixed cost share	<u>\$1,810</u>
			Total	\$5,765
Broadlands/Longview	117	20.284		\$2,380
			fixed cost share	<u>\$1,810</u>
			Total	\$4,190
Carroll	394	20.284		\$7,992
			fixed cost share	<u>\$1,810</u>
			Total	\$9,802
Combelt	963	20.284		\$19,540
			fixed cost share	<u>\$1,810</u>
			Total	\$21,350
Eastern Prairie	248	20.284		\$5,037
			fixed cost share	<u>\$1,810</u>
			Total	\$6,847
Edge Scott	227	20.284		\$4,604
			fixed cost share	<u>\$1,810</u>
			Total	\$6,414
Gifford	178	20.284		\$3,617
			fixed cost share	<u>\$1,810</u>
			Total	\$5,427
Homer	151	20.284		\$3,070
			fixed cost share	<u>\$1,810</u>
			Total	\$4,879
Ivesdale	120	20.284		\$2,427
			fixed cost share	<u>\$1,810</u>
			Total	\$4,237
Ludlow	55	20.284		\$1,122
			fixed cost share	<u>\$1,810</u>
			Total	\$2,932
Ogden Royal	136	20.284		\$2,759
			fixed cost share	<u>\$1,810</u>
			Total	\$4,568

RURAL FIRE DEPARTMENTS (22)

Dept	Avg # calls	Cost per call		Totals
Pesotum	93	20.284		\$1,886
			fixed cost share	<u>\$1,810</u>
			Total	\$3,696
Philo	127	20.284		\$2,576
			fixed cost share	<u>\$1,810</u>
			Total	\$4,386
Rantoul	348	20.284		\$7,065
			fixed cost share	<u>\$1,810</u>
			Total	\$8,875
Sadorus	118	20.284		\$2,400
			fixed cost share	<u>\$1,810</u>
			Total	\$4,210
St. Joseph	409	20.284		\$8,289
			fixed cost share	<u>\$1,810</u>
			Total	\$10,099
Sangamon Valley	243	20.284		\$4,929
			fixed cost share	<u>\$1,810</u>
			Total	\$6,739
Savoy	552	20.284		\$11,190
			fixed cost share	<u>\$1,810</u>
			Total	\$13,000
Seymour	114	20.284		\$2,306
			fixed cost share	<u>\$1,810</u>
			Total	\$4,115
Sidney	114	20.284		\$2,319
			fixed cost share	<u>\$1,810</u>
			Total	\$4,129
Thomasboro	302	20.284		\$6,126
			fixed cost share	<u>\$1,810</u>
			Total	\$7,936
Tolono	374	20.284		\$7,579
			fixed cost share	<u>\$1,810</u>
			Total	\$9,389
Total Rural Fire Contributions				\$152,986

Fire Departments Calls For Service					
	2013	2014	2015	Total	3 YR AVG
Bondville	202	192	191	585	195
Broadlands/Longview	113	119	120	352	117
Carroll	324	410	448	1,182	394
Cornbelt	877	974	1,039	2,890	963
Eastern Prairie	242	241	262	745	248
Edge Scott	215	216	250	681	227
Gifford	177	188	170	535	178
Homer	152	145	157	454	151
Ivesdale	105	116	138	359	120
Ludlow	35	49	82	166	55
Ogden/Royal	123	148	137	408	136
Pesotum	89	91	99	279	93
Philo	123	122	136	381	127
Rantoul	300	372	373	1,045	348
Sadorus	105	115	135	355	118
St. Joseph	432	424	370	1,226	409
Sangamon Valley	232	239	258	729	243
Savoy	487	545	623	1,655	552
Seymour	99	113	129	341	114
Sidney	102	132	109	343	114
Thomasboro	276	324	306	906	302
Tolono	378	366	377	1,121	374
CFD	7,310	7,636	7,848	22,794	7,598
UFD	4,940	5,431	5,063	15,434	5,145
Total Calls for Service	17,438	18,708	18,820	54,966	18,322

