

2013



Budget Biz

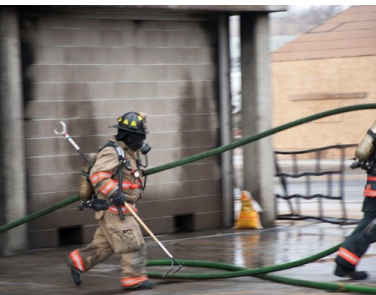
Quarter 1 (January-March), Issue 4

Welcome to the fourth issue of the quarterly budget report for the Loveland Fire Rescue Authority (LFRA). This report is designed to provide information related to fiscal accountability. It is available on the website and accessible to anyone that is interested. It is designed to assist the LFRA Board with monitoring the budget status for all resources that assist with delivering service to the citizens of the City of Loveland and the Loveland Rural Fire Protection District.



There are three sections of the report: LFRA Budget Status, Other Resources, and In the Works. The Budget Status section will highlight the budget status for revenues and expenditures for the Fire Authority Fund from year to date, January through March, 2013. The expenditures will be presented by program and account category at the department level. Each of these financial presentations will include variance explanations when the current percentage of the total budget is significantly different from the percentage of the year (i.e., first quarter is 25% of the year).

There are resources outside of the Fire Authority Fund that are critical to our service delivery mission. The Other Resources section is devoted to highlighting the status of budgets that are outside of the Fire Authority Fund. The next section of the report will provide status information on the various processes used to develop long term and short term operational and capital planning. It is also intended to highlight significant financial transactions or strategies that the department is working on to advance the strategic plan and deliver cost effective services.



Quarter 1 at 25% of 2013

- ◆ Revenues in the Fire Authority Fund are at 16.1% of the annual budget, compared to 19% last year.
- ◆ Expenditures in the Fire Authority Fund are at 19.9% of the annual budget, compared to 20.7% last year.
- ◆ Station 2 conceptual drawings are complete and the preliminary budget is in the “value engineering” process to align with resources expected to be available in the City Fire Capital Expansion Fee Fund.
- ◆ Heavy Rescue Truck for the new Station 2, Battalion Chief Command Vehicle and the new Type 6 are all in the purchasing process.
- ◆ LFRA Board has approved a financial plan to serve as a basis for developing the 2014 Budget.
- ◆ In partnership with The Lauren Project and a federal grant, smoke and carbon monoxide detectors are being installed in low income and disable households in the community.
- ◆ A supplemental budget appropriation for the investment of 2012 budget savings has been approved by the LFRA Board, the Loveland Rural Fire Protection District and the Loveland City Council. City funds remaining for fire projects are expected to be approved May 7, 2013.

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Through commitment, compassion and courage, the mission of the Loveland Fire Rescue Authority (LFRA) is to protect life and property.

2013

LFRA Budget Status - Revenue

Loveland Fire Rescue Authority

Budget Revenue Report

Quarter Ending 3/31/2013, 25% of the Year

Segments/Accounts	Total Budget	YTD Rev	Total Variance	Total % Uncollected	Total % Collected
0000 : Interest and Community Safety					
Interest On Investments	\$0.00	\$843.48	-\$843.48	0.00	100.00
Gain/Loss On Investments	0.00	-408.16	408.16	0.00	100.00
Building (1)	44,880.00	13,092.27	31,787.73	70.83	29.17
Contractor	4,000.00	1,000.00	3,000.00	75.00	25.00
Fire Permit & Inspection	20,000.00	4,800.00	15,200.00	76.00	24.00
Firework Stand Review	15,000.00	0.00	15,000.00	100.00	0.00
Special Events (2)	30,000.00	12,710.00	17,290.00	57.63	42.37
Rural Fire Inspection Fee (1)	5,000.00	2,738.58	2,261.42	45.23	54.77
Miscellaneous (3)	0.00	1,327.45	-1,327.45	0.00	100.00
SubTotal 0000	\$118,880.00	\$36,103.62	\$82,776.38	69.63	30.37
1601 : Administration					
Rural Fire District (4)	1,836,830.00	336,611.00	1,500,219.00	81.67	18.33
Other Agency Deployment (5)	20,000.00	3,526.20	16,473.80	82.37	17.63
Contribution - Loveland (6)	8,026,080.00	1,222,640.00	6,803,440.00	84.77	15.23
SubTotal 1601	\$9,882,910.00	\$1,562,777.20	\$8,320,132.80	84.19	15.81
1603 : Special Operations					
Hazmat Billing (7)	2,500.00	13,441.44	-10,941.44	-437.66	537.66
SubTotal 1603	\$2,500.00	\$13,441.44	-\$10,941.44	-437.66	537.66
1605 : Training					
Academy Training (8)	20,000.00	1,800.00	18,200.00	91.00	9.00
SubTotal 1605	\$20,000.00	\$1,800.00	\$18,200.00	91.00	9.00
Grand Total: (9)	\$10,024,290.00	\$1,614,122.26	\$8,410,167.74	83.90	16.10

YTD = Year to Date, Rev = Revenue

Revenue Variance Explanations →

LFRA Budget Status - Revenue

Variance Explanations - Revenue

(1) Building and Rural Fire Inspection Fee

This is just a function of building activity to date.

