

## REPORT TO METCAD POLICY BOARD

**FROM:** Ralph Caldwell, METCAD Director

**DATE:** March 1, 2018

**SUBJECT:** METCAD FY 18/19 Proposed Budget

**A. Introduction:** The purpose of this report is to request approval of the proposed FY 18/19 METCAD budget.

**B. Recommended Action:** Staff recommends approval of Alternative 1, approving the budget as presented for FY 18/19.

### C. Summary:

- Total surcharge revenues are estimated to be \$2,574,000, an increase of \$697,711, according to the projected revenues provided by the Illinois State Police.
- Effective January 1, 2018, per Public Act 100-0020, the surcharge rate was increased from \$0.87 to \$1.50 per line per month.
- The State Police continue to pay METCAD's network costs.
- The proposed budget reflects a 2% increase in user fees.
- The proposed budget includes the addition of one telecommunicator. This results in an increase of \$64,736 in personnel expenditures.
- The proposed budget includes an overtime cost of \$150,000 which is a decrease of \$120,000 over last year's estimate.
- Legislative efforts continue and the impact from the change in law is being monitored by the Statewide 9-1-1 Advisory Board. The current legislation has a sunset date of December 31, 2020.
- The transfer to the Capital Fund for FY 18/19 is budgeted at \$1,212,016. This includes two loan payments scheduled to be received from the City of Urbana. The overall revenues include the fourth of five annual payments of \$20,000 from the Village of Rantoul for their initial buy-in to METCAD.
- Capital expenditure for FY 18/19 is estimated to be \$605,962.

### D. Background:

1. Surcharge Revenues. Total surcharge revenues are estimated to be \$2,574,000 which is an overall increase of \$697,711. This is due to the passing of Public Act 100-0020, which increased the surcharge rate from \$0.87 to \$1.50 per line per month. The amount is based on estimates received from the Illinois State Police. Along with the estimates, ISP stated "This represents the first Full State Fiscal Year of the new surcharge rate. Keep in mind there are many factors that impact the amount of the disbursements, making accurate projections difficult. Some of those factors are: how much will be spent on grants in FY 19; how much will be spent on the Statewide NG9-1-1 backbone; changes to 9-1-1 Authorities network costs; potential market changes for wireline, wireless, and VoIP;

surplus funds from the Wireless Carrier Reimbursement Fund, etc.” The Public Act is set to sunset on December 31, 2020.

2. Proposed Increases to User Agency Fees. The proposed FY 18/19 budget reflects an increase in user fees of 2% which is lower than the 5% increase previously discussed with the Board and is based on the increase in operating costs over last year’s expenditures. However, projections show that approximately less than 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 Plan.

3. Personnel Changes. As discussed last year with the Board, Administration is requesting that one TC be added for this fiscal year and one be added in FY 19/20, eventually bringing authorized strength to 33 TCs. At the time of consolidation with Rantoul, three telecommunicators were added, rather than the recommended five in order to keep costs at a minimum. Also, 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 recommended that the authorized strength be 37 telecommunicators instead of the current authorized strength of 31.

4. Overtime Costs for FY 17/18 and FY 18/19. The revised FY 17/18 overtime budget is estimated to be \$270,000. The need for the increase over the original budget amount of \$150,000 is due primarily to not being fully staffed this year. For FY 18/19, staff is estimating overtime to be \$150,000 with the intention of being fully staffed with an authorized strength of 32.

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. The Advisory Board is planning to organize a sub-committee to review and possibly change the funding formula that distributes surcharge revenue throughout the State.

6. Transfer to Capital Fund. The transfer to the Capital Fund is budgeted at \$1,212,016. This includes a transfer of \$1,167,711, 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 \$25,468. The second loan payment which was approved in FY 15/16 is in the amount of \$18,837. An addition made to the 10-year Capital Fund include a Reserve Pending State Actions Fund totaling \$1,000,000. This includes two payments to the fund of \$500,000 – one in FY 19/20 and one in FY 20/21.

**E. Alternatives:**

1. Approve the FY 18/19 budget as presented.
2. Do not approve the FY 18/19 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 3% lower than originally discussed with the METCAD Policy Board in last year's budget process.
- Provides for additional staffing including one telecommunicator.
- Continues a level funding plan for the Capital Fund.
- Provides for an approved budget as required in the METCAD By-Laws.

#### **b. Disadvantages**

- Increases user fees by 2%.
- Includes additional expenditures in staffing at a cost of \$64,736.

### **Alternative 2**

#### **a. Advantages**

- Advantages depend on direction received from the Board.

#### **b. Disadvantages**

- 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 18/19 budget will allow for continued operations of METCAD and replacement of equipment as scheduled. The proposed budget includes additional revenue from the surcharge in the amount of \$697,711. It also includes additional expenditures of \$64,736 to allow for the hiring of one telecommunicator.

**H. Staffing Impact:** The FY 18/19 budget includes additional staffing of one telecommunicator bringing authorized strength to 32. 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 fiscal year.

**METCAD FY 2018/2019**  
**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.

<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.

<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 July 2017, the Legislature passed HB1811 and the new legislation became Public Act 100-0020. The new legislation created a uniform statewide surcharge to be applied on an equitable basis to all purchasers of wireline, postpaid wireless, Interconnected Voice over Internet Protocol (VoIP), and cable-provided telecommunications services. The previous surcharge rate was \$0.87. The new rate, effective January 1, 2018, is \$1.50 per line per month. The 3% Point-of-Sale for pre-paid wireless stayed the same as the previous Public Act.

Since January 2016, all surcharge funds are received by the State and distributed to the ETSBs and the State continues to pay the network costs for local systems. While the State provided rough estimates of how much revenue METCAD should receive, the additional revenue will not begin until January 2018 and there is a four-month lag between when the State collects the revenue and it is distributed to the ETSBs. It is still unclear how much increase in surcharge revenues METCAD will receive. The new legislation still includes language for consolidation of PSAPs and possible grants to help cover consolidation expenses. METCAD has not received any grant money this fiscal year. The new legislation includes a new sunset date of December 31, 2020.

### **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). The fee shall be determined by periodically performing an in-depth analysis of the costs to the lead agency for providing these services. In years where this analysis is not performed, the administrative fee shall be calculated by increasing the fee from the prior year by the percentage increase of salaries for Non-Bargaining Unit Employees of the lead agency.

