ESTES VALLEY FIRE PROTECTION DISTRICT

2013 BUDGET
December 12, 2012

Mission Statements

"The Mission of the Estes Valley Fire Protection District is to provide the citizens of and visitors to the Estes Valley with superior fire prevention, fire protection and emergency services in a safe and efficient manner."

"The Mission of the Board of Directors of the Estes Valley Fire Protection District is to establish policy, goals, strategies and financial leadership that are the foundation for the long-term."

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Letter from the Chief

2012 was the busiest year this fire department has ever had; our crews responded to a record number of 648 calls, increasing from 451 calls in 2011. We witnessed a devastating wildland urban interface fire in June (the Woodland Heights Fire) in which 23 homes were lost. Smoke was in the air all summer from other destructive wildfires in the state.

The Fern Lake Fire which started on October 9th extended our wildland fire season and the wind event that caused it to expand rapidly on December 1st required major evacuations and management by a type 1 team. It is apparent that the traditional summer wildfire season is no longer the norm. The outpouring of support from the community to assist the residents who had been affected by these fires and towards the firefighters and department was extraordinary.

We have accomplished a lot this year including holding an election, hiring a new Administrative Assistant and a new Fire Marshal, and outsourcing our IT and accounting services. This year two exceptional employees left our organization to pursue other ventures. However, we were able to fill those positions with two other just as qualified individuals. Suzanne Landkamer was hired as our Administrative Assistant and Marc Robinson as our new Fire Marshal. We are also in the planning phase of purchasing a new wildland urban interface fire engine, commonly referred to as a type 3 engine. This new fire engine will help us to protect properties similar to those lost in the Woodland Heights Fire in the future. We hope to receive delivery of this new engine by the fall of 2013.

Currently, our department has 32 volunteer firefighters, four full time staff, and one part-time seasonal position. Our dedicated and highly trained volunteers and staff provide fire and rescue services to a 66.5 square mile area encompassing the Town of Estes Park and a large section of southern Larimer County.

Insurance Services Office (ISO) reevaluated our community for fire protection this past October. ISO evaluates communities in three areas: the fire department including its equipment, training, and past responses; available water supplies and systems; and communication and dispatching services. These three areas are then weighed against the growth and risks in the community. ISO reevaluates communities every ten years and gives the community a Property Protection Classification (PPC) from 1 to 10 with 1 being the best and 10 not meeting their requirements. Our PPC for the last 10 years has been a 4, which is an excellent rating for a mostly volunteer organization. Some insurance companies use this rating in establishing their premiums. However, with the growth in our community and changes in ISOs rating system we may see a change in our rating.

This coming year the board and staff will continue to work on the strategic plan and work to improve response times. The Estes Valley Fire Protection District looks forward to continuing the long and proud history of the Estes Park Volunteer Fire Department in providing fire protection for the entire Estes Valley. The vision of our board combined with the dedication of our volunteers and staff will only enhance the services we provide to our community.

Sincerely,

Scott Dorman, Fire Chief
Estes Valley Fire Protection District

CliftonLarsonAllen LLP
www.cliftonlarsonallen.com

Accountant's Compilation Report

Board of Directors
Estes Valley Fire Protection District
Larimer County, Colorado

We have compiled the accompanying forecasted budget of revenues, expenditures and fund balances of the Estes Valley Fire Protection District for the General Fund, Capital Reserve Fund and Pension Fund for the year ending December 31, 2013, including the forecasted estimate of comparative information for the year ending December 31, 2012, in accordance with attestation standards established by the American Institute of Certified Public Accountants. A compilation is limited to presenting, in the form of a forecast, information that is the representation of management and does not include evaluation of the support for the assumptions underlying the forecast. We have not audited or reviewed the forecast and, accordingly, do not express an opinion or any other form of assurance about whether the accompanying budget of revenues, expenditures and fund balances or assumptions are in accordance with accounting principles generally accepted in the United States of America. Furthermore, there will usually be differences between the forecasted and actual results because events and circumstances frequently do not occur as expected, and those differences may be material. We have no responsibility to update this report for events and circumstances occurring after the date of this report.

