

REPORT TO METCAD POLICY BOARD

FROM: Ralph Caldwell, METCAD Director

DATE: March 7, 2019

SUBJECT: METCAD FY 19/20 Proposed Budget

A. Introduction: The purpose of this report is to request approval of the proposed FY 19/20 METCAD budget.

B. Recommended Action: Staff recommends approval of Alternative 1, approving the budget as presented for FY 19/20.

C. Summary:

- Total surcharge revenues are estimated to be \$2,705,832, an increase of \$131,832, over the amount originally budgeted for FY 18/19.
- The proposed budget reflects a 3% increase in user fees.
- The proposed budget includes the addition of one telecommunicator, one telecommunications supervisor, and one management analyst for the CAD implementation. This results in an increase of \$255,035 in personnel expenditures.
- The proposed budget includes an overtime cost of \$150,000 which is a decrease of \$170,000 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 19/20 is budgeted at \$1,142,016. This includes two loan payments scheduled to be received from the City of Urbana. This will be the last year of the loan payments. The overall revenues include the fifth of five annual payments of \$20,000 from the Village of Rantoul for their initial buy-in to METCAD.
- Capital expenditure for FY 19/20 is estimated to be \$1,559,518.

D. Background:

1. Surcharge Revenues. Total surcharge revenues are estimated to be \$2,705,832 which is an increase of \$131,832 of the original estimate for FY 18/19. Staff took the average of the checks received thus far for the year. Last year, the Board agreed that staff should budget conservatively based on several factors. The same factors still exist for the upcoming budget year. These factors include how much will be spent on grants in FY 20; 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; and surplus funds from the Wireless Carrier Reimbursement Fund. The Public Act is set to sunset on December 31, 2020.

2. Proposed Increases to User Agency Fees. The proposed FY 19/20 budget reflects an increase in user fees of 3% which is the same increase previously discussed with the Board and is based on the increase in operating costs over last year's expenditures. A 3% increase represents an increase of \$111,491 in METCAD's overall revenue. Projections show that approximately an increase of 3% 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 two years with the Board, Administration is requesting that one TC be added for this fiscal year 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 32. The increase in salaries for an additional telecommunicator is \$64,887 including benefits.

Also, included in this budget is a request to reinstate the third supervisor. In 2012, due to a Voluntary Separation Incentive Plan, a long-time employee retired and the position was eliminated for salary savings. Staff continues to struggle with the loss of that position. The amount of FOIA's have increased each year and the number of authorized telecommunicators have also increased at the request of staff. Staff hopes to increase quality control measures as well. The increase in salaries for the third supervisor position is \$94,117 including benefits.

A third position is included in the budget which is a temporary position. It is a Management Analyst which will help with the implementation of a new integrated CAD system. A project of this size will require that a position be available to coordinate implementation with all of the different agencies affected. They will be responsible for helping with the contract implementation and be the contact with the new vendor during implementation. The increase in salaries for a Management Analyst is \$96,031 including benefits.

4. Overtime Costs for FY 18/19 and FY 19/20. The revised FY 18/19 overtime budget is estimated to be \$320,000. 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 19/20, staff is estimating overtime to be \$150,000 with the intention of being fully staffed with an authorized strength of 33.

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 \$1,142,016. This includes a transfer of \$1,097,531, 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. This will be the fifth and final year of loan payments. Two transfers of \$500,000 have been made; one in FY 19/20 and one in FY 20/21; due to the additional surcharge. Staff has budgeted this money to be used for a new CAD system. The current CAD system is no longer being properly supported and staff would like to continue researching options.

E. Alternatives:

1. Approve the FY 19/20 budget as presented.
2. Do not approve the FY 19/20 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% which is the amount originally discussed with the METCAD Policy Board in last year's budget process.
- Provides for additional staffing including one telecommunicator, one supervisor, and one Management Analyst.
- 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 3%.
- Includes additional expenditures in staffing at a cost of \$255,035.

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 19/20 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 \$378,979. It also includes additional expenditures of \$255,035 to allow for the hiring of one telecommunicator, one supervisor, and one Management Analyst for the implementation of a new CAD system.

H. Staffing Impact: The FY 19/20 budget includes additional staffing of one telecommunicator bringing authorized strength to 33. Based on Project Retains, METCAD should have 37 telecommunicators to fully staff the number of console positions it currently has in dispatch. This would be the third telecommunicator authorized by the Board over the past three years. This budget also includes an additional supervisor which would reinstate the third supervisor previously cut due to budget constraints. It also includes a temporary Management Analyst to manage the new integrated CAD system. Implementing and maintaining a new CAD would require staffing time that current management staffing levels could not provide along with current responsibilities. The management analyst would be budgeted for two years while the integrated CAD system is implemented. Staff anticipates future technical staffing will be needed with the schedule of upcoming projects and possible changes required for Next Generation 9-1-1. The integrated CAD system would also involve other user agencies.

**METCAD FY 2019/2020
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.

I. Statement of Purpose

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

II. Priority Usage of Resources
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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 and NG 9-1-1 related 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.