Item No. 2: The administrative fee shall be calculated annually. The annual calculation is as follows:

- \$169,685 x Percentage Increase of Salaries for Non-Bargaining Unit Employees of Lead Agency

## **VII. Member Agency Fees**

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

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

Item No. 3: No contributions from agencies of METCAD are paid to 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 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

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 275,035 calls including 98,502 emergency calls and 176,533 non-emergency calls and dispatching 156,048 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 subpoenas and requests from the State's Attorney's Office for METCAD records.
- ◆ Respond to Freedom of Information Act requests for reproduction of radio/telephone communications.
- ◆ Answer formal and informal requests for information and records 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, Master Street Address Guide (MSAG), and Premise Alert Program (PAP) data.
- ◆ 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 improve the METCAD back-up facility at Champaign Fire Station 6.
- ◆ Complete CAD upgrade.
- ◆ Complete emergency back-up generator replacement at each of the five METCAD towers.
- ◆ 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.
- ◆ Enhance Quality Assurance program and in-service training program including State mandated training.

**Fund 302**  
**Emergency Telephone**  
**Fund Statement**

	<b>FY16/17</b>	<b>FY17/18</b>	<b>FY17/18</b>	<b>FY18/19</b>
	<b>Actual</b>	<b>Budget</b>	<b>Revised</b>	<b>Proposed</b>
<b>Beginning Balance</b>	<u>\$ 3,414</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Revenues</b>				
Combined Surcharge	1,949,075	1,848,238	1,964,289	2,574,000
<b>Total Revenues</b>	<u>\$ 1,949,075</u>	<u>\$ 1,848,238</u>	<u>\$ 1,964,289</u>	<u>\$ 2,574,000</u>
<b>Expenditures</b>				
Transfer to Fund 301	1,952,489	1,848,238	1,964,289	2,574,000
<b>Total Expenditures</b>	<u>\$ 1,952,489</u>	<u>\$ 1,848,238</u>	<u>\$ 1,964,289</u>	<u>\$ 2,574,000</u>
<b>Ending Balance</b>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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

	FY 16/17 Actual	FY 17/18 Budget	FY 17/18 Revised	FY 18/19 Proposed
<b>Beginning Balance</b>	<u>\$ 1,592,717</u>	<u>\$ 2,229,407</u>	<u>\$ 2,229,407</u>	<u>\$ 2,401,861</u>
<b>Revenues</b>				
MDICE Reimbursement	15,255	12,924	17,381	17,381
Other/Refunds	-	-	-	-
Investment Income	16,651	5,269	16,651	16,651
Dispatching Payments	2,259,956	2,406,896	2,406,896	2,363,917
Donations & Contributions	-			
City of Champaign Contributions	1,344,296	1,419,197	1,419,197	1,417,302
Tfr from Workers Comp Fund	-	-	-	-
Tfr from Emergency Telephone	1,952,489	1,848,238	1,964,289	2,574,000
<b>Total Revenues</b>	<u>\$ 5,588,648</u>	<u>\$ 5,692,524</u>	<u>\$ 5,824,414</u>	<u>\$ 6,389,251</u>
<b>Expenditures</b>				
Personnel Services	3,417,769	3,626,308	3,484,111	3,692,987
Commodities	61,480	64,500	69,500	84,500
Contractual	596,821	953,450	1,210,450	1,030,450
Interfund Transfers	875,887	887,899	887,899	1,440,958
<b>Total Expenditures</b>	<u>\$ 4,951,957</u>	<u>\$ 5,532,157</u>	<u>\$ 5,651,960</u>	<u>\$ 6,248,895</u>
<b>Ending Balance</b>				
reserved	\$0	\$0	\$0	\$0
unallocated	<u>\$ 2,229,407</u>	<u>\$ 2,389,774</u>	<u>\$ 2,401,861</u>	<u>\$ 2,542,217</u>
<b>Total Ending Balance</b>	<u>\$ 2,229,407</u>	<u>\$ 2,389,774</u>	<u>\$ 2,401,861</u>	<u>\$ 2,542,217</u>

