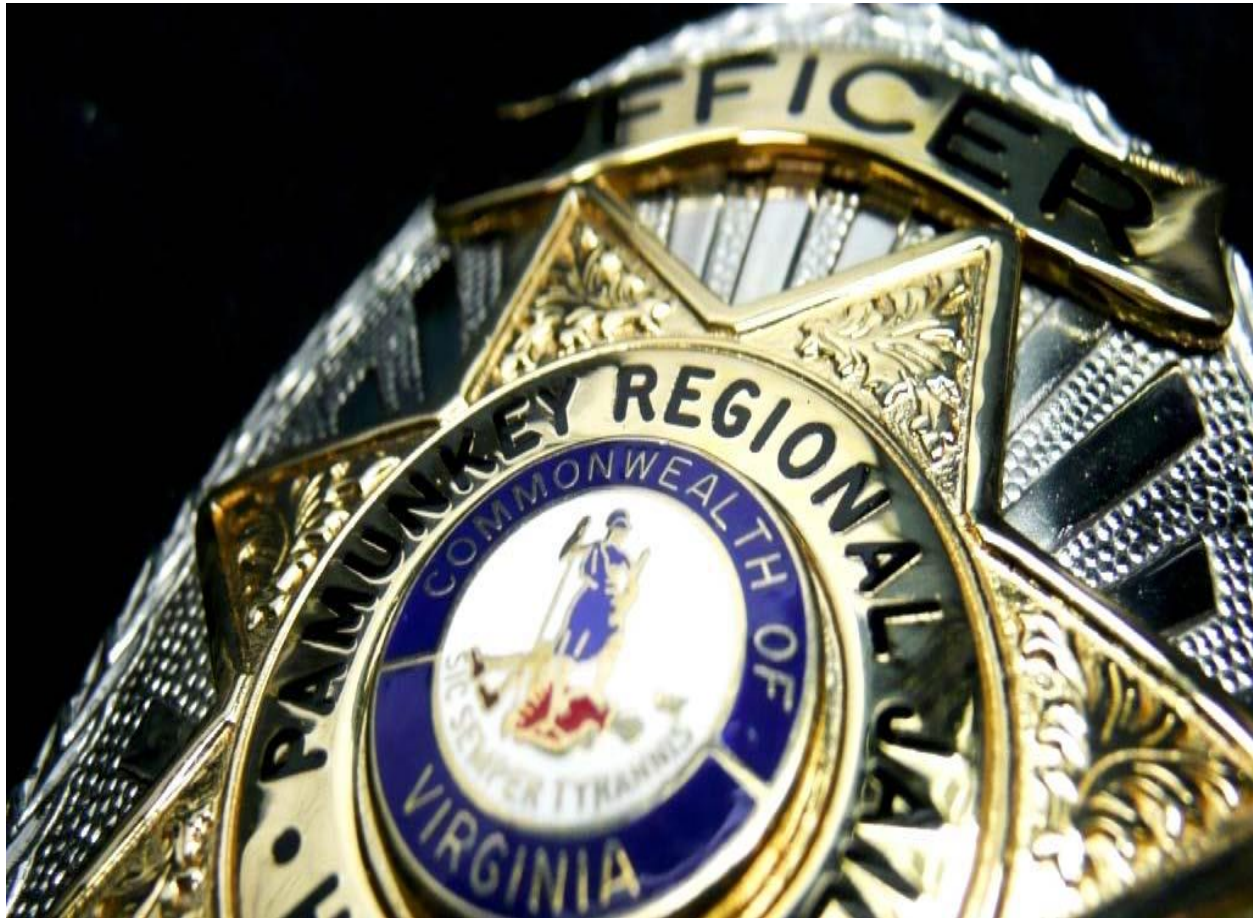


PAMUNKEY REGIONAL JAIL AUTHORITY

HANOVER COUNTY, VIRGINIA



ADOPTED BUDGET 2014-2015

COLONEL JAMES C. WILLETT, CJM
SUPERINTENDENT

MAJOR MARY N. WHITE, CJM
DEPUTY SUPERINTENDENT

MR. F. KEITH SPICER, CPA
ACCOUNTING MANAGER

Table of Contents

Letter of Introduction	Page 1 – 12
Revenue & Expense Summary	Page 13
Debt Service & Per Diem	Page 14
Pay For Performance	Page 15
FY 15 Adopted Budget	Page 16 - 25
Five Year Financial Plan.....	Page 26 - 27

January 2, 2014

The Honorable Members of the
Pamunkey Regional Jail Authority
Hanover, VA 23069

Dear Members of the Authority:

I am very pleased to submit Pamunkey Regional Jail's Adopted Budget for fiscal year 2014-2015. Each year as we prepare our budget presentation, we do so with the goal of maintaining a low operational cost. We strive to do this while still providing a high level of quality. As we proceed through our seventeenth year of operation, we need to be mindful of the fact that PRJ is no longer a brand new facility. Accordingly, we have implemented a five-year plan to address the more expensive items that will need to either be replaced or repaired. We are satisfied that this budget will allow us to be prepared as we move into the future.