METCAD

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

Departmental Overview

Organization

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

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

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

Department Baseline Service Levels, Goals and Initiatives by Activity

METCAD Operations Fund (301)

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 274,945 calls including 99,564 emergency calls and 175,381 non-emergency calls and dispatching 152,327 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.
- ◆ Identify strategies to increase successful hiring, training, and retention.
- ◆ Continue efforts to improve the METCAD back-up facility at Champaign Fire Station 6.
- ◆ Initiate CAD replacement.
- ◆ Complete installation of console furniture and upgrades to dispatch, including carpeting and lighting.
- ◆ Complete emergency back-up generator, UPS, and HVAC replacements at each of the five METCAD towers.
- ◆ Replace remote monitoring equipment at each of the five METCAD towers, the back-up center, and primary facility.
- ◆ Continue steps to move forward on NextGen initiatives such as Rapid SOS, Text to 9-1-1, and ASAP to PSAP.

- ◆ 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**

	FY17/18 Actual	FY18/19 Budget	FY18/19 Revised	FY19/20 Proposed
Beginning Balance	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Revenues				
Combined Surcharge	2,326,853	2,574,000	2,705,832	2,705,832
Total Revenues	<u>\$ 2,326,853</u>	<u>\$ 2,574,000</u>	<u>\$ 2,705,832</u>	<u>\$ 2,705,832</u>
Expenditures				
Transfer to Fund 301	2,326,853	2,574,000	2,705,832	2,705,832
Total Expenditures	<u>\$ 2,326,853</u>	<u>\$ 2,574,000</u>	<u>\$ 2,705,832</u>	<u>\$ 2,705,832</u>
Ending Balance	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Fund 301
METCAD General Operating
Fund Statement

	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Revised	FY 19/20 Proposed
Beginning Balance	<u>\$ 2,229,407</u>	<u>\$ 3,178,756</u>	<u>\$ 3,178,756</u>	<u>\$ 3,443,224</u>
Revenues				
MDICE Reimbursement	16,630	17,381	19,131	19,131
Other/Refunds	21	-	-	-
Investment Income	32,345	34,831	34,834	16,651
Dispatching Payments	2,364,402	2,363,917	2,363,917	2,441,955
Donations & Contributions	-	-	-	-
City of Champaign Contributions	1,419,197	1,417,302	1,417,302	1,450,754
Tfr from Workers Comp Fund	24,886	25,632	25,632	25,632
Tfr from Emergency Telephone	2,326,853	2,574,000	2,705,832	2,705,832
Total Revenues	<u>\$ 6,184,334</u>	<u>\$ 6,433,063</u>	<u>\$ 6,566,648</u>	<u>\$ 6,659,955</u>
Expenditures				
Personnel Services	3,475,331	3,715,636	3,524,713	4,106,331
Commodities	43,632	84,500	84,500	84,500
Contractual	847,913	1,340,652	1,251,911	1,026,365
Interfund Transfers	887,899	1,441,056	1,441,056	1,378,157
Total Expenditures	<u>\$ 5,254,776</u>	<u>\$ 6,581,844</u>	<u>\$ 6,302,180</u>	<u>\$ 6,595,352</u>
Ending Balance				
reserved	\$19,790	\$0	\$0	\$0
unallocated	<u>\$ 3,158,966</u>	<u>\$ 3,029,975</u>	<u>\$ 3,443,224</u>	<u>\$ 3,507,826</u>
Total Ending Balance	<u>\$ 3,178,756</u>	<u>\$ 3,029,975</u>	<u>\$ 3,443,224</u>	<u>\$ 3,507,826</u>

Fund 301
METCAD General Operating
Expenditure Detail

		FY 17/18	FY 18/19	FY 18/19	FY 19/20
		Actual	Budget	Revised	Proposed
50100	Salaries: Scheduled	2,329,793	2,652,251	2,374,748	2,929,798
50110	Overtime Pay	282,669	150,000	320,000	150,000
50140	Employee Separation Pay	2,859	-	30,000	41,000
50150	Training TC Pay	2,087	4,000	4,500	4,500
50160	Holiday Overtime Pay	48,487	48,514	48,514	49,727
50165	Sick Leave Conversion Pay	-	-	-	-
50170	Temporary Upgrade Pay	1,166	1,000	1,000	1,000
50200	Group Medical & Life Ins.	312,099	400,888	290,160	447,216
50210	City IMRF/SURS Payment	301,568	259,866	274,123	261,338
50211	City FICA Payments	194,605	199,117	181,668	221,752
	Total Personnel	\$ 3,475,331	\$ 3,715,636	\$ 3,524,713	\$ 4,106,331
51000	Office Supplies	14,137	20,000	20,000	20,000
51010	Education & Training Materials	-	500	500	500
51100	Activity Specific Supplies	13,832	12,000	12,000	12,000
51210	Small Tools & Equipment	6,842	30,000	30,000	30,000
51230	Radio & Communication Equip.	8,821	22,000	22,000	22,000
	Total Commodities	\$ 43,632	\$ 84,500	\$ 84,500	\$ 84,500
52000	Professional Services	10,630	65,000	35,000	70,000
52060	Printing & Document Processing	141	1,500	1,500	1,500
52110	Professional Development	13,634	20,000	20,000	20,000
52120	Professional Memberships	1,113	1,235	1,600	1,600
52300	Utilities	84,336	120,000	120,000	120,000
52330	Utilities - Radio Network	51,221	55,266	55,266	55,000
52400	Repair & Maintenance Services	575	5,000	10,000	10,000
52420	Maintenance Contracts	653,020	749,106	685,000	705,550
52920	Official City Business Expense	6,913	10,000	10,000	10,000
52930	Postage & Express Charges	295	1,000	1,000	1,000
52940	Property & Equipment Rental	26,035	31,715	31,715	31,715
53010	Construction & Improvement	-	280,830	280,830	-
	Total Contractual	\$ 847,913	\$ 1,340,652	\$ 1,251,911	\$ 1,026,365
59101	TFR to General Operating Fund	241,965	169,685	169,685	173,927
59181	TFR to Retained Risk Fund	51,339	53,906	53,906	56,601
59182	TFR to Workers Comp. Ins. Fund	5,290	5,449	5,449	5,612
59340	TRF to METCAD Equip. Repl. Fund	589,305	1,212,016	1,212,016	1,142,016
	Total Transfers	\$ 887,899	\$ 1,441,056	\$ 1,441,056	\$ 1,378,157
	Total of Expenditures	\$ 5,254,776	\$ 6,581,844	\$ 6,302,180	\$ 6,595,352