Management is responsible for the preparation and fair presentation of the forecast in accordance with accounting principles generally accepted in the United States of America, and for designing, implementing and maintaining internal control relevant to the preparation and fair presentation of the forecast.

The actual historical information for the year 2011 is presented for comparative purposes only. Such information is taken from the audit report of the District for the year ended December 31, 2011 as prepared by RubinBrown LLP, dated May 12, 2012, wherein an unqualified opinion was expressed.

Management has elected to omit the summary of significant accounting policies required by the guidelines for presentation of a forecast established by the American Institute of Certified Public Accountants. If the omitted disclosures were included in the forecast, they might influence the user's conclusions about the District's results of operations for the forecasted periods. Accordingly, this forecast is not designed for those who are not informed about such matters.

We are not independent with respect to the Estes Valley Fire Protection District.

CliftonLarsonAllen LLP

Greenwood Village, Colorado
December 12, 2012

ESTES VALLEY FIRE PROTECTION DISTRICT
SUMMARY
FORECASTED 2013 BUDGET AS ADOPTED
WITH 2011 ACTUAL AND 2012 ESTIMATED
For the Years Ended and Ending December 31,

12/12/2012

	ACTUAL 2011	ESTIMATED 2012	ADOPTED 2013
BEGINNING FUND BALANCES	$ 357,124	$ 911,141	$ 1,121,611
REVENUES			
1 Property taxes	589,965	576,922	578,639
2 Specific ownership taxes	36,963	40,235	40,500
3 Net investment income	1,965	2,250	2,450
4 Other income	5,652	6,100	500
5 Sales tax - Town of Estes Park	519,578	546,000	546,000
6 Grants - Federal. State And Local	3,509	-	-
7 Contributions and donations	-	3,000	1,000
8 Southwick Distribution	216,775	-	-
9 Property tax penalties/interest	2,780	2,400	2,400
10 Wildland fire reimbursement	-	2,693	35,000
11 Plan reviews and inspections income	-	2,000	2,000
12 National Fire Academy reimbursement	-	-	1,500
Total revenues	1,377,187	1,181,600	1,209,989
TRANSFERS IN	201,969	228,586	260,000
Total funds available	1,936,280	2,321,327	2,591,600
EXPENDITURES			
13 General and administration			
14 Capital outlay	43,195	28,136	-
15 Contingency	3,104	3,192	10,000
16 Employee benefits	97,575	118,085	136,609
17 Firefighter recruitment	1,297	2,000	4,000
18 Fuels mitigation	2,400	13,940	8,080
19 Insurance premiums	13,424	13,764	12,980
20 Job performance expenses	51,130	51,972	54,535
21 LOSAP awards	5,550	16,500	16,500
22 Materials and supplies	30,465	22,750	15,225
23 Other equipment	-	15,970	1,775
24 Pension expense	78,000	80,000	80,000
25 Personnel services/salaries	244,127	295,833	309,176
26 Professional services/fees	98,695	137,567	114,972
27 Publication fees	573	1,325	600
28 Repair and maintenance	88,261	112,120	114,282
29 Utilities	15,374	17,976	19,014
30 Volunteer fire department expense	50,000	40,000	30,000
31 Capital projects			
32 Capital outlay	-	-	400,000
33 Southwick project	-	-	216,775
34 Pension Fund			
35 Contingency	-	-	4,400
Total expenditures	823,170	971,130	1,544,523
TRANSFERS OUT	201,969	228,586	260,000
Total expenditures and transfers out requiring appropriation	1,025,139	1,199,716	1,804,523
ENDING FUND BALANCES	$ 911,141	$ 1,121,611	$ 787,077
TABOR RESERVE	$ 35,135	$ 35,400	$ 36,300
LOSAP	86,457	107,964	91,464
OPERATING RESERVE	252,851	274,869	125,313
UNDESIGNATED	232,641	37,577	-
CAPITAL PROJECTS	304,057	534,843	397,043
CONTRACT COMMITMENT	-	130,958	136,957
TOTAL RESERVE	$ 911,141	$ 1,121,611	$ 787,077

