

PAMUNKEY REGIONAL JAIL

HANOVER COUNTY, VIRGINIA



ADOPTED BUDGET 2013-2014

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 – 11
Revenue & Expense Summary	Page 12
Debt Service & Per Diem	Page 13
Pay For Performance	Page 14
FY 14 Adopted Budget	Page 15 - 24
Five Year Financial Plan.....	Page 25 - 26

June 7, 2013

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 2013-2014. 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 sixteenth 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.

Due to the reduction in revenue funding, operating expenses for FY13-14 will decrease by .01% overall from the previous year.

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 FY13-14 budget percentages are as follows: we propose 73% personnel cost, 17% operational costs, and 10% inmate care cost. Again, we remain very close to those national averages.

Our total local inmate population increased to 372. Caroline County's population increased to 102, while Hanover County increased from 263 to 270. The operational per diem decreased from \$35.93 to \$34.87 and the debt service per diem decreased from \$13.33 to \$12.72. This resulted in an overall \$1.67 decrease 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.
- 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 strongly this budget will carry Pamunkey Regional Jail through its sixteenth 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
2013-2014 Budget**

2500-2800	Salaries & Benefits	\$7,883,623
------------------	--------------------------------	--------------------

\$ 5,577,747 is for staff salaries. \$90,000 is for overtime to be used for those occasions where 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.

\$13,000 is for a part-time polygraph examiner at \$66.46 per hour.

\$434,577 is for FICA.

\$710,965 is for VRS.

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

\$915,612 is for health insurance.

\$20,885 is for life insurance.

\$90,137 is for worker's compensation.

\$10,000 is for disability insurance.

\$19,500 is for post-retirement benefits.

3050	Professional Health Services	\$ 290,000
-------------	-------------------------------------	-------------------

\$10,000 is for physicals of new hire employees.

\$280,000 is for inmate hospital stays.

3100	Professional Services Other	\$ 183,066
-------------	------------------------------------	-------------------

\$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.

\$13,790 is for the cost of audit services for the next fiscal year.

\$5,000 is for US Bank for administrative fees for the jail's revenue bonds.

3200	Repair & Maintenance	\$ 70,000
-------------	---------------------------------	------------------

\$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.

3201	Repairs & Maintenance to Radios	\$ 1,000
-------------	--	-----------------

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	\$ 100,736
-------------	-------------------------------------	-------------------

\$44,000 is part of the current contract with New World Jail Management System for 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.

\$19,640 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	\$ 18,852
-------------	-----------------------------	------------------

This line item is for any outside printing costs to include the Policy and Procedure manuals.

3450	Purchase of Service	\$ 420,000
-------------	----------------------------	-------------------

\$420,000 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
-------------	---------------------------	-------------------

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

5031	Heating Service	\$ 131,000
-------------	------------------------	-------------------

\$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
-------------	----------------------	-------------------

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

5050	Postage	\$ 2,800
-------------	----------------	-----------------

\$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
-------------	---------------------------	-----------------

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

5061	Other Telecommunications	\$ 29,500
-------------	---------------------------------	------------------

\$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	\$ 25,000
-------------	--------------------------	------------------

\$25,000 is for building liability insurance based on an estimate given by VACO.

5074	Motor Vehicle Insurance	\$ 12,500
-------------	--------------------------------	------------------

\$12,500 is for motor vehicle insurance through VACO.

5090	Office Supplies	\$ 15,000
-------------	------------------------	------------------

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
-------------	---------------------------------	-------------------

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

5100-100	Food Service Equipment	\$ 12,500
-----------------	-------------------------------	------------------

\$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	\$ 305,000
-------------	-----------------------------------	-------------------

\$65,000 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.

\$240,000 is for prescription medications.

5130	Laundry, Housekeeping, Janitorial	\$ 65,000
-------------	--	------------------

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

5140	Linen Supplies	\$ 7,000
-------------	-----------------------	-----------------

\$7,000 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	\$ 22,300
-------------	--	------------------

\$21,000 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	\$ 42,000
-------------	------------------------------	------------------

\$42,000 is for gas, grease and oil for vehicles and other equipment.