(2) Special Events

We are collecting more than anticipated for the Budweiser Event Center events.

(3) Miscellaneous

Wage reimbursement for the Deputy Fire Marshall.

(4) Rural Fire District

March is billed and collected in April.

(5) Other Agency Deployment

We have only received one reimbursement for the Fern Lake Deployment.

(6) Contribution - Loveland

The December 2012 advance to cover accruals was credited back against the January contribution (\$288,996).

(7) Hazmat Billing

This is the reimbursement of hazmat incident costs. KLLM Transport billing for \$5,530 and the fourth and final payment for the Englemen settlement \$7,911.44.

(8) Academy Billing

Academy Billing: We record this as it is received on a cash basis. The payments so far were December Blue Card classes. This year's classes have been billed but have not been collected.

(9) Grand Total

18.96% of the budgeted revenue had been received the first quarter of last year.



LFRA Budget Status - Expenditures

Loveland Fire Rescue Authority

Authorized Spending Report by Division and Program

Quarter Ending 3/30/2013, 25% of the Year

Segments	Total Budget	YTD Exp	YTD PreEnc	YTD Enc	Total Available	Total % Available	Total % Spent
223 : Community Safety							
0000 : Community Safety	\$790,970.00	\$161,872.96	\$0.00	\$0.00	\$629,097.04	79.54	20.47
SubTotal 223	\$790,970.00	\$161,872.96	\$0.00	\$0.00	\$629,097.04	79.54	20.47
224 : Station Operations							
0000 : General Station Operations	6,805,180.00	1,167,240.99	0.00	0.00	5,637,939.01	82.85	17.15
1605 : Training	105,060.00	25,394.74	0.00	0.00	79,665.26	75.83	24.17
1631 : Station 1	24,240.00	6,029.60	0.00	0.00	18,210.40	75.13	24.88
1632 : Station 2	8,630.00	1,247.79	0.00	0.00	7,382.21	85.54	14.46
1633 : Station 3	7,360.00	745.04	0.00	0.00	6,614.96	89.88	10.12
1635 : Station 5	7,290.00	1,196.48	0.00	0.00	6,093.52	83.59	16.41
1636 : Station 6 (1)	9,170.00	3,023.73	0.00	0.00	6,146.27	67.03	32.97
SubTotal 224	\$6,966,930.00	\$1,204,878.37	\$0.00	\$0.00	\$5,762,051.63	82.71	17.29
225 : Technical Response and Systems							
1603 : Special Operations	70,000.00	10,352.95	0.00	0.00	59,647.05	85.21	14.79
1604 : Wild Land	34,540.00	1,073.16	0.00	0.00	33,466.84	96.89	3.11
1607 : EMS (2)	23,070.00	495.66	0.00	12,000.00	10,574.34	45.84	54.16
1608 : Fire SWAT	4,140.00	0.00	0.00	0.00	4,140.00	100.00	0.00
1620 : ARFF	2,190.00	0.00	0.00	0.00	2,190.00	100.00	0.00
SubTotal 225	\$133,940.00	\$11,921.77	\$0.00	\$12,000.00	\$110,018.23	82.14	17.86
226 : Equipment Maintenance and Replacement							
1641 : Communications/Telephone	102,780.00	16,744.57	0.00	0.00	86,035.43	83.71	16.29
1642 : Hoses	12,030.00	165.70	0.00	0.00	11,864.30	98.62	1.38
1643 : Ladders/Small Engine	7,450.00	499.26	0.00	0.00	6,950.74	93.30	6.70
1644 : SCBA (3)	36,740.00	10,383.82	0.00	0.00	26,356.18	71.74	28.26
1645 : Thermal Imaging (4)	12,590.00	0.00	10,515.00	0.00	2,075.00	16.48	83.52
1646 : Computer Equipment	62,610.00	0.00	0.00	0.00	62,610.00	100.00	0.00
1647 : Vehicles and Apparatus (5)	699,990.00	180,976.30	0.00	103,550.32	415,463.38	59.35	40.65
SubTotal 226	\$934,190.00	\$208,769.65	\$10,515.00	\$103,550.32	\$611,355.03	65.44	34.56
227 : Administration							
1601 : Administration	1,198,260.00	278,626.22	0.00	0.00	919,633.78	76.75	23.25
SubTotal 227	\$1,198,260.00	\$278,626.22	\$0.00	\$0.00	\$919,633.78	76.75	23.25
Grand Total :	\$10,024,290.00	\$1,866,068.97	\$10,515.00	\$115,550.32	\$8,032,155.71	80.13	19.87

Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date; YTD PreEnc = Pre-encumbrance (requisition waiting for purchase order approval)

Expenditure Variance Explanations →

LFRA Budget Status - Expenditures

Variance Explanations - Expenditures

(1) Station Six

Tool and supplies purchases (i.e. tiger tooth blade, flags, stocked up on cleaning supplies, wall-mounted cloths hanging racks, locker hooks, bunkroom headboard lights, trash cans for bathrooms).

(2) EMS

The contract for the physician advisor is \$12,000 for the year. A bill is supposed to be received quarterly, but a bill for the first quarter has not been received.

(3) SCBA

\$7,832 of the charges paid for 200 cyclinder valve seal kits.

(4) Thermal Imaging

Camera on the replacement schedule is in the process of purchase order approval.



(5) Vehicles and Apparatus

Vehicles and Apparatus: The Battalion Chief Vehicle has been received and is in the process of getting equipment installed. The Type 6 Brush Truck is on order and some of the equipment has been received.

Loveland Fire Rescue Authority Authorized Spending Report by Account Class Quarter Ending 3/31/13, 25% of the Year

Segments	Total Budget	YTD Exp	YTD PreEnc	YTD Enc	Total Available	Total % Available	Total % Spent
Personal Services	\$7,601,250.00	\$1,312,052.23	\$0.00	\$0.00	\$6,289,197.77	82.74	17.26
Supplies	370,100.00	65,742.42	0.00	0.00	304,357.58	82.24	17.76
Purchased Services	1,809,040.00	429,532.90	0.00	12,000.00	1,367,507.10	75.59	24.41
Capital Outlay (1)	243,900.00	58,741.42	10,515.00	103,550.32	71,093.26	29.15	70.85
Grand Total (2)	\$10,024,290.00	\$1,866,068.97	\$10,515.00	\$115,550.32	\$8,032,155.71	80.13	19.87

Exp = Expenditures; Enc = Encumbrance; YTD = Year to Date; YTD PreEnc = Pre-encumbrance (requisition waiting for purchase order approval)

(1) Capital Outlay Purchases and Encumbrances

- Battalion Chief Vehicle near completion and the vendor has been paid for some of the equipment (lights, sirens, etc...) \$75,000
- Type 6 Brush Truck on order \$110,000

(2) Grand Total

Last year LFRA had spend or encumbered 20.7% of the 2012 Budget

In the Works

Grants

- ◆ In 2013, the only active grant is the Smoke and Carbon Monoxide Detector Grant. The smoke and carbon monoxide detectors were purchased and federally reimbursed in 2012. The installation of the units in low income and disabled housing is in progress in 2013 in collaboration with the Lauren Project. Their leadership, based on a similar project in Windsor, has been instrumental in organizing the logistics of the survey work and soliciting volunteers. Maps to guide volunteers



for canvassing targeted areas of the community were developed with the help of the City's Development Services Department. During this phase of the project, volunteers survey households to provide information on smoke and carbon monoxide risks and the proper installation of detectors. If a need for detectors is identified, then the installation teams of firefighters and other volunteers are contacted. Lauren Project and City Boards and Commission volunteers served as survey team leaders for each installation date. Around 60 Colorado State University students showed up on the first survey and installation date to assist with every aspect of the project. Three Loveland High Schools were scheduled to complete survey work. Two high schools have completed work and due to weather the final school has been rescheduled. As of the middle of April, 252 smoke and 189 carbon monoxide detectors have been installed. 2,016 smoke detectors and 672 carbon monoxide detectors purchased with grant money must be installed by August.

Capital

- ◆ The Heavy Rescue for Station 2 is on order.
- ◆ The Type 6 is on order.
- ◆ The Battalion Chief Command Vehicle is purchased near completion.
- ◆ Station 2 land Planning Commission land annexations hearings are complete, and the annexation proceedings will be heard by City Council in May. Belford Watkins, the architect firm, has developed construction drawings and a preliminary budget. The "value engineering" process has begun to refine that budget based on expected resource availability in the City's Fire Capital Expansion Fee Fund.



Administrative Actions

- ◆ Vision Tour presentations have been completed for all political officials, advisory board members, and staff members. These presentations are held at the beginning of each year. The objective of these presentations is two-fold: recap and celebrate achievements for the previous year and set the goals and expectations for the current year focused on Strategic Plan phased implementation.