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

ESTES VALLEY FIRE PROTECTION DISTRICT
PROPERTY TAX SUMMARY INFORMATION
For the Years Ended and Ending December 31,

12/12/2012

	ACTUAL 2011	ESTIMATED 2012	ADOPTED 2013
ASSESSED VALUATION - LARIMER			
Residential	$ 184,983,780	$ 179,967,870	$ 181,974,170
Commercial	83,578,720	84,069,810	84,289,690
Industrial	826,950	803,900	859,840
Agricultural	93,330	94,160	93,570
Vacant Land	33,953,650	32,214,180	29,398,170
State Assessed	110,520	119,070	122,750
Certified Assessed Value	$ 303,546,950	$ 297,268,990	$ 296,738,190
MILL LEVY			
GENERAL FUND	1.950	1.950	1.950
Total Mill Levy	1.950	1.950	1.950
PROPERTY TAXES			
GENERAL FUND	$ 591,917	$ 579,675	$ 578,639
Levied property taxes	591,917	579,675	578,639
Adjustments to actual/rounding	(1,952)	-	-
Refund and abatements	-	(2,753)	-
Budgeted Property Taxes	$ 589,965	$ 576,922	$ 578,639
BUDGETED PROPERTY TAXES			
GENERAL FUND	$ 589,965	$ 576,922	$ 578,639
	$ 589,965	$ 576,922	$ 578,639

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

ESTES VALLEY FIRE PROTECTION DISTRICT
GENERAL FUND
FORECASTED 2013 BUDGET AS ADOPTED
WITH 2011 ACTUAL AND 2012 ESTIMATED
For the Years Ended and Ending December 31,

12/12/2012

		ACTUAL 2011	ESTIMATED 2012	ADOPTED 2013
BEGINNING FUND BALANCES		$ 256,790	$ 607,084	$ 586,768
REVENUES				
1	Property taxes	589,965	576,922	578,639
2	Specific ownership taxes	36,963	40,235	40,500
3	Net investment income	211	50	250
4	Other income	5,652	6,100	500
5	Sales tax - Town of Estes Park	519,578	546,000	546,000
6	Grants - Federal. State And Local	3,509	-	-
7	Contributions and donations	-	3,000	1,000
8	Southwick Distribution	216,775	-	-
9	Property tax penalties/interest	2,780	2,400	2,400
10	Wildland fire reimbursement	-	2,693	35,000
11	Plan reviews and inspections income	-	2,000	2,000
12	National Fire Academy reimbursement	-	-	1,500
	Total revenues	1,375,433	1,179,400	1,207,789
	Total funds available	1,632,223	1,786,484	1,794,557
EXPENDITURES				
	General and administration			
13	Capital outlay	43,195	28,136	-
14	Contingency	3,104	3,192	10,000
15	Employee benefits	97,575	118,085	136,609
16	Firefighter recruitment	1,297	2,000	4,000
17	Fuels mitigation	2,400	13,940	8,080
18	Insurance premiums	13,424	13,764	12,980
19	Job performance expenses	51,130	51,972	54,535
20	LOSAP awards	5,550	16,500	16,500
21	Materials and supplies	30,465	22,750	15,225
22	Other equipment	-	15,970	1,775
23	Pension expense	78,000	80,000	80,000
24	Personnel services/salaries	244,127	295,833	309,176
25	Professional services/fees	98,695	137,567	114,972
26	Publication fees	573	1,325	600
27	Repair and maintenance	88,261	112,120	114,282
28	Utilities	15,374	17,976	19,014
29	Volunteer fire department expense	50,000	40,000	30,000
	Capital projects			
30	Southwick project	-	-	216,775
	Total expenditures	823,170	971,130	1,144,523
TRANSFERS OUT				
	CAPITAL RESERVE FUND	201,969	228,586	260,000
	Total transfers out	201,969	228,586	260,000
	Total expenditures and transfers out requiring appropriation	1,025,139	1,199,716	1,404,523
ENDING FUND BALANCES		$ 607,084	$ 586,768	$ 390,034
TABOR RESERVE		$ 35,135	$ 35,400	$ 36,300
LOSAP		86,457	107,964	91,464
OPERATING RESERVE		252,851	274,869	125,313
UNDESIGNATED		232,641	37,577	-
CONTRACT COMMITMENT		-	130,958	136,957
TOTAL RESERVE		$ 607,084	$ 586,768	$ 390,034

