

# **FY 2017/2018 BUDGET**

## **REPORT TO METCAD POLICY BOARD**

**FROM:** Ralph Caldwell, METCAD Director

**DATE:** February 2, 2017

**SUBJECT:** METCAD FY 17/18 Proposed Budget

**A. Introduction:** The purpose of this report is to request approval of the proposed FY 17/18 METCAD budget.

**B. Recommended Action:** Staff recommends approval of Alternative 1, approving the budget as presented for FY 17/18.

### **C. Summary:**

- Total surcharge revenues are estimated to be flat.
- With the change in the State law, the State Police assumed the network costs which resulted in a decrease in expenditures resulting in a net gain of \$176,996. Staff anticipated this network cost reduction and included the savings in the FY 16/17 budget.
- The proposed budget reflects a 5% increase in user fees.
- The proposed budget includes the addition of two positions; an Operations Manager and a telecommunicator. This results in an increase of \$172,511 in personnel expenditures.
- The proposed budget includes an overtime cost of \$150,000 which is a decrease of \$100,000 over last year's estimate.
- Legislative efforts continue and the impact from the change in law are being monitored by the Statewide 9-1-1 Advisory Board. The current legislation has a sunset date of July 1, 2017.
- The transfer to the Capital Fund is budgeted at \$589,305. This includes two loan payments scheduled to be received from the City of Urbana. The overall revenues include the third of five annual payments of \$20,000 from the Village of Rantoul for their initial buy-in to METCAD.
- Capital expenditure for FY 17/18 is estimated to be \$662,949 which includes an upgrade to the CAD software which was deferred from the previous year.

### **D. Background:**

1. Revenues vs. Expenditures. Historically, expenditures have increased at a rate which has outpaced revenue. However, this year's budget shows revenue to be greater than expenses. Surcharge revenue has been declining over the last ten years. This year, the surcharge revenue is projected to remain flat. The net gain estimate given to METCAD by the Illinois State Police is an increase of \$176,996 based on decreased network expenses due to Illinois State Police assuming the network costs.

2. Proposed Increases to User Agency Fees. The proposed FY 17/18 budget recommends increasing user fees by 5%. This increase is lower than the 6% increase previously discussed with the Board. Due to rebudgeting of the Motorola Life Cycle project over the past couple of years and the lowered actual contract amount, along with the savings of the network fees, the increase to user fees has been lowered. However, projections show that approximately a 5% increase will be necessary every year hereafter to maintain a balanced budget over the next 10 years in order to keep up with inflation and properly fund the Capital Fund.

3. Personnel Changes. In 2012, due to economic conditions, the City of Champaign offered a Voluntary Separation Incentive Program (VSIP). METCAD had two employees request approval of separation, a Deputy Director of Operations (formerly Operations Manager) and a Telecommunicator Supervisor. The Board approved the request and the two positions were eliminated. Administration distributed the additional responsibilities of the two eliminated positions to the remaining staff. Over the past several years, the reduction in supervision has negatively impacted morale, customer service, responsiveness to community and public safety requests, and quality assurance. Administration is recommending that the Operations Manager position be restored. This position is being funded by the net gain of the State assuming the network charges.

At the time of consolidation with Rantoul, three telecommunicators were added, rather than the recommended five in order to keep costs at a minimum. The Board requested that staff use Project Retains, a staffing module that is offered through APCO (Association of Public-Safety Communications Officials), to see what the recommended strength was for a 9-1-1 center the size of METCAD. Project Retains recommends that the authorized strength be 37 telecommunicators instead of the current authorized strength of 30. Administration is requesting that one TC be added for this fiscal year and would like to add a TC in FY 18/19 and FY 19/20, eventually bringing authorized strength to 33 TCs. The FY 17/18 TC position is being funded by the reduction in overtime.

4. Overtime Costs for FY 16/17 and FY 17/18. The revised FY 16/17 overtime budget is estimated to be \$332,800. The need for the increase over the original budget amount of \$250,000 is due primarily to not being fully staffed this year. While employees have been hired, not all new hires have successfully passed the training program.

For FY 17/18, staff is estimating overtime to be \$150,000. This is based on being fully staffed and the addition of one telecommunicator which would increase the authorized strength from 30 telecommunicators to 31. Staff, along with representatives from the City of Champaign Finance Department, have analyzed the number of hours worked over the past three years versus the cost of an additional telecommunicator including benefits and determined that the addition of one telecommunicator will save enough in overtime to cover the cost of salary and benefits.

5. Continuing Efforts for a More Sustainable Funding Structure. The Statewide 9-1-1 Advisory Board continues to work 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 was completely revised and both wireless and wireline are received and distributed by the State. The estimates for FY

17/18, provided by the Illinois State Police, are lower than originally estimated when the Public Act took effect. However, the overall revenue has increased by \$176,996 compared to the prior year before the change in the public act. The Public Act is set to sunset in July 2017. Staff believes that the surcharge amount will not decrease once the sunset happens and could possibly be increased. Since the amount is unknown, staff has budgeted for a flat surcharge.

6. Transfer to Capital Plan. The transfer to the Capital Fund is budgeted at \$589,305 which is the same as the previous fiscal year. This includes a 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 capital expenditures FY 17/18 are estimated to be \$662,949 which includes an upgrade to the CAD software estimated to be \$180,000. This upgrade was originally scheduled for FY 16/17 but the CAD vendor has changed their implementation.

#### **E. Alternatives:**

1. Approve the FY 17/18 budget as presented.
2. Do not approve the FY 17/18 budget as presented and provide further direction to staff.

#### **F. Discussion of Alternatives:**

##### **Alternative 1**

##### **a. Advantages**

- Provide a plan for future balanced budgets.
- Maintains the contingency fund balance as per Financial Policies.
- Increase in user fees is 1% lower than originally discussed with the METCAD Policy Board.
- Provides for additional staffing including one Operations Manager and one telecommunicator.
- Provides for better customer service, increased supervision, higher morale within the center, and reduced overtime.
- Continues a level funding plan for the Capital Plan.
- Provides for an approved budget as required in the METCAD By-Laws.

##### **b. Disadvantages**

- Increases user fees by 5%.
- Includes additional expenditures in staffing at a cost of \$172,511.

## Alternative 2

### a. Advantages

- Advantages depend on direction received from the Board.

### b. Disadvantages

- May contribute to low morale with staffing shortages and lack of supervision.
- 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 17/18 budget will allow for continued operations of METCAD and replacement of equipment as scheduled. The proposed budget also includes additional revenue from the surcharge in the amount of \$176,996 and a reduction in overtime costs. The proposed budget includes additional expenditures of \$172,511 to allow for the hiring of an Operations Manager and one telecommunicator.

**H. Staffing Impact:** The FY 17/18 budget includes additional staffing to replace the Operations Manager cut in the 2012 budget approval. The reestablishment of the Operations Manager would help increase supervision of the center, allow for better quality assurance, and redistribute workload among METCAD staff. It also includes an additional telecommunicator which would reduce overtime costs and improve morale. Based on Project Retains, METCAD should have 37 telecommunicators to fully staff the number of console positions it currently has in dispatch. Staff would like to add one telecommunicator this year and possibly an additional telecommunicator in the following two fiscal years.

**METCAD FY 2017/2018**  
**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 to determine whether changing circumstances warrant revisions.

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| <b>I. Statement of Purpose</b> |
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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.