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

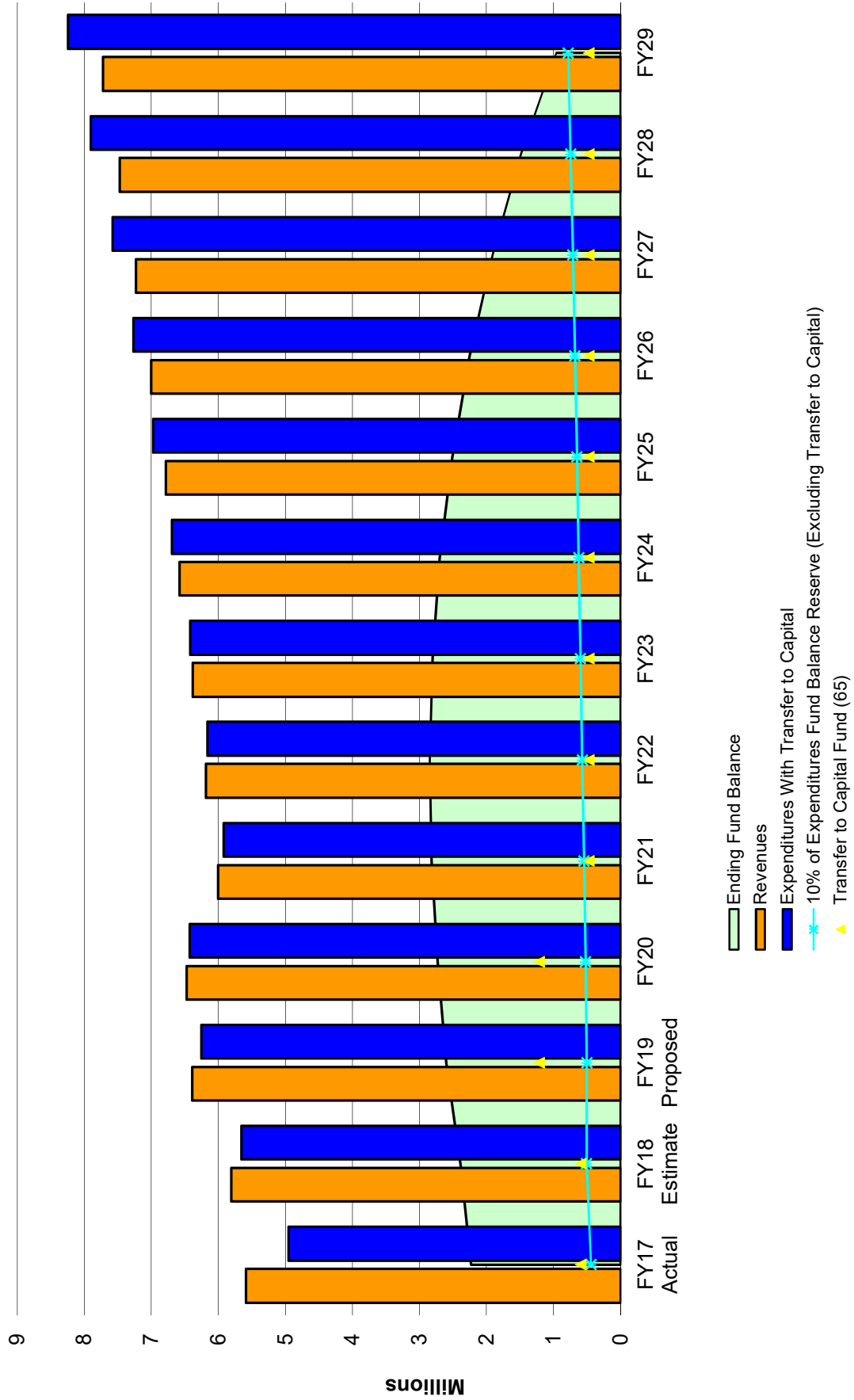
		FY 16/17	FY 17/18	FY 17/18	FY 18/19
		Actual	Budget	Revised	Proposed
50100	Salaries: Scheduled	2,257,927	2,580,007	2,374,820	2,602,245
50110	Overtime Pay	308,664	150,000	270,000	150,000
50140	Employee Separation Pay	6,582	-	35,738	-
50150	Training TC Pay	4,302	3,000	4,000	4,000
50160	Holiday Overtime Pay	43,578	48,034	48,034	48,514
50165	Sick Leave Conversion Pay	549	-	-	-
50170	Temporary Upgrade Pay	724	1,000	1,000	1,000
50200	Group Medical & Life Ins.	296,712	376,260	296,468	393,409
50210	City IMRF/SURS Payment	307,094	284,163	281,023	291,115
50211	City FICA Payments	191,637	183,844	173,028	202,704
	<b>Total Personnel</b>	<b>\$ 3,417,769</b>	<b>\$ 3,626,308</b>	<b>\$ 3,484,111</b>	<b>\$ 3,692,987</b>
51000	Office Supplies	13,531	15,000	20,000	20,000
51010	Education & Training Materials	-	500	500	500
51100	Activity Specific Supplies	11,765	12,000	12,000	12,000
51210	Small Tools & Equipment	14,089	15,000	15,000	30,000
51230	Radio & Communication Equip.	22,095	22,000	22,000	22,000
	<b>Total Commodities</b>	<b>\$ 61,480</b>	<b>\$ 64,500</b>	<b>\$ 69,500</b>	<b>\$ 84,500</b>
52000	Professional Services	10,206	10,000	15,000	65,000
52060	Printing & Document Processing	74	1,500	1,500	1,500
52110	Professional Development	7,206	13,000	20,000	20,000
52120	Professional Memberships	650	1,235	1,235	1,235
52300	Utilities	94,516	105,000	120,000	120,000
52330	Utilities - Radio Network	50,643	55,000	55,000	55,000
52400	Repair & Maintenance Services	940	5,000	5,000	5,000
52420	Maintenance Contracts	397,168	720,000	950,000	720,000
52920	Official City Business Expense	9,183	10,000	10,000	10,000
52930	Postage & Express Charges	200	1,000	1,000	1,000
52940	Property & Equipment Rental	26,035	31,715	31,715	31,715
	<b>Total Contractual</b>	<b>\$ 596,821</b>	<b>\$ 953,450</b>	<b>\$ 1,210,450</b>	<b>\$ 1,030,450</b>
59101	TFR to General Operating Fund	232,552	241,965	241,965	169,685
59181	TFR to Retained Risk Fund	48,894	51,339	51,339	53,906
59182	TFR to Workers Comp. Ins. Fund	5,136	5,290	5,290	5,351
59340	TRF to METCAD Equip. Repl. Fund	589,305	589,305	589,305	1,212,016
	<b>Total Transfers</b>	<b>\$ 875,887</b>	<b>\$ 887,899</b>	<b>\$ 887,899</b>	<b>\$ 1,440,958</b>
	<b>Total of Expenditures</b>	<b>\$ 4,951,957</b>	<b>\$ 5,532,157</b>	<b>\$ 5,651,960</b>	<b>\$ 6,248,895</b>

