

**AGENDA
JOINT FINANCE COMMITTEE
TUESDAY, FEBRUARY 18, 2014
9:30 A.M.**

**BOARD OF SUPERVISORS' EXECUTIVE SESSION ROOM
COUNTY ADMINISTRATION BUILDING
107 N. KENT STREET, WINCHESTER, VA**

- I. CALL TO ORDER**

- II. GENERAL DISTRICT AND JUVENILE & DOMESTIC RELATIONS COURTS
EMPLOYEE SUBSIDY REQUEST**

- III. UPDATE ON THE CONCEPTUAL DESIGN OF PROPOSED IMPROVEMENTS AT
THE JJC**

- IV. OUTSIDE AGENCY FUNDING STATUS/UPDATE**

- V. STATUS/UPDATE MEMORANDUM OF UNDERSTANDING FOR
WINCHESTER-FREDERICK COUNTY ECONOMIC DEVELOPMENT
COMMISSION**

- VI. ADJOURN**



COMMONWEALTH of VIRGINIA

William W. Sharp
Judge

**JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT
CITY OF WINCHESTER — COUNTY OF FREDERICK**

Ann B. Lloyd
Court Clerk

Elizabeth Kellas
Judge

JUDICIAL CENTER
5 North Kent Street
Winchester, Virginia 22601
(540) 667-5770
(For TDD Users - Call VRC 1-800-828-1120)
FAX Number: (540) 723-8886

December 12, 2012

To: City of Winchester Finance
County of Frederick Finance

From: Brenda L. Vance, Clerk-General District Courts for Winchester/Frederick Co.
Ann B. Lloyd, Clerk-JDR Courts for Winchester/Frederick County

Re: Budget Requests for Supplements to staff salaries

On behalf of the district court clerk staff for the City of Winchester and County of Frederick we are asking that the localities consider supplementing staff salaries for the following reasons.

- Information provided by Karl Hade, Executive Secretary of the Supreme Court of Virginia, indicates that studies they have performed reflect that 92.3 percent of district court employees earn less than the state average for state employees.

The General Assembly only changed the statute in the past year or so that allowed courts to request staff supplements. That code section is 16.1-69.45.

16.1-69.45. Salaries of clerks and personnel.

The Committee on District Courts shall fix the salaries for the clerks and personnel of the district courts. Any county or city may supplement the salaries of the clerks and other personnel of the district court wholly out of local funds. However, no supplements may be paid to full-time district court judges or substitute judges.

- Comparisons made with jobs descriptions for the City of Winchester and County of Frederick employees compared to those of the district court show we are behind in

salaries in a range from several thousand to 10,000 dollars or more for different positions within the clerk's office.

- The localities currently support and supplement, in various ways, other state funded offices such as the Office of the Commonwealth's Attorney for both City and County and the Circuit Courts by staffing positions and other means. For example, a recent decision was made in Frederick County to fund a full time assistant commonwealth attorney with the local paper reflecting a cost of approximately \$80,000.
- The localities have added additional sheriff deputies and police officers/city deputies, which have, in turn, increased work loads for the courts who have **not** received staffing to support the increase in caseload. Both courts have shown increases in caseload, with the General District Court having an increase of almost 7,000 new cases from 2010 to 2011, alone. At this time, both courts have the highest caseloads in the 26th District, exceeding Harrisonburg/Rockingham who have a larger population.
- Both courts are understaffed by 2011 figures at 2.2 staff members in the JDR court and 3.2 staff members in the GD Court. This understaffing places additional workload and expectations on staff members who are already underpaid. Employing and retaining competent, loyal staff is difficult at the current salaries and turnover is problematic.
- In further support of our request we note that local collections for our courts is approximately as follows for 2012 thus far (11 months).
 - City of Winchester: \$390,000.00
 - County of Frederick \$555,000.00

Our joint proposal is to ask for a supplement to be paid, quarterly, in the amount of \$600 per employee for a total of \$2,400 per employee per year, Shared between the City and County. The General District has a total of 11 full time employees and the Juvenile/Domestic District Court has 8. That would equal a total of \$45,600 or **\$22,800 per locality.** That would equal out to about .4 percent of what we collect for the County and around 5.75 for the City.