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

ESTES VALLEY FIRE PROTECTION DISTRICT
CAPITAL RESERVE FUND
FORECASTED 2013 BUDGET AS ADOPTED
WITH 2011 ACTUAL AND 2012 ESTIMATED
For the Years Ended and Ending December 31,

12/12/2012

	ACTUAL 2011	ESTIMATED 2012	ADOPTED 2013
BEGINNING FUND BALANCES	$ 100,334	$ 304,057	$ 534,843
REVENUES			
1 Net investment income	1,754	2,200	2,200
Total revenues	1,754	2,200	2,200
TRANSFERS IN			
GENERAL FUND	201,969	228,586	260,000
Total transfers in	201,969	228,586	260,000
Total funds available	304,057	534,843	797,043
EXPENDITURES			
Capital projects			
2 Capital outlay	-	-	400,000
Total expenditures	-	-	400,000
Total expenditures and transfers out requiring appropriation	-	-	400,000
ENDING FUND BALANCES	$ 304,057	$ 534,843	$ 397,043
CAPITAL PROJECTS	$ 304,057	$ 534,843	$ 397,043
TOTAL RESERVE	$ 304,057	$ 534,843	$ 397,043

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

ESTES VALLEY FIRE PROTECTION DISTRICT
PENSION FUND
FORECASTED 2013 BUDGET AS ADOPTED
WITH 2011 ACTUAL AND 2012 ESTIMATED
For the Years Ended and Ending December 31,

12/12/2012

		ACTUAL 2011	ESTIMATED 2012	ADOPTED 2013
BEGINNING FUND BALANCES		$ 1,375,521	$ 1,391,703	$ 1,478,322
REVENUES				
1	Net investment income	29,847	100,000	100,000
2	EVFPD contribution	78,000	80,000	80,000
3	State participation contributions	52,298	52,298	52,298
	Total revenues	160,145	232,298	232,298
	Total funds available	1,535,666	1,624,001	1,710,620
EXPENDITURES				
	Pension Fund			
4	Actuarial study	6,190	-	7,000
5	Audit	-	3,000	3,000
6	Contingency	-	-	4,400
7	Investment fees	11,395	15,500	16,000
8	Retiree benefit payments	125,578	126,380	127,440
9	Retiree death benefit	800	800	800
	Total expenditures	143,963	145,680	158,640
	Total expenditures and transfers out requiring appropriation	143,963	145,680	158,640
ENDING FUND BALANCES		$ 1,391,703	$ 1,478,322	$ 1,551,980

This financial information should be read only in connection with the accompanying accountant's compilation report and summary of significant assumptions.

ESTES VALLEY FIRE PROTECTION DISTRICT
2013 BUDGET
SUMMARY OF SIGNIFICANT ASSUMPTIONS
Services Provided

The Estes Valley Fire Protection District (District), a quasi-municipal corporation and political subdivision of the State of Colorado, was organized by order and decree of the District Court for Larimer County on November 17, 2009 and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District was established to provide fire protection services, fire suppression, and rescue services in the Town of Estes Park (Town) and surrounding areas of unincorporated Larimer County. Prior to the organization of the District, fire protection services were provided by the Town.

The District follows the Governmental Accounting Standards Board (GASB) accounting pronouncements which provide guidance for determining which governmental activities, organizations and functions should be included within the financial reporting entity. GASB pronouncements set forth the financial accountability of a governmental organization's elected governing body as the basic criterion for including a possible component governmental organization in a primary government's legal entity. Financial accountability includes, but is not limited to, appointment of a voting majority of the organization's governing body, ability to impose its will on the organization, a potential for the organization to provide specific financial benefits or burdens and fiscal dependency.

The District is not financially accountable for any other organization, including a volunteer organization, Estes Park Volunteer Fire Department, which provides services for the District, but is not under the control of the District's Board of Directors. The District is not a component unit of any other primary governmental entity, including the Town of Estes Park.