5180	Police Supplies	\$ 7,833
-------------	------------------------	-----------------

\$650 is for the purchase of weapon parts.

\$1,000 is for handcuffs, leg irons, chains, capstun, CPR microkeys and flexcuffs to be used throughout the jail.

\$575 is for flashlights, bulbs, flares, used inside and outside the jail.

\$525 is for weapon cleaning supplies.

\$785 is for targets and equipment.

\$130 is for search kits.

\$1,000 is for the replacement of vehicle supplies, such as first aid and warning kits.

\$1,178 is for security gear.

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

5190	Uniforms	\$ 35,503
-------------	-----------------	------------------

\$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.

\$1,600 is for medical and kitchen uniforms.

\$3,903 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.

5195	Uniforms for Inmates	\$ 13,450
-------------	-----------------------------	------------------

\$6,500 is for the replacement uniforms.

\$3,750 is for armbands for the inmates.

\$3,200 is for shower shoes for the inmates.

5210	Books & Subscriptions	\$ 250
-------------	----------------------------------	---------------

This amount is for reference materials for all divisions.

5223	Instructional Supplies	\$ 20,391
-------------	-------------------------------	------------------

Each year, we have to qualify each of our sworn personnel with our weapons.

\$13,701 is for the figured annual cost for the training ammunition.

\$2,196 is for inert and live Oleoresin Capsicum (pepper spray).

\$4,494 is for First Aid and CPR training materials.

5230 Other Operational Supplies \$ 44,529

\$500 for recordable media for Internal affairs division.

\$185 face shields for inmate transports.

\$4,330 is for classification folders.

\$1,400 is for key rings.

\$1,340 is for latex gloves.

\$1,680 is for security search gloves.

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

\$14,925 is for intake kits, such as hygiene, disciplinary and weekender kits.

\$6,325 is for razors.

\$4,076 is for pull tight seals, paper and plastic for the new inmate property packaging system.

\$225 is for money envelopes for intake.

\$5,000 is for printer and toner cartridges for the entire facility.

5232 Other Expenses – All Capital under \$5,000 \$ 21,947

\$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.

\$3,300 is for a new network router.

\$3,975 is for replacement radios.

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

\$500 is for radio cases.

\$1,300 is for replacement of desks, chairs and file cabinets.

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

\$500 is for flags.

5233	Computers & Printers	\$ 10,598
-------------	---------------------------------	------------------

\$3,600 is for replacement of 4 computers.

\$800 is for replacement of flat monitors.

\$3,800 is for the replacement of 4 network printers.

\$1,000 is for a laptop.

\$918 is for fax module for records division copier.

\$480 is for battery back-ups.

5234	Software	\$ 3,000
-------------	-----------------	-----------------

\$3,000 is for software upgrades and enhancements.

5280	Subsistence & Lodging	\$ 6,300
-------------	----------------------------------	-----------------

\$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	\$ 5,250
-------------	-----------------------------------	-----------------

\$150 is for First Aid/CPR instructor school.

\$750 is for AJA Management and leadership development courses.

\$750 is for Training for Administrative Personnel.

\$1,000 is for VARJ conference.

\$500 is for Maintenance staff Training.

\$450 is for HR Management Certification Courses.

\$500 is for Advanced ERT Training.

\$150 is for Glock Armorers School.

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

5350	Criminal Justice Training	\$ 34,485
-------------	----------------------------------	------------------

\$34,485 is for yearly dues for the Rappahannock Regional Training Academy to cover all of our employees in any training that may be needed.

5600	Dues & Association Memberships	\$ 2,694
-------------	---	-----------------

\$300 is for AJA dues.

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

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

\$540 is for ACA membership

\$225 is for other CPA and AICPA dues.

\$639 is for GFOA and VGFOA membership.

\$40 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)	\$ 30,000
-------------	---	------------------

\$15,997 is for replacements to the security equipment.

\$14,003 is for Hand Held Blood Analyzer.

8205	Motor Vehicles	\$ 65,100
-------------	-----------------------	------------------

\$65,100 for replacement of two transportation vans.