**METCAD Fund Statement 09**

	<u>FY16/17</u>	<u>FY17/18</u>	<u>FY18/19</u>	<u>FY19/20</u>	<u>FY20/21</u>	<u>FY21/22</u>	<u>FY22/23</u>	<u>FY23/24</u>	<u>FY24/25</u>	<u>FY25/26</u>	<u>FY26/27</u>	<u>FY27/28</u>	<u>FY28/29</u>
<b>Beginning Balance</b>	<u>Actuals</u>	<u>Estimates</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
	<u>1,592,717</u>	<u>2,229,408</u>	<u>2,386,005</u>	<u>2,526,361</u>	<u>2,576,719</u>	<u>2,666,369</u>	<u>2,691,573</u>	<u>2,649,310</u>	<u>2,936,413</u>	<u>2,349,565</u>	<u>2,085,289</u>	<u>1,739,941</u>	<u>1,309,701</u>
<b>Revenues</b>													
Revenue Transfers - Surcharge	1,952,489	1,964,289	2,574,000	2,547,000	1,952,489	1,952,489	1,952,489	1,952,489	1,952,489	1,952,489	1,952,489	1,952,489	1,952,489
Change to meet the Change in Operating Costs: (Linked to percentage listed below)													
City of Champaign Dispatching Payments	1,344,296	1,419,197	1,417,302	1,452,735	1,525,647	1,602,146	1,674,627	1,750,510	1,829,956	1,913,138	2,000,236	2,091,437	2,186,938
Dispatching Payments	2,195,079	2,342,004	2,299,043	2,356,519	2,474,792	2,598,863	2,716,457	2,839,548	2,968,420	3,103,352	3,244,635	3,392,574	3,547,490
Additional Change to Right Size Fund:													
Percentage increase			0.0%	0.5%	0.5%								
City of Champaign Dispatching Payments				7,087	7,264								
Dispatching Payments				11,495	11,783								
<b>Total User Fee Percent Increase</b>			<b>0.0%</b>	<b>3.0%</b>	<b>5.0%</b>	<b>4.5%</b>	<b>4.5%</b>	<b>4.5%</b>	<b>4.5%</b>	<b>4.5%</b>	<b>4.6%</b>	<b>4.6%</b>	<b>4.6%</b>
Other Revenues	96,784	83,067	98,906	98,906	34,032	34,032	34,032	34,032	34,032	34,032	34,032	34,032	34,032
<b>Total Revenues</b>	<b>5,588,648</b>	<b>5,808,557</b>	<b>6,389,251</b>	<b>6,473,741</b>	<b>6,006,005</b>	<b>6,187,550</b>	<b>6,377,605</b>	<b>6,576,578</b>	<b>6,784,897</b>	<b>7,003,012</b>	<b>7,231,392</b>	<b>7,470,532</b>	<b>7,720,950</b>
<b>Expenditures</b>													
Capital Expenses													
Commodities	61,480	69,500	84,500	85,768	87,054	88,360	89,685	91,030	92,396	93,782	95,189	96,616	98,066
Contractual Services	596,821	910,450	980,450	1,009,864	1,040,159	1,071,364	1,103,505	1,136,610	1,170,709	1,205,830	1,242,005	1,279,265	1,317,643
One Time Costs		300,000	50,000										
Workers Comp/Retained Risk/Gen Op	286,582	298,594	228,942	238,100	247,624	257,529	267,830	276,543	289,685	301,272	313,323	325,856	338,890
Transfer to Capital Replacement Fund 65	589,305	589,305	1,212,016	1,212,016	470,000	470,000	470,000	470,000	470,000	470,000	470,000	470,000	470,000
Personnel Services	3,417,769	3,484,111	3,692,987	3,877,636	4,071,518	4,275,094	4,488,849	4,713,291	4,948,956	5,196,404	5,456,224	5,729,035	6,015,487
<b>Total Expenditures</b>	<b>4,951,957</b>	<b>5,651,960</b>	<b>6,248,895</b>	<b>6,423,383</b>	<b>5,916,355</b>	<b>6,162,347</b>	<b>6,419,869</b>	<b>6,689,475</b>	<b>6,971,745</b>	<b>7,267,287</b>	<b>7,576,740</b>	<b>7,900,772</b>	<b>8,240,085</b>
<b>Total Ending Balance</b>	<b>2,229,408</b>	<b>2,386,005</b>	<b>2,526,361</b>	<b>2,576,719</b>	<b>2,666,369</b>	<b>2,691,573</b>	<b>2,649,310</b>	<b>2,536,413</b>	<b>2,349,565</b>	<b>2,085,289</b>	<b>1,739,941</b>	<b>1,309,701</b>	<b>790,566</b>
<b>Fund Balance Reserve: 10% of Expenditures (excluding capital)</b>	436,265	506,266	503,688	521,137	544,636	569,235	594,987	621,947	650,174	679,729	710,674	743,077	777,009



# METCAD General Operating Fund 9 FY18/19 Proposed Budget



**POLICE CONTRIBUTIONS FY 18/19 (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>2015</b>	<b>2016</b>	<b>2017</b>	<b>3 YR AVG</b>
CPD	41.13%	59,334	54,870	54,942	56,382
UPD	19.19%	27,352	26,797	24,754	26,301
UIPD	9.26%	13,418	12,625	12,027	12,690
CCSO*	21.66%	29,568	29,892	29,637	29,699
RPD	8.76%	12,659	11,908	11,474	12,014
<b>TOTAL CALLS FOR SERVICE</b>		<u>142,331</u>	<u>136,092</u>	<u>132,834</u>	<u>137,086</u>

\*INCLUDES SMALL TOWN CALLS AND ANIMAL CONTROL

**Number of Officers (NOO)**

Champaign Police Department	125	35.50%
Urbana Police Department	57	16.19%
University of Illinois Police Department	65	18.46%
Champaign County Sheriff's Office	75.1	21.33%
Rantoul Police Department	30	8.52%
<b>Total</b>	<u>352.1</u>	

**Champaign Police Department**

CFS	41.13%	
NOO	35.50%	
Avg of 2	38.32%	\$ <b>1,210,335</b>

**Urbana Police Department**

CFS	19.19%	
NOO	16.19%	
Avg of 2	17.69%	\$ <b>558,720</b>

**University of Illinois Police Department**

CFS	9.26%	
NOO	18.46%	
Avg of 2	13.86%	\$ <b>437,785</b>

**Champaign County Sheriff's Office**

CFS	21.66%	
NOO	21.33%	
Avg of 2	21.50%	\$ <b>679,063</b>

**Rantoul Police Department**

CFS	8.76%	
NOO	8.52%	
Avg of 2	8.64%	\$ <b>272,990</b>

**FIRE CONTRIBUTIONS FY 18/19**

\$	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)
	12,881	Metro (CFD,UFRS) total 3 yr average
	<u>5,885</u>	Rural Fire total 3 yr average
	18,766	Total AVERAGE number of calls per year
\$	20.79	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	7943	20.794		\$165,158
			fixed cost share	<u>\$41,809</u>
			TOTAL	\$206,967
UFRS	4938	20.794		\$102,680
			fixed cost share	<u>\$41,809</u>
			TOTAL	\$144,489
UIFD (Charged to UFRS)	0	20.794		\$0
			fixed cost share	<u>\$41,809</u>
			TOTAL	\$41,809
RURAL	5885	20.794		\$122,378
			fixed cost share	<u>\$41,809</u>
			TOTAL	\$164,187

**RURAL FIRE DEPARTMENTS (22)**

<b>Dept</b>	<b>Avg # calls</b>	<b>Cost per call</b>		<b>Totals</b>
Bondville	180	20.794		\$3,743
			fixed cost share	<u>\$1,900</u>
			Total	\$5,643
Broadlands/Longview	116	20.794		\$2,419
			fixed cost share	<u>\$1,900</u>
			Total	\$4,319
Carroll	404	20.794		\$8,394
			fixed cost share	<u>\$1,900</u>
			Total	\$10,294
Combelt	1056	20.794		\$21,965
			fixed cost share	<u>\$1,900</u>
			Total	\$23,866
Eastern Prairie	234	20.794		\$4,866
			fixed cost share	<u>\$1,900</u>
			Total	\$6,766
Edge Scott	269	20.794		\$5,600
			fixed cost share	<u>\$1,900</u>
			Total	\$7,501
Gifford	178	20.794		\$3,701
			fixed cost share	<u>\$1,900</u>
			Total	\$5,602
Homer	144	20.794		\$2,994
			fixed cost share	<u>\$1,900</u>
			Total	\$4,895
Ivesdale	127	20.794		\$2,634
			fixed cost share	<u>\$1,900</u>
			Total	\$4,534
Ludlow	82	20.794		\$1,712
			fixed cost share	<u>\$1,900</u>
			Total	\$3,612
Ogden Royal	140	20.794		\$2,911
			fixed cost share	<u>\$1,900</u>
			Total	\$4,812