POLICE CONTRIBUTIONS FY 19/20 (w/CFS and NOO)

Total Member Agency User Fees:	\$	3,827,835
Police Portion (85%)	\$	3,253,660
Fire Portion (15%)	\$	574,175

Police Departments

Calls for Service		2016	2017	2018	3 YR AVG
CPD	40.42%	54,870	54,942	52,573	54,128
UPD	19.32%	26,797	24,754	26,080	25,877
UIPD	9.45%	12,625	12,027	13,324	12,659
CCSO*	22.04%	29,892	29,637	29,006	29,512
RPD	8.77%	11,908	11,474	11,871	11,751
TOTAL CALLS FOR SERVICE		<u>136,092</u>	<u>132,834</u>	<u>132,854</u>	<u>133,927</u>

*INCLUDES SMALL TOWN CALLS AND ANIMAL CONTROL

Number of Officers (NOO)

Champaign Police Department	125	35.55%
Urbana Police Department	57	16.21%
University of Illinois Police Department	65	18.49%
Champaign County Sheriff's Office	73.6	20.93%
Rantoul Police Department	31	8.82%
Total	<u>351.6</u>	

Champaign Police Department

CFS	40.42%	
NOO	35.55%	
Avg of 2	37.98%	\$ 1,235,873

Urbana Police Department

CFS	19.32%	
NOO	16.21%	
Avg of 2	17.77%	\$ 578,068

University of Illinois Police Department

CFS	9.45%	
NOO	18.49%	
Avg of 2	13.97%	\$ 454,518

Champaign County Sheriff's Office

CFS	22.04%	
NOO	20.93%	
Avg of 2	21.48%	\$ 699,026

Rantoul Police Department

CFS	8.77%	
NOO	8.82%	
Avg of 2	8.80%	\$ 286,176

FIRE CONTRIBUTIONS FY 19/20

\$	3,827,835	TOTAL MEMBER AGENCY USER FEES
\$	3,253,660	POLICE Portion 85%
\$	574,175	FIRE Portion 15%
\$	172,253	Fixed Costs (30% of fire budget)
\$	401,923	Cost per Call (70% of fire budget)
	13,048	Metro (CFD,UFRS) total 3 yr average
	<u>5,936</u>	Rural Fire total 3 yr average
	18,984	Total AVERAGE number of calls per year
\$	21.17	Cost per call
\$	43,063	CFD Fixed Costs (25% of total fixed costs)
\$	86,126	UFRS Fixed Costs (50% of total fixed costs)
\$	-	UIFD Fixed Costs (paid by Urbana)
\$	43,063	RURAL Fixed Costs (25% of total fixed costs)
\$	1,957	(each rural fire department pays 1/22 of total fixed costs)

METRO FIRE

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

Dept	Avg # calls	Cost per call		Total Cost
CFD	8115	21.172		\$171,818
			fixed cost share	<u>\$43,063</u>
			TOTAL	\$214,881
UFRS	4932	21.172		\$104,427
			fixed cost share	<u>\$43,063</u>
			TOTAL	\$147,491
UIFD (Charged to UFRS)	0	21.172		\$0
			fixed cost share	<u>\$43,063</u>
			TOTAL	\$43,063
RURAL	5936	21.172		\$125,677
			fixed cost share	<u>\$43,063</u>
			TOTAL	\$168,740

RURAL FIRE DEPARTMENTS (22)

Dept	Avg # calls	Cost per call		Totals
Bondville	188	21.172		\$3,973
			fixed cost share	<u>\$1,957</u>
			Total	\$5,931
Broadlands/Longview	110	21.172		\$2,336
			fixed cost share	<u>\$1,957</u>
			Total	\$4,293
Carroll	399	21.172		\$8,448
			fixed cost share	<u>\$1,957</u>
			Total	\$10,405
Combelt	1092	21.172		\$23,120
			fixed cost share	<u>\$1,957</u>
			Total	\$25,077
Eastern Prairie	222	21.172		\$4,693
			fixed cost share	<u>\$1,957</u>
			Total	\$6,651
Edge Scott	285	21.172		\$6,034
			fixed cost share	<u>\$1,957</u>
			Total	\$7,991
Gifford	178	21.172		\$3,776
			fixed cost share	<u>\$1,957</u>
			Total	\$5,733
Homer	141	21.172		\$2,992
			fixed cost share	<u>\$1,957</u>
			Total	\$4,950
Ivesdale	116	21.172		\$2,449
			fixed cost share	<u>\$1,957</u>
			Total	\$4,406
Ludlow	80	21.172		\$1,701
			fixed cost share	<u>\$1,957</u>
			Total	\$3,658
Ogden Royal	147	21.172		\$3,105
			fixed cost share	<u>\$1,957</u>
			Total	\$5,063