8207	ADP Software	\$	6,050
-------------	---------------------	-----------	--------------

\$6,050 is for New World enhancements.

Total Salaries, Benefits, Overtime and Part-time	\$ 7,883,623
Total Other Operational Costs	\$ 1,771,384
Medical Costs	\$ 595,000
Food Costs	<u>\$ 462,500</u>
 Grand Total	 \$ 10,712,507

These expenditures can be offset by our operating revenues.

Current proposed reimbursement for State responsible inmates	\$ 637,491
Compensation Board reimbursement for personnel	\$ 3,415,918
Debt service reserve interest	\$ 58,900
General interest on accounts	\$ 45,000
Inmate phone system	\$ 342,000
Work release	\$ 5,000
Medical co-pay	\$ 55,000
Weekender Fee	\$ 34,000
Federal Bed Rentals	\$ 1,182,600
Miscellaneous Revenue	\$ 109,000
Recovery	\$ (457,491)
Reserve fund	<u>\$ 550,000</u>

Grand Total	\$ 5,977,418
--------------------	---------------------

For a total revenue of \$5,977,418

With an operations per diem of \$4,735,089

For a total of \$10,712,507

This year we are proposing an operational per diem based on the revenues and expenses of **\$34.87**.

Caroline County's responsible part of operational per diem and debt service per diem is at \$1,747,298 and Hanover's portion of debt service and operational per diem is at \$4,714,588.

Revenue and Expense Summary
FY 13-14

	Adopted FY 13	Adopted FY 14	% Change FY14 vs FY13
OPERATING REVENUE:			
D.O.C. REIMBURSEMENT	\$631,864	\$637,491	0.9%
FEDERAL RECOVERY	(\$571,864)	(\$457,491)	-20.0%
COMP. BOARD REIMBURSEMENT	\$3,379,090	\$3,415,918	1.1%
DEBT SERVICE RESERVE INTEREST	\$58,900	\$58,900	0.0%
GENERAL INTEREST ON ACCOUNTS	\$45,000	\$45,000	0.0%
INMATE PHONE SYSTEM	\$362,000	\$342,000	-5.5%
WORK RELEASE	\$5,000	\$5,000	0.0%
MEDICAL COPAY	\$55,000	\$55,000	0.0%
WEEKENDER FEE	\$34,000	\$34,000	0.0%
FEDERAL BED RENTALS (60)	\$1,399,410	\$1,182,600	-15.5%
MISC REVENUE	\$109,000	\$109,000	0.0%
RESERVE FUND	\$550,000	\$550,000	0.0%
SUB TOTAL	\$6,057,400	\$5,977,418	-1.3%
OPERATIONAL PER DIEM	\$4,655,679	\$4,735,089	1.7%
TOTAL OPERATING REVENUE	\$10,713,079	\$10,712,507	0.0%
OPERATING EXPENSE:	W/ 0% MERIT	W/ 0% MERIT	
WAGES AND BENEFITS	\$7,845,387	\$7,883,623	0.5%
OPERATIONAL COST	\$1,711,872	\$1,771,384	3.5%
MEDICAL COST	\$702,820	\$595,000	-15.3%
FOOD COST	\$453,000	\$462,500	2.1%
TOTAL	\$10,713,079	\$10,712,507	0.0%
DEBT SERVICE	\$1,726,797	\$1,726,797	0.0%
REPAIR AND REPLACEMENT	\$0	\$0	0.0%
TOTAL	\$1,726,797	\$1,726,797	0.0%
SUB-TOTAL	\$12,439,876	\$12,439,304	0.0%
TOTAL NUMBER OF LOCAL INMATES	355	372	4.8%
PER DIEM RATES:			
PER DIEM DEBT SERVICE	\$13.33	\$12.72	-4.6%
OPERATIONS PER DIEM	\$35.93	\$34.87	-2.9%
TOTAL PER DIEM	\$49.26	\$47.59	-3.4%
JURISDICTIONAL REQUIREMENTS			
CAROLINE COUNTY	\$1,638,241	\$1,747,298	6.7%
HANOVER COUNTY	\$4,744,234	\$4,714,588	-0.6%
AVERAGE DAILY OCCUPANCY			
CAROLINE COUNTY	92	102	10.9%
HANOVER COUNTY	263	270	2.7%
	355	372	4.8%