Expenses for FY14-15 will increase by 3.9% overall from the previous year. This increase includes a 2% merit salary raise for all employees with a satisfactory evaluation as well as a salary benchmarking of a majority of employee positions per the salary survey comparison.

As in the past, we've used the National Institute of Corrections publication and National Standards Cost Estimates, to guide us in the preparation of our budget. Overall budget standards indicate 70% for personnel cost, 20% for operational cost, and 10% for inmate care. Our FY14-15 budget percentages are as follows: 74% personnel cost, 16% operational costs, and 10% inmate care cost. Again, we remain very close to those national averages.

Our total local inmate population increased from 372 to 400. Caroline County's population increased to 122, while Hanover County increased from 270 to 278. The operational per diem increased from \$34.87 to \$37.18 and the debt service per diem decreased from \$12.72 to \$11.87. This resulted in an overall \$1.46 increase in total per diem.

Listed below are some of the highlights of the adopted budget. These highlights will be described in detail in the following pages along with the specifics for each line item.

Budget Highlights

- Maintain ACA accreditation and DOC certification through staff development while adhering to facility policy and procedures.
- Provide 2% employee merit increases as well as salary benchmarking increases for a majority of Jail staff.
- Maintain revenue from federal contract bed rentals and continue to pursue other possible contract bed rentals.

Budget Objectives

- Continue to provide a safe, secure and sanitary facility for staff and inmates while maintaining cost saving measures in our operation.
- Continue to provide inmates with quality medical services.
- Continue to enhance our relationships with our user jurisdictions, outside agencies, and the public through effective correctional services and community involvement.
- Ensure the facility continues to maintain standards compliance with the American Correctional Association, Virginia Department of Corrections and the Virginia Compensation Board.

In conclusion, I feel this budget will carry Pamunkey Regional Jail through its seventeenth year of operation fully funded and prepared to meet the needs of Hanover, Caroline, Ashland, the Courts and each of the User Agencies. This will be accomplished while ensuring the safety and security of our staff and inmates as well as the citizens of the localities we serve.

I would like to take this opportunity to thank each Member of the Authority Board for your continued support of the jail's Administration and PRJ as a whole. As always, we are especially grateful for the assistance of the Finance Department representatives from both Hanover and Caroline Counties. In addition, I'd like to thank my staff for the dedication and hard work invested in the preparation of this budget.

Sincerely,

James C. Willett, CJM
Superintendent

**Pamunkey Regional Jail
2014-2015 Budget**

2500-2800	Salaries & Benefits	\$8,335,651
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\$ 5,716,545 is for staff salaries which includes a 2% merit increase. \$90,000 is for overtime when we have unexpected absences in the jail and are also used any time that we have an inmate to be housed in a hospital that would require security around the clock.

\$177,703 is for the salary survey, both sworn and civilian.

\$13,000 is for a part-time polygraph examiner at \$67.79 per hour.

\$458,790 is for FICA.

\$783,783 is for VRS.

\$1,200 is for health insurance opt-out.

\$914,880 is for health insurance.

\$77,976 is for life insurance.

\$88,394 is for worker's compensation.

\$10,000 is for disability insurance.

\$3,380 is for post-retirement benefits.

3050	Professional Health Services	\$ 298,400
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\$10,000 is for physicals of new hire employees.

\$288,400 is for inmate hospital stays.

3100	Professional Services Other	\$ 183,142
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\$38,450 is for contracted dental services, which is based on the current contract we have with the dentist.

\$97,826 is for contracted physician services, which have been awarded and has been agreed to by the Board.

\$28,000 is for lawyer services to the Pamunkey Regional Jail Board.

\$14,200 is for the cost of audit services for the next fiscal year.

\$2,166 is for Virginia Risk Management Medical Malpractice insurance.

\$2,500 is for US Bank for administrative fees for the jail's revenue bonds.

3150	Temporary Help Service Fees	\$ 1,500
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\$1,500 is for temporary help with our medical staff.

3200	Repair & Maintenance	\$ 85,000
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\$70,000 is for preventive and routine maintenance for everyday consumable materials and replacement of major components of pumps, motors for heat pumps, and maintenance of equipment.

\$15,000 is for roof maintenance and repairs.

3201	Repairs & Maintenance to Radios	\$ 1,000
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This amount is for any repairs to the radios that would be caused by dropping or should the radio become broken by an officer during a struggle with an inmate. These are costs not covered under routine maintenance, but needed to have the radio replaced or repaired.

3250	Maintenance Service Contract	\$ 98,336
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\$44,000 is part of the contracted services with the new Jail Tracker System and annual maintenance to software. This is to include any upgrades and new versions of the system.