METCAD BUDGET REVENUES

AGENCY	FY14/15	FY 15/16	FY 16/17	Difference
CPD	\$ 933,327	\$ 1,085,839	\$ 1,143,061	\$ 57,223
CFD	\$ 158,591	\$ 182,199	\$ 193,932	\$ 11,733
Total for City of Champaign	\$ 1,091,918	\$ 1,268,038	\$ 1,336,993	\$ 68,956
UPD	\$ 426,389	\$ 506,204	\$ 532,700	\$ 26,496
UFD	\$ 120,448	\$ 139,075	\$ 144,170	\$ 5,095
UIFD(Charged to UFD)	\$ 32,383	\$ 37,564	\$ 39,818	\$ 2,254
Total for City of Urbana	\$ 579,220	\$ 682,842	\$ 716,687	\$ 33,845
UIPD	\$ 351,758	\$ 409,633	\$ 423,974	\$ 14,341
CCSO	\$ 524,348	\$ 593,396	\$ 651,514	\$ 58,118
RPD	\$ 210,884	\$ 243,108	\$ 257,221	\$ 14,113
BONDVILLE	\$ 5,214	\$ 5,809	\$ 5,765	\$ (44)
BRDLNDS/LNGVW	\$ 3,214	\$ 3,812	\$ 4,190	\$ 378
CARROLL	\$ 6,471	\$ 8,001	\$ 9,802	\$ 1,800
CORNBELT	\$ 16,440	\$ 20,026	\$ 21,350	\$ 1,324
EASTERN PRAIRIE	\$ 5,545	\$ 6,453	\$ 6,847	\$ 394
EDGE SCOTT	\$ 5,784	\$ 6,051	\$ 6,414	\$ 364
GIFFORD	\$ 4,392	\$ 5,179	\$ 5,427	\$ 248
HOMER	\$ 4,061	\$ 4,683	\$ 4,879	\$ 196
IVESDALE	\$ 3,251	\$ 3,765	\$ 4,237	\$ 472
LUDLOW	\$ 2,116	\$ 2,552	\$ 2,932	\$ 380
OGDEN/ROYAL	\$ 3,791	\$ 4,402	\$ 4,568	\$ 167
PESOTUM	\$ 3,006	\$ 3,524	\$ 3,696	\$ 172
PHILO	\$ 3,588	\$ 4,094	\$ 4,386	\$ 292
RANTOUL	\$ 6,993	\$ 8,464	\$ 8,875	\$ 412
SADORUS	\$ 3,226	\$ 3,738	\$ 4,210	\$ 472
ST. JOSEPH	\$ 8,643	\$ 9,911	\$ 10,099	\$ 188
SANGAMON VALLEY	\$ 5,539	\$ 6,486	\$ 6,739	\$ 252
SAVOY	\$ 8,888	\$ 11,078	\$ 13,000	\$ 1,922
SEYMOUR	\$ 3,202	\$ 3,712	\$ 4,115	\$ 404
SIDNEY	\$ 3,110	\$ 3,819	\$ 4,129	\$ 310
THOMASBORO	\$ 6,306	\$ 7,505	\$ 7,936	\$ 430
TOLONO	\$ 7,570	\$ 8,953	\$ 9,389	\$ 436
TOTAL	\$ 2,878,478	\$ 3,339,034	\$ 3,539,376	\$ 200,342
Less Urbana's User Fee Increase*	\$ (127,338)	\$ (94,185)		
Urbana's First Loan**		\$ 25,468	\$ 25,468	
Urbana's Second Loan***		\$ 19,406	\$ 19,406	
REVISED TOTAL	\$ 2,751,140	\$ 3,289,723	\$ 3,584,250	

*In FY 14/15, the City of Urbana deferred their User Fee increase to be paid in five installments in FY 16 - FY 20 per MPB 14-04. In FY 15/16, the City of Urbana deferred their User Fee increase to be paid in five installments per MPB 15-04.

**In FY 15/16, the City of Urbana will be invoiced in the amount of \$25,468 and \$19,406 for the first of five installments on two loans.

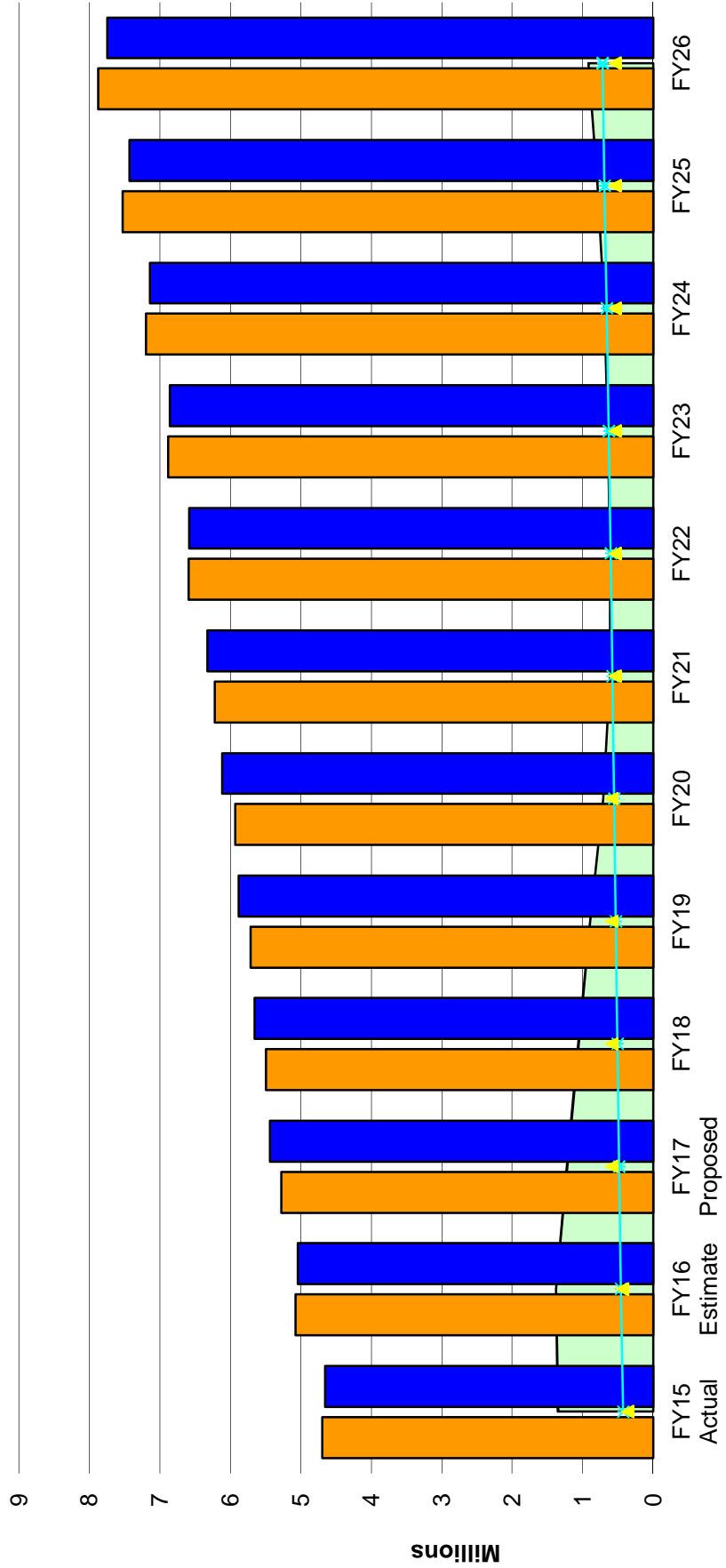
***In FY 16/17, the City of Urbana will be invoiced in the amount of \$25,468 and \$19,406 for the second of five installments on two loans.