RURAL FIRE DEPARTMENTS (22)

Dept	Avg # calls	Cost per call		Totals
Pesotum	111	21.172		\$2,343
			fixed cost share	<u>\$1,957</u>
			Total	\$4,300
Philo	131	21.172		\$2,774
			fixed cost share	<u>\$1,957</u>
			Total	\$4,731
Rantoul	329	21.172		\$6,973
			fixed cost share	<u>\$1,957</u>
			Total	\$8,930
Sadorus	116	21.172		\$2,463
			fixed cost share	<u>\$1,957</u>
			Total	\$4,420
St. Joseph	407	21.172		\$8,617
			fixed cost share	<u>\$1,957</u>
			Total	\$10,574
Sangamon Valley	270	21.172		\$5,709
			fixed cost share	<u>\$1,957</u>
			Total	\$7,667
Savoy	610	21.172		\$12,922
			fixed cost share	<u>\$1,957</u>
			Total	\$14,879
Seymour	127	21.172		\$2,682
			fixed cost share	<u>\$1,957</u>
			Total	\$4,639
Sidney	108	21.172		\$2,287
			fixed cost share	<u>\$1,957</u>
			Total	\$4,244
Thomasboro	377	21.172		\$7,989
			fixed cost share	<u>\$1,957</u>
			Total	\$9,946
Tolono	392	21.172		\$8,292
			fixed cost share	<u>\$1,957</u>
			Total	\$10,250
Total Rural Fire Contributions				\$168,740

Fire Departments Calls For Service					
	2016	2017	2018	Total	3 YR AVG
Bondville	171	178	214	563	188
Broadlands/Longview	104	125	102	331	110
Carroll	393	370	434	1,197	399
Cornbelt	1,016	1,114	1,146	3,276	1,092
Eastern Prairie	236	204	225	665	222
Edge Scott	264	294	297	855	285
Gifford	179	185	171	535	178
Homer	129	146	149	424	141
Ivesdale	116	126	105	347	116
Ludlow	71	94	76	241	80
Ogden/Royal	137	146	157	440	147
Pesotum	105	114	113	332	111
Philo	126	132	135	393	131
Rantoul	326	309	353	988	329
Sadorus	121	124	104	349	116
St. Joseph	352	402	467	1,221	407
Sangamon Valley	287	285	237	809	270
Savoy	627	638	566	1,831	610
Seymour	130	124	126	380	127
Sidney	97	107	120	324	108
Thomasboro	363	383	386	1,132	377
Tolono	394	403	378	1,175	392
CFD	7,946	8,034	8,366	24,346	8,115
UFRS	5,019	4,732	5,046	14,797	4,932
Total Calls for Service	18,709	18,769	19,473	56,951	18,984

METCAD BUDGET REVENUES

AGENCY	FY 17/18	FY 18/19	FY 19/20	Difference
CPD	\$ 1,214,812	\$ 1,210,335	\$ 1,235,873	\$ 25,538
CFD	\$ 204,385	\$ 206,967	\$ 214,881	\$ 7,914
Total for City of Champaign	\$ 1,419,197	\$ 1,417,302	\$ 1,450,754	\$ 33,452
UPD	\$ 558,784	\$ 558,720	\$ 578,068	\$ 19,348
UFRS	\$ 149,450	\$ 144,489	\$ 147,491	\$ 3,002
UIFD(Charged to UFRS)	\$ 41,809	\$ 41,809	\$ 43,063	\$ 1,254
Total for City of Urbana	\$ 750,043	\$ 745,017	\$ 768,621	\$ 23,604
UIPD	\$ 444,932	\$ 437,785	\$ 454,518	\$ 16,732
CCSO	\$ 667,258	\$ 679,063	\$ 699,026	\$ 19,963
RPD	\$ 273,108	\$ 272,990	\$ 286,176	\$ 13,186
BONDVILLE	\$ 5,744	\$ 5,643	\$ 5,931	\$ 287
BRDLNDS/LNGVW	\$ 4,280	\$ 4,319	\$ 4,293	\$ (26)
CARROLL	\$ 10,581	\$ 10,294	\$ 10,405	\$ 111
CORNBELT	\$ 22,918	\$ 23,866	\$ 25,077	\$ 1,212
EASTERN PRAIRIE	\$ 7,028	\$ 6,766	\$ 6,651	\$ (116)
EDGE SCOTT	\$ 6,966	\$ 7,501	\$ 7,991	\$ 491
GIFFORD	\$ 5,627	\$ 5,602	\$ 5,733	\$ 131
HOMER	\$ 4,891	\$ 4,895	\$ 4,950	\$ 55
IVESDALE	\$ 4,468	\$ 4,534	\$ 4,406	\$ (128)
LUDLOW	\$ 3,302	\$ 3,612	\$ 3,658	\$ 46
OGDEN/ROYAL	\$ 4,829	\$ 4,812	\$ 5,063	\$ 251
PESOTUM	\$ 3,947	\$ 4,105	\$ 4,300	\$ 196
PHILO	\$ 4,565	\$ 4,631	\$ 4,731	\$ 100
RANTOUL	\$ 9,332	\$ 8,887	\$ 8,930	\$ 43
SADORUS	\$ 4,475	\$ 4,534	\$ 4,420	\$ (114)
ST. JOSEPH	\$ 9,852	\$ 9,691	\$ 10,574	\$ 883
SANGAMON VALLEY	\$ 7,340	\$ 7,653	\$ 7,667	\$ 13
SAVOY	\$ 14,356	\$ 14,987	\$ 14,879	\$ (107)
SEYMOUR	\$ 4,482	\$ 4,555	\$ 4,639	\$ 84
SIDNEY	\$ 4,246	\$ 4,070	\$ 4,244	\$ 174
THOMASBORO	\$ 8,791	\$ 9,192	\$ 9,946	\$ 754
TOLONO	\$ 9,790	\$ 10,038	\$ 10,250	\$ 212
TOTAL	\$ 3,716,345	\$ 3,716,345	\$ 3,827,835	\$ 111,491
Less Urbana's User Fee Increase*				
Urbana's First Loan**	\$ 25,468	\$ 25,468	\$ 25,468	
Urbana's Second Loan***	\$ 19,406	\$ 19,406	\$ 19,406	
REVISED TOTAL	\$ 3,761,219	\$ 3,761,219	\$ 3,872,709	