\$13,596 is for copier maintenance.

\$2,000 is for the computer router contract that will be used for connection between Hanover County and Pamunkey Regional Jail.

\$5,000 is for maintenance for Simplex Grinnell Security system.

\$1,450 is for the DBI machine contract for the ten printers (for fingerprints).

\$5,500 is for video arraignment equipment.

\$17,240 is for contracts for chemicals, pest control, chill water & kitchen waste, monthly maintenance fees.

\$8,800 is for trash collection.

\$750 is for the Arbitrage Report.

3300	Printing and Binding	\$ 10,000
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This line item is for any outside printing costs to include the Policy and Procedure manuals.

3350	Advertising	\$ 2,500
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This line item is for any outside printing costs to include the Policy and Procedure manuals.

3450	Purchase of Service	\$ 428,000
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\$428,000 is for contracted services provided to us from Hanover County; information technology, finance, personnel and general services, as quoted by the Finance Office.

5021	Electrical Service	\$ 180,250
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\$180,250 is for electrical services. The estimate is based off of information from the previous year.

5031	Heating Service	\$ 131,000
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\$128,000 is for propane to heat the facility and hot water.

\$3,000 is the estimated costs for fuel for the generator with the anticipation of running the generator at least once a week for test purposes and approximately 24 hours of full load service in the event of a power outage.

5041	Water Service	\$ 131,000
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\$131,000 is for water & sewer based on Hanover's trend and anticipated rate increases.

5050	Postage	\$ 2,800
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\$2,300 is for the postage of all outside mail.

\$500 is for Federal Express and UPS services to be used for shipping.

5060	Telecommunications	\$ 7,000
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\$7,000 is for the administrative phone allocation charged by Hanover County.

5061	Other Telecommunications	\$ 29,500
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\$20,000 is for the administrative phone and fax lines.

\$4,000 is for ISDN lines to be used as a backup to our fiber optic line. This is in case there is a problem and the fiber optic line should stay down, we can switch to ISDN with little interruption to our jail management system.

\$5,500 is for cellular phone lines to be used by administration and transportation units. We are currently using the phones for our long distance transports when outside of radio range.

Instead of using the SIRS radio system, it is cheaper to use cellular phones if they are used only on an as needed emergency basis.

5072	Package Insurance	\$ 27,000
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\$27,000 is for building liability insurance based on an estimate given by VACO.

5074	Motor Vehicle Insurance	\$ 12,500
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\$12,500 is for motor vehicle insurance through VACO.

5090	Office Supplies	\$ 15,000
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This amount is for all miscellaneous office supplies: printer and copier paper, folders, pens, hanging folders, and training supplies, etc.

5100	Food & Food Services	\$ 450,000
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\$450,000 is for the food service at approximately \$37,500 per month.

5100-100	Food Service Equipment	\$ 12,500
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\$6,250 is for the replacement cost of pots, pans, and utensils.

\$6,250 is for the replacement of various kitchen equipment.

5120	Medical & Lab Supplies	\$ 308,000
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\$58,000 is for supplies for the doctor, nurse and dentist, as well as first aid kits for the building. This is based on usage from previous year.

\$250,000 is for prescription medications.

5130	Laundry, Housekeeping, Janitorial	\$ 65,000
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\$65,000 is for laundry, housekeeping and janitorial services based off of the current use, and number of inmates housed.

5140	Linen Supplies	\$ 10,370
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\$10,370 is for sheets, mattresses, blankets and pillows for the facility. These are only for replacements in case of damage due to misuse by the inmates. The inmates will be charged for the replacements with money taken out of their canteen. However, there will be times where there may be an indigent inmate who does not have the money at that particular time and the replacement still needs to be made. The money for that replacement will be placed in a deficit account to be recovered should that inmate receive money in their account.

5170	Vehicle & Powered Equipment	\$ 23,350
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\$22,050 is for vehicle maintenance-repairs per County Garage.

\$500 is for towing services should any of our vehicles break down.

\$800 is to maintain the range van.

5171	Gas, Grease & Oil	\$ 44,000
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\$44,000 is for gas, grease and oil for vehicles and other equipment.

5180	Police Supplies	\$ 9,251
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\$650 is for the purchase of weapon parts.

\$2,224 is for handcuffs, leg irons, chains, capstun, CPR microkeys and flexcuffs to be used throughout the jail.

\$450 is for flashlights, bulbs, flares, used inside and outside the jail.

\$765 is for weapon cleaning supplies.

\$620 is for targets and equipment.

\$224 is for search kits.

\$1,310 is for the replacement of vehicle supplies, such as first aid and warning kits.

\$1,018 is for security gear.

\$1,990 is for ERT (Emergency Response Team) equipment.

5190	Uniforms	\$ 38,040
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\$30,000 is for replacement and new uniforms. Replacement for uniforms torn during normal use and uniforms for new employees as they are hired throughout the year.