Fund Statement

METCAD Fund Statement 09

	FY14/15	FY15/16	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26
	Actuals	Estimates	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Beginning Balance	1,307,453	1,353,989	1,348,006	1,191,646	1,030,084	865,023	679,603	580,750	606,943	655,142	735,749	852,132
Revenues												
Revenue Transfers - Surcharge	1,902,390	1,780,578	1,655,578	1,655,578	1,655,578	1,655,578	1,655,578	1,655,578	1,655,578	1,655,578	1,655,578	1,655,578
Change to meet the Change in Operating Costs: (Linked to percentage listed below)												
City of Champaign Dispatching Payments	1,092,118	1,268,238	1,266,788	1,403,069	1,487,373	1,576,323	1,670,728	1,803,883	1,957,115	2,044,557	2,136,068	2,231,844
Dispatching Payments	1,680,889	1,981,219	2,072,266	2,295,237	2,433,146	2,578,658	2,733,092	2,950,915	3,201,582	3,390,867	3,612,880	3,856,360
Additional Change to Right Size Fund: Percentage Increase			0.0%	1.6%	1.5%	1.5%	3.5%	4.1%	1.5%	2.1%	2.3%	2.4%
City of Champaign Dispatching Payments			76,006	20,268	21,046	22,311	55,171	68,500	27,058	41,099	47,025	51,266
Dispatching Payments			124,336	33,156	34,429	36,497	90,253	112,057	44,264	67,233	77,990	86,709
Total User Fee Percent Increase			6.0%	6.0%	6.0%	6.0%	8.0%	8.5%	6.0%	6.0%	6.0%	6.0%
Other Revenues	22,675	42,354	83,067	83,067	83,067	63,067	19,113	19,113	19,734	20,425	21,140	21,140
Total Revenues	4,698,072	5,072,389	5,278,021	5,490,375	5,714,639	5,932,434	6,223,935	6,610,046	6,905,331	7,219,759	7,550,681	7,902,896
Expenditures												
Capital Expenses												
Commodities	60,459	56,500	56,500	57,348	58,208	59,081	59,967	60,867	61,780	62,706	63,647	64,602
Contractual Services	833,115	842,254	1,010,422	1,040,735	1,071,957	1,104,115	1,137,239	1,171,356	1,206,497	1,242,692	1,279,972	1,318,372
Workers Comp/Retained Risk/Gen Op	253,800	280,326	286,582	298,332	310,631	323,278	336,488	350,331	364,742	375,685	386,955	398,564
Transfer to Capital Replacement Fund 65	362,662	440,120	589,385	589,385	589,385	589,385	545,000	545,000	545,000	545,000	545,000	545,000
Personnel Services	3,141,500	3,472,764	3,505,695	3,680,980	3,865,029	4,058,280	4,261,194	4,474,254	4,697,967	4,932,865	5,179,508	5,438,484
Salary Savings	(13,592)	(13,592)	(14,203)	(14,842)	(15,510)	(16,286)	(17,100)	(17,955)	(18,853)	(19,795)	(20,785)	(21,824)
Total Expenditures	4,651,536	5,078,373	5,434,381	5,651,937	5,879,699	6,117,854	6,322,788	6,583,853	6,857,132	7,139,152	7,434,297	7,743,196
Total Ending Balance	1,353,989	1,348,006	1,191,646	1,030,084	865,023	679,603	580,750	606,943	655,142	735,749	852,132	1,011,832
Fund Balance Reserve: 10% of Expenditures (excluding capital)	428,887	463,825	484,500	506,255	529,031	552,847	577,779	603,885	631,213	659,415	688,930	719,820
Percent Change in Operating Costs (excluding capital)	12.2%	8.1%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%	4.5%

METCAD General Operating Fund 9 FY16/17 Proposed Budget



**Fund 65
METCAD
Capital Plan**

	FY 14/15 Actual	FY 15/16 Budget	FY 15/16 Revised	FY 16/17 Proposed
Beginning Balance	<u>\$ 2,728,129</u>	<u>\$ 2,732,511</u>	<u>\$ 2,732,511</u>	<u>\$ 1,552,383</u>
Revenues				
Interest	23,485	16,854	23,827	23,827
Transfer From Fund 9	362,662	515,468	440,120	589,305
Total Revenues	<u>\$ 386,147</u>	<u>\$ 532,322</u>	<u>\$ 463,947</u>	<u>\$ 613,132</u>
Expenditures				
Activity Specific Supplies	-	-	-	-
Construction & Improvements	-	-	-	-
Computer Hardware & Software	6,463	133,475	133,475	282,039
Communications Equipment	19,335	1,420,000	1,420,000	33,512
Electronic Equipment	353,591	85,000	85,000	-
Office Furniture & Equipment	2,376	5,600	5,600	-
Total Expenditures	<u>\$ 381,765</u>	<u>\$ 1,644,075</u>	<u>\$ 1,644,075</u>	<u>\$ 315,551</u>
Ending Balance	<u>\$ 2,732,511</u>	<u>\$ 1,620,758</u>	<u>\$ 1,552,383</u>	<u>\$ 1,849,964</u>