**Debt Service
2013-2014**

		1,726,797	
Payment No.	Due Date	Hanover County 74%	Caroline County 26%
1	25-Jul-13	319,457	112,242
2	25-Oct-13	319,457	112,242
3	25-Jan-14	319,457	112,242
4	25-Apr-14	319,457	112,242
		1,277,830	448,967
TOTAL		1,726,797	

**Operational Per Diem
2013-2014**

Hanover Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	270	34.87	31	291,889
August	270	34.87	31	291,889
September	270	34.87	30	282,473
October	270	34.87	31	291,889
November	270	34.87	30	282,473
December	270	34.87	31	291,889
January	270	34.87	31	291,889
February	270	34.87	28	263,642
March	270	34.87	31	291,889
April	270	34.87	30	282,473
May	270	34.87	31	291,889
June	270	34.87	30	282,473
Total				3,436,758

Caroline Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	102	34.87	31	110,269
August	102	34.87	31	110,269
September	102	34.87	30	106,712
October	102	34.87	31	110,269
November	102	34.87	30	106,712
December	102	34.87	31	110,269
January	102	34.87	31	110,269
February	102	34.87	28	99,598
March	102	34.87	31	110,269
April	102	34.87	30	106,712
May	102	34.87	31	110,269
June	102	34.87	30	106,712
Total				1,298,331

Fiscal Year 2013 – 2014

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	0%	Continued Employment in permanent status.

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
<u>Wages & Benefits</u>		
2500 Salaries-w/ 0% merit	5,558,000	5,577,747
New Position	-	-
Reclassification of positions	-	-
Benchmark (all non-sworn positions)	-	-
Benchmark (all sworn positions)	-	-
2540 Overtime-Regular	90,000	90,000
2560 Part-time Polygrapher (195 hrs. x \$66.46/hr)	13,000	13,000
2701 FICA	433,067	434,577
2702 VRS	708,433	710,965
2704 Health Insurance Opt-Out	1,200	1,200
2705 Health Insurance	891,770	915,612
2706 Life	20,813	20,885
2711 Worker's Compensation	99,905	90,137
2718 Disability Insurance	10,000	10,000
2800 Post Retirement Benefits	19,200	19,500
	7,845,387	7,883,623
<hr/>		
3050 <u>Prof. Health Services</u>		
Physicals	20,000	10,000
Hospital Stays for Inmates	210,000	280,000
	230,000	290,000
<hr/>		
3100 <u>Prof. Services Other</u>		
Contract with Dentist	39,884	38,450
Contract with Doctor	103,487	97,826
Lawyer for PRJ Board	28,000	28,000
Audit Services	14,000	13,790
Insurance Buyer's Council	1,250	-
US Bank	5,000	5,000
	191,621	183,066
<hr/>		

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
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
	<u>70,000</u>	<u>70,000</u>
3201 <u>Repairs & Maintenance-Radios</u>		
Repairs to Radios	1,000	1,000
	<u>1,000</u>	<u>1,000</u>
3250 <u>Maintenance Service Contracts</u>		
Jail Mgmt. System	44,000	44,000
Copier (4 small & 2 large)	12,400	13,596
Computer Router Contract	2,000	2,000
Simplex Grinnell Security Maintenance	2,500	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	19,640
Trash Collection	8,800	8,800
Arbitrage Report	1,750	750
Admin. Phone Maintenance System (per County)	-	-
	<u>98,040</u>	<u>100,736</u>