\$1,640 is for medical and kitchen uniforms.

\$3,900 is for the transportation employees. As they rotate in and out and their sizes differ, the purchase of larger or smaller belts, holsters, duty gear, etc. may be needed.

\$2,500 is for uniforms for new employees attending the criminal justice academy.

5195	Uniforms for Inmates	\$ 15,000
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\$7,926 is for the replacement uniforms.

\$3,000 is for armbands for the inmates.

\$4,074 is for inmate worker's boots, jackets, safety attire and shower shoes for the inmates.

5210	Books & Subscriptions	\$ 250
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This amount is for reference materials for all divisions.

5223	Instructional Supplies	\$ 22,720
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Each year, we have to qualify each of our sworn personnel with our weapons.

\$12,975 is for the figured annual cost for the training ammunition.

\$2,390 is for inert and live Oleoresin Capsicum (pepper spray).

\$3,827 is for First Aid and CPR training materials.

\$3,528 is for baton training, mats, fingerprinting tools, search kits and red guns for training.

5230	Other Operational Supplies	\$ 47,294
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\$325 face shields for inmate transports.

\$4,130 is for classification folders.

\$1,600 is for key rings.

\$1,950 is for latex gloves.

\$2,160 is for security search gloves.

\$4,543 is for drug test kits and work release. This cost will be **offset by revenues**.

\$15,700 is for intake kits, such as hygiene, disciplinary and weekender kits.

\$5,750 is for razors.

\$4,136 is for pull tight seals, paper and plastic for the new inmate property packaging system.

\$7,000 is for printer and toner cartridges for the entire facility.

5232	Other Expenses – All Capital under \$5,000	\$ 39,003
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\$15,000 is for ACA re-accreditation audit.

\$900 is for new telephones purchased during the course of the year.

\$6,000 is for computer hook-ups, components, cards, etc.

\$1,500 is for network maintenance and repair.

\$4,300 is for a new network router.

\$3,975 is for replacement radios.

\$1,400 is for the purchase of radio batteries.

\$800 is for radio cases.

\$2,275 is for replacement of desks, chairs and file cabinets.

\$2,572 is for landscaping supplies and equipment.

\$281 is for flags.

5233	Computers & Printers	\$ 11,699
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\$3,600 is for replacement of 4 computers.

\$800 is for replacement of flat monitors.

\$3,999 is for the replacement of 4 network printers and a color printer for classification.

\$2,220 is for a laptops.

\$600 is for fax module for records division copier.

\$480 is for battery back-ups.

5234	Software	\$ 6,000
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\$6,000 is for software upgrades and enhancements.

5280	Subsistence & Lodging	\$ 6,300
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\$3,300 is for meetings at the Pamunkey Regional Jail to be used for Board Meetings, Superintendent's meetings and hosting training classes. For example, there could be a situation where we have the Board of Supervisors from Hanover and Caroline visit, this will allow us to offer them refreshments.

\$3,000 is for the Employee Recognition Program.

5290	Convention & Education	\$ 7,135
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\$750 is for AJA Management and leadership development courses.

\$750 is for Training for Administrative Personnel.

\$1,000 is for VARJ conference.

\$1,000 is for AJA conference.

\$1,000 is for Maintenance staff Training.

\$450 is for HR Management Certification Courses.

\$600 is for Advanced ERT Training.

\$585 is for Glock Armorers School.

\$1,000 is for one day seminars for security personnel.

5350	Criminal Justice Training	\$ 15,000
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\$15,000 is for annual license fees for the Corrections Online Training system to cover all of our employees in any training that may be needed.

5600	Dues & Association Memberships	\$ 2,879
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\$300 is for AJA dues.

\$250 is for Virginia Association of Regional Jails dues.

\$70 is for BJ's Wholesale Club membership.

\$715 is for ACA membership

\$225 is for other CPA and AICPA dues.

\$639 is for GFOA and VGFOA membership.

\$50 is for NIAIA membership.

\$75 is for the NCCHC membership.

\$50 is for National Notary membership.

\$275 is for the World at Work membership.

\$50 is for the RCA membership.

\$100 is for the IPMA membership.

\$80 is for ACFSA membership.

8201	Machinery & Equipment (over \$5,000)	\$	15,000
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\$15,000 is for replacements to the security equipment.

8205	Motor Vehicles	\$	57,473
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\$57,473 for replacement of two transportation vehicles.

8207	ADP Software	\$	6,050
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\$6,050 is for software enhancements.

Total Salaries, Benefits, Overtime and Part-time	\$ 8,335,651
Total Other Operational Costs	\$ 1,787,342
Medical Costs	\$ 606,400
Food Costs	<u>\$ 462,500</u>
 Grand Total	 \$ 11,191,893

These expenditures can be offset by our operating revenues.