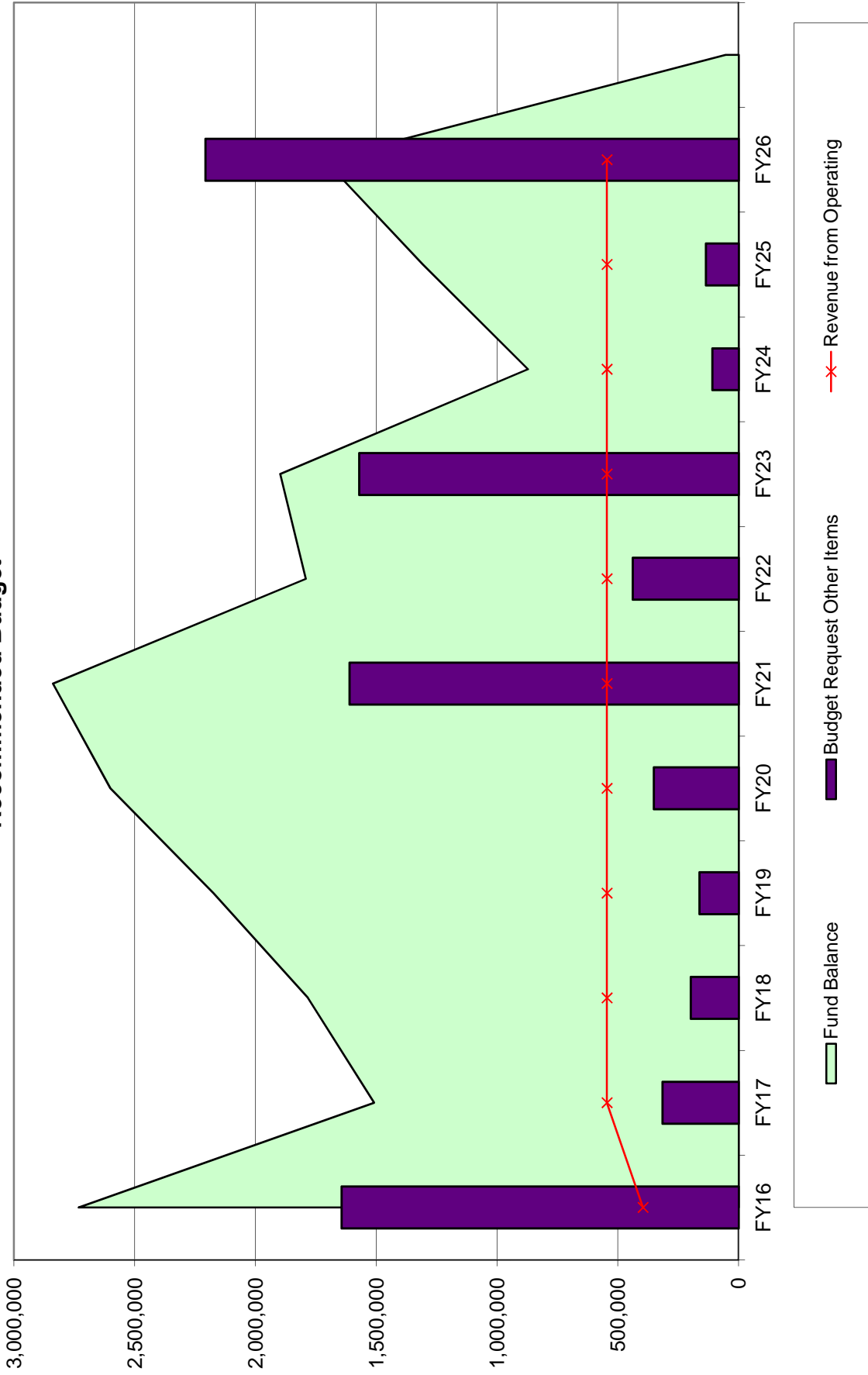
**ASSET INVENTORY
FY 2015 - 2016**

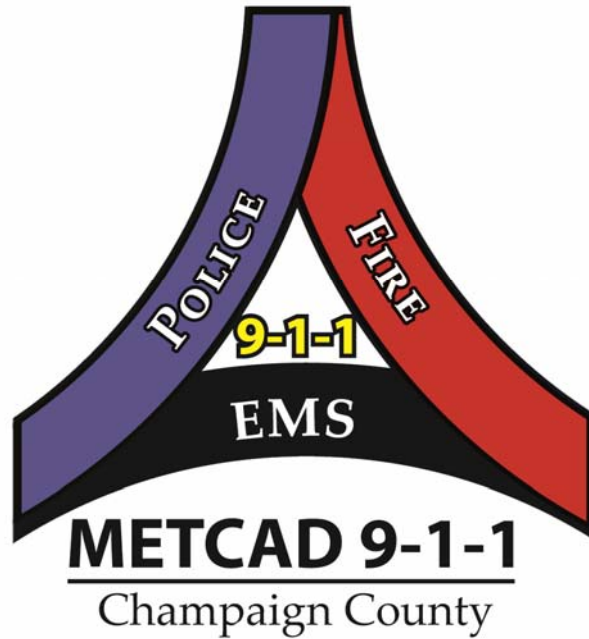
Replacement Year	Item Description	Asset Class	FY of Purchas	Acquisition Cost	Svc Life	Amortized Cost		Replacement Cost		Budget Request	
2016	CONSOLE WORKSTATIONS - RADIO	1200	2005	\$1,300,000	10	0	\$130,000	2015	\$1,300,000	2016	\$1,300,000
2016	UPS (1) - SECONDARY	1800	2016	\$50,000	10	0	\$5,000	2015	\$50,000	2016	\$50,000
2016	BACKUP RADIOS (20)	1200	2007	\$120,000	7	0	\$17,143	2015	\$120,000	2016	\$120,000
2016	CAD WORKSTATIONS & MONITORS (10)	1900	2013	\$33,475	3	0	\$11,158	2015	\$33,475	2016	\$33,475
2016	VIDEO CAMERA SECURITY SYSTEM	1900	2009	\$85,000	10	0	\$8,500	2015	\$85,000	2016	\$85,000
2016	CONFERENCE ROOM SPEAKER PHONE	1800	2009	\$2,500	7	0	\$357	2015	\$2,500	2016	\$2,500
2016	AED UNITS (2)	1700	2011	\$3,100	5	0	\$620	2015	\$3,100	2016	\$3,100
2016	SERVERS (4)	1900	2012	\$50,000	4	0	\$12,500	2015	\$50,000	2016	\$50,000
				SUB TOTAL					\$1,644,075		\$1,644,075
2017	ANTENNA & FEEDLINE TEST UNIT	1200	2005	\$8,512	10	0	\$851	2015	\$8,512	2017	
2017	MDICE UPS - 30 KVA MASTER	1800	2007	\$25,000	10	0	\$2,500	2015	\$25,000	2017	
2017	CAD SOFTWARE/MAPPING UPGRADES	2000	2013	\$180,000	3	0	\$60,000	2015	\$180,000	2017	
2017	NETWORK INFRASTRUCTURE(ROUTER/SWITCHES)	1900	2012	\$40,000	5	0	\$8,000	2015	\$40,000	2017	
2017	NETWORK CLOCK	1900	2012	\$9,050	5	0	\$1,810	2015	\$9,503	2017	
2017	SERVERS (6)	1900	2013	\$52,536	4	0	\$13,134	2015	\$52,536	2017	
				SUB TOTAL					\$315,551		
2018	COPY MACHINE/SCANNER	1700	2011	\$8,428	7	0	\$1,204	2015	\$8,428	2018	
2018	OFFICE FURNITURE	1600	2003	\$25,000	15	0	\$1,667	2015	\$25,000	2018	
2018	ADMIN PC's (9 WS; 8LT; 11 PR)	1900	2013	\$35,000	5	0	\$7,000	2015	\$35,000	2018	
2018	ID PRINTER	2000	2011	\$4,998	5	0	\$1,000	2015	\$4,998	2018	
2018	MDICE UPS - SIDNEY	1800	2007	\$25,000	10		\$2,500	2015	\$25,000	2018	
2018	MDICE UPS - THOMASBORO	1800	2007	\$25,000	10		\$2,500	2015	\$25,000	2018	
2018	MDICE UPS - METCAD	1800	2007	\$25,000	10	0	\$2,500	2015	\$25,000	2018	
2018	MDICE UPS - CFD	1800	2007	\$25,000	10	0	\$2,500	2015	\$25,000	2018	