We feel this amount would boost morale and be an encouragement to staff to stay in these positions, a win-win situation for both the City, the County and the courts.

At the request of the City Manager we will, in January, have a listing of courts who are now receiving supplements from their localities as well as courts like ours' who are in the process of making the request.



COMMONWEALTH of VIRGINIA

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Judge

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January 14, 2013

To: Mary Blowe, Finance Director, City of Winchester

From: Ann B. Lloyd, Clerk-JDR Court
Brenda L. Vance, Clerk-GD Court

Re: Courts receiving supplements

Mary,

The statute changed a year or so ago allowing courts to ask their localities for supplements. As explained in our request for same, we are asking for this as our salaries are far below the state average and the courts do generate funds that come back to the localities.

The following courts are ones that we are aware of that have requested and received supplements:

Arlington County
Dickenson County
Washington County
City of Hopewell

Courts now requesting, or preparing to ask for supplements **that we are personally aware of** are:

Loudoun County
Staunton-Augusta
Waynesboro
Shenandoah County

Supplements range from 15 percent of employee salaries (Arlington) to quarterly pay outs received by Washington County.

Please let us know if you have any further questions. Thank you.

Joint Project Summary

Project	Frederick County						Winchester					
	2013 Request	2013 Allocated	2014 Request	2014 Allocated	2015 Request	2015 Allocated	2013 Request	2013 Allocated	2014 Request	2014 Allocated	2015 Request	2015 Allocated
Library	801,050	801,050	851,389	801,050	862,665		390,334	390,334	390,334	390,334	390,334	0
Clean	10,519	10,519	15,000	10,519	15,000		0	0	10,000	0	15,000	0
Early Act Comp	0	0	0	0	0		0	0	0	0	0	0
Literacy Volunteers	0	0	0	0	0		10,000	0	10,000	0	10,000	0
LFCC	56,493	56,493	76,936	56,493	81,091		37,391	37,391	48,946	37,391	55,216	0
Soil & Water Dist	7,650	7,650	11,250	7,650	11,250		4,500	1,000	4,500	1,000	4,500	0
Northwestern Comm. Svc.	318,263	318,263	318,263	318,263	416,029		183,307	183,307	183,307	183,307	192,472	0
Disability Serv Bd	0	0	0	0	0		0	0	-	0	-	0
Reg Commission	43,622	43,622	44,085	43,622	44,085		15,198	15,198	50,177	15,178	15,178	0
Courthouse Museum	25,000	25,000	25,000	25,000	25,000		0	0	-	0	-	0
Our Health	20,655	20,655	25,000	20,655	25,000		25,000	20,188	25,000	20,188	25,000	0
Area Agency on Aging	60,930	60,930	100,215	60,930	73,000		45,000	20,000	35,000	20,000	35,000	0
Compassionate Pharmacy	0	0	0	0	0		0	0	0	0	0	0
Health Dept	301,959	301,959	354,205	301,959	387,267		258,766	258,766	266,701	266,701	294,570	0
Museums (Historical Society)	0	0	0	0	0		79,156	79,525	128,750	79,525	85,750	0
Museums Capital											45,000	0
M P O	8,220	8,220	20,000	8,220	19,000		20,000	20,000	20,000	20,000	20,000	0
JJC	339,000	339,000	453,600	339,000	339,000		495,150	495,150	453,600	453,600	400,000	0
Airport (Oper. & Capital)*	16,874	16,874	45,785	45,785	50,629		53,329	53,329	106,866	106,866	29,984	0
Jail	4,199,498	4,199,498	5,754,532	4,755,887	4,991,484		3,383,564	3,474,064	3,996,427	3,549,207	3,949,108	0
JDC	395,456	395,456	395,276	395,456	476,441		267,090	267,090	299,751	299,751	356,546	0
Tourism	100,500	100,500	100,500	100,500	100,500		100,500	100,500	100,500	100,500	100,500	0
Win/Fred Co EDC	401,151	401,151	437,624	419,398	601,173		72,000	72,000	99,756	72,000	-	0
Detox	0	0	0	0	0		0	0	0	0	0	0
CSA Early Intervention	0	0	0	0	0		0	0	0	0	0	0
Magistrate's Office	8,819	8,819	5,375	5,375	4,125		4,000	4,000	5,375	4,000	3,000	0
Youth Development Center	22,950	22,950	30,000	22,950	30,000		10,000	10,000	10,000	10,000	10,000	0
Discovery Museum (oper & Cap)	19,125	19,125	25,000	19,125	25,000		25,000	10,000	50,000	110,000	130,000	0
Patsy Cline Museum	0	0	0	0	0		0	0	0	0	0	0
Northwestern VA Health Sys.	0	0	0	0	0		0	0	0	0	0	0
Apple Country Head Start	0	0	0	0	0		0	0	0	0	0	0
Boys & Girls Club	0	0	0	0	0		20,000	10,000	20,000	10,000	20,000	0
Healthy Families	0	0	0	0	0		10,000	10,000	10,000	10,000	10,000	0
Winchester Day Nursery	0	0	0	0	0		20,000	10,000	12,500	10,000	10,000	0
The Laurel Center	6503	6503	58,000	6,503	8,000		5,000	3,000	55,000	3,000	55,000	0
Fremont Street Nursery	0	0	0	0	0		10,000	10,000	15,000	10,000	10,000	0
Winc/Fred Child Advocacy	0	0	0	0	0		12,600	0	-	0	-	0
Blue Ridge Legal Services	2851	2851	5,756	2,851	5,756		4,873	0	4,873	0	4,873	0
Concern Hotline	0	0	0	0	0		5,000		2,000	0	2,000	0
Access Independence	11475	11475	12,000	11,475	12,000		0	0	10,000	0	10,000	0
Help with Housing	0	0	10,000	0	0		0	0	5,000	0	5,000	0
LF EMS Council	16420	16420	16,420	16,420	18,062		0	8,306	8,306	8,306	9,137	0
Shen Apple Blossom Festival	3825	3825	5,000	3,825	5,000		0	0	5,000	0	5,000	0
VA Comm of the Arts Grant	0	0	0	0	0		0	10,000	12,000	10,000	10,000	0
Cedar Creek Battlefield Foundation				0	55,000						10,000	0
Shenandoah Valley Battlefields				0	0						50,000	0
Lord Fairfax Small Business Ctr.				0	0						20,000	0
SPCA	0	0	0	0	0		0	115,000	490,844	115,000	120,000	0