*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 Bal Schedule 3%

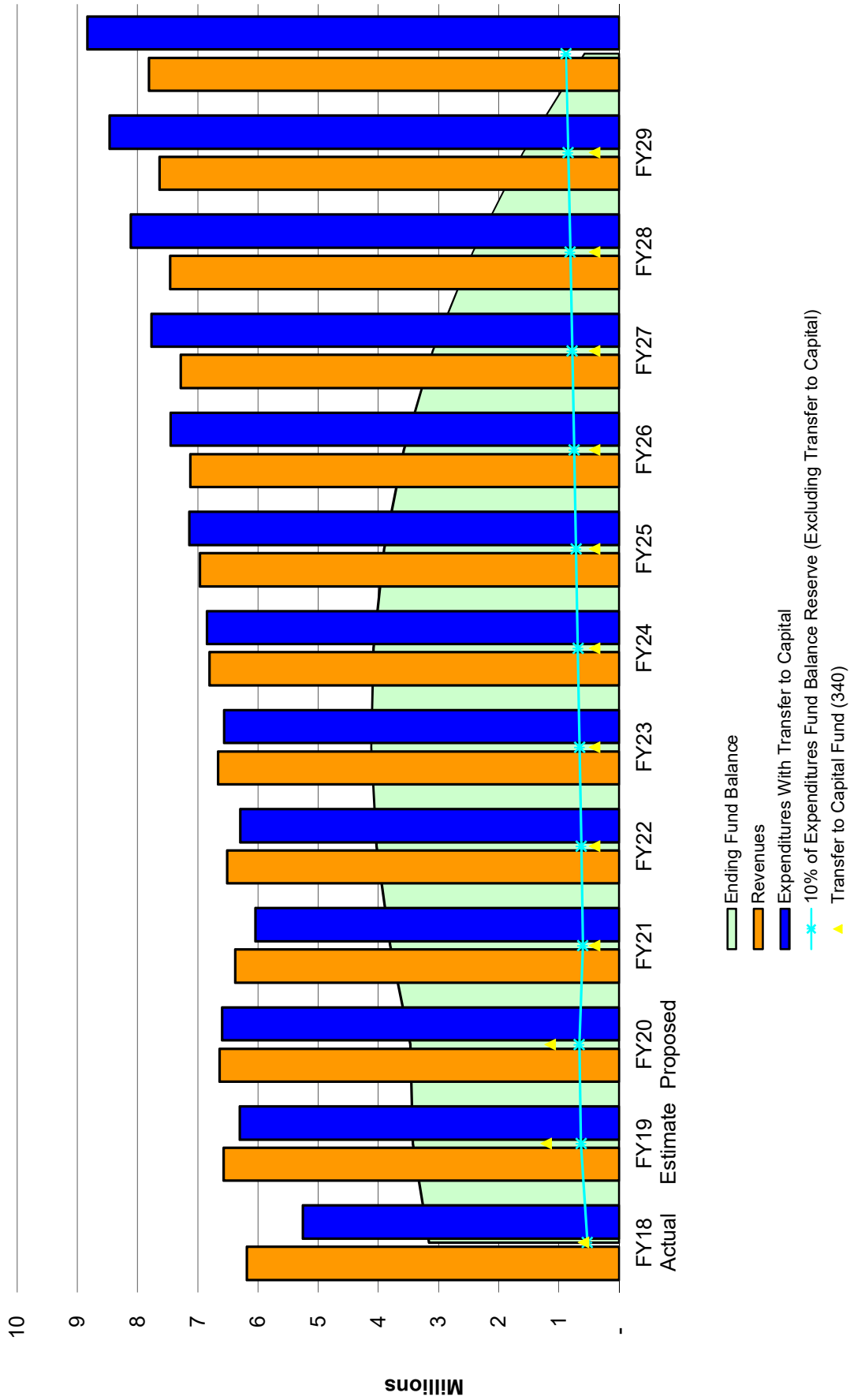
METCAD Fund Statement 09

	FY17/18	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	FY26/27	FY27/28	FY28/29	FY29/30
	Actuals	Estimates	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
Beginning Balance	2,229,407	3,158,966	3,423,884	3,468,486	3,805,841	4,025,305	4,119,647	4,081,218	3,901,940	3,573,273	3,086,197	2,431,180	1,598,156
Revenues													
Revenue Transfers - Surcharge	2,326,853	2,705,832	2,705,832	2,352,489	2,352,489	2,352,489	2,352,489	2,352,489	2,352,489	2,352,489	2,352,489	2,352,489	2,352,489
Change to meet the Change in Operating Costs: (Linked to percentage listed below)													
City of Champaign Dispatching Payments	1,419,197	1,417,302	1,450,754	1,501,530	1,554,084	1,608,477	1,664,774	1,723,041	1,783,347	1,845,764	1,910,366	1,977,229	2,046,432
Dispatching Payments	2,364,402	2,363,917	2,421,955	2,460,279	2,546,389	2,635,512	2,727,755	2,823,227	2,922,039	3,024,311	3,130,162	3,239,717	3,353,108
Total User Fee Percent Increase			3.0%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Other Revenues	73,882	79,597	61,414	61,414	61,414	61,414	61,414	61,414	61,414	61,414	61,414	61,414	61,414
Total Revenues	6,184,334	6,566,648	6,639,955	6,375,712	6,514,376	6,657,892	6,806,432	6,960,170	7,119,290	7,283,978	7,454,431	7,630,849	7,813,442
Expenditures													
Personnel Services	3,475,331	3,524,713	4,106,331	4,311,648	4,527,230	4,753,591	4,991,271	5,240,835	5,502,876	5,778,020	6,066,921	6,370,267	6,688,781
Commodities	43,632	84,500	84,500	85,768	87,054	88,360	89,685	91,030	92,396	93,782	95,189	96,616	98,066
Contractual Services	847,913	945,631	966,365	995,356	1,025,217	1,055,973	1,087,652	1,120,282	1,153,890	1,188,507	1,224,162	1,260,887	1,298,714
One Time Costs			60,000										
Workers Comp/Retained Risk/Gen Op	298,594	229,040	236,141	245,587	255,410	265,627	276,252	287,302	298,794	310,745	323,175	336,102	349,546
Transfer to Capital Replacement Fund 65	589,305	1,212,016	1,142,016	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000
Total Expenditures	5,254,775	6,301,730	6,595,353	6,038,358	6,294,911	6,563,551	6,844,860	7,139,449	7,447,956	7,771,054	8,109,447	8,463,873	8,835,106
