

Metro Region ARMER Standards

Section 6 – Metro 6.3.0 Site Lease, Property Insurance and Utility Costs

Date Established

8-27-01

Date Revised/Reviewed

4-24-19

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 metropolitan region of the ARMER system and for billing each agency its prorated share. The standard is governed by Minnesota Statute 403.31, which allows for operating costs to be spread 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 metropolitan region of the ARMER system.

2. Technical Background

- **Capabilities:** None
- **Constraints:** None

3. Operational Context

In 2007, the Minnesota Legislature approved funding for the operating costs of the ARMER system backbone, which became effective July 1, 2007. Prior to that, the metropolitan region was responsible to pay for 46.4% of the backbone operating costs; funds to pay these costs were raised via user fees charged by the Metropolitan Radio Board and later, the Metropolitan Emergency Services Board (MESB). Effective July 1, 2007, the MESB ceased charging user fees to metro ARMER system users. Local ARMER subsystem owners are only responsible to pay the operating costs of their local enhancements to the system, which bill quarterly in accordance with cooperative agreements.

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 July 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 1st of the year preceding the budget year.

6. Management

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