**RURAL FIRE DEPARTMENTS (22)**

<b>Dept</b>	<b>Avg # calls</b>	<b>Cost per call</b>		<b>Totals</b>
Pesotum	106	20.794		\$2,204
			fixed cost share	<u>\$1,900</u>
			Total	\$4,105
Philo	131	20.794		\$2,731
			fixed cost share	<u>\$1,900</u>
			Total	\$4,631
Rantoul	336	20.794		\$6,987
			fixed cost share	<u>\$1,900</u>
			Total	\$8,887
Sadorus	127	20.794		\$2,634
			fixed cost share	<u>\$1,900</u>
			Total	\$4,534
St. Joseph	375	20.794		\$7,791
			fixed cost share	<u>\$1,900</u>
			Total	\$9,691
Sangamon Valley	277	20.794		\$5,753
			fixed cost share	<u>\$1,900</u>
			Total	\$7,653
Savoy	629	20.794		\$13,086
			fixed cost share	<u>\$1,900</u>
			Total	\$14,987
Seymour	128	20.794		\$2,655
			fixed cost share	<u>\$1,900</u>
			Total	\$4,555
Sidney	104	20.794		\$2,169
			fixed cost share	<u>\$1,900</u>
			Total	\$4,070
Thomasboro	351	20.794		\$7,292
			fixed cost share	<u>\$1,900</u>
			Total	\$9,192
Tolono	391	20.794		\$8,137
			fixed cost share	<u>\$1,900</u>
			Total	\$10,038
<b>Total Rural Fire Contributions</b>				<b>\$164,187</b>

**Fire Departments Calls For Service**

	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>Total</b>	<b>3 YR AVG</b>
Bondville	191	171	178	540	180
Broadlands/Longview	120	104	125	349	116
Carroll	448	393	370	1,211	404
Cornbelt	1,039	1,016	1,114	3,169	1,056
Eastern Prairie	262	236	204	702	234
Edge Scott	250	264	294	808	269
Gifford	170	179	185	534	178
Homer	157	129	146	432	144
Ivesdale	138	116	126	380	127
Ludlow	82	71	94	247	82
Ogden/Royal	137	137	146	420	140
Pesotum	99	105	114	318	106
Philo	136	126	132	394	131
Rantoul	373	326	309	1,008	336
Sadorus	135	121	124	380	127
St. Joseph	370	352	402	1,124	375
Sangamon Valley	258	287	285	830	277
Savoy	623	627	638	1,888	629
Seymour	129	130	124	383	128
Sidney	109	97	107	313	104
Thomasboro	306	363	383	1,052	351
Tolono	377	394	403	1,174	391
CFD	7,848	7,946	8,034	23,828	7,943
UFRS	5,063	5,019	4,732	14,814	4,938
<b>Total Calls for Service</b>	<b>18,820</b>	<b>18,709</b>	<b>18,769</b>	<b>56,298</b>	<b>18,766</b>

**METCAD BUDGET REVENUES**

<b>AGENCY</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>Difference</b>
CPD	\$ 1,150,364	\$ 1,214,812	\$ 1,210,335	\$ (4,478)
CFD	\$ 193,932	\$ 204,385	\$ 206,967	\$ 2,582
Total for City of Champaign	\$ 1,344,296	\$ 1,419,197	\$ 1,417,302	\$ (1,895)
UPD	\$ 535,913	\$ 558,784	\$ 558,720	\$ (64)
UFRS	\$ 144,170	\$ 149,450	\$ 144,489	\$ (4,962)
UIFD( Charged to UFRS)	\$ 39,818	\$ 41,809	\$ 41,809	\$ 0
Total for City of Urbana	\$ 719,901	\$ 750,043	\$ 745,017	\$ (5,026)
UIPD	\$ 427,772	\$ 444,932	\$ 437,785	\$ (7,146)
CCSO	\$ 635,389	\$ 667,258	\$ 679,063	\$ 11,805
RPD	\$ 259,032	\$ 273,108	\$ 272,990	\$ (117)
BONDVILLE	\$ 5,765	\$ 5,744	\$ 5,643	\$ (101)
BRDLNDS/LNGVW	\$ 4,190	\$ 4,280	\$ 4,319	\$ 39
CARROLL	\$ 9,802	\$ 10,581	\$ 10,294	\$ (287)
CORNBELT	\$ 21,350	\$ 22,918	\$ 23,866	\$ 948
EASTERN PRAIRIE	\$ 6,847	\$ 7,028	\$ 6,766	\$ (262)
EDGE SCOTT	\$ 6,414	\$ 6,966	\$ 7,501	\$ 535
GIFFORD	\$ 5,427	\$ 5,627	\$ 5,602	\$ (25)
HOMER	\$ 4,879	\$ 4,891	\$ 4,895	\$ 4
IVESDALE	\$ 4,237	\$ 4,468	\$ 4,534	\$ 67
LUDLOW	\$ 2,932	\$ 3,302	\$ 3,612	\$ 310
OGDEN/ROYAL	\$ 4,568	\$ 4,829	\$ 4,812	\$ (17)
PESOTUM	\$ 3,696	\$ 3,947	\$ 4,105	\$ 157
PHILO	\$ 4,386	\$ 4,565	\$ 4,631	\$ 66
RANTOUL	\$ 8,875	\$ 9,332	\$ 8,887	\$ (445)
SADORUS	\$ 4,210	\$ 4,475	\$ 4,534	\$ 60
ST. JOSEPH	\$ 10,099	\$ 9,852	\$ 9,691	\$ (161)
SANGAMON VALLEY	\$ 6,739	\$ 7,340	\$ 7,653	\$ 313
SAVOY	\$ 13,000	\$ 14,356	\$ 14,987	\$ 631
SEYMOUR	\$ 4,115	\$ 4,482	\$ 4,555	\$ 73
SIDNEY	\$ 4,129	\$ 4,246	\$ 4,070	\$ (176)
THOMASBORO	\$ 7,936	\$ 8,791	\$ 9,192	\$ 401
TOLONO	\$ 9,389	\$ 9,790	\$ 10,038	\$ 248
<b>TOTAL</b>	<b>\$ 3,539,375</b>	<b>\$ 3,716,345</b>	<b>\$ 3,716,345</b>	<b>\$ 0</b>
<b>Less Urbana's User Fee Increase*</b>				
<b>Urbana's First Loan**</b>	<b>\$ 25,468</b>	<b>\$ 25,468</b>	<b>\$ 25,468</b>	
<b>Urbana's Second Loan***</b>	<b>\$ 19,406</b>	<b>\$ 19,406</b>	<b>\$ 19,406</b>	
<b>REVISED TOTAL</b>	<b>\$ 3,584,249</b>	<b>\$ 3,761,219</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 16/17 Actual</b>	<b>FY 17/18 Budget</b>	<b>FY 17/18 Revised</b>	<b>FY 18/19 Proposed</b>
<b>Beginning Balance</b>	<u>\$ 3,183,138</u>	<u>\$ 1,595,415</u>	<u>\$ 1,595,415</u>	<u>\$ 1,969,566</u>
<b>Revenues</b>				
Interest	27,025	25,000	25,000	25,000
Transfer From Fund 301	589,305	589,305	589,305	1,212,016
<b>Total Revenues</b>	<u>\$ 616,330</u>	<u>\$ 614,305</u>	<u>\$ 614,305</u>	<u>\$ 1,237,016</u>
<b>Expenditures</b>				
Activity Specific Supplies	-			
Construction & Improvements	-	35,000	55,000	20,000
Computer Hardware & Software	7,961	396,009	68,475	322,536
Communications Equipment	2,099,886	366,093	25,000	250,000
Electronic Equipment	96,206	50,000	76,679	-
Office Furniture and Equipment		23,428	15,000	13,426
<b>Total Expenditures</b>	<u>\$ 2,204,053</u>	<u>\$ 870,530</u>	<u>\$ 240,154</u>	<u>\$ 605,962</u>
<b>Ending Balance</b>	<u>\$ 1,595,415</u>	<u>\$ 1,339,190</u>	<u>\$ 1,969,566</u>	<u>\$ 2,600,620</u>