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| <b>II. Priority Usage of Resources</b> |
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**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. The new legislation created a uniform statewide surcharge which took effect in January 2016, 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 is \$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 allows 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, was a centralized collection and distribution of 9-1-1 revenues. Previously, wireless surcharge funds were received by the State of Illinois and wireline surcharge funds were received by the Emergency Telephone Systems Board (ETSBs). As of January 2016, all surcharge funds are received by the State and distributed to the ETSBs. Another change included a centralized payment of network costs for local systems. Previously, each PSAP (Public Service Answering Point) was responsible for paying network costs directly to the vendor. The State of Illinois now pays the 9-1-1 network costs for the entire State. 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 (301) 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 Fund (302) which is a separate interest bearing account.

Item No. 2: The lead agency shall be custodian of the fund (Fund 302). 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 (302) 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 the Emergency Telephone Fund (302).

## **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.

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## METCAD

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*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@champaignil.gov](mailto:Ralph.Caldwell@champaignil.gov).

## Department Baseline Service Levels, Goals and Initiatives by Activity

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| METCAD Operations Fund (301) |
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### *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 224,342 calls including 93,147 emergency calls and 131,195 non-emergency calls and dispatching 154,801 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.
- ◆ Serve as the back-up 9-1-1 Public Safety Answering Point for Vermilion County.

### *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.
- ◆ Continue efforts to establish a back-up facility to allow METCAD to perform minimal functions required to provide for public safety communications.
- ◆ Complete CAD upgrade.
- ◆ Complete radio system upgrade project.
- ◆ Complete security camera 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 302  
Emergency Telephone  
Fund Statement**

|                           | <b>FY15/16<br/>Actual</b> | <b>FY16/17<br/>Budget</b> | <b>FY16/17<br/>Revised</b> | <b>FY17/18<br/>Proposed</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|-----------------------------|
| <b>Beginning Balance</b>  | <u>\$ -</u>               | <u>\$ -</u>               | <u>\$ -</u>                | <u>\$ -</u>                 |
| <b>Revenues</b>           |                           |                           |                            |                             |
| Combined Surcharge        | 1,734,666                 | 1,855,000                 | 1,848,238                  | 1,848,238                   |
| <b>Total Revenues</b>     | <u>\$ 1,734,666</u>       | <u>\$ 1,855,000</u>       | <u>\$ 1,848,238</u>        | <u>\$ 1,848,238</u>         |
| <b>Expenditures</b>       |                           |                           |                            |                             |
| Transfer to Fund 301 (9)  | 1,734,666                 | 1,655,000                 | 1,848,238                  | 1,848,238                   |
| <b>Total Expenditures</b> | <u>\$ 1,734,566</u>       | <u>\$ 1,655,000</u>       | <u>\$ 1,848,238</u>        | <u>\$ 1,848,238</u>         |
| <b>Ending Balance</b>     | <u>\$ 100</u>             | <u>\$ 200,000</u>         | <u>\$ -</u>                | <u>\$ -</u>                 |

**Fund 301**  
**METCAD General Operating**  
**Fund Statement**

|                                 | FY 15/16<br>Actual  | FY 16/17<br>Budget  | FY 16/17<br>Revised | FY 17/18<br>Proposed |
|---------------------------------|---------------------|---------------------|---------------------|----------------------|
| <b>Beginning Balance</b>        | <u>\$ 1,356,500</u> | <u>\$ 1,570,817</u> | <u>\$ 1,570,817</u> | <u>\$ 1,920,428</u>  |
| <b>Revenues</b>                 |                     |                     |                     |                      |
| MDICE Reimbursement             | 12,899              | 12,924              | 12,924              | 12,924               |
| Other/Refunds                   | -                   | -                   | -                   | -                    |
| Investment Income               | 9,404               | 5,269               | 5,269               | 8,180                |
| Dispatching Payments            | 2,068,779           | 2,259,953           | 2,267,257           | 2,362,022            |
| Donations & Contributions       | -                   |                     |                     |                      |
| City of Champaign Contributions | 1,268,038           | 1,344,296           | 1,336,993           | 1,419,197            |
| Tfr from Workers Comp Fund      | 24,161              | -                   | -                   | -                    |
| Tfr from Emergency Telephone    | 1,734,566           | 1,655,000           | 1,848,238           | 1,848,238            |
| <b>Total Revenues</b>           | <u>\$ 5,117,847</u> | <u>\$ 5,277,442</u> | <u>\$ 5,470,681</u> | <u>\$ 5,650,561</u>  |
| <b>Expenditures</b>             |                     |                     |                     |                      |
| Personnel Services              | 3,389,297           | 3,505,695           | 3,446,062           | 3,663,544            |
| Commodities                     | 65,608              | 56,500              | 64,500              | 64,500               |
| Contractual                     | 728,158             | 1,010,422           | 734,622             | 953,450              |
| Interfund Transfers             | 720,467             | 875,887             | 875,887             | 887,899              |
| <b>Total Expenditures</b>       | <u>\$ 4,903,530</u> | <u>\$ 5,448,504</u> | <u>\$ 5,121,071</u> | <u>\$ 5,569,393</u>  |
| <b>Ending Balance</b>           |                     |                     |                     |                      |
| reserved                        | \$0                 | \$0                 | \$0                 | \$0                  |
| unallocated                     | <u>\$ 1,570,817</u> | <u>\$ 1,399,755</u> | <u>\$ 1,920,428</u> | <u>\$ 2,001,596</u>  |
| <b>Total Ending Balance</b>     | <u>\$ 1,570,817</u> | <u>\$ 1,399,755</u> | <u>\$ 1,920,428</u> | <u>\$ 2,001,596</u>  |