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
3300 <u>Printing & Binding</u>		
Outside Printing to include:		
P & P Manuals, I/M Handbooks & Annual Reports	3,937	7,746
Printing for Training (posters, charts, academy etc.)	-	-
Security Forms, Request Forms, Post Orders and Other Forms needed in jail	14,863	11,106
	18,800	18,852
<hr/>		
3450 <u>Purchase of Service</u>		
Payment to Hanover County for Services Provided	412,000	420,000
	412,000	420,000
<hr/>		
5021 <u>Electrical Service</u>		
Electricity for Building	180,250	180,250
	180,250	180,250
<hr/>		
5031 <u>Heating Service</u>		
Propane for heating & water	128,000	128,000
Fuel for generator	3,000	3,000
	131,000	131,000
<hr/>		
5041 <u>Water Service</u>		
Water & Sewer charged by the County	131,000	131,000
	131,000	131,000
<hr/>		

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
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	25,000
	25,000	25,000
<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	13,000	15,000
Pens, Hanging Folders, Training Supplies		
	13,000	15,000
<hr/>		
5100 <u>Food & Food Service</u>		
Food Service @ Approx. \$37,500/month	445,000	450,000
	445,000	450,000
<hr/>		

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	<u>Adopted FY 12-13</u>	<u>Adopted FY 13-14</u>
5100-100 <u>Food Service Equipment</u>		
Replacement costs for pots, pans & utensils	3,000	6,250
Replacement of Kitchen Equipment	5,000	6,250
	<u>8,000</u>	<u>12,500</u>
<hr/>		
5120 <u>Medical & Lab Supplies</u>		
Supplies for Doctor, Nurse & Dentist & First Aid kits for building	50,000	65,000
Prescription Medications	438,820	240,000
	<u>488,820</u>	<u>305,000</u>
<hr/>		
5130 <u>Laundry, Housekeeping, Janitorial</u>		
Cleaning, Housekeeping and Laundry Supplies	67,725	65,000
	<u>67,725</u>	<u>65,000</u>
<hr/>		
5140 <u>Linen Supplies</u>		
Sheets, Mattresses, Blankets, Pillows (replacement costs for all linens as needed)	5,000	7,000
	<u>5,000</u>	<u>7,000</u>
<hr/>		
5170 <u>Vehicle & Pow'd Equipment</u>		
Vehicle Maintenance-Repairs per County Garage (Increase Per County Garage)	20,000	21,000
Range Van-Maintenance performed by PRJ	800	800
Towing Vehicles	500	500
	<u>21,300</u>	<u>22,300</u>
<hr/>		
5171 <u>Gas, Grease and Oil</u>		
Gas, Grease and Oil for vehicles & other equipment	40,000	42,000
	<u>40,000</u>	<u>42,000</u>
<hr/>		

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
5180 <u>Police Supplies</u>		
Weapon Parts	850	650
Handcuffs, Leg Irons, Chains, Flexcuff, Cuff Keys	1,000	1,000
Batteries, Flashlights, Bulbs, Flares	150	575
Weapon Cleaning Supplies	525	525
Targets & Equipment	1,035	785
Search Kits	255	130
Vehicle Supplies (first aid, warning kits, cleaning)	250	1,000
Security Duty Gear	1,000	1,178
ERT Equipment	500	1,990
	5,565	7,833
<hr/>		
5190 <u>Uniforms-Employees</u>		
Replacement & New Uniforms	32,523	30,000
Medical and Kitchen Uniforms	1,600	1,600
Transportation Equipment-duty gear, holsters, etc.	2,009	3,903
	36,132	35,503
<hr/>		
5195 <u>Uniforms-Inmates</u>		
Replacement of Uniforms	5,000	6,500
Armbands	4,350	3,750
Shower Shoes	2,800	3,200
	12,150	13,450
<hr/>		
5210 <u>Books & Subscriptions</u>		
Reference Materials for all Divisions	250	250
	250	250
<hr/>		

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
5223 <u>Instructional Supplies</u>		
Ammo	13,701	13,701
Videos-Training	500	1,000
Medical Videos & Books	1,000	1,000
Inert & Live Oleoresin Capsicum-Pepper Spray	2,045	2,196
First Aid/CPR Training Materials	2,494	2,494
	19,740	20,391
5230 <u>Other Operational Supplies</u>		
Film	120	-
Recordable media	-	500
Face Shields	-	185
Folders for Classification	5,750	4,330
Keys and Key Rings	1,300	1,400
Latex Gloves	1,340	1,340
Security Search Gloves	1,447	1,680
Drug Test Kits for Work Release	4,242	4,543
Intake Kits (Hygiene, Disciplinary, and Weekender Kits)	14,650	14,925
Razors	6,325	6,325
Property Seals and Packaging	4,076	4,076
Money Envelopes for Intake	750	225
Printer & Toner Catridges	3,000	5,000
	43,000	44,529