The District also budgets for the Volunteer Pension Fund, a fiduciary fund, which is used to account for assets held by the District in the capacity of trustee for its volunteer firefighter's pension plan.

The District prepares its budget on the modified accrual basis of accounting.

Revenue

Property Taxes

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the Larimer County (County) Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

ESTES VALLEY FIRE PROTECTION DISTRICT
2013 BUDGET
SUMMARY OF SIGNIFICANT ASSUMPTIONS

The calculation of the taxes levied is displayed on page 7 of the Budget at the adopted mill levy of 1.950 mills.

Specific Ownership Taxes

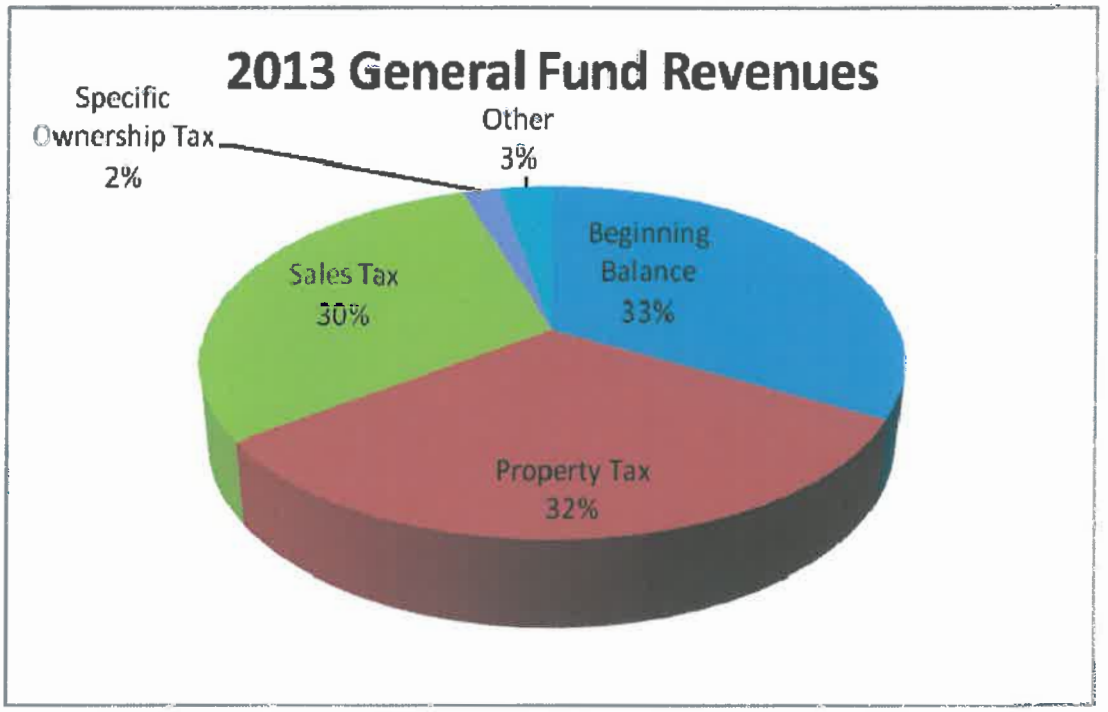
Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The forecast assumes that the District's share will be equal to approximately 7.0% of the property taxes collected by the General Fund.

Agreement with Town of Estes Park – Sales Taxes

Based on a sales tax sharing agreement between the Town of Estes Park and the District, the Town of Estes Park will remit to the District 7% of the Sales Tax collected by the Town.

Net Investment Income

Interest earned on the District's available funds has been estimated using an average interest rate of approximately 0.5%.

