

**METRO REGION**  
**800 MHz Trunked Regional Public Safety Radio System**  
**Standards, Protocols, Procedures**

Document Section:	<b>6 – Financial Policies &amp; Procedures</b>	Radio TOC Approval – Signature:
Sub-Section:	<b>METRO 6.3.0</b>	
Procedure Title:	<b>Site Lease, Property Insurance, and Utilities Costs</b>	
Date Established:	<b>08/27/01</b>	
Replaces Document Dated:		MESB Approval - Signature:
Date Revised:		09/07/01

**1. Purpose or Objective**

The purpose of this standard is to outline a procedure for determining costs of site leases and utilities for operation of the first phase backbone system and for billing each agency its prorated share. The standard is governed by Minnesota Statutes 473.902, which grants the Metropolitan Emergency Services Board (MESB) the power to spread costs across the users of the system, and by the various cooperative agreements between the Board and the governmental entities who are full participants in the region-wide system.

**2. Technical Background:**

▪ **Capabilities**

N/A

▪ **Constraints**

N/A

**3. Operational Context:**

Minnesota statutes provide for the MESB to assess each fully participating entity a fee to cover the ongoing costs of operating and maintaining the system. The MESB's Policy with regard to site lease costs, property insurance costs, and utilities costs as adopted by resolution on June 1, 2001 states:

**Whereas**, The Board incurs recurring costs for space leased in and on various buildings and towers to accommodate equipment for the first phase system; and **Whereas**, Minnesota Statutes and the cooperative agreements between the Board and each local entity entitle the Board to charge back a pro rated share of those costs to each local unit of government or participating entity, **Whereas** the Board has obtained insurance coverage for property damage and liability for the system as a whole, and **Whereas**, the sites are used jointly by the several participants in the region-wide network, **Therefore**, the Board shall begin charging such fees, to be billed quarterly, effective January 1, 2002. Until that date, the Board shall pay its share of those costs from its capital

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accounts, and **Therefore**, the Board shall begin charging local entities pro-rated shares of the cost of insurance coverage effective with the date of coverage, to be billed quarterly.

**4. Recommended Protocol/ Standard:**

The standard is governed by the cooperative agreement among the parties.

**5. Recommended Procedure:**

Each year, during the MESB's annual budgeting process, MESB staff shall prepare an estimate of the projected lease and utilities costs to be covered for the upcoming calendar year. This procedure shall be accomplished by the regular June meeting of the Board. Lease and utilities costs are the actual costs incurred by the Board and shall be billed quarterly within 30 days following each calendar quarter beginning with the first quarter of 2002.

Each entity shall be informed of the amount projected to be charged for the following calendar year no later than August 1<sup>st</sup> of the year preceding the budget year.

**6. Management**

The Executive Director of the Board is responsible for managing this procedure.