**ASSET INVENTORY  
FY 2017 - 2018**

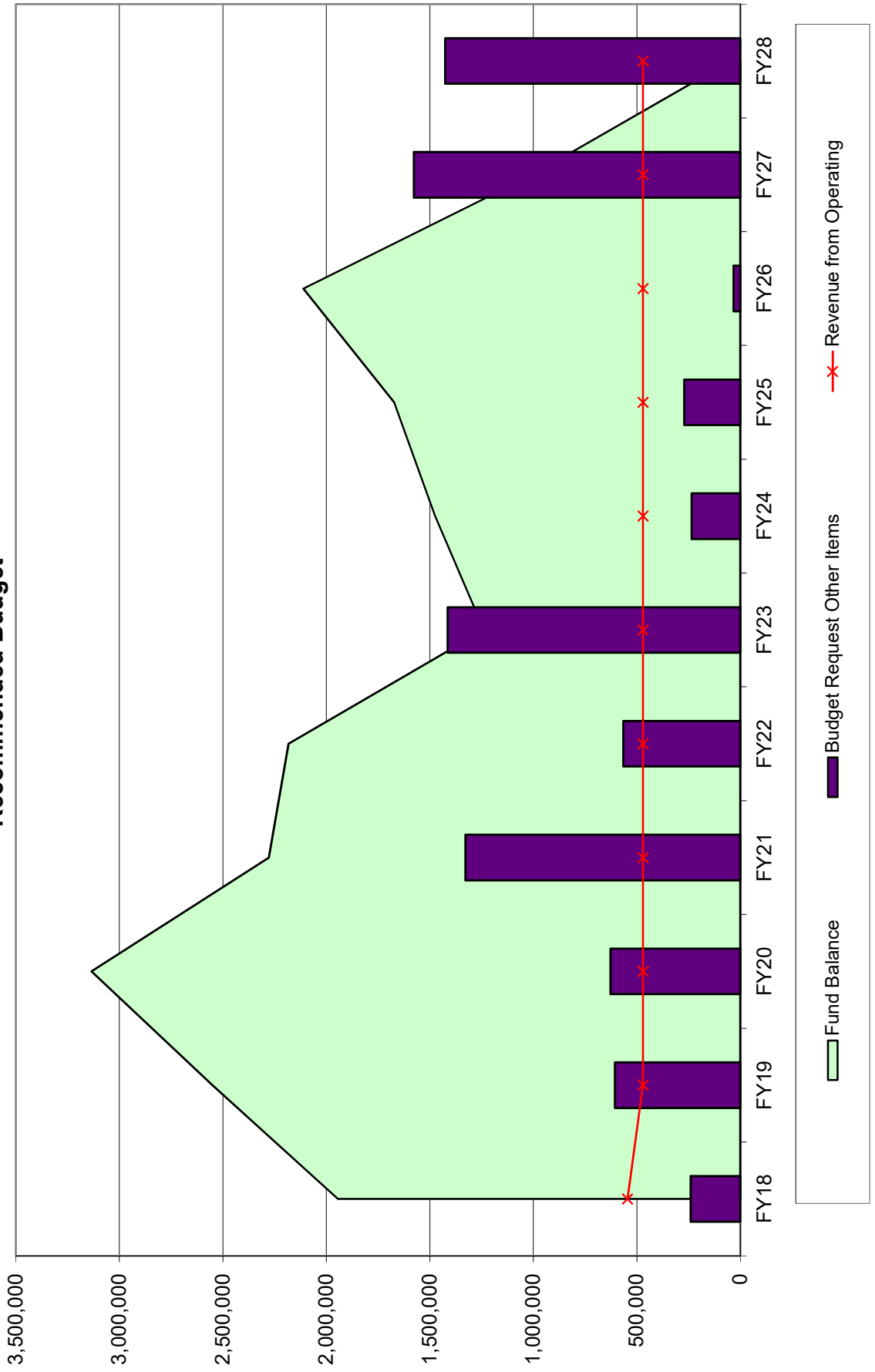
Replacement Year	Item Description	Asset Class	FY of Purchas	Acquisition Cost	Svc Life	Amortized Cost		Replacement Cost
2018	ADMIN PC's ( 9 WS; 8LT; 11 PR)	1900	2013	\$35,000	5	\$7,000	2018	\$35,000
2018	ANTENNA & FEEDLINE TEST UNIT	1200	2005	\$11,679	10	\$1,168	2018	\$11,679
2018	BDA (VZW) METCAD	1800	2013	\$15,000	7	\$2,143	2018	\$15,000
2018	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2018	CAD WORKSTATIONS & MONITORS (10)	1900	2013	\$33,475	3	\$11,158	2018	\$33,475
2018	CAMERAS FOR TOWER SITES	1600	2017	\$35,000			2018	\$35,000
2018	CHAIRS FOR DISPATCH	1600	2003	\$15,000	15	\$1,000	2018	\$15,000
2018	MDICE UPS - 30 KVA MASTER	1800	2007	\$25,000	10	\$2,500	2018	\$25,000
2018	UPS (1) - SECONDARY	1800	2017	\$50,000	10	\$5,000	2018	\$50,000
				<b>SUB TOTAL</b>				<b>\$240,154</b>
2019	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2019	CAD SOFTWARE/MAPPING UPGRADES	2000	2013	\$180,000	3	\$60,000	2018	\$180,000
2019	COPY MACHINE/SCANNER	1700	2011	\$8,428	7	\$1,204	2018	\$8,428
2019	ID PRINTER	2000	2011	\$4,998	5	\$1,000	2018	\$4,998
2019	MDICE GENERATOR - CFD	1100	2007	\$25,000	12	\$2,083	2018	\$25,000
2019	MDICE GENERATOR - METCAD	1100	2007	\$25,000	12	\$2,083	2018	\$25,000
2019	MDICE GENERATOR - SIDNEY	1100	2007	\$25,000	12	\$2,083	2018	\$25,000
2019	MDICE GENERATOR - THOMASBORO	1100	2007	\$25,000	12	\$2,083	2018	\$25,000
2019	MDICE GENERATOR - WLRW	1100	2007	\$25,000	12	\$2,083	2018	\$25,000
2019	MDICE UPS - CFD	1800	2007	\$25,000	10	\$2,500	2018	\$25,000
2019	MDICE UPS - METCAD	1800	2007	\$25,000	10	\$2,500	2018	\$25,000
2019	MDICE UPS - SIDNEY	1800	2007	\$25,000	10	\$2,500	2018	\$25,000
2019	MDICE UPS - THOMASBORO	1800	2007	\$25,000	10	\$2,500	2018	\$25,000
2019	MDICE UPS - WLRW	1800	2007	\$25,000	10	\$2,500	2018	\$25,000
2019	NETWORK INFRASTRUCTURE(ROUTER/SWITCHES)	1900	2012	\$40,000	5	\$8,000	2018	\$40,000
2019	SERVERS (10)	1900	2013	\$102,536	4	\$25,634	2018	\$102,536
				<b>SUB TOTAL</b>				<b>\$605,962</b>
2020	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2020	MASTER-PRIME FIBER OPTICS HARDWARE	1800	2010	\$15,000	10	\$1,500	2018	\$15,000
2020	MESSAGE SWITCH	1900	2015	\$5,250	5	\$1,050	2018	\$5,250
2020	PENDING STATE DECISIONS RESERVE/FACILITY			\$500,000				\$500,000
2020	SCADA SITE MONITORING (PROTEK)	1700	2015	\$31,500	5	\$6,300	2018	\$31,500
2020	VHF BASE STATIONS (6)	1800	2010	\$48,000	10	\$4,800	2018	\$48,000