2018	MDICE UPS - WLRW	1800	2007	\$25,000	10	0	\$2,500	2015	\$25,000	2018	
				SUB TOTAL					\$198,426		
2019	MDICE GENERATOR - METCAD	1100	2007	\$25,000	12	0	\$2,083	2015	\$25,000	2019	
2019	CAD WORKSTATIONS & MONITORS (10)	1900	2016	\$34,479	3	0	\$11,493	2015	\$34,479	2019	
2019	MDICE GENERATOR - SIDNEY	1100	2007	\$25,000	12	0	\$2,083	2015	\$25,000	2019	
2019	MDICE GENERATOR - CFD	1100	2007	\$25,000	12	0	\$2,083	2015	\$25,000	2019	
2019	MDICE GENERATOR - WLRW	1100	2007	\$25,000	12	0	\$2,083	2015	\$25,000	2019	
2019	MDICE GENERATOR - THOMASBORO	1100	2007	\$25,000	12	0	\$2,083	2015	\$25,000	2019	
2019	WEATHER MONITOR SYSTEM	1700	2012	\$2,869	7	0	\$410	2015	\$2,869	2019	
				SUB TOTAL					\$162,348		
2020	CAD SOFTWARE/MAPPING UPGRADES	2000	2016	\$185,400	3	0	\$61,800	2015	\$185,400	2020	
2020	MASTER-PRIME FIBER OPTICS HARDWARE	1800	2010	\$15,000	10	0	\$1,500	2015	\$15,000	2020	
2020	SCADA SITE MONITORING (PROTEK)	1700	2015	\$31,500	5	0	\$6,300	2015	\$31,500	2020	
2020	BDA (VZW) METCAD	1800	2013	\$5,603	7	0	\$800	2015	\$5,603	2020	
2020	WORKOUT EQUIPMENT	2300	2010	\$7,825	10	0	\$783	2015	\$7,825	2020	
2020	VHF BASE STATIONS (6)	1800	2010	\$48,000	10	0	\$4,800	2015	\$48,000	2020	
2020	SERVERS (4)	1900	2016	\$53,045	4	0	\$13,261	2015	\$53,045	2020	
2020	MESSAGE SWITCH	1900	2015	\$5,250	5	0	\$1,050	2015	\$5,250	2020	
				SUB TOTAL					\$351,623		
2021	SERVERS (6)	1900	2017	\$52,536	4	0	\$13,134	2015	\$52,536	2021	
2021	MDICE MICROWAVE NETWORK	1800	2007	\$785,000	15	0	\$52,333	2015	\$785,000	2021	
2021	AED UNITS (2)	1700	2016	\$3,255	5	0	\$651	2015	\$3,255	2021	
2021	E9-1-1 TELEPHONE SYSTEM	1800	2014	\$770,000	7	0	\$110,000	2015	\$770,000	2021	
				SUB TOTAL					\$1,610,791		
2022	CAD WORKSTATIONS & MONITORS (10)	1900	2019	\$35,514	3	0	\$11,838	2015	\$35,514	2022	
2022	CONTROLLED ACCESS CONTROL DOORS	2800	2012	\$22,000	10	0	\$2,200	2015	\$22,000	2022	
2022	NETWORK CLOCK	1900	2017	\$9,978	5	0	\$1,996	2015	\$9,978	2022	
2022	NETWORK STORAGE/BACKUP	1900	2015	\$18,000	7	0	\$2,571	2015	\$19,799	2022	
2022	LCD PROJECTOR	1900	2012	\$3,300	10		\$330	2015	\$3,300	2022	