Total Ending Balance	3,158,966	3,423,884	3,468,486	3,805,841	4,025,305	4,119,647	4,081,218	3,901,940	3,573,273	3,086,197	2,431,180	1,598,156	576,492
Fund Balance Reserve: 10% of Expenditures													
	525,478	630,173	659,535	603,836	629,491	656,355	684,486	713,945	744,796	777,105	810,945	846,387	883,511

Chart data - Fund Schedule A

Fiscal Year	Revenues	Expenditures With Transfer to Capital	Transfer to Capital Fund (340)	10% of Expenditures Fund Balance Reserve (Excluding Transfer to Capital)	Ending Fund Balance
FY18 Actual	6,184,334	5,254,775	589,305	525,478	3,158,966
FY19 Estimate	6,566,648	6,301,730	1,212,016	630,173	3,423,884
FY20 Proposed	6,639,955	6,595,353	1,142,016	659,535	3,468,486
FY21	6,375,712	6,038,358	400,000	603,836	3,805,841
FY22	6,514,376	6,294,911	400,000	629,491	4,025,305
FY23	6,657,892	6,563,551	400,000	656,355	4,119,647
FY24	6,806,432	6,844,860	400,000	684,486	4,081,218
FY25	6,960,170	7,139,449	400,000	713,945	3,901,940
FY26	7,119,290	7,447,956	400,000	744,796	3,573,273
FY27	7,283,978	7,771,054	400,000	777,105	3,086,197
FY28	7,454,431	8,109,447	400,000	810,945	2,431,180
FY29	7,630,849	8,463,873	400,000	846,387	1,598,156
FY30	7,813,442	8,835,106	400,000	883,511	576,492

METCAD General Operating Fund 301 FY19/20 Proposed Budget



**Fund 340
METCAD
Capital Plan**

	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Revised	FY 19/20 Proposed
Beginning Balance	<u>\$ 1,595,415</u>	<u>\$ 1,931,275</u>	<u>\$ 1,931,275</u>	<u>\$ 2,223,921</u>
Revenues				
Interest	21,434	25,000	25,000	25,000
Transfer From Fund 301	589,305	1,212,016	1,212,016	1,142,016
Total Revenues	<u>\$ 610,739</u>	<u>\$ 1,237,016</u>	<u>\$ 1,237,016</u>	<u>\$ 1,167,016</u>
Expenditures				
Activity Specific Supplies	-	-	-	-
Construction & Improvements	-	75,000	77,297	121,900
Computer Hardware & Software	36,112	322,536	57,047	1,196,545
Communications Equipment	227,088	250,000	480,000	228,250
Electronic Equipment	11,679	50,000	41,306	-
Office Furniture and Equipment	11,524	24,950	288,720	12,823
Total Expenditures	<u>\$ 274,879</u>	<u>\$ 722,486</u>	<u>\$ 944,370</u>	<u>\$ 1,559,518</u>
Ending Balance	<u>\$ 1,931,275</u>	<u>\$ 2,445,805</u>	<u>\$ 2,223,921</u>	<u>\$ 1,831,419</u>