**Fund 301**  
**METCAD General Operating**  
**Expenditure Detail**

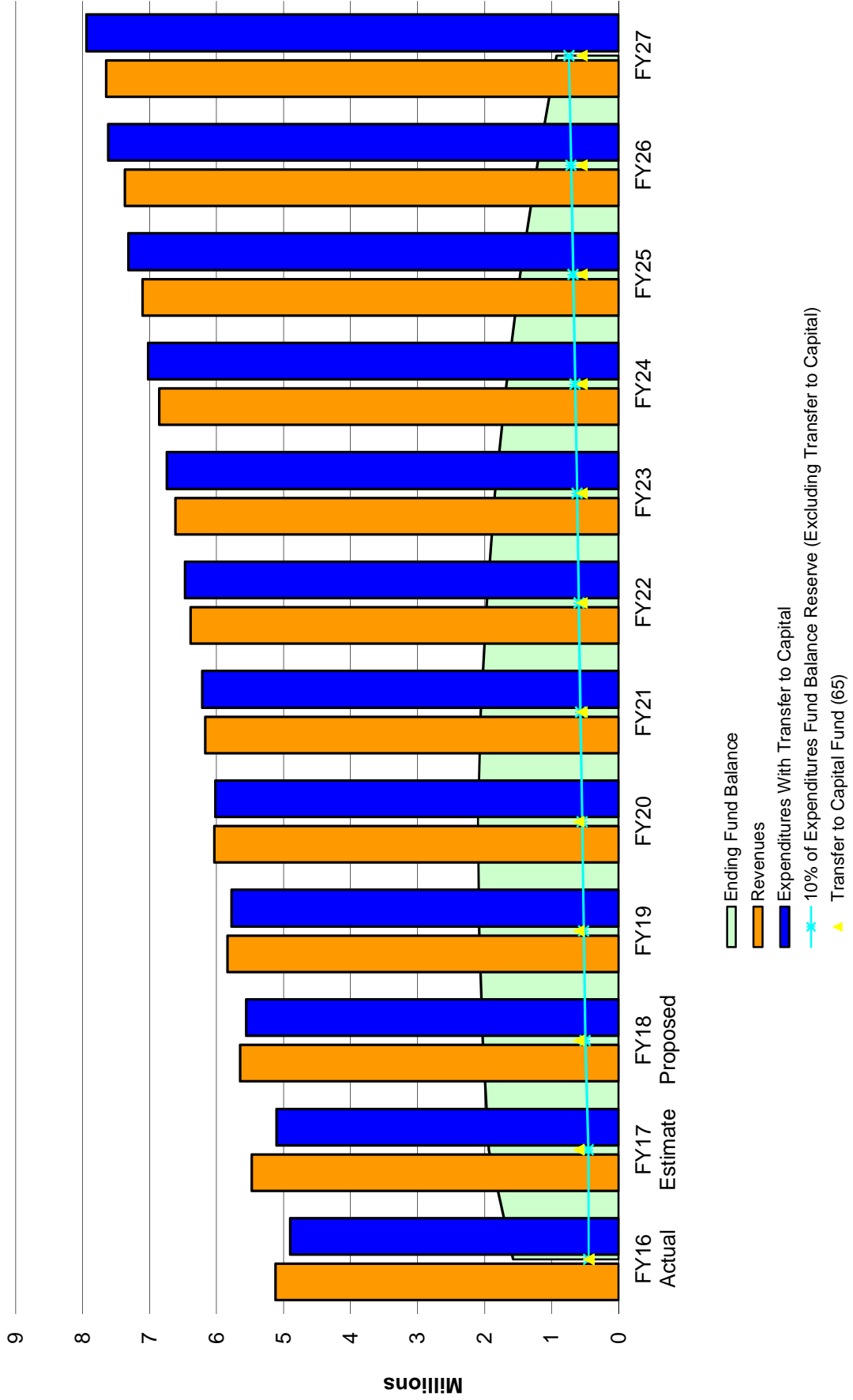
|                                       | FY 15/16            | FY 16/17            | FY 16/17            | FY 17/18            |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                       | Actual              | Budget              | Revised             | Proposed            |
| 50100 Salaries: Scheduled             | 2,162,613           | 2,338,149           | 2,314,841           | 2,580,007           |
| Salaries: Unscheduled                 | -                   | -                   | -                   | -                   |
| 50110 Overtime Pay                    | 367,381             | 250,000             | 332,800             | 150,000             |
| Stand-by Pay                          | -                   | -                   | -                   | -                   |
| 50140 Employee Separation Pay         | 11,271              | -                   | 4,077               | -                   |
| Duty Injury Pay                       | -                   | -                   | -                   | -                   |
| 50150 Training TC Pay                 | 6,969               | 3,000               | 5,000               | 3,000               |
| 50160 Holiday Overtime Pay            | 45,281              | 61,092              | 47,092              | 48,034              |
| 50170 Temporary Upgrade Pay           | 698                 | 1,300               | 1,000               | 1,000               |
| 50200 Group Medical & Life Ins.       | 300,993             | 414,431             | 304,288             | 410,112             |
| 50210 City IMRF/SURS Payment          | 303,807             | 262,680             | 278,392             | 284,163             |
| 50211 City FICA Payments              | 189,986             | 175,043             | 158,273             | 186,929             |
| 50165 Sick Leave Conversion Pay       | 299                 | -                   | 299                 | 299                 |
| <b>Total Personnel</b>                | <b>\$ 3,389,297</b> | <b>\$ 3,505,695</b> | <b>\$ 3,446,062</b> | <b>\$ 3,663,544</b> |
| 51000 Office Supplies                 | 12,013              | 12,000              | 15,000              | 15,000              |
| 51100 Activity Specific Supplies      | 9,838               | 10,000              | 12,000              | 12,000              |
| 51010 Education & Training Materials  | -                   | 500                 | 500                 | 500                 |
| Repair & Maintenance Supplies         | -                   | -                   | -                   | -                   |
| 51210 Small Tools & Equipment         | 18,831              | 12,000              | 15,000              | 15,000              |
| 51230 Radio & Communication Equip.    | 24,925              | 22,000              | 22,000              | 22,000              |
| Office Furniture                      | -                   | -                   | -                   | -                   |
| <b>Total Commodities</b>              | <b>\$ 65,608</b>    | <b>\$ 56,500</b>    | <b>\$ 64,500</b>    | <b>\$ 64,500</b>    |
| 52000 Professional Services           | 9,474               | 10,000              | 10,000              | 10,000              |
| 52120 Professional Memberships        | 169                 | 1,235               | 1,235               | 1,235               |
| 52110 Professional Development        | 9,281               | 13,000              | 13,000              | 13,000              |
| Misc. Contractual Services            | -                   | -                   | -                   | -                   |
| 52060 Printing & Document Processing  | 187                 | 800                 | 5,000               | 1,500               |
| 52920 Official City Business Expense  | 8,088               | 10,000              | 10,000              | 10,000              |
| 52930 Postage & Express Charges       | 511                 | 1,000               | 1,000               | 1,000               |
| 52300 Utilities                       | 187,129             | 102,672             | 102,672             | 105,000             |
| 52330 Utilities - Radio Network       | 51,361              | 50,000              | 55,000              | 55,000              |
| 52400 Repair & Maintenance Services   | 823                 | 5,000               | 5,000               | 5,000               |
| 52420 Maintenance Contracts           | 429,420             | 785,000             | 500,000             | 720,000             |
| 52940 Property & Equipment Rental     | 31,715              | 31,715              | 31,715              | 31,715              |
| Intergovernmental & Agency Svcs       | -                   | -                   | -                   | -                   |
| <b>Total Contractual</b>              | <b>\$ 728,158</b>   | <b>\$ 1,010,422</b> | <b>\$ 734,622</b>   | <b>\$ 953,450</b>   |
| 59101 TFR to General Operating Fund   | 228,774             | 232,552             | 232,552             | 241,965             |
| TFR to Fleet Services Fund            | -                   | -                   | -                   | -                   |
| 59181 TFR to Retained Risk Fund       | 46,587              | 48,894              | 48,894              | 51,339              |
| 59182 TFR to Workers Comp. Ins. Fund  | 4,986               | 5,136               | 5,136               | 5,290               |
| 59340 TRF to METCAD Equip. Repl. Fund | 440,120             | 589,305             | 589,305             | 589,305             |
| TFR to IMRF Fund                      | -                   | -                   | -                   | -                   |
| <b>Total Transfers</b>                | <b>\$ 720,467</b>   | <b>\$ 875,887</b>   | <b>\$ 875,887</b>   | <b>\$ 887,899</b>   |
| <b>Total of Expenditures</b>          | <b>\$ 4,903,530</b> | <b>\$ 5,448,504</b> | <b>\$ 5,121,071</b> | <b>\$ 5,569,393</b> |