Current proposed reimbursement for State responsible inmates	\$ 754,195
Compensation Board reimbursement for personnel	\$ 3,585,535
Debt service reserve interest	\$ 58,900
General interest on accounts	\$ 30,000
Inmate phone system	\$ 342,000
Work release	\$ 5,000
Weekender Fee	\$ 34,000
Federal Bed Rentals	\$ 438,000
Miscellaneous Revenue	\$ 164,000
Recovery	\$ (198,195)
Reserve fund	<u>\$ 550,000</u>

Grand Total	\$ 5,763,435
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For a total revenue of \$5,763,435

With an operations per diem of \$5,428,458

For a total of \$11,191,893

This year we are proposing an operational per diem based on the revenues and expenses of **\$37.18.**

Caroline County's responsible part of operational per diem and debt service per diem is at \$2,175,738 and Hanover's portion of debt service and operational per diem is at \$4,986,247.

Revenue and Expense Summary
FY 14-15

	Adopted FY 14	Adopted FY 15	% Change FY15 vs FY14
OPERATING REVENUE:			
D.O.C. REIMBURSEMENT	\$637,491	\$754,195	18.3%
FEDERAL RECOVERY	(\$457,491)	(\$198,195)	-56.7%
COMP. BOARD REIMBURSEMENT	\$3,415,918	\$3,585,535	5.0%
DEBT SERVICE RESERVE INTEREST	\$58,900	\$58,900	0.0%
GENERAL INTEREST ON ACCOUNTS	\$45,000	\$30,000	-33.3%
INMATE PHONE SYSTEM	\$342,000	\$342,000	0.0%
WORK RELEASE	\$5,000	\$5,000	0.0%
WEEKENDER FEE	\$34,000	\$34,000	0.0%
FEDERAL BED RENTALS (25)	\$1,182,600	\$438,000	-63.0%
MISC REVENUE	\$164,000	\$164,000	0.0%
RESERVE FUND	\$550,000	\$550,000	0.0%
SUB TOTAL	\$5,977,418	\$5,763,435	-3.6%
OPERATIONAL PER DIEM	\$4,735,089	\$5,428,458	14.6%
TOTAL OPERATING REVENUE	\$10,712,507	\$11,191,893	4.5%
OPERATING EXPENSE:	W/ 0% MERIT	W/ 2% MERIT	
WAGES AND BENEFITS	\$7,883,623	\$8,335,651	5.7%
OPERATIONAL COST	\$1,771,384	\$1,787,342	0.9%
MEDICAL COST	\$595,000	\$606,400	1.9%
FOOD COST	\$462,500	\$462,500	0.0%
TOTAL	\$10,712,507	\$11,191,893	4.5%
DEBT SERVICE	\$1,726,797	\$1,733,526	0.4%
REPAIR AND REPLACEMENT	\$0	\$0	0.0%
TOTAL	\$1,726,797	\$1,733,526	0.4%
SUB-TOTAL	\$12,439,304	\$12,925,419	3.9%
TOTAL NUMBER OF LOCAL INMATES	372	400	7.5%
PER DIEM RATES:			
PER DIEM DEBT SERVICE	\$12.72	\$11.87	-6.6%
OPERATIONS PER DIEM	\$34.87	\$37.18	6.6%
TOTAL PER DIEM	\$47.59	\$49.05	3.1%
JURISDICTIONAL REQUIREMENTS			
CAROLINE COUNTY	\$1,747,298	\$2,175,738	24.5%
HANOVER COUNTY	\$4,714,588	\$4,986,247	5.8%
AVERAGE DAILY OCCUPANCY			
CAROLINE COUNTY	102	122	19.6%
HANOVER COUNTY	270	278	3.0%
	372	400	7.5%

**Debt Service
2014-2015**

				1,733,526
Payment No.	Due Date	Hanover County 70%	Caroline County 30%	
1	25-Jul-14	303,367	130,014	
2	25-Oct-14	303,367	130,014	
3	25-Jan-15	303,367	130,014	
4	25-Apr-15	303,367	130,014	
		1,213,468	520,058	
TOTAL				1,733,526

**Operational Per Diem
2014-2015**

Hanover Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	278	37.18	31	320,428
August	278	37.18	31	320,428
September	278	37.18	30	310,091
October	278	37.18	31	320,428
November	278	37.18	30	310,091
December	278	37.18	31	320,428
January	278	37.18	31	320,428
February	278	37.18	28	289,419
March	278	37.18	31	320,428
April	278	37.18	30	310,091
May	278	37.18	31	320,428
June	278	37.18	30	310,091
Total				3,772,779

Caroline Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	122	37.18	31	140,619
August	122	37.18	31	140,619
September	122	37.18	30	136,083
October	122	37.18	31	140,619
November	122	37.18	30	136,083
December	122	37.18	31	140,619
January	122	37.18	31	140,619
February	122	37.18	28	127,011
March	122	37.18	31	140,619
April	122	37.18	30	136,083
May	122	37.18	31	140,619
June	122	37.18	30	136,083
Total				1,655,680

Fiscal Year 2014 – 2015

Pay For Performance Salary Increases

Based on the performance level as scored on the employee evaluation form, calculate the increase and add to the employee's base salary.
This calculation is from the employee's current salary.