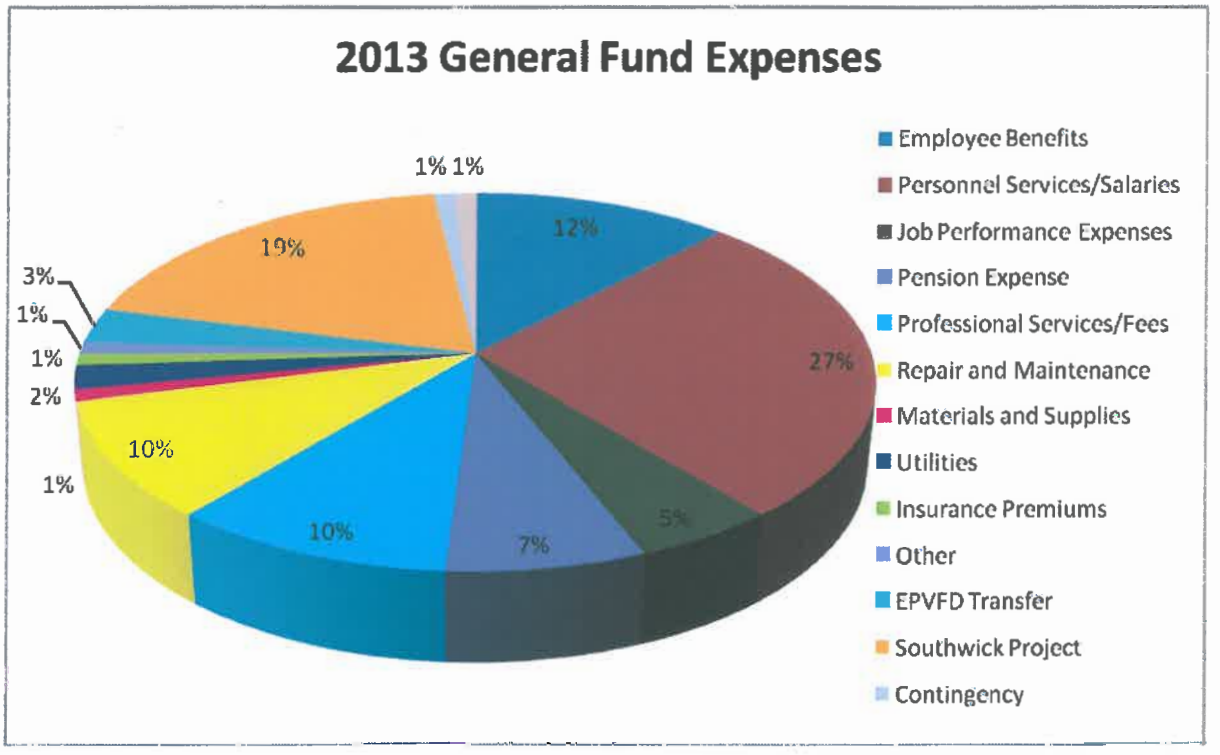


ESTES VALLEY FIRE PROTECTION DISTRICT
2013 BUDGET
SUMMARY OF SIGNIFICANT ASSUMPTIONS

Expenditures

General and Administrative Expenses

These expenditures are based upon prior and current year's expenditures and certain equipment purchases, repairs and maintenance as suggested by the District's Fire Chief, subject to the approval of the Board.



Reserves

Emergency Reserve

The District has provided for an emergency reserve equal to at least 3% of fiscal year spending for 2013 as defined under TABOR. Such emergency reserve is an integral part of Ending Fund Balance.

LOSAP Reserve

The District has provided for a reserve to fund future payments under the Length of Service Awards Program.

ESTES VALLEY FIRE PROTECTION DISTRICT
2013 BUDGET
SUMMARY OF SIGNIFICANT ASSUMPTIONS

Operating Reserve

The District has also provided for an operating reserve for future expenditures.

Capital Projects Reserve

The District has also provided for a capital project reserve for future capital projects and vehicle replacement.

Debt and Leases

The District has no outstanding debt nor any capital or operating leases.

Board of Directors

The Board of Directors of the Estes Valley Fire Protection District are currently as follows:

Sue Doylen, President
Frank Theis, Vice President
Doug Klink, Treasurer
Jack Rumley, Board member
Mark Igel, Board member

The Board also appointed Administrative Assistant Suzanne Landkamer as the Secretary of the Board of Directors.