Fund Statement  
with Personnel Changes

**METCAD Fund Statement 09**

|   | FY15/16          | FY16/17          | FY17/18          | FY18/19          | FY19/20          | FY20/21          | FY21/22          | FY22/23          | FY23/24          | FY24/25          | FY25/26          | FY26/27          |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
|   | Actuals          | Estimates        | Budget           | Budget           | Budget           | Budget           | Budget           | Budget           | Budget           | Budget           | Budget           | Budget           |
| <b>Beginning Balance</b>  | 1,356,500        | 1,570,816        | 1,934,017        | 2,029,386        | 2,083,123        | 2,098,003        | 2,053,557        | 1,968,554        | 1,842,113        | 1,674,010        | 1,464,917        | 1,215,298        |
| <b>Revenues</b>   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Revenue Transfers - Surcharge   | 1,734,565        | 1,848,238        | 1,848,238        | 1,848,238        | 1,848,238        | 1,848,238        | 1,848,238        | 1,848,238        | 1,848,238        | 1,848,238        | 1,848,238        | 1,848,238        |
| Change to meet the Change in Operating Costs:<br>(Linked to percentage change listed below) |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| City of Champaign Dispatching Payments  | 1,268,038        | 1,344,296        | 1,351,616        | 1,483,276        | 1,557,438        | 1,635,685        | 1,717,990        | 1,804,583        | 1,895,661        | 1,980,841        | 2,070,003        | 2,163,338        |
| Dispatching Payments  | 2,068,779        | 2,195,079        | 2,187,759        | 2,400,868        | 2,520,908        | 2,647,561        | 2,780,782        | 2,920,942        | 3,068,364        | 3,221,500        | 3,388,952        | 3,568,690        |
| Additional Change to Right Size Fund:<br>Percentage Increase                                |                  |                  | 0.0%             | 0.5%             | 0.5%             | 0.5%             | 0.5%             | 0.5%             | 0.5%             | 0.7%             | 0.8%             | 0.8%             |
| City of Champaign Dispatching Payments  |                  |                  | 67,581           | 7,758            | 7,416            | 7,787            | 8,178            | 8,590            | 9,023            | 13,270           | 15,847           | 16,560           |
| Dispatching Payments  |                  |                  | 109,388          | 10,939           | 12,004           | 12,605           | 13,238           | 13,904           | 14,605           | 21,479           | 25,772           | 27,112           |
| <b>Total User Fee Percent Increase</b>  |                  |                  | 5.0%             | 5.0%             | 5.0%             | 5.0%             | 5.0%             | 5.0%             | 5.0%             | 5.0%             | 5.0%             | 5.0%             |
| Other Revenues  | 46,464           | 83,067           | 85,978           | 83,067           | 83,067           | 19,113           | 19,113           | 19,113           | 19,734           | 20,425           | 21,140           | 21,140           |
| <b>Total Revenues</b>   | <b>5,117,846</b> | <b>5,470,660</b> | <b>5,650,560</b> | <b>5,833,146</b> | <b>6,029,072</b> | <b>6,170,989</b> | <b>6,387,539</b> | <b>6,615,369</b> | <b>6,855,625</b> | <b>7,105,752</b> | <b>7,369,951</b> | <b>7,645,077</b> |
| <b>Expenditures</b>   |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |                  |
| Capital Expenses  | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                | -                |
| Commodities   | 65,608           | 64,500           | 64,500           | 65,468           | 66,450           | 67,446           | 68,458           | 69,485           | 70,527           | 71,585           | 72,659           | 73,749           |
| Contractual Services  | 728,158          | 734,622          | 953,450          | 982,054          | 1,011,515        | 1,041,861        | 1,073,116        | 1,105,310        | 1,138,469        | 1,172,623        | 1,207,802        | 1,244,036        |
| Workers Comp/Retained Risk/Gen Op   | 280,347          | 286,582          | 298,584          | 310,705          | 323,375          | 336,404          | 350,007          | 364,257          | 379,085          | 390,458          | 402,172          | 414,237          |
| Transfer to Capital Replacement Fund 65   | 440,120          | 589,305          | 589,305          | 589,305          | 589,305          | 545,000          | 545,000          | 545,000          | 545,000          | 545,000          | 545,000          | 545,000          |
| Personnel Services  | 3,389,297        | 3,446,062        | 3,663,544        | 3,846,721        | 4,039,057        | 4,241,010        | 4,453,061        | 4,675,714        | 4,909,499        | 5,154,974        | 5,412,723        | 5,683,359        |
| Salary Savings  | (13,592)         | (14,203)         | (14,203)         | (14,842)         | (15,510)         | (16,286)         | (17,100)         | (17,955)         | (18,853)         | (19,795)         | (20,785)         | (21,824)         |
| <b>Total Expenditures</b>   | <b>4,903,530</b> | <b>5,107,480</b> | <b>5,555,190</b> | <b>5,779,410</b> | <b>6,014,192</b> | <b>6,215,435</b> | <b>6,472,542</b> | <b>6,741,810</b> | <b>7,023,728</b> | <b>7,314,845</b> | <b>7,619,570</b> | <b>7,938,556</b> |
| <b>Total Ending Balance</b>   | <b>1,570,816</b> | <b>1,934,017</b> | <b>2,029,386</b> | <b>2,083,123</b> | <b>2,098,003</b> | <b>2,053,557</b> | <b>1,968,554</b> | <b>1,842,113</b> | <b>1,674,010</b> | <b>1,464,917</b> | <b>1,215,298</b> | <b>921,819</b>   |
| <b>Fund Balance Reserve: 10% of Expenditures<br/>(excluding capital)</b>                    | 446,341          | 451,817          | 496,588          | 519,010          | 542,489          | 567,044          | 592,754          | 619,681          | 647,873          | 676,985          | 707,457          | 739,356          |
| <b>Percent Change in Operating Costs<br/>(excluding capital)</b>                            | 16.8%            | 1.2%             | 9.9%             | 4.5%             | 4.5%             | 4.5%             | 4.5%             | 4.5%             | 4.5%             | 4.5%             | 4.5%             | 4.5%             |

# METCAD General Operating Fund 9 FY17/18 Proposed Budget



**POLICE CONTRIBUTIONS FY 17/18 (w/CFS and NOO)**

|                                |    |           |
|--------------------------------|----|-----------|
| Total Member Agency User Fees: | \$ | 3,716,345 |
| Police Portion (85%)           | \$ | 3,158,893 |
| Fire Portion (15%)             | \$ | 557,452   |

**Police Departments**

| <b>Calls for Service</b>       |        | <b>2014</b>    | <b>2015</b>    | <b>2016</b>    | <b>3 YR AVG</b> |
|--------------------------------|--------|----------------|----------------|----------------|-----------------|
| CPD                            | 41.10% | 60,609         | 59,334         | 54,870         | 58,271          |
| UPD                            | 19.62% | 29,304         | 27,352         | 26,797         | 27,818          |
| UIPD                           | 9.55%  | 14,560         | 13,418         | 12,625         | 13,534          |
| CCSO*                          | 21.04% | 30,049         | 29,568         | 29,892         | 29,836          |
| RPD                            | 8.70%  | 12,420         | 12,659         | 11,908         | 12,329          |
| <b>TOTAL CALLS FOR SERVICE</b> |        | <u>146,942</u> | <u>142,331</u> | <u>136,092</u> | <u>141,788</u>  |

\*INCLUDES SMALL TOWN CALLS AND ANIMAL CONTROL

**Number of Officers (NOO)**

|  |            |        |
|--|------------|--------|
| Champaign Police Department              | 125        | 35.82% |
| Urbana Police Department                 | 55         | 15.76% |
| University of Illinois Police Department | 65         | 18.62% |
| Champaign County Sheriff's Office        | 74         | 21.20% |
| Rantoul Police Department                | 30         | 8.60%  |
| <b>Total</b>                             | <u>349</u> |        |

**Champaign Police Department**

|          |        |                     |
|----------|--------|---------------------|
| CFS      | 41.10% |                     |
| NOO      | 35.82% |                     |
| Avg of 2 | 38.46% | \$ <b>1,214,812</b> |

**Urbana Police Department**

|          |        |                   |
|----------|--------|-------------------|
| CFS      | 19.62% |                   |
| NOO      | 15.76% |                   |
| Avg of 2 | 17.69% | \$ <b>558,784</b> |