2020	WORKOUT EQUIPMENT	2300	2010	\$7,825	10	\$783	2018	\$7,825
				<b>SUB TOTAL</b>				<b>\$627,575</b>
2021	AED UNITS (2)	1700	2016	\$2,993	5	\$599	2018	\$2,993
2021	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2021	CAD WORKSTATIONS & MONITORS (10)	1900	2018	\$34,479	3	\$11,493	2018	\$34,479
2021	E9-1-1 TELEPHONE SYSTEM	1800	2014	\$770,000	7	\$110,000	2018	\$770,000
2021	PENDING STATE DECISIONS RESERVE/FACILITY			\$500,000				\$500,000
				<b>SUB TOTAL</b>				<b>\$1,327,472</b>
2022	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2022	CAD SOFTWARE/MAPPING UPGRADES	2000	2019	\$190,962	3	\$63,654	2018	\$190,962
2022	COMM SERV MONITOR	1800	2011	\$42,000	11	\$3,818	2018	\$42,000
2022	CONTROLLED ACCESS CONTROL DOORS	2800	2012	\$22,000	10	\$2,200	2018	\$22,000
2022	LCD PROJECTOR	1900	2012	\$3,300	10	\$330	2018	\$3,300
2022	NETWORK CLOCK	1900	2017	\$9,978	5	\$1,996	2018	\$9,978
2022	NETWORK STORAGE/BACKUP	1900	2015	\$18,000	7	\$2,571	2018	\$19,799
2022	PLOTTER	1900	2015	\$6,657	7	\$951	2018	\$6,657
2022	VHF FIRE PAGING (SIMULCAST)	3200	2007	\$250,000	15	\$16,667	2018	\$250,000
				<b>SUB TOTAL</b>				<b>\$564,696</b>
2023	ADMIN PC's ( 9 WS; 7LT; 11 PR)	1900	2018	\$36,050	5	\$7,210	2018	\$36,050
2023	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2023	CONFERENCE ROOM SPEAKER PHONE	1800	2016	\$2,675	7	\$382	2018	\$2,675
2023	LOGGING RECORDER	1800	2013	\$200,000	10	\$20,000	2018	\$200,000
2023	MDICE UPDATE (SOFTWARE/HARDWARE)	1200	2013	\$1,007,500	10	\$100,750	2018	\$1,007,500
2023	NETWORK INFRASTRUCTURE(ROUTER/SWITCHES)	1900	2019	\$42,000	5	\$8,400	2018	\$42,000
2023	SERVERS (10)	1900	2019	\$105,612	4	\$26,403	2018	\$105,612
				<b>SUB TOTAL</b>				<b>\$1,413,837</b>
2024	BACKUP RADIOS (20)	1200	2017	\$119,062	7	\$17,009	2018	\$119,062
2024	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2024	CAD WORKSTATIONS & MONITORS (10)	1900	2021	\$35,514	3	\$11,838	2018	\$35,514
2024	ID PRINTER	2000	2019	\$5,298	5	\$1,060	2018	\$5,298
2024	UPS (1) - PRIMARY	1800	2014	\$55,000	10	\$5,500	2018	\$55,000
				<b>SUB TOTAL</b>				<b>\$234,874</b>
2025	BDA (VZW) METCAD	1800	2018	\$16,050	7	\$2,293	2018	\$16,050
2025	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2025	CAD SOFTWARE/MAPPING UPGRADES	2000	2022	\$196,691	3	\$65,564	2018	\$196,691
2025	MESSAGE SWITCH	1900	2020	\$5,513	5	\$1,103	2018	\$5,513
2025	SCADA SITE MONITORING (PROTEK)	1700	2020	\$33,075	5	\$6,615	2018	\$33,075
				<b>SUB TOTAL</b>				<b>\$271,329</b>