Total Score	Performance Level	% Of Actual Salary	Explanations
0 – 2.99	Unsatisfactory	0%	Employment terminated for probationary employee. Requires a Corrective Action Plan for a permanent status employee to determine termination, demotion, or conditional status.
3.00 –5.99	Marginal	0%	Possible termination or extension for probationary employee. Requires a Corrective Action Plan and re-evaluation within a specified time.
6.00 & Above	Proficient & Above	2%	Continued Employment in permanent status.

Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
<u>Wages & Benefits</u>		
2500 Salaries-w/ 2% merit	5,577,747	5,716,545
New Position	-	-
Reclassification of positions	-	-
Benchmark (all non-sworn positions)	-	24,693
Benchmark (all sworn positions)	-	153,010
2540 Overtime-Regular	90,000	90,000
2560 Part-time Polygrapher (191 hrs. x \$67.79/hr)	13,000	13,000
2701 FICA	434,577	458,790
2702 VRS	710,965	783,783
2704 Health Insurance Opt-Out	1,200	1,200
2705 Health Insurance	915,612	914,880
2706 Life	20,885	77,976
2711 Worker's Compensation	90,137	88,394
2718 Disability Insurance	10,000	10,000
2800 Post Retirement Benefits	19,500	3,380
	7,883,623	8,335,651
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3050 <u>Prof. Health Services</u>		
Physicals	10,000	10,000
Hospital Stays for Inmates	280,000	288,400
	290,000	298,400
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3100 <u>Prof. Services Other</u>		
Contract with Dentist	38,450	38,450
Contract with Doctor	97,826	97,826
Lawyer for PRJ Board	28,000	28,000
Audit Services	13,790	14,200
VA Risk Medical Malpractice	-	2,166
US Bank	5,000	2,500
	183,066	183,142
<hr/>		
3150 <u>Temporary Help Service Fees</u>		
Temporary Help for Illness	-	1,500
	0	1,500

Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
3200 <u>Repair & Maintenance</u>		
Preventive & Routine Maintenance for everyday consumable & replacement of major components of pumps, motors for heat pumps, and maintenance of equipment and general maintenance supplies.	70,000	70,000
Roof Maintenance & Repairs		15,000
	70,000	85,000
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3201 <u>Repairs & Maintenance-Radios</u>		
Repairs to Radios	1,000	1,000
	1,000	1,000
<hr/>		
3250 <u>Maintenance Service Contracts</u>		
Jail Mgmt. System	44,000	44,000
Copier (4 small & 2 large)	13,596	13,596
Computer Router Contract	2,000	2,000
Simplex Grinnell Security Maintenance	5,000	5,000
DBI Machine Contract	1,450	1,450
Video Arraignment Equipment	5,500	5,500
Chemicals, Pest Control, Chill Water, Kitchen Waste	19,640	17,240
Trash Collection	8,800	8,800
Arbitrage Report	750	750
	100,736	98,336

Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
3300 <u>Printing & Binding</u>		
Outside Printing to include:		
P & P Manuals, I/M Handbooks & Annual Reports	7,746	7,996
Printing for Training (posters, charts, academy etc.)	-	-
Security Forms, Request Forms, Post Orders and Other Forms needed in jail	11,106	2,004
	18,852	10,000
3350 <u>Advertisement</u>		
Advertisements through various medias	-	2,500
	0	2,500
3450 <u>Purchase of Service</u>		
Payment to Hanover County for Services Provided	420,000	428,000
	420,000	428,000
5021 <u>Electrical Service</u>		
Electricity for Building	180,250	180,250
	180,250	180,250
5031 <u>Heating Service</u>		
Propane for heating & water	128,000	128,000
Fuel for generator	3,000	3,000
	131,000	131,000
5041 <u>Water Service</u>		
Water & Sewer charged by the County	131,000	131,000
	131,000	131,000

Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
5050 <u>Postage</u>		
All outside mail	2,300	2,300
Fed Ex & UPS	500	500
	2,800	2,800
<hr/>		
5060 <u>Telecommunications</u>		
Hanover Allocation	7,000	7,000
	7,000	7,000
<hr/>		
5061 <u>Telecommunications</u>		
Telephone lines & Fax	20,000	20,000
ISDN Lines	4,000	4,000
Cellular Phone	5,500	5,500
	29,500	29,500
<hr/>		
5072 <u>Package Insurance</u>		
Building Liability Insurance	25,000	27,000
	25,000	27,000
<hr/>		
5074 <u>Motor Vehicle Insurance</u>		
Vehicle Insurance	12,500	12,500
	12,500	12,500
<hr/>		
5090 <u>Office Supplies</u>		
Misc. Supplies-Printer & Copier Paper, Folders	15,000	15,000
Pens, Hanging Folders, Training Supplies		
	15,000	15,000
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5100 <u>Food & Food Service</u>		
Food Service @ Approx. \$37,500/month	450,000	450,000
	450,000	450,000
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Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	<u>Adopted FY 13-14</u>	<u>Adopted FY 14-15</u>
5100-100 <u>Food Service Equipment</u>		
Replacement costs for pots, pans & utensils	6,250	6,250
Replacement of Kitchen Equipment	6,250	6,250
	<u>12,500</u>	<u>12,500</u>
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5120 <u>Medical & Lab Supplies</u>		
Supplies for Doctor, Nurse & Dentist & First Aid kits for building	65,000	58,000
Prescription Medications	240,000	250,000
	<u>305,000</u>	<u>308,000</u>
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5130 <u>Laundry, Housekeeping, Janitorial</u>		
Cleaning, Housekeeping and Laundry Supplies	65,000	65,000
	<u>65,000</u>	<u>65,000</u>
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5140 <u>Linen Supplies</u>		
Sheets, Mattresses, Blankets, Pillows (replacement costs for all linens as needed)	7,000	10,370
	<u>7,000</u>	<u>10,370</u>
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5170 <u>Vehicle & Pow'd Equipment</u>		
Vehicle Maintenance-Repairs per County Garage (Increase Per County Garage)	21,000	22,050
Range Van-Maintenance performed by PRJ	800	800
Towing Vehicles	500	500
	<u>22,300</u>	<u>23,350</u>
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5171 <u>Gas, Grease and Oil</u>		
Gas, Grease and Oil for vehicles & other equipment	42,000	44,000
	<u>42,000</u>	<u>44,000</u>
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Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
5180 <u>Police Supplies</u>		
Weapon Parts	650	650
Handcuffs, Leg Irons, Chains, Flexcuff, Cuff Keys	1,000	2,224
Batteries, Flashlights, Bulbs, Flares	575	450
Weapon Cleaning Supplies	525	765
Targets & Equipment	785	620
Search Kits	130	224
Vehicle Supplies (first aid, warning kits, cleaning)	1,000	1,310
Security Duty Gear	1,178	1,018
ERT Equipment	1,990	1,990
	7,833	9,251
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5190 <u>Uniforms-Employees</u>		
Replacement & New Uniforms	30,000	30,000
Medical and Kitchen Uniforms	1,600	1,640
Transportation Equipment-duty gear, holsters, etc.	3,903	3,900
Academy Uniforms	-	2,500
	35,503	38,040
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5195 <u>Uniforms-Inmates</u>		
Replacement of Uniforms	6,500	7,926
Armbands	3,750	3,000
Shower Shoes	3,200	2,500
Inmate Workers (Boots, Jackets, Safety Equip.)	-	458
Work Force gear	-	1,116
	13,450	15,000
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5210 <u>Books & Subscriptions</u>		
Reference Materials for all Divisions	250	250
	250	250
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Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
5223 <u>Instructional Supplies</u>		
Ammo	13,701	12,975
Videos-Training	1,000	1,000
Medical Videos & Books	1,000	300
Inert & Live Oleoresin Capsicum-Pepper Spray	2,196	2,390
First Aid/CPR Training Materials	2,494	2,527
Baton Training	-	880
Training Red Guns	-	893
Fingerprinting Tools & Search Kits	-	323
Mats	-	1,432
	20,391	22,720
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5230 <u>Other Operational Supplies</u>		
Recordable media	500	-
Face Shields	185	325
Folders for Classification	4,330	4,130
Keys and Key Rings	1,400	1,600
Latex Gloves	1,340	1,950
Security Search Gloves	1,680	2,160
Drug Test Kits for Work Release	4,543	4,543
Intake Kits (Hygiene, Disciplinary, and Weekender Kits)	14,925	15,700
Razors	6,325	5,750
Property Seals and Packaging	4,076	4,136
Money Envelopes for Intake	225	-
Printer & Toner Catridges	5,000	7,000
	44,529	47,294

Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
5232 <u>Other Expenses-All Capital under \$5000</u>		
ACA Re-Accreditation Process	-	15,000
Telephones (New)	900	900
Computer Hook-ups, components, cards,etc.	6,000	6,000
Network Maintenance and Repair	1,500	1,500
New Network Router	3,300	4,300
Radios--Replacement (5)	3,975	3,975
Radio Batteries	1,400	1,400
Radio Cases	500	800
Landscaping Supplies & Equipment	2,572	2,572
Replacement of of Desks, Chairs, File Cabinets	1,300	2,275
Flags	500	281
	21,947	39,003
5233 <u>Computers & Printers</u>		
Computer Replacements (replacement -4)	3,600	3,600
Flat Monitors	800	800
Laptops	1,000	2,220
Fax Module for Kitchen copier	918	600
Printers (replacement-4)-Network printers	3,800	3,800
Color Printer for classification	-	199
Battery back-ups	480	480
	10,598	11,699
5234 <u>Software</u>		
Software - Upgrades & Enhancements	3,000	6,000
	3,000	6,000
5280 <u>Subsistence & Lodging</u>		
Meetings at PRJ (Brd. Meetings, Superintendent Meetings, Hosting Training Classes)	3,300	3,300
Employee Recognition Program	3,000	3,000
	6,300	6,300

Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
5290 <u>Convention & Education</u>		
CPR training for all staff	150	-
Training for Administration Personnel	750	750
VARJ	1,000	1,000
Maintenance Training	500	1,000
HR Mgmt Certification Courses	450	450
Advanced ERT Training	500	600
Glock Armorer School	150	585
AJA Management & leadership development courses	750	1,750
One-Day Seminars	1,000	1,000
	5,250	7,135
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5350 <u>Criminal Justice Training</u>		
Dues for Year	34,485	15,000
	34,485	15,000
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5600 <u>Dues & Association Memberships</u>		
AJA Dues	300	300
VARJ	250	250
BJ's Wholesale Club	70	70
ACA Membership	540	715
AICPA & CPA	225	225
GFOA & VGFOA	639	639
NIAIA	40	50
NCCHC	75	75
National Notary	50	50
World At Work	275	275
RCA-Richmond Compensation Association	50	50
IPMA-International Personnel Management Assoc.	100	100
ACFSA - Food service manager	80	80
	2,694	2,879
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Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

	Adopted FY 13-14	Adopted FY 14-15
8201 <u>Machinery & Equipment (over \$5000)</u>		
Replacement of Security Equipment/Camera & Lens	15,997	15,000
iSTAT - Hand Held Blood Analyzer	14,003	-
	30,000	15,000
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8205 <u>Motor Vehicles</u>		
Replacement of 2 transportation vehicles	65,100	57,473
	65,100	57,473
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8207 <u>ADP Software</u>		
DASD for AS400-mirrored	-	6,050
New World Enhancements	6,050	-
	6,050	6,050
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TOTAL SALARIES, BENEFITS, OT, PART-TIME	7,883,623	8,335,651
TOTAL OTHER OPERATIONAL COSTS	1,771,384	1,787,342
MEDICAL COSTS	595,000	606,400
FOOD COSTS	462,500	462,500
GRAND TOTAL	10,712,507	11,191,893
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Represents overall increase in budget		4.5%

Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

The Pamunkey Regional Jail began preparing a Five-Year Financial Plan in 2002. The purpose of the Financial Plan is to provide a budgetary framework for the jail to plan the long range management of its resources, revenues and expenditures in order to best serve the Authority Board. The plan has been adapted since that time to address several issues.

The plan plays a key role in assisting the budget team to determine funding priorities and balance the budget each year. Because the plan is an important planning tool, the budget staff gives priority funding to items in the previous year's proposed plan versus those items that are not. Divisions wishing to fund an item that has not been approved must be able to clearly demonstrate what has occurred during the past year to make the item in question a funding priority over items that have been incorporated into the jail's planning process. On an expanded basis, the Plan also helps identify which areas of the cumulative requests are higher than anticipated, allowing budget staff to focus on those areas and identify the unanticipated issues.

Because the plan is an integral part of the budget process, Division Commanders use the format to make long term programmatic decisions for their respective divisions. Knowing that the items included in the plan are more likely to be funded, Division's plan for their growth and related needs for five years at a time instead of year to year.

Finally, the plan is an assurance to the Authority Board that the jail is planning long term and financially positioning the jail to meet the needs of the future. This is particularly important in both a growing inmate population and a growing community where the service delivery expectations are increasing annually.

Pamunkey Regional Jail
FY 2014-2015 Adopted Budget

FIVE YEAR FINANCIAL PLAN

Fiscal Year	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>
Personnel:					
Reinstated Positions	-	-	90,000	-	-
New Officers	-	-	-	-	-
LPN/EMT	-	-	-	-	-
Reclassifications	-	-	-	-	-
Maintenance:					
Building Maintenance:					
Roofing	15,000	-	-	-	-
Flooring/Tile	-	-	-	-	-
Laundry Washers	-	-	-	-	-
Kitchen Equipment	6,250	6,250	6,250	6,250	6,250
Medical:	-	-	-	-	-
Security:					
Work Stations					
Support Systems:					
Security Equipment/Camera & Lens	15,000	15,000	15,000	15,000	15,000
Operations:					
Filing System					
Vehicles	57,473	-	-	-	-
TOTAL	93,723	21,250	111,250	21,250	21,250