**ASSET INVENTORY
FY 2018-2019**

Replacement Year	Item Description	Asset Class	FY of Purchas	Acquisition Cost	Svc Life	Replacement Cost
2019	CAMERAS FOR TOWER SITES	1900	2018	\$41,306	10	\$41,306
2019	CONFERENCE ROOM REMODEL	1600	2019	\$13,744		\$13,744
2019	COMPUTER/DESKS FOR TRAINING ROOM	1900	2019	\$10,755	4	\$10,755
2019	COPY MACHINE/SCANNER	1600	2011	\$7,399	15	\$7,399
2019	DISPATCH FURNITURE	1600	2003	\$250,000	15	\$250,000
2019	MESSAGE SWITCHES	1900	2019	\$4,239	5	\$4,239
2019	MDICE GENERATOR - CFD	1100	2007	\$71,000	12	\$71,000
2019	MDICE GENERATOR - METCAD	1100	2007	\$71,000	12	\$71,000
2019	MDICE GENERATOR - SIDNEY	1100	2007	\$71,000	12	\$71,000
2019	MDICE GENERATOR - THOMASBORO	1100	2007	\$71,000	12	\$71,000
2019	MDICE GENERATOR - WLRW	1100	2007	\$71,000	12	\$71,000
2019	MDICE UPS - CFD	1800	2007	\$25,000	10	\$25,000
2019	MDICE UPS - METCAD	1800	2007	\$25,000	10	\$25,000
2019	MDICE UPS - SIDNEY	1800	2007	\$25,000	10	\$25,000
2019	MDICE UPS - THOMASBORO	1800	2007	\$25,000	10	\$25,000
2019	MDICE UPS - WLRW	1800	2007	\$25,000	10	\$25,000
2019	SMART BOARD	1900	2019	\$9,266	10	\$9,266
2019	TOWER SITE CONSULTING			\$63,553		\$63,553
2019	UPS (1) - SECONDARY	1800	2019	\$32,787	10	\$32,787
2019	VEHICLE	1600	2019	\$31,321	10	\$31,321
				SUB TOTAL		\$944,370
2020	BUILDING RENOVATIONS	1600		\$60,000		\$60,000
2020	CAD REPLACEMENT	1900	1999	\$1,000,000	10	\$1,000,000
2020	CAD WORKSTATIONS & MONITORS (10)	1900	2018	\$26,545	4	\$26,545
2020	CONSTRUCTION CONTINGENCY AT TOWER SITES			\$61,900		\$61,900
2020	HVAC REPLACEMENT AT TOWER SITES (5)	1800	2007	\$120,000	12	\$120,000
2019	ID PRINTER	1600	2011	\$4,998	5	\$4,998
2020	MASTER-PRIME FIBER OPTICS HARDWARE	1800	2010	\$15,000	10	\$15,000
2020	MESSAGE SWITCH	1900	2015	\$5,250	5	\$5,250
2020	NETWORK INFRASTRUCTURE(ROUTER/SWITCHES)	1900	2012	\$20,000	5	\$20,000
2020	SCADA SITE MONITORING (PROTEK)	1700	2015	\$40,000	5	\$40,000
2020	SERVERS (10)	1900	2013	\$150,000	4	\$150,000
2020	VHF BASE STATIONS (6)	1800	2010	\$48,000	10	\$48,000
2020	WORKOUT EQUIPMENT	2300	2010	\$7,825	10	\$7,825
				SUB TOTAL		\$1,559,518
2021	AED UNITS (2)	1700	2016	\$2,993	5	\$2,993
2021	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
				SUB TOTAL		\$22,993
2022	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
2022	COMM SERV MONITOR	1800	2011	\$49,284	11	\$49,284
2022	CONTROLLED ACCESS CONTROL DOORS	2800	2012	\$22,000	10	\$22,000
2022	E9-1-1 TELEPHONE SYSTEM	1800	2014	\$570,000	8	\$570,000
2022	NETWORK CLOCK	1900	2017	\$9,978	5	\$9,978
2022	NETWORK STORAGE/BACKUP	1900	2015	\$18,000	7	\$19,800
2022	PLOTTER	1900	2015	\$6,657	7	\$6,657
2022	VHF FIRE PAGING (SIMULCAST)	3200	2007	\$250,000	15	\$250,000
				SUB TOTAL		\$947,719
2023	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
2023	ADMIN PC's (9 WS; 7LT; 11 PR)	1900	2018	\$36,050	5	\$36,050
2023	CONFERENCE ROOM SPEAKER PHONE	1800	2016	\$2,675	7	\$2,675
2023	LOGGING RECORDER	1800	2013	\$200,000	10	\$200,000
2023	MDICE UPDATE (SOFTWARE/HARDWARE)	1200	2013	\$1,007,500	10	\$1,007,500
				SUB TOTAL		\$1,266,225
2024	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
2024	BACKUP RADIOS (20)	1200	2017	\$119,062	7	\$119,062
2024	CAD WORKSTATIONS & MONITORS (10)	1900	2020	\$27,607	4	\$27,607
2024	ID PRINTER	2000	2019	\$5,298	5	\$5,298
2024	UPS (1) - PRIMARY	1800	2014	\$55,000	10	\$55,000
				SUB TOTAL		\$226,967
2025	BDA (VZW) METCAD	1800	2018	\$16,050	7	\$16,050
2025	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
2025	MESSAGE SWITCH	1900	2020	\$5,513	5	\$5,513
2025	NETWORK INFRASTRUCTURE(ROUTER/SWITCHES)	1900	2020	\$42,000	5	\$42,000
2025	SCADA SITE MONITORING (PROTEK)	1700	2020	\$33,075	5	\$33,075
2025	SERVERS (10)	1900	2020	\$107,663	5	\$107,663
				SUB TOTAL		\$224,301
2026	AED UNITS (2)	1700	2021	\$3,143	5	\$3,143
2026	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
2026	COPY MACHINE/SCANNER	1700	2019	\$9,018	7	\$7,917
				SUB TOTAL		\$31,060