In the Works Continued...

- ◆ “Good to Great” meetings were conducted for all levels of staff in the organization and an on-line survey has also been completed by 40% of the department. The intent of these meetings was to receive feedback on the organization for the purpose of continuous improvements and the establishment of the initiatives for building the fourth pillar of success (the Human Resource Asset) that was highlighted in the Vision Tour.
- ◆ 2013 Awards Ceremony was held in February to recognize many extraordinary contributions in 2012.
- ◆ LFRA Sponsored the Blue Card Hazard Zone Management Symposium and the Emergency Managers State Conference at the Loveland Embassy Suites hotel in February. These were state and national conferences and featured extraordinary speakers, including our own Chief Mirowski and Chief Ward.
- ◆ LFRA Board approved an intergovernmental agreement with Larimer County for Wildland and Forest Fire Mitigation in January.
- ◆ LFRA Board approved a Capital Fixed Asset Policy in February to ensure appropriate internal controls for managing LFRA assets.
- ◆ LFRA Board approved the staff recommendations for investing the 2012 Budget savings to complete projects and advance some initiatives for the Strategic Plan in 2013 in the form of a supplemental budget at their March meeting. The Loveland Rural Fire Protection District approved them as well at their April meeting. The City of Loveland approved the Fire Authority Fund supplemental budget and approved the City fund recommendations on first reading at their April 16 meeting and will hear the second reading on May 7. Based on the partner board approvals, LFRA will appropriate the supplemental budget on May 9.
- ◆ LFRA Board approved a ten year financial plan on April 11 for the phased implementation of the Basic Services Model in the Strategic Plan to use as the basis for developing the 2014 budget.
- ◆ LFRA Board agreed that it would be good business practice to send a letter to fireworks vendors that a ban on the sale of fireworks would be under consideration given the expected drought conditions so that they could make decisions about inventory. The Chief brought a draft of that letter to the April meeting, and it was approved for distribution with minor modifications.
- ◆ Chief Mirowski partnered with the City Manager to present to the Loveland City Council a streamlined method for declaring a fire ban in the City limits so that the City could be more responsive as the City and Larimer County assess risks associated with the expected drought conditions. City Council approved that methodology April 16.
- ◆ Discussions are in progress for auto-aid agreements with the Johnstown Fire Protection District and the Berthoud Fire Protection District.
- ◆ 2012 International Fire Code Amendments are expected to be considered by Loveland City Council in late May, early June.
- ◆ Two supplemental appropriations have been approved by all the governing partners during this quarter: \$71,000 for a Plans Reviewer (82% City and 18% Rural District) and \$75,000 for the Battalion Chief’s Command Vehicle (100% Rural District). The originally adopted budget was: $\$9,878,290 + \$71,000 + \$75,000 = \$10,024,290$, the current budget.
- ◆ A new Plans Reviewer was hired to join the Community Safety team, Ingrid McMillan-Ernst.



In the Works Continued...

Budget Process

(as of April, 2013)

Organization	April	June	September	October	November	December
<i>City</i>			Study Session on 2014 Recommend Budget	Consider Adoption & Appropriation of the City's Budget; Consider Approval of LFRA's Budget		
Loveland Fire Rescue Authority (LFRA)	Long Range Financial Plan	2014 Budget Request	2014 LFRA Budget and Fees Adoption		Appropriate 2014 LFRA	
<i>Rural District</i>				Consider Approval of LFRA's Budget		Appropriate Rural District

April 11, 2013 LFRA Board: Approved the Ten Year Plan for Operations and Capital – Based on Strategic Plan Basic Services Model

April 19, 2013 Capital Forms Due to the City

June 11, 2013 City Council Study Session on 2014-2023 Capital Program

June 13, 2013 LFRA Board: 2014 Operations Request

June 14, 2013 Operations Budgets Due to the City

July 15 – July 19, 2013 City Managers Meetings

September 10, 2013 Study Session on 2014 Recommended City of Loveland Budget

September 12, 2013 LFRA Board: Considers Adoption of the 2014 Operations Budget and Fees

October 1, 2013 City Council Public Hearing and First Reading of Appropriation; Approval of 2014 LFRA Budget and Fees

October 2, 2013 Rural District Approves 2014 LFRA Operations Budget and Fees

October 15, 2013 Second Reading Appropriating and Adoption the City Budget

November 14, 2013 LFRA Board: Considers Appropriation of the 2014 Budget

December 4, 2013 Rural District Sets Mill Levy and Adopts/Appropriates the Rural District Budget

For more information regarding this report contact:

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