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
5232 <u>Other Expenses-All Capital under \$5000</u>		
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	4,300	3,300
Radios--Replacement (5)	3,975	3,975
Radio Batteries	1,400	1,400
Radio Cases	500	500
Landscaping Supplies & Equipment	2,000	2,572
Replacement of of Desks, Chairs, File Cabinets	2,000	1,300
Inmate cell trash cans	100	-
Flags	200	500
	22,875	21,947
5233 <u>Computers & Printers</u>		
Computer Replacements (replacement -4)	4,500	3,600
Flat Monitors	1,200	800
Laptops	1,000	1,000
Fax Module for Records copier	-	918
Printers (replacement-4)-Network printers	4,155	3,800
Scanners	675	-
Battery back-ups	480	480
	12,010	10,598
5234 <u>Software</u>		
Software - Upgrades & Enhancements	3,000	3,000
	3,000	3,000
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 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
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	500
HR Mgmt Certification Courses	450	450
Advanced ERT Training	650	500
Glock Armorer School	150	150
AJA Management & leadership development courses	-	750
One-Day Seminars	750	1,000
	4,250	5,250
<hr/>		
5350 <u>Criminal Justice Training</u>		
Dues for Year	34,485	34,485
	34,485	34,485
<hr/>		
5600 <u>Dues & Association Memberships</u>		
AJA Dues	300	300
CAMA	30	-
VARJ	280	250
BJ's Wholesale Club	70	70
ACA Membership	325	540
AICPA & CPA	225	225
GFOA & VGFOA	639	639
NIAIA	30	40
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
	2,529	2,694

Pamunkey Regional Jail
FY 2013-2014 Adopted Budget

	Adopted FY 12-13	Adopted FY 13-14
8201 <u>Machinery & Equipment (over \$5000)</u>		
Replacement of Security Equipment/Camera & Lens	30,000	15,997
iSTAT - Hand Held Blood Analyzer	-	14,003
	30,000	30,000
<hr/>		
8205 <u>Motor Vehicles</u>		
Replacement of 2 transportation vans	-	65,100
	0	65,100
<hr/>		
8207 <u>ADP Software</u>		
Add'l DASD for AS400-mirrored	-	-
New World Enhancements	6,050	6,050
	6,050	6,050
<hr/>		
TOTAL SALARIES, BENEFITS, OT, PART-TIME	7,845,387	7,883,623
TOTAL OTHER OPERATIONAL COSTS	1,711,872	1,771,384
MEDICAL COSTS	702,820	595,000
FOOD COSTS	453,000	462,500
GRAND TOTAL	10,713,079	10,712,507
<hr/>		
Represents overall increase in budget		0.0%

Pamunkey Regional Jail
FY 2013-2014 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 2013-2014 Adopted Budget

FIVE YEAR FINANCIAL PLAN

Fiscal Year	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>
Personnel:					
Reinstated Positions	-	-	-	-	-
New Officers	-	-	-	-	-
LPN/EMT	-	-	-	-	-
Reclassifications	-	-	-	-	-
Maintenance:					
Building Maintenance:					
Roofing			15,000		
Flooring/Tile	-	5,000	-	5,000	-
Laundry Washers	-		-	7,000	-
Kitchen Equipment/Dishwasher	5,000	5,000	5,000	5,000	5,000
Medical:					
iSTAT - Hand Held Blood Analyzer	14,003	-	-	-	-
Security:					
Work Stations					
Support Systems:					
Omron PLC Upgrades	-	-	-	-	-
Operations:					
Filing System					
Vehicles	65,100	-	30,000	-	-
TOTAL	84,103	10,000	50,000	17,000	5,000