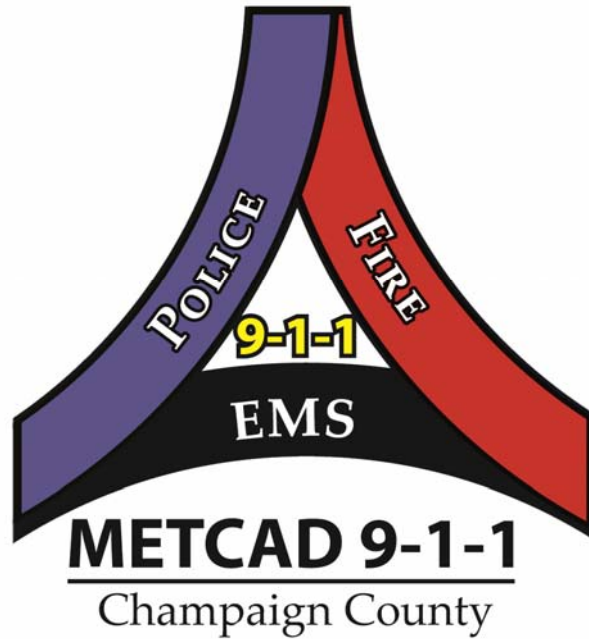
**ASSET INVENTORY  
FY 2017 - 2018**

2026	AED UNITS (2)	1700	2021	\$3,143	5	\$629	2018	\$3,143
2026	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2026	COPY MACHINE/SCANNER	1700	2019	\$9,018	7	\$1,288	2018	\$9,018
				<b>SUB TOTAL</b>				<b>\$32,161</b>
2027	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2027	CAD WORKSTATIONS & MONITORS (10)	1900	2024	\$36,199	3	\$12,066	2018	\$36,199
2027	CONSOLE WORKSTATIONS - RADIO	1200	2017	\$1,401,244	10	\$140,124	2018	\$1,401,244
2027	NETWORK CLOCK	1900	2022	\$10,477	5	\$2,095	2018	\$10,477
2027	SERVERS (10)	1900	2022	\$108,780	4	\$27,195	2018	\$108,780
				<b>SUB TOTAL</b>				<b>\$1,576,700</b>
2028	ADMIN PC's ( 9 WS; 7LT; 11 PR)	1900	2018	\$37,853	5	\$7,571	2018	\$37,853
2028	ANTENNA & FEEDLINE TEST UNIT	1200	2018	\$12,847	10	\$1,285	2018	\$12,847
2028	BUILDING RENOVATIONS	1600		\$20,000			2018	\$20,000
2028	CAD SOFTWARE/MAPPING UPGRADES	2000	2025	\$202,592	3	\$67,531	2018	\$202,592
2028	E9-1-1 TELEPHONE SYSTEM	1800	2021	\$847,000	7	\$121,000	2018	\$847,000
2028	MDICE UPS - 30 KVA MASTER	1800	2018	\$27,500	10	\$2,750	2018	\$27,500
2028	NETWORK INFRASTRUCTURE(ROUTER/SWITCHES)	1900	2023	\$44,100	5	\$8,820	2018	\$44,100
2028	SCADA SITE MONITORING (PROTEK)	1700	2023	\$34,729	5	\$6,946	2018	\$34,729
2028	UPS (1) - SECONDARY	1800	2018	\$55,000	10	\$5,500	2018	\$55,000
2028	VIDEO CAMERA SECURITY SYSTEM	1900	2018	\$144,100	10	\$14,410	2018	\$144,100
				<b>SUB TOTAL</b>				<b>\$1,425,721</b>
2029	ID PRINTER	2000	2024	\$5,616	5	\$1,123	2018	\$5,616
2029	MDICE UPS - CFD	1800	2007	\$27,500	10	\$2,750	2018	\$27,500
2029	MDICE UPS - METCAD	1800	2007	\$27,500	10	\$2,750	2018	\$27,500
2029	MDICE UPS - SIDNEY	1800	2007	\$27,500	10	\$2,750	2018	\$27,500
2029	MDICE UPS - THOMASBORO	1800	2007	\$27,500	10	\$2,750	2018	\$27,500
2029	MDICE UPS - WLRW	1800	2007	\$27,500	10	\$2,750	2018	\$27,500
2029	NETWORK STORAGE/BACKUP	1900	2022	\$21,780	7	\$3,111	2018	\$21,780
2029	PLOTTER	1900	2022	\$6,857	7	\$980	2018	\$6,857
				<b>SUB TOTAL</b>				<b>\$171,753</b>

<b>CHART DATA</b>						
Fiscal Year	Revenue from Operating	Urbana Loan Repayment	2nd Urbana Loan	Transfer from Surcharge	Budget Request Other Items	Fund Balance
						1,595,415
FY18	545,000	25,468	18,837		240,154	1,944,566
FY19	470,000	25,468	18,837	697,711	605,962	2,550,620
FY20	470,000	25,468	18,837	697,711	627,575	3,135,061
FY21	470,000				1,327,472	2,277,589
FY22	470,000				564,697	2,182,893
FY23	470,000				1,413,837	1,239,056
FY24	470,000				234,874	1,474,182
FY25	470,000				271,328	1,672,854
FY26	470,000				32,161	2,110,693
FY27	470,000				1,576,700	1,003,993
FY28	470,000				1,425,720	48,273
FY29	470,000				171,753	346,520

**CAPITAL FUND SCHEDULE  
Recommended Budget**





# **CAPITAL PLAN**

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

**REVISED ANNUALLY**

# Capital Improvement Policies

## I. Purpose & Definition

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

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

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

**Reason for the policy:**

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

## II. General

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

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

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

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

**Reason for the policy:**

This item establishes general guidelines for capital planning.

### III. Funding for Capital Improvements

**Major Revenue Sources:** Major revenue sources for capital improvements are as follows: Emergency 9-1-1 Telephone Surcharge (Fund 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.