**University of Illinois Police Department**

|          |        |                   |
|----------|--------|-------------------|
| CFS      | 9.55%  |                   |
| NOO      | 18.62% |                   |
| Avg of 2 | 14.09% | \$ <b>444,932</b> |

**Champaign County Sheriff's Office**

|          |        |                   |
|----------|--------|-------------------|
| CFS      | 21.04% |                   |
| NOO      | 21.20% |                   |
| Avg of 2 | 21.12% | \$ <b>667,258</b> |

**Rantoul Police Department**

|          |       |                   |
|----------|-------|-------------------|
| CFS      | 8.70% |                   |
| NOO      | 8.60% |                   |
| Avg of 2 | 8.65% | \$ <b>273,108</b> |

**FIRE CONTRIBUTIONS FY 17/18**

|    |              |   |
|----|--------------|---|
| \$ | 3,716,345    | TOTAL MEMBER AGENCY USER FEES                               |
| \$ | 3,158,893    | POLICE Portion 85%  |
| \$ | 557,452      | FIRE Portion 15%  |
| \$ | 167,236      | Fixed Costs (30% of fire budget)                            |
| \$ | 390,216      | Cost per Call (70% of fire budget)                          |
| \$ | 12,981       | Metro (CFD,UFRS) total 3 yr average                         |
| \$ | <u>5,765</u> | Rural Fire total 3 yr average                               |
| \$ | 18,746       | Total AVERAGE number of calls per year                      |
| \$ | 20.82        | Cost per call   |
| \$ | 41,809       | CFD Fixed Costs (25% of total fixed costs)                  |
| \$ | 83,618       | UFRS Fixed Costs (50% of total fixed costs)                 |
| \$ | -            | UIFD Fixed Costs (paid by Urbana)                           |
| \$ | 41,809       | RURAL Fixed Costs (25% of total fixed costs)                |
| \$ | 1,900        | (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.

| <b>Dept</b>            | <b>Avg # calls</b> | <b>Cost per call</b> |                  | <b>Total Cost</b> |
|------------------------|--------------------|----------------------|------------------|-------------------|
| CFD                    | 7810               | 20.816               |                  | \$162,576         |
|                        |                    |                      | fixed cost share | <u>\$41,809</u>   |
|                        |                    |                      | TOTAL            | \$204,385         |
| UFRS                   | 5171               | 20.816               |                  | \$107,641         |
|                        |                    |                      | fixed cost share | <u>\$41,809</u>   |
|                        |                    |                      | TOTAL            | \$149,450         |
| UIFD (Charged to UFRS) | 0                  | 20.816               |                  | \$0               |
|                        |                    |                      | fixed cost share | <u>\$41,809</u>   |
|                        |                    |                      | TOTAL            | \$41,809          |
| RURAL                  | 5765               | 20.816               |                  | \$119,999         |
|                        |                    |                      | fixed cost share | <u>\$41,809</u>   |
|                        |                    |                      | TOTAL            | \$161,808         |

**RURAL FIRE DEPARTMENTS (22)**

| <b>Dept</b>         | <b>Avg # calls</b> | <b>Cost per call</b> |                  | <b>Totals</b>  |
|---------------------|--------------------|----------------------|------------------|----------------|
| Bondville           | 185                | 20.816               |                  | \$3,844        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$5,744        |
| Broadlands/Longview | 114                | 20.816               |                  | \$2,380        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$4,280        |
| Carroll             | 417                | 20.816               |                  | \$8,680        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$10,581       |
| Combelt             | 1010               | 20.816               |                  | \$21,018       |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$22,918       |
| Eastern Prairie     | 246                | 20.816               |                  | \$5,128        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$7,028        |
| Edge Scott          | 243                | 20.816               |                  | \$5,065        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$6,966        |
| Gifford             | 179                | 20.816               |                  | \$3,726        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$5,627        |
| Homer               | 144                | 20.816               |                  | \$2,991        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$4,891        |
| Ivesdale            | 123                | 20.816               |                  | \$2,567        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$4,468        |
| Ludlow              | 67                 | 20.816               |                  | \$1,402        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$3,302        |
| Ogden Royal         | 141                | 20.816               |                  | \$2,928        |
|                     |                    |                      | fixed cost share | <u>\$1,900</u> |
|                     |                    |                      | Total            | \$4,829        |

**RURAL FIRE DEPARTMENTS (22)**

| <b>Dept</b>                           | <b>Avg # calls</b> | <b>Cost per call</b> |                  | <b>Totals</b>    |
|---------------------------------------|--------------------|----------------------|------------------|------------------|
| Pesotum                               | 98                 | 20.816               |                  | \$2,047          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$3,947          |
| Philo                                 | 128                | 20.816               |                  | \$2,664          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$4,565          |
| Rantoul                               | 357                | 20.816               |                  | \$7,431          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$9,332          |
| Sadorus                               | 124                | 20.816               |                  | \$2,574          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$4,475          |
| St. Joseph                            | 382                | 20.816               |                  | \$7,952          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$9,852          |
| Sangamon Valley                       | 261                | 20.816               |                  | \$5,440          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$7,340          |
| Savoy                                 | 598                | 20.816               |                  | \$12,455         |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$14,356         |
| Seymour                               | 124                | 20.816               |                  | \$2,581          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$4,482          |
| Sidney                                | 113                | 20.816               |                  | \$2,345          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$4,246          |
| Thomasboro                            | 331                | 20.816               |                  | \$6,890          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$8,791          |
| Tolono                                | 379                | 20.816               |                  | \$7,889          |
|                                       |                    |                      | fixed cost share | <u>\$1,900</u>   |
|                                       |                    |                      | Total            | \$9,790          |
| <b>Total Rural Fire Contributions</b> |                    |                      |                  | <b>\$161,808</b> |

**Fire Departments Calls For Service**

|                                | <b>2014</b>   | <b>2015</b>   | <b>2016</b>   | <b>Total</b>  | <b>3 YR AVG</b> |
|--------------------------------|---------------|---------------|---------------|---------------|-----------------|
| Bondville                      | 192           | 191           | 171           | 554           | 185             |
| Broadlands/Longview            | 119           | 120           | 104           | 343           | 114             |
| Carroll                        | 410           | 448           | 393           | 1,251         | 417             |
| Cornbelt                       | 974           | 1,039         | 1,016         | 3,029         | 1,010           |
| Eastern Prairie                | 241           | 262           | 236           | 739           | 246             |
| Edge Scott                     | 216           | 250           | 264           | 730           | 243             |
| Gifford                        | 188           | 170           | 179           | 537           | 179             |
| Homer                          | 145           | 157           | 129           | 431           | 144             |
| Ivesdale                       | 116           | 138           | 116           | 370           | 123             |
| Ludlow                         | 49            | 82            | 71            | 202           | 67              |
| Ogden/Royal                    | 148           | 137           | 137           | 422           | 141             |
| Pesotum                        | 91            | 99            | 105           | 295           | 98              |
| Philo                          | 122           | 136           | 126           | 384           | 128             |
| Rantoul                        | 372           | 373           | 326           | 1,071         | 357             |
| Sadorus                        | 115           | 135           | 121           | 371           | 124             |
| St. Joseph                     | 424           | 370           | 352           | 1,146         | 382             |
| Sangamon Valley                | 239           | 258           | 287           | 784           | 261             |
| Savoy                          | 545           | 623           | 627           | 1,795         | 598             |
| Seymour                        | 113           | 129           | 130           | 372           | 124             |
| Sidney                         | 132           | 109           | 97            | 338           | 113             |
| Thomasboro                     | 324           | 306           | 363           | 993           | 331             |
| Tolono                         | 366           | 377           | 394           | 1,137         | 379             |
| CFD                            | 7,636         | 7,848         | 7,946         | 23,430        | 7,810           |
| UFRS                           | 5,431         | 5,063         | 5,019         | 15,513        | 5,171           |
| <b>Total Calls for Service</b> | <b>18,708</b> | <b>18,820</b> | <b>18,709</b> | <b>56,237</b> | <b>18,746</b>   |