*Allocated amount is for Airport Operating only. Airport Capital is approved by supplemental appropriation after budget adoption.

MEMORANDUM OF UNDERSTANDING

FREDERICK COUNTY AND CITY OF WINCHESTER JOINT TERMINATION AGREEMENT RE: WINCHESTER-FREDERICK COUNTY ECONOMIC DEVELOPMENT COMMISSION

I. PURPOSE

The County of Frederick and the City of Winchester are entering into this Memorandum of Understanding (MOU) to terminate Agreement between the County of Frederick and the City of Winchester establishing the Winchester-Frederick County Economic Development Commission, amended January 10, 1995 and January 25, 1995 and the Memorandum of Understanding between the County of Frederick (the "County") and the City of Winchester (the "City") approved by the City on December 13, 1994 and by the County on December 14, 1994 as it relates to the funding allocation for the Winchester-Frederick County Economic Development Commission.

This MOU shall supersede all existing agreements effective July 1, 2014.

II. FUNDING

Commencing July 1, 2014, funding for the Winchester-Frederick County Economic Development Commission shall no longer be on a shared funding basis.

III. FISCAL AGENT

Each locality shall serve as the fiscal agent for the respective economic development authority which serves the respective locality.

IV. EVIDENCE OF AUTHORITY TO EXECUTE

In accordance with the provisions of the attached Resolutions (incorporated by reference as if set forth fully herein) duly adopted by the parties to this Memorandum of Understanding, the undersigned individuals are hereby authorized and directed to execute this Memorandum of Understanding on behalf of the respective governing bodies, and do hereby acknowledge and agree to abide its terms.

Given under my hand this _____ day of _____, 2014 on behalf of the City of Winchester, Virginia.

Dale Iman, City Manager for the City of Winchester, VA

Given under my hand this _____ day of _____, 2014 on behalf of the County of Frederick, VA

John R. Riley, Jr., County Administrator for the County of Frederick, VA

DRAFT