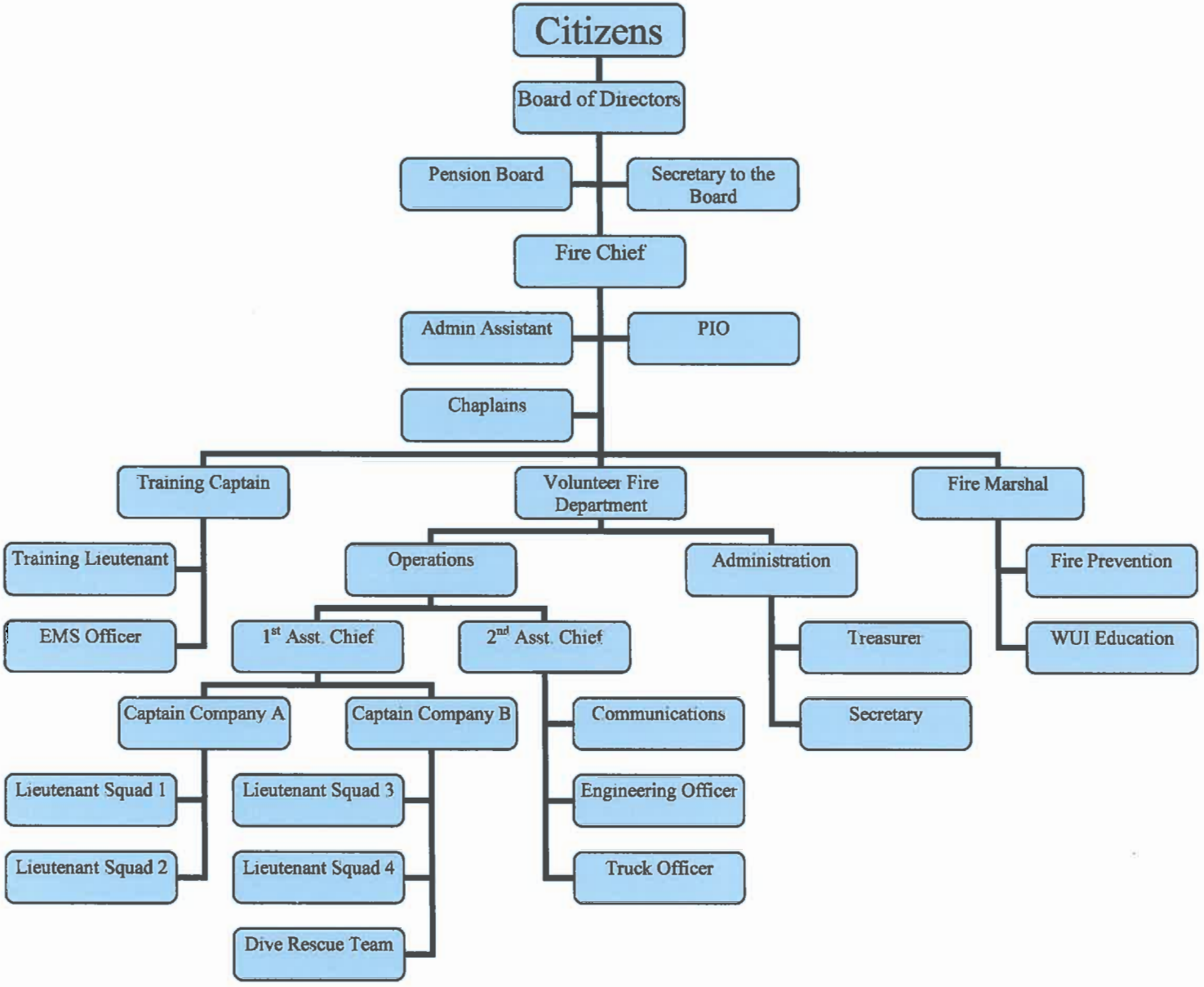
The following are the current district employees:

FIRE CHIEF
Scott Dorman

TRAINING CAPTAIN
Derek Rosenquist

FIRE MARSHAL
Marc Robinson

ADMINISTRATIVE ASSISTANT
Suzanne Landkamer

WILDLAND URBAN INTERFACE EDUCATIONAL COORDINATOR
Sue Pinkham

Estes Valley Fire Protection District
Organizational Chart- 2013