2022	VHF FIRE PAGING (SIMULCAST)	3200	2007	\$250,000	15	0	\$16,667	2015	\$250,000	2022	
2022	COMM SERV MONITOR	1800	2011	\$49,284	11	0	\$4,480	2015	\$49,284	2022	
2022	NETWORK INFRASTRUCTURE(ROUTER/SWITCHES)	1900	2017	\$42,000	5	0	\$8,400	2015	\$42,000	2022	
2022	PLOTTER	1900	2015	\$6,657	7		\$951	2015	\$6,657	2022	
2022	ID PRINTER	2000	2016	\$5,298	5	0	\$1,060	2015	\$5,298	2022	
				SUB TOTAL					\$443,830		
2023	LOGGING RECORDER	1800	2013	\$200,000	10	0	\$20,000	2015	\$200,000	2023	
2023	MDICE UPDATE (SOFTWARE/HARDWARE)	1200	2023	\$1,007,500	10	0	\$100,750	2015	\$1,007,500	2033	
2023	CONFERENCE ROOM SPEAKER PHONE	1800	2016	\$2,675	7	0	\$382	2015	\$2,675	2023	
2023	ADMIN PC's (9 WS; 7LT; 11 PR)	1900	2018	\$36,050	5	0	\$7,210	2015	\$36,050	2023	
2023	CAD SOFTWARE/MAPPING UPGRADES	2000	2019	\$190,962	3	0	\$63,654	2015	\$190,962	2022	
2023	BACKUP RADIOS (20)	1200	2016	\$128,400	7	0	\$18,343	2016	\$128,400	2023	
				SUB TOTAL					\$1,565,587		
2024	UPS (1) - PRIMARY	1800	2014	\$55,000	10	0	\$5,500	2015	\$55,000	2024	
2024	SERVERS (4)	1900	2020	\$54,636	4	0	\$13,659	2015	\$54,636	2024	
				SUB TOTAL					\$109,636		
2025	MESSAGE SWITCH	1900	2020	\$5,513	5	0	\$1,103	2015	\$5,513	2025	
2025	SCADA SITE MONITORING (PROTEK)	1700	2020	\$33,075	5	0	\$6,615	2015	\$33,075	2025	
2025	CAD WORKSTATIONS & MONITORS (10)	1900	2022	\$36,199	3	0	\$12,066	2015	\$36,199	2025	
2025	SERVERS (6)	1900	2021	\$52,536	4	0	\$13,134	2015	\$52,536	2025	
2025	COPY MACHINE/SCANNER	1700	2018	\$9,018	7	0	\$1,288	2015	\$9,018	2025	
				SUB TOTAL					\$136,341		
2026	VIDEO CAMERA SECURITY SYSTEM	1900	2016	\$85,000	10	0	\$8,500	2015	\$85,000	2026	
2026	CONSOLE WORKSTATIONS - RADIO	1200	2016	\$1,870,000	10	0	\$187,000	2015	\$1,870,000	2026	
2026	AED UNITS (2)	1700	2021	\$3,418	5	0	\$684	2016	\$3,418	2026	
2026	CAD SOFTWARE/MAPPING upgrades	2000	2023	\$190,962	3	0	\$63,654	2016	\$190,962	2026	
2026	UPS (1) - SECONDARY	1800	2016	\$55,000	10	0	\$5,500	2016	\$55,000	2026	
2026	WEATHER MONITOR SYSTEM	1700	2019	\$3,069	7	0	\$438	2016	\$3,069	2026	
				SUB TOTAL					\$2,207,449		