**METCAD BUDGET REVENUES**

| <b>AGENCY</b>                    | <b>FY15/16</b>      | <b>FY 16/17</b>     | <b>FY 17/18</b>     | <b>Difference</b> |
|----------------------------------|---------------------|---------------------|---------------------|-------------------|
| CPD                              | \$ 1,078,536        | \$ 1,150,364        | \$ 1,214,812        | \$ 64,448         |
| CFD                              | \$ 182,199          | \$ 193,932          | \$ 204,385          | \$ 10,453         |
| Total for City of Champaign      | \$ 1,260,735        | \$ 1,344,296        | \$ 1,419,197        | \$ 74,901         |
| UPD                              | \$ 502,991          | \$ 535,913          | \$ 558,784          | \$ 22,871         |
| UFRS                             | \$ 139,075          | \$ 144,170          | \$ 149,450          | \$ 5,280          |
| UIFD( Charged to UFRS)           | \$ 37,564           | \$ 39,818           | \$ 41,809           | \$ 1,991          |
| Total for City of Urbana         | \$ 679,629          | \$ 719,901          | \$ 750,043          | \$ 30,142         |
| UIPD                             | \$ 405,835          | \$ 427,772          | \$ 444,932          | \$ 17,160         |
| CCSO                             | \$ 609,521          | \$ 635,389          | \$ 667,258          | \$ 31,869         |
| RPD                              | \$ 241,297          | \$ 259,032          | \$ 273,108          | \$ 14,076         |
| BONDVILLE                        | \$ 5,809            | \$ 5,765            | \$ 5,744            | \$ (21)           |
| BRDLNDS/LNGVW                    | \$ 3,812            | \$ 4,190            | \$ 4,280            | \$ 90             |
| CARROLL                          | \$ 8,001            | \$ 9,802            | \$ 10,581           | \$ 779            |
| CORNBELT                         | \$ 20,026           | \$ 21,350           | \$ 22,918           | \$ 1,568          |
| EASTERN PRAIRIE                  | \$ 6,453            | \$ 6,847            | \$ 7,028            | \$ 181            |
| EDGE SCOTT                       | \$ 6,051            | \$ 6,414            | \$ 6,966            | \$ 552            |
| GIFFORD                          | \$ 5,179            | \$ 5,427            | \$ 5,627            | \$ 200            |
| HOMER                            | \$ 4,683            | \$ 4,879            | \$ 4,891            | \$ 12             |
| IVESDALE                         | \$ 3,765            | \$ 4,237            | \$ 4,468            | \$ 231            |
| LUDLOW                           | \$ 2,552            | \$ 2,932            | \$ 3,302            | \$ 370            |
| OGDEN/ROYAL                      | \$ 4,402            | \$ 4,568            | \$ 4,829            | \$ 261            |
| PESOTUM                          | \$ 3,524            | \$ 3,696            | \$ 3,947            | \$ 251            |
| PHILO                            | \$ 4,094            | \$ 4,386            | \$ 4,565            | \$ 179            |
| RANTOUL                          | \$ 8,464            | \$ 8,875            | \$ 9,332            | \$ 457            |
| SADORUS                          | \$ 3,738            | \$ 4,210            | \$ 4,475            | \$ 265            |
| ST. JOSEPH                       | \$ 9,911            | \$ 10,099           | \$ 9,852            | \$ (247)          |
| SANGAMON VALLEY                  | \$ 6,486            | \$ 6,739            | \$ 7,340            | \$ 601            |
| SAVOY                            | \$ 11,078           | \$ 13,000           | \$ 14,356           | \$ 1,356          |
| SEYMOUR                          | \$ 3,712            | \$ 4,115            | \$ 4,482            | \$ 367            |
| SIDNEY                           | \$ 3,819            | \$ 4,129            | \$ 4,246            | \$ 117            |
| THOMASBORO                       | \$ 7,505            | \$ 7,936            | \$ 8,791            | \$ 855            |
| TOLONO                           | \$ 8,953            | \$ 9,389            | \$ 9,790            | \$ 401            |
| <b>TOTAL</b>                     | <b>\$ 3,339,034</b> | <b>\$ 3,539,375</b> | <b>\$ 3,716,345</b> | <b>\$ 176,970</b> |
| Less Urbana's User Fee Increase* | \$ (94,185)         |                     |                     |                   |
| Urbana's First Loan**            | \$ 25,468           | \$ 25,468           | \$ 25,468           |                   |
| Urbana's Second Loan***          | \$ 19,406           | \$ 19,406           | \$ 19,406           |                   |
| <b>REVISED TOTAL</b>             | <b>\$ 3,289,723</b> | <b>\$ 3,584,249</b> | <b>\$ 3,761,219</b> |                   |

\*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.

**Fund 340  
METCAD  
Capital Plan**

|                              | <b>FY 15/16<br/>Actual</b> | <b>FY 16/17<br/>Budget</b> | <b>FY 16/17<br/>Revised</b> | <b>FY 17/18<br/>Proposed</b> |
|------------------------------|----------------------------|----------------------------|-----------------------------|------------------------------|
| <b>Beginning Balance</b>     | <u>\$ 2,732,511</u>        | <u>\$ 3,183,138</u>        | <u>\$ 3,183,138</u>         | <u>\$ 1,193,971</u>          |
| <b>Revenues</b>              |                            |                            |                             |                              |
| Interest                     | 28,631                     | 23,827                     | 25,000                      | 25,000                       |
| Transfer From Fund 301 (9)   | 440,120                    | 589,305                    | 589,305                     | 589,305                      |
| <b>Total Revenues</b>        | <u>\$ 468,751</u>          | <u>\$ 613,132</u>          | <u>\$ 614,305</u>           | <u>\$ 614,305</u>            |
| <b>Expenditures</b>          |                            |                            |                             |                              |
| Activity Specific Supplies   | -                          | -                          | -                           | -                            |
| Construction & Improvements  | -                          | -                          | -                           | 35,000                       |
| Computer Hardware & Software | -                          | 415,514                    | 9,503                       | 396,009                      |
| Communications Equipment     | 14,678                     | 2,531,481                  | 2,497,969                   | 158,512                      |
| Electronic Equipment         | 3,447                      | 81,552                     | 96,000                      | 50,000                       |
| Office Furniture & Equipment | -                          | -                          | -                           | 23,428                       |
| <b>Total Expenditures</b>    | <u>\$ 18,125</u>           | <u>\$ 3,028,547</u>        | <u>\$ 2,603,472</u>         | <u>\$ 662,949</u>            |
| <b>Ending Balance</b>        | <u>\$ 3,183,138</u>        | <u>\$ 767,723</u>          | <u>\$ 1,193,971</u>         | <u>\$ 1,145,327</u>          |

