



Date of Council Meeting: March 8, 2016

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Appropriation of Unassigned Fund Balance for Cost of Winter Storm Jonas

**Staff Contact:** Clark G. Case, Director of Finance and Administrative Services

**Council Action Requested:** Approve appropriation of unassigned General and Utility Fund balance to cover cost of Winter Storm Jonas for emergency response not already included in the budget.

**Staff Recommendation:** Town Council established a practice several years ago to conservatively budget for Town snow emergencies. Staff recommends the appropriation of \$645,915 of General Fund unassigned fund balance, and \$50,516 of unassigned Utilities Fund balance to affected departmental budgets to cover the cost of Winter Storm Jonas emergency response, snow removal, and repairs that are above amounts included in the approved original operating budgets.

**Commission Recommendation:** Not applicable.

**Fiscal Impact:** The cost above budget for the General Fund's regular operating budget is estimated at \$645,915. The cost above the Utilities Fund's regular operating budget is estimated at \$50,516. The resulting unassigned balance in the General Fund is estimated to be approximately \$7,700,000 or 15.54% of Fiscal Year 2015 General Fund expenditures. The Town is coordinating with Loudoun County to seek potential reimbursements for eligible storm costs from Federal Emergency Management Agency or other opportunities; however, any reimbursement is unlikely to occur within the current fiscal year.

Costs incurred over and above the amounts already included in the operating budgets are shown in the table below.

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General Fund Costs	
<b>Salaries &amp; Benefits</b>	
Public Works	\$ 142,931.29
Other Salaries	117,194.78
<b>Total Salaries and Benefits</b>	<b>260,126.07</b>
<b>Other Expenses</b>	
Lodging & Meals	7,353.01
Contracted Snow Removal	339,270.50
Repairs & Supplies	164,165.43
<b>Total Other Expenses</b>	<b>510,788.94</b>
Budgeted Snowstorms	(125,000.00)
<b>Total General Fund</b>	<b>\$ 645,915.01</b>
Utility Fund Costs	
<b>Salaries &amp; Benefits</b>	
Other Salaries	\$ 31,560.59
<b>Total Salaries and Benefits</b>	<b>31,560.59</b>
<b>Other Expenses</b>	
Lodging & Meals	637.41
Repairs & Supplies	18,317.96
<b>Total Other Expenses</b>	<b>18,955.37</b>
<b>Total Utility Fund</b>	<b>50,515.96</b>
<b>Total General Fund &amp; Utility Fund</b>	<b>\$ 696,430.97</b>

**Work Plan Impact:** The emergency response budget was exhausted for Winter Storm Jonas, which can have a potential operating budget impact for any future emergency responses for the remainder of Fiscal Year 2016.

**Executive Summary:** The Town Department of Public Works and Capital Project includes a regular operating budget of approximately \$125,000 which ordinarily is enough to cover two average winter weather events of 8 to 12 inches of snow accumulation. The approximately 36 inches of snow in Winter Storm Jonas exhausted the Town's budgeted resources, and required support from the County of Loudoun Emergency Management and the Virginia Department of Transportation.

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This appropriation of unassigned fund balance is necessary to cover the unusually high cost of Winter Storm Jonas and ensure enough appropriation is provided for all the departments to provide the expected level of service in their specific areas for the remainder of Fiscal Year 2016.

**Background:** The Town does not budget snow storm recovery as separate line items in the operating budgets. The Town Department of Public Works and Capital Project includes a regular operating budget of approximately \$125,000 which ordinarily is enough to cover two average winter weather events of 8 to 12 inches of snow accumulation.

For Winter Storm Jonas, the extra costs incurred were in the form of overtime for Town snow removal crews, staff who worked the storm in emergency response roles, lodging and meals for crews working 12 hours shifts who were unable to return to their homes, repairs to Town equipment and facilities such as storm drains, and the cost of contracted snow removal crews and equipment.

**Attachment:** Fund balance appropriation resolution for Winter Storm Jonas

PRESENTED March 8, 2016

RESOLUTION NO. 2016-\_\_\_\_\_

ADOPTED \_\_\_\_\_

A RESOLUTION: APPROPRIATING GENERAL FUND UNASSIGNED FUND BALANCE IN THE AMOUNT OF \$645,915 AND UTILITIES FUND UNASSIGNED FUND BALANCE OF \$50,516 FOR EMERGENCY RESPONSE COSTS FOR WINTER STORM JONAS ABOVE THE AMOUNTS PROVIDED IN THE APPROVED FISCAL YEAR 2016 OPERATING BUDGETS

WHEREAS, the Town Council passed Fiscal Year 2016 operating budgets that provided approximately \$125,000 in funding imbedded within the operating budgets; and

WHEREAS, the Town's operating budgets are sufficient to cover two snow events of 8 inches to 12 inches accumulation each of snow; and

WHEREAS, the Town Council's existing practice to conservatively budgets the annual costs of snow removal, and to subsequently appropriate the necessary funding from the Unassigned Fund Balance as needed; and

WHEREAS, Winter Storm Jonas yielded about 36 inches of snow which far exceeded the resources provided for an average Town winter; and

WHEREAS, the Town expended an estimated \$645,915 more than budgeted in the General Fund and an estimated \$50,516 more than budgeted in the Utilities Fund for emergency response costs associated with Winter Storm Jonas.

THEREFORE, RESOLVED, by the Council of the Town of Leesburg in Virginia that effective March 8, 2016 unassigned fund balance is hereby appropriated to pay for emergency response Winter Storm Jonas costs as follows:

- 1.) \$645,915 of unassigned General Fund balance to departmental budgets; and
- 2.) \$50,516 of unassigned Utilities Fund Balance to departmental budgets.

A RESOLUTION: APPROPRIATING GENERAL FUND UNASSIGNED FUND BALANCE IN THE AMOUNT OF \$645,915 AND UTILITIES FUND UNASSIGNED FUND BALANCE OF \$50,516 FOR EMERGENCY RESPONSE COSTS FOR WINTER STORM JONAS ABOVE THE AMOUNTS PROVIDED IN THE APPROVED FISCAL YEAR 2016 OPERATING BUDGETS

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
David S. Butler, Mayor  
Town of Leesburg

ATTEST:

\_\_\_\_\_  
Clerk of Council