CHART DATA

Fiscal Year	Revenue from Operating	Urbana Loan Repayment	2nd Urbana Loan	Budget Request Other Items	Fund Balance
					2,732,511
FY16	395,815	25,468	18,837	1,644,075	1,509,719
FY17	545,000	25,468	18,837	315,551	1,783,474
FY18	545,000	25,468	18,837	198,426	2,174,353
FY19	545,000	25,468	18,837	162,348	2,601,310
FY20	545,000	25,468	18,837	351,623	2,838,992
FY21	545,000			1,610,791	1,792,038
FY22	545,000			438,532	1,898,506
FY23	545,000			1,570,885	872,621
FY24	545,000			109,636	1,307,985
FY25	545,000			136,341	1,716,644
FY26	545,000			2,207,449	54,195
FY27	545,000			871,809	-272,614

**CAPITAL FUND SCHEDULE
Recommended Budget**





CAPITAL PLAN

**METCAD POLICY BOARD
ADOPTED 10/3/96**

REVISED ANNUALLY

Capital Improvement Policies

I. Purpose & Definition

METCAD will develop a ten-year plan for capital improvements, update it each year, and make capital improvements and purchases in accordance with the plan. It is understood that the CIP is only a guideline and authorization for any expenditure should be made through the budget process.

Definition of Capital Equipment: Equipment with a durable life of five years or more and a purchase price of \$5,000 or more.

Definition of Capital Improvement: A capital improvement is defined as “an expenditure in excess of \$10,000 for the planning, design and construction of a physical improvement or associated fixed equipment not needing replacement within a five year period.”

Reason for the policy:

This statement explains the purpose of the Capital Improvements Policies, and defines the scope of the Capital Improvements Plan.

II. General

Construction of Quality Projects: Construction of quality projects is desired. Design will be done with emphasis placed on functionality and durability, and to minimize maintenance costs and to delay rehabilitation and replacement as long as practicable.

Protection of Investment & Cost Minimization: Provide for maintenance of METCAD’s physical assets at a level adequate to protect METCAD’s capital investment and minimize rehabilitation and replacement cost over the life cycle of the improvement.

Maintenance & Rehabilitation: Provide for adequate maintenance and the orderly rehabilitation/replacement and expansion of METCAD’s infrastructure.

Staff Resources: METCAD will program those projects that can be accomplished with the staff resources that are available.

Reason for the policy:

This item establishes general guidelines for capital planning.

III. Funding for Capital Improvements

Major Revenue Sources: Major revenue sources for capital improvements are as follows: Emergency 9-1-1 Telephone Surcharge (Fund 62); METCAD Member Contributions (Fund 9). A transfer from Fund 9 will be made into a METCAD Capital Equipment Replacement (Fund 65) based on the equipment purchase price, life expectancy, and an inflationary rate amortized over the life of the equipment.

Equipment Replacement Fund: Funding for the replacement of existing capital equipment will be provided from the METCAD Capital Equipment Replacement (Fund 65) for computers and other operating equipment.

Emergency 9-1-1 Telephone Surcharge: In May 2015, the State of Illinois Legislature passed new legislation changing the current way surcharge funds are distributed. In June 2015, the Governor signed SB0096 and the new legislation became Public Act 99-0006. In January 2016, the legislation took effect. This new legislation creates a uniform statewide surcharge, to be applied on an equitable basis to all purchasers of wireline, postpaid wireless, Interconnected Voice over Internet Protocol (VoIP), and cable-provided telecommunications services. The new rate will be \$0.87 per line per month and 3% Point-of-Sale for pre-paid wireless. The wireline surcharge in Champaign County had previously been approved by the voters of the County to be \$1.50 per line. However, there is also a "Hold Harmless" clause which will allow systems to receive at least the average of the monthly fees collected per the previous year's reported surcharge revenue. This should keep revenues equal to what was received previously if not greater since the decline in wireline continues and the previous year's reported revenue was higher than what was received last year. Also included in the new legislation, is a centralized collection and distribution of 9-1-1 revenues. Currently, wireless surcharge funds are received by the State of Illinois and wireline surcharge funds are received by the PSAPs. In January 2016, all surcharge funds will be received by the State and distributed to the PSAPs. Another change includes a centralized payment of network costs for local systems. Previously, each PSAP was responsible for paying network costs directly to the vendor. The State of Illinois will be paying the 9-1-1 network costs for the entire State beginning in January 2016. While the State has provided rough estimates of how much revenue METCAD should receive, it is still unclear what the full effect will be on METCAD's revenues until payments begin in March/April 2016. The estimate given to METCAD by the State of Illinois ICC is an increase of \$199,179 in revenue and decreased network expenses. The new legislation also includes language for consolidation of PSAPs and possible grants to help cover consolidation expenses. Since METCAD serves as a fully consolidated PSAP in Champaign County with the joining of the Village of Rantoul in 2014, METCAD should be eligible for a consolidation grant. The amount of grant money available will be determined once the new surcharge distribution has been implemented. The new legislation includes a new sunset date of July 2017.

METCAD Member Contributions: Based on budget requirements for items, which do not qualify for the Emergency 9-1-1 Telephone Surcharge, METCAD Member Agencies are charged on a complex fee structure for dispatch services.

Reason for the policy:

The item defines sources of funding for capital projects, and indicates what types of projects are appropriately funded from each of those sources.

How the budget conforms with this policy:

Capital improvement projects are funded in accordance with this policy. Projects are individually reviewed by the METCAD Policy Board and funding source is one of the items considered in the evaluation.

IV. Criteria for Evaluating Relative Priority of Projects

Within the broad categories of planning, efficient utilization of public resources, and public safety, the METCAD Capital Improvements Plan will be developed and maintained using the following criteria to evaluate the merit of each capital project and/or purchase:

Adopted Plans: Projects that comply with the principles and concepts of an adopted plan should be given priority.

Phased Projects: Projects that implement an ongoing phased project should be given priority.

Health & Safety Hazards: Projects that correct a health or safety hazard or prevent a critical breakdown in a METCAD facility should be given priority.