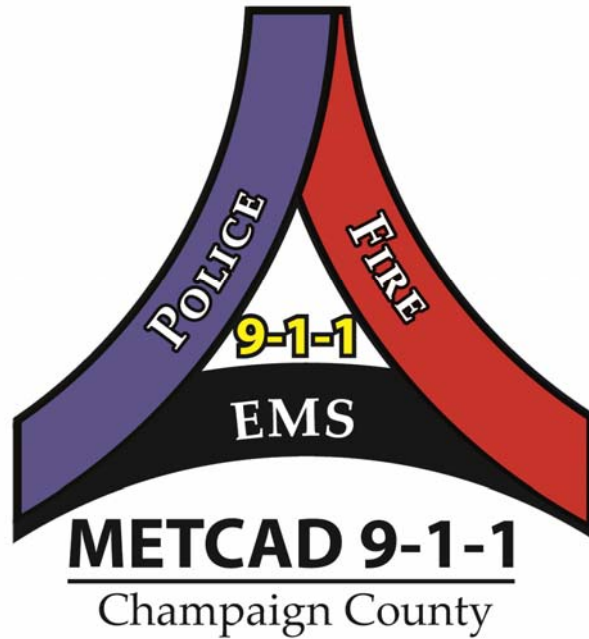
**ASSET INVENTORY**  
**FY 2016 - 2017**

| Replacement Year | Item Description                        | Asset Class | FY of Purchas | Acquisition Cost | Svc Life | Amortized Cost | Replacement Cost   | Budget Request   |
|------------------|---|-------------|---------------|------------------|----------|----------------|--------------------|------------------|
| 2017             | RADIO UPGRADE PROJECT                   | 1200        | 2005          | \$2,497,969      | 10       | \$249,797      | 2017 \$2,497,969   | 2017 \$2,497,969 |
| 2017             | VIDEO CAMERA SECURITY SYSTEM            | 1900        | 2009          | \$96,000         | 10       | \$9,600        | 2017 \$96,000      | 2017 \$96,000    |
| 2017             | NETWORK CLOCK                           | 1900        | 2012          | \$9,503          | 5        | \$1,810        | 2017 \$9,503       | 2017 \$9,503     |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$2,603,472</b> |                  |
| 2018             | ANTENNA & FEEDLINE TEST UNIT            | 1200        | 2005          | \$8,512          | 10       | \$851          | 2017 \$8,512       | 2018             |
| 2018             | UPS (1) - SECONDARY                     | 1800        | 2017          | \$50,000         | 10       | \$5,000        | 2017 \$50,000      | 2018             |
| 2018             | CAD WORKSTATIONS & MONITORS (10)        | 1900        | 2013          | \$33,475         | 3        | \$11,158       | 2017 \$33,475      | 2018             |
| 2018             | SERVERS (10)                            | 1900        | 2013          | \$102,536        | 4        | \$25,634       | 2017 \$102,536     | 2018             |
| 2018             | CAD SOFTWARE/MAPPING UPGRADES           | 2000        | 2013          | \$180,000        | 3        | \$60,000       | 2017 \$180,000     | 2018             |
| 2018             | NETWORK INFRASTRUCTURE(ROUTER/SWITCHES) | 1900        | 2012          | \$40,000         | 5        | \$8,000        | 2017 \$40,000      | 2018             |
| 2018             | COPY MACHINE/SCANNER                    | 1700        | 2011          | \$8,428          | 7        | \$1,204        | 2017 \$8,428       | 2018             |
| 2018             | OFFICE FURNITURE                        | 1600        | 2003          | \$15,000         | 15       | \$1,000        | 2017 \$15,000      | 2018             |
| 2018             | ADMIN PC's ( 9 WS; 8LT; 11 PR)          | 1900        | 2013          | \$35,000         | 5        | \$7,000        | 2017 \$35,000      | 2018             |
| 2018             | ID PRINTER                              | 2000        | 2011          | \$4,998          | 5        | \$1,000        | 2017 \$4,998       | 2018             |
| 2018             | MDICE UPS - 30 KVA MASTER               | 1800        | 2007          | \$25,000         | 10       | \$2,500        | 2017 \$25,000      | 2018             |
| 2018             | MDICE UPS - SIDNEY                      | 1800        | 2007          | \$25,000         | 10       | \$2,500        | 2017 \$25,000      | 2018             |
| 2018             | MDICE UPS - THOMASBORO                  | 1800        | 2007          | \$25,000         | 10       | \$2,500        | 2017 \$25,000      | 2018             |
| 2018             | MDICE UPS - METCAD                      | 1800        | 2007          | \$25,000         | 10       | \$2,500        | 2017 \$25,000      | 2018             |
| 2018             | MDICE UPS - CFD                         | 1800        | 2007          | \$25,000         | 10       | \$2,500        | 2017 \$25,000      | 2018             |
| 2018             | MDICE UPS - WLRW                        | 1800        | 2007          | \$25,000         | 10       | \$2,500        | 2017 \$25,000      | 2018             |
| 2018             | BUILDING RENOVATIONS                    | 1600        | 2017          | \$35,000         |          |                | 2017 \$35,000      | 2018             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$662,949</b>   |                  |
| 2019             | MDICE GENERATOR - METCAD                | 1100        | 2007          | \$25,000         | 12       | \$2,083        | 2017 \$25,000      | 2019             |
| 2019             | MDICE GENERATOR - SIDNEY                | 1100        | 2007          | \$25,000         | 12       | \$2,083        | 2017 \$25,000      | 2019             |
| 2019             | MDICE GENERATOR - CFD                   | 1100        | 2007          | \$25,000         | 12       | \$2,083        | 2017 \$25,000      | 2019             |
| 2019             | MDICE GENERATOR - WLRW                  | 1100        | 2007          | \$25,000         | 12       | \$2,083        | 2017 \$25,000      | 2019             |
| 2019             | MDICE GENERATOR - THOMASBORO            | 1100        | 2007          | \$25,000         | 12       | \$2,083        | 2017 \$25,000      | 2019             |
| 2019             | WEATHER MONITOR SYSTEM                  | 1700        | 2012          | \$2,869          | 7        | \$410          | 2017 \$2,869       | 2019             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$127,869</b>   |                  |
| 2020             | MASTER-PRIME FIBER OPTICS HARDWARE      | 1800        | 2010          | \$15,000         | 10       | \$1,500        | 2017 \$15,000      | 2020             |
| 2020             | SCADA SITE MONITORING (PROTEK)          | 1700        | 2015          | \$31,500         | 5        | \$6,300        | 2017 \$31,500      | 2020             |
| 2020             | BDA (VZW) METCAD                        | 1800        | 2013          | \$5,603          | 7        | \$800          | 2017 \$5,603       | 2020             |
| 2020             | WORKOUT EQUIPMENT                       | 2300        | 2010          | \$7,825          | 10       | \$783          | 2017 \$7,825       | 2020             |
| 2020             | VHF BASE STATIONS (6)                   | 1800        | 2010          | \$48,000         | 10       | \$4,800        | 2017 \$48,000      | 2020             |
| 2020             | MESSAGE SWITCH                          | 1900        | 2015          | \$5,250          | 5        | \$1,050        | 2017 \$5,250       | 2020             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$113,178</b>   |                  |
| 2021             | CAD WORKSTATIONS & MONITORS (10)        | 1900        | 2018          | \$34,479         | 3        | \$11,493       | 2017 \$34,479      | 2021             |
| 2021             | CAD SOFTWARE/MAPPING UPGRADES           | 2000        | 2018          | \$185,400        | 3        | \$61,800       | 2017 \$185,400     | 2021             |
| 2021             | AED UNITS (2)                           | 1700        | 2016          | \$2,993          | 5        | \$599          | 2017 \$2,993       | 2021             |
| 2021             | E9-1-1 TELEPHONE SYSTEM                 | 1800        | 2014          | \$770,000        | 7        | \$110,000      | 2017 \$770,000     | 2021             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$992,872</b>   |                  |
| 2022             | CONTROLLED ACCESS CONTROL DOORS         | 2800        | 2012          | \$22,000         | 10       | \$2,200        | 2017 \$22,000      | 2022             |
| 2022             | NETWORK CLOCK                           | 1900        | 2017          | \$9,978          | 5        | \$1,996        | 2017 \$9,978       | 2022             |
| 2022             | NETWORK STORAGE/BACKUP                  | 1900        | 2015          | \$18,000         | 7        | \$2,571        | 2017 \$19,799      | 2022             |
| 2022             | LCD PROJECTOR                           | 1900        | 2012          | \$3,300          | 10       | \$330          | 2017 \$3,300       | 2022             |
| 2022             | VHF FIRE PAGING (SIMULCAST)             | 3200        | 2007          | \$250,000        | 15       | \$16,667       | 2017 \$250,000     | 2022             |
| 2022             | COMM SERV MONITOR                       | 1800        | 2011          | \$49,284         | 11       | \$4,480        | 2017 \$49,284      | 2022             |
| 2022             | SERVERS (10)                            | 1900        | 2018          | \$105,612        | 4        | \$26,403       | 2017 \$105,612     | 2022             |
| 2022             | PLOTTER                                 | 1900        | 2015          | \$6,657          | 7        | \$951          | 2017 \$6,657       | 2022             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$466,630</b>   |                  |
| 2023             | LOGGING RECORDER                        | 1800        | 2013          | \$200,000        | 10       | \$20,000       | 2017 \$200,000     | 2023             |
| 2023             | MDICE UPDATE (SOFTWARE/HARDWARE)        | 1200        | 2013          | \$1,007,500      | 10       | \$100,750      | 2017 \$1,007,500   | 2023             |
| 2023             | CONFERENCE ROOM SPEAKER PHONE           | 1800        | 2016          | \$2,675          | 7        | \$382          | 2017 \$2,675       | 2023             |
| 2023             | ADMIN PC's ( 9 WS; 7LT; 11 PR)          | 1900        | 2018          | \$36,050         | 5        | \$7,210        | 2017 \$36,050      | 2023             |
| 2023             | NETWORK INFRASTRUCTURE(ROUTER/SWITCHES) | 1900        | 2018          | \$42,000         | 5        | \$8,400        | 2017 \$42,000      | 2023             |
| 2023             | ID PRINTER                              | 2000        | 2018          | \$5,298          | 5        | \$1,060        | 2017 \$5,298       | 2023             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$1,293,523</b> |                  |
| 2024             | UPS (1) - PRIMARY                       | 1800        | 2014          | \$55,000         | 10       | \$5,500        | 2017 \$55,000      | 2024             |
| 2024             | CAD WORKSTATIONS & MONITORS (10)        | 1900        | 2021          | \$35,514         | 3        | \$11,838       | 2017 \$35,514      | 2024             |
| 2024             | CAD SOFTWARE/MAPPING UPGRADES           | 2000        | 2021          | \$190,962        | 3        | \$63,654       | 2017 \$190,962     | 2024             |
| 2024             | BACKUP RADIOS (20)                      | 1200        | 2017          | \$119,062        | 7        | \$17,009       | 2017 \$119,062     | 2024             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$400,538</b>   |                  |
| 2025             | MESSAGE SWITCH                          | 1900        | 2020          | \$5,513          | 5        | \$1,103        | 2017 \$5,513       | 2025             |
| 2025             | SCADA SITE MONITORING (PROTEK)          | 1700        | 2020          | \$33,075         | 5        | \$6,615        | 2017 \$33,075      | 2025             |
| 2025             | COPY MACHINE/SCANNER                    | 1700        | 2018          | \$9,018          | 7        | \$1,288        | 2017 \$9,018       | 2025             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$47,606</b>    |                  |
| 2026             | AED UNITS (2)                           | 1700        | 2021          | \$3,143          | 5        | \$629          | 2017 \$3,143       | 2026             |
| 2026             | SERVERS (10)                            | 1900        | 2022          | \$108,780        | 4        | \$27,195       | 2017 \$108,780     | 2026             |
| 2026             | WEATHER MONITOR SYSTEM                  | 1700        | 2019          | \$3,069          | 7        | \$438          | 2017 \$3,069       | 2026             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$114,993</b>   |                  |
| 2027             | CAD WORKSTATIONS & MONITORS (10)        | 1900        | 2024          | \$36,199         | 3        | \$12,066       | 2017 \$36,199      | 2027             |
| 2027             | BDA (VZW) METCAD                        | 1800        | 2020          | \$5,995          | 7        | \$856          | 2017 \$5,995       | 2027             |
| 2027             | CONSOLE WORKSTATIONS - RADIO            | 1200        | 2017          | \$1,401,244      | 10       | \$140,124      | 2017 \$1,401,244   | 2027             |
| 2027             | NETWORK CLOCK                           | 1900        | 2022          | \$10,477         | 5        | \$2,095        | 2017 \$10,477      | 2027             |
| 2027             | CAD SOFTWARE/MAPPING UPGRADES           | 2000        | 2024          | \$196,691        | 3        | \$65,564       | 2017 \$196,691     | 2027             |
| 2027             | VIDEO CAMERA SECURITY SYSTEM            | 1900        | 2017          | \$105,600        | 10       | \$10,560       | 2017 \$105,600     | 2027             |
|                  |   |             |               | <b>SUB TOTAL</b> |          |                | <b>\$1,756,206</b> |                  |