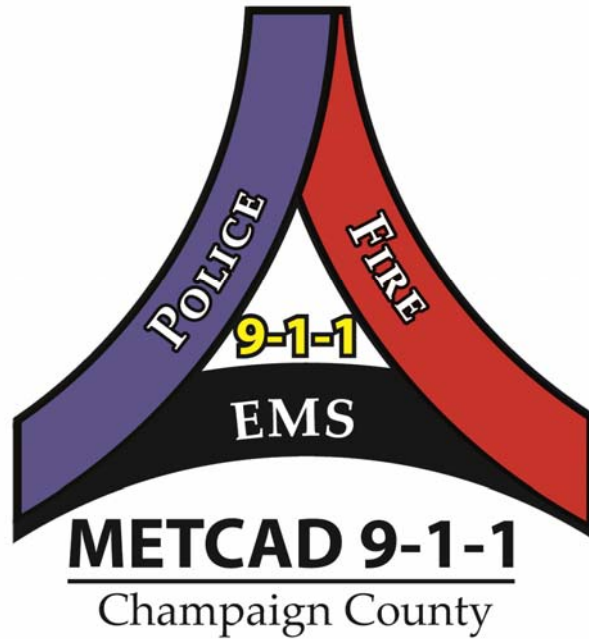
**ASSET INVENTORY
FY 2018-2019**

2027	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
2027	CONSOLE WORKSTATIONS - RADIO	1200	2017	\$1,401,244	10	\$1,401,244
2027	NETWORK CLOCK	1900	2022	\$10,477	5	\$10,477
				SUB TOTAL		\$1,431,721
2028	ADMIN PC's (9 WS; 7LT; 11 PR)	1900	2023	\$37,853	5	\$37,853
2028	ANTENNA & FEEDLINE TEST UNIT	1200	2018	\$12,847	10	\$12,847
2028	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
2028	CAD WORKSTATIONS & MONITORS (10)	1900	2024	\$28,711	4	\$28,711
2028	VIDEO CAMERA SECURITY SYSTEM	1900	2018	\$144,100	10	\$144,100
				SUB TOTAL		\$243,511
2029	BUILDING RENOVATIONS	1600		\$20,000		\$20,000
2029	CAMERAS FOR TOWER SITES	1600	2019	\$45,437	10	\$45,437
2029	ID PRINTER	2000	2024	\$5,616	5	\$5,616
2029	MDICE UPS - CFD	1800	2007	\$28,750	10	\$28,750
2029	MDICE UPS - METCAD	1800	2007	\$28,750	10	\$28,750
2029	MDICE UPS - SIDNEY	1800	2007	\$28,750	10	\$28,750
2029	MDICE UPS - THOMASBORO	1800	2007	\$28,750	10	\$28,750
2029	MDICE UPS - WLRW	1800	2007	\$28,750	10	\$28,750
2029	NETWORK STORAGE/BACKUP	1900	2022	\$21,780	7	\$21,780
2029	PLOTTER	1900	2022	\$6,857	7	\$6,857
2029	SMART BOARD	1900	2019	\$10,193	10	\$10,193
2029	UPS (1) - SECONDARY	1800	2019	\$55,000	10	\$55,000
				SUB TOTAL		\$308,633
2030	CONFERENCE ROOM SPEAKER PHONE	1800	2023	\$2,862	7	\$2,862
2030	E9-1-1 TELEPHONE SYSTEM	1800	2022	\$615,600	8	\$615,600
2030	HVAC REPLACEMENT AT 5 TOWER SITES	1800	2020	\$121,000	10	\$121,000
2030	MASTER-PRIME FIBER OPTICS HARDWARE	1800	2020	\$16,500	10	\$16,500
2030	MESSAGE SWITCH	1900	2025	\$5,789	5	\$5,789
2030	NETWORK INFRASTRUCTURE(ROUTER/SWITCHES)	1900	2025	\$44,100	5	\$44,100
2030	SCADA SITE MONITORING (PROTEK)	1700	2025	\$34,729	5	\$34,729
2030	SERVERS (10)	1900	2025	\$113,046	5	\$113,046
2030	VHF BASE STATIONS (6)	1800	2020	\$52,800	10	\$52,800
2030	WORKOUT EQUIPMENT	2300	2020	\$8,608	10	\$8,608
						\$1,015,034

**CAPITAL FUND SCHEDULE
Recommended Budget**



CHART DATA						
Fiscal Year	Revenue from Operating	Urbana Loan Repayment	2nd Urbana Loan	Transfer from Surcharge	Budget Request Other Items	Fund Balance
						1,931,275
FY19	470,000	25,468	18,837	697,711	944,370	2,198,921
FY20	400,000	25,468	18,837	697,711	1,559,518	1,781,419
FY21	400,000				22,993	2,158,427
FY22	400,000				947,719	1,610,708
FY23	400,000				1,266,225	744,483
FY24	400,000				226,967	917,516
FY25	400,000				224,301	1,093,216
FY26	400,000				31,060	1,462,156
FY27	400,000				1,431,721	430,436
FY28	400,000				243,511	586,925
FY29	400,000				343,085	643,840
FY30	400,000				1,015,033	28,806



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 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 and NG 9-1-1 related expenses. METCAD has not received any grant money this fiscal year. The new legislation includes a new sunset date of December 31, 2020.

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.