Operating & Maintenance Expenses: Projects that provide a significant decrease in METCAD operating and/or maintenance expenses should be given priority.

Duplication of Services: Projects should not duplicate other public and/or private services.

Goals & Targets: For major capital improvements, a strategy shall be maintained for developing long-range goals and short-range targets to work toward the gradual accomplishment of all major projects.

Reason for the policy:

Project requests consistently exceed funds available for most funding sources. Since not all proposed projects can be funded, funds must be spent in the most cost-effective manner, balancing the many priorities for use of the funds.

How the budget conforms with this policy:

Recommendations contained in the proposed Capital Improvements Plan are consistent with these priorities.

V. Long-range Facility Planning

Purpose of Long-Range Facility Planning: To protect the capital investment in its existing facilities, METCAD shall prepare long-range facility plans. The purpose is to assess the functional viability of those facilities and anticipate improvements that may be needed to

maintain modern, efficient, safe and adequately sized facilities and to extend the life of the facilities and/or buildings.

Process: The process for developing long range facility plans shall include, at a minimum, the following steps:

- *Analysis of Existing Conditions:* Purpose is to determine the existing use of the facility as it relates to programs and services conducted from the premises and to identify limitations and problems needing to be addressed. In addition, projections shall be made of growth in existing programs and services in order to maintain existing levels of service as the county grows and changes. An attempt shall be made to identify new programs that may be implemented in the next 10 years.
- *Identification of Future Goals and Objectives:* Based on established METCAD Policy Board direction, goals and objectives shall be identified which establish desired standards for the facility and the programs and services conducted from the facility.
- *Facilities Plan:* The long-range plan shall evaluate the facility over at least a ten-year period based on the goals and objectives. It shall consider the impact of County growth and development on programs identified above. The plan shall then assess the implications of the changes on the available space and functionality of the building design; identify alternatives and prioritize projects to address existing and future needs identified in the process. A staged facility plan will be recommended which will identify specific projects, their costs and a proposed schedule for implementation.
- *Design and Construction:* The identified projects will be scheduled through the Capital Improvement planning process.

Prioritization: Improvement projects shall be prioritized based on the relative severity of the problem or need they are intended to address. The following types of problems and needs shall, in their relative order of priority, serve as a general guide:

- Structural, mechanical, electrical or plumbing conditions which may endanger the public or METCAD employees. In particular, violation of building code requirements and standards.
- Limitations of existing facilities that are undermining the successful delivery of services and programs to the citizens in a responsive and responsible way; in order to maintain the levels of service established by the METCAD Policy Board.
- Lack of space to house staff and/or equipment required to implement new programs and/or services established by the METCAD Policy Board.

- Conditions of overcrowding, which reduce staff efficiency and effectiveness in performing, assigned duties.

Efficient building layout and design shall be encouraged so that the utilization of existing METCAD facilities is maximized. Enlargement of facilities to address identified space needs shall be considered next. New construction shall be considered as a last resort.

Building improvements shall be designed to allow for future expansion, at such time as it is needed, with the lowest reconstruction costs possible.

In those cases where (a) specialized expertise is required that is not available on the staff; (b) neutrality is considered desirable; or (c) staff resources are not available to meet the necessary time frame, established by the METCAD Policy Board, it is considered appropriate to use outside professional services to conduct such planning effort beginning with the facilities plan.

Reason for this policy:

This policy is designed to ensure that facility improvements take place in a planned and cost-effective manner.

How the budget conforms with this policy:

The Capital Improvements Plan shall be utilized to determine funding resources and scheduling for facilities improvements/replacement. Projects which are determined to be high priority according to these criteria, shall be considered first.

POLICY ON PRIORITIZATION

For the purposes of developing and maintaining the Capital Improvements Plan (CIP), the following policy shall apply to establishing priorities for programs.

- Five factors will be considered when establishing priorities. These priorities are:
 1. Items that impact the ability of the staff to receive emergency telephone calls from the public (telephone systems).
 2. Items that impact the ability of the staff to transmit calls for service to emergency responders. (radio and paging systems)
 3. Items that impact the automated dispatch and logging of calls for service (CAD, Logging Recorders, etc.).
 4. Items that do not impact the ability of the staff to handle emergency calls for service (Instant call-checks, MDC, etc.).
- Priorities will be established in each category based on the following criteria:
 1. Maintenance History/Life cycle cost/Cost to maintain
 2. Impact on operations
 3. Staff time to maintain
 4. Replacement schedule
 5. Age
- Replacement/upgrading of equipment will, whenever possible, be conducted with the minimal disruption to operations. This may require that major projects be conducted in several phases in order to allow “normal” operations to continue uninterrupted. These phases may be spread out over two or more budget years as necessary.

Revised Law Enforcement User Fees

	CCSO	CPD	RPD	UIPD	UPD
Original Law Enforcement User Fees for FY 16/17 (2/4/16)	\$ 640,014	\$ 1,145,260	\$ 259,163	\$ 427,582	\$ 536,452
Revised Law Enforcement User Fees for FY 16/17 (Corrected CCSO Number of Officers)	\$ 635,389	\$ 1,150,364	\$ 259,032	\$ 427,772	\$ 535,913
Rebate for FY 15/16 (Corrected CCSO Number of Officers)	\$ 16,125	\$ (7,303)	\$ (1,811)	\$ (3,798)	\$ (3,213)
Adjusted Amount billed to Law Enforcement Agencies for FY 16/17	\$ 651,514	\$ 1,143,061	\$ 257,221	\$ 423,974	\$ 532,700