**CAPITAL FUND SCHEDULE  
Recommended Budget**



| <b>CHART DATA</b> |                        |                       |                 |                            |              |
|-------------------|------------------------|-----------------------|-----------------|----------------------------|--------------|
| Fiscal Year       | Revenue from Operating | Urbana Loan Repayment | 2nd Urbana Loan | Budget Request Other Items | Fund Balance |
|                   |                        |                       |                 |                            | 3,183,138    |
| FY18              | 545,000                | 25,468                | 18,837          | 2,603,472                  | 1,168,972    |
| FY19              | 545,000                | 25,468                | 18,837          | 662,949                    | 1,095,328    |
| FY20              | 545,000                | 25,468                | 18,837          | 127,869                    | 1,556,764    |
| FY21              | 545,000                | 25,468                | 18,837          | 113,178                    | 2,032,891    |
| FY22              | 545,000                |                       |                 | 992,872                    | 1,585,020    |
| FY23              | 545,000                |                       |                 | 466,631                    | 1,663,389    |
| FY24              | 545,000                |                       |                 | 1,293,523                  | 914,866      |
| FY25              | 545,000                |                       |                 | 400,538                    | 1,059,328    |
| FY26              | 545,000                |                       |                 | 47,605                     | 1,556,723    |
| FY27              | 545,000                |                       |                 | 114,992                    | 1,986,731    |
| FY28              | 545,000                |                       |                 | 1,756,206                  | 775,525      |
| FY29              | 545,000                |                       |                 | 1,286,483                  | 34,042       |



## **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 302); METCAD Member Contributions (Fund 301). A transfer from Fund 301 will be made into a METCAD Capital Equipment Replacement (Fund 340) 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 340) 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. The new legislation created a uniform statewide surcharge which took effect in January 2016, 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 is \$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 allows 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, was a centralized collection and distribution of 9-1-1 revenues. Previously, wireless surcharge funds were received by the State of Illinois and wireline surcharge funds were received by the Emergency Telephone Systems Board (ETSBs). As of January 2016, all surcharge funds are received by the State and distributed to the ETSBs. Another change included a centralized payment of network costs for local systems. Previously, each PSAP (Public Service Answering Point) was responsible for paying network costs directly to the vendor. The State of Illinois now pays the 9-1-1 network costs for the entire State. 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.