

PAMUNKEY REGIONAL JAIL

HANOVER COUNTY, VIRGINIA



ADOPTED BUDGET 2010-2011

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SUPERINTENDENT

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DEPUTY SUPERINTENDENT

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ACCOUNTING MANAGER

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May 24, 2010

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 2010-2011. 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 thirteenth 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, expenses for FY10-11 will decrease by 2% 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 FY10-11 budget percentages are as follows: we propose 73% personnel cost, 16% operational costs, and 11% inmate care cost. Again, we remain very close to those national averages.

Our total local inmate population remained at 315. Caroline County's population increased to 68, while Hanover County decreased from 255 to 247. Therefore, the operational per diem increased from \$33.29 to \$37.95 and the debt service per diem increased from \$14.77 to \$14.82. This resulted in a \$4.71 increase in total per diem.

Listed below are some of the highlights of the proposed 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 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 thirteenth 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, CCM
Superintendent

**Pamunkey Regional Jail
2010-2011 Budget**

2500-2800 Salaries & Benefits \$7,640,994

\$ 5,333,234 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 \$65 per hour.

\$415,872 is for FICA.

\$845,774 is for VRS.

\$4,500 is for health insurance opt-out.

\$802,688 is for health insurance.

\$48,926 is for life insurance.

\$75,000 is for worker's compensation.

\$12,000 is for disability insurance.

3050 Professional Health Services \$ 215,000

\$20,000 is for physicals of new hire employees.

\$195,000 is for inmate hospital stays.

3100 Professional Services Other \$ 185,665

\$38,912 is for contracted dental services, which is based on the current contract we have with the dentist.

\$98,503 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.

\$14,000 is for the cost of audit services for the next fiscal year.

\$1,250 is consultant fees provided by Adam Siliecki with Insurance Buyer's Council.

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

3200 Repair & Maintenance \$ 85,800

\$75,800 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.

\$10,000 is for items such as HVAC test/balance and HVAC hardware.

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 \$ 117,920

\$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.

\$11,500 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.

\$15,000 is for maintenance for Simplex Grinnell Security system.

\$1,400 is for the DBI machine contract for the ten printers (for fingerprints).

\$5,500 is for video arraignment equipment.

\$21,340 is for contracts for chemicals, pest control, chill water & kitchen waste, monthly maintenance fees.

\$8,800 is for trash collection.

\$2,500 is for the Arbitrage Report.

\$5,880 is for the Admin. Phone Maintenance System (per County).

3300 Printing and Binding \$ 5,600

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

\$5,600 is for new Policy and Procedure manuals, inmate handbooks and the annual report.

3350 Advertisement \$ 2,000

\$2,000 is for advertisements in various newspapers, job fairs and radio announcements.

3450 Purchase of Service \$ 396,000

\$396,000 is for contracted services provided to us from Hanover County; information technology, finance, personnel and general services, as quoted by the Finance Office.

4400 Print Shop \$ 10,000

\$10,000 is for print shop services provided by Hanover County. This is to cover the actual printing of the forms needed throughout the jail, such as post orders, etc.

5021 Electrical Service \$ 175,000

\$175,000 is for electrical services. The estimate is based off of information from the previous year.

5031 Heating Service \$ 108,000

\$105,000 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 \$ 118,000

\$118,000 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 \$ 31,000

\$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.

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 \$ 21,300

\$20,000 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 \$ 35,000

\$35,000 is for gas, grease and oil for vehicles and other equipment.

5180 Police Supplies \$ 10,859

\$800 is for the purchase of weapon parts.

\$167 is for a Quick View Clear Key Safe.

\$1,795 is for handcuffs, leg irons, chains, capstun, CPR microkeys and flexcuffs to be used throughout the jail.

\$429 is for flashlights, bulbs, flares, used inside and outside the jail.

\$500 is for weapon cleaning supplies.

\$1,100 is for targets and equipment.

\$255 is for search kits.

\$600 is for the replacement of vehicle supplies, such as first aid and warning kits.

\$1,123 is for security gear.

\$4,090 is for ERT (Emergency Response Team) equipment.

5190 Uniforms \$ 36,282

\$30,150 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.

\$4,532 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 \$ 16,504

\$7,000 is for the replacement uniforms.

\$554 is for the inmate workers to purchase safety boots and jackets for when they are working outside, such as shoveling snow and so forth in the winter. Safety equipment will also be needed when they cut grass and run a weedeater, such as eye protection.

\$1,000 is for work force gear.

\$5,400 is for armbands for the inmates.

\$2,550 is for shower shoes for the inmates.

5210 Books & Subscriptions \$ 550

This amount is for reference materials for all divisions.

5223 Instructional Supplies \$ 24,790

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

\$18,790 is for the figured annual cost for the training ammunition.

\$2,255 is for inert and live Oleoresin Capsicum (pepper spray).

\$3,745 is for First Aid and CPR training materials.

5230 Other Operational Supplies \$ 50,612

\$128 is for film used to photograph evidence.

\$300 is for cassette tapes that are used for internal investigations, polygraph dictations and board meeting minutes.

\$600 is for folders for Internal Affairs investigations.

\$5,750 is for classification folders.

\$429 is for transport hoods.

\$1,350 is for key rings.

\$2,260 is for latex gloves.

\$1,500 is for security search gloves.

\$3,000 is for drug test kits and work release. This cost will be **offset by revenues**.

\$10,990 is for intake kits, such as hygiene, disciplinary and weekender kits.

\$5,000 is for razors.

\$4,305 is for pull tight seals, paper and plastic for the new inmate property packaging system.

\$15,000 is for printer and toner cartridges for the entire facility.

5232 Other Expenses – All Capital under \$5,000 \$ 20,650

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

\$5,000 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.

\$800 is for radio cases.

\$1,000 is for landscaping supplies and equipment.

\$2,775 is for replacement of desks, chairs and file cabinets.

5233 Computers & Printers \$ 5,749

\$5,749 is for the replacement of 4 network printers and 1 staff ID printer.

5234 Software \$ 6,000

\$4,000 is for software upgrades and enhancements.

\$2,000 is for software in general, such as maintenance software to be used in planning general maintenance of the facility.

5280 Subsistence & Lodging \$ 7,500

\$4,000 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

\$100 is for the IPMA membership.

8201	Machinery & Equipment (over \$5,000)	\$	35,000
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\$35,000 is for replacements to the security equipment.

8207	ADP Software	\$	12,100
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\$6,050 is for the DASD needed for the AS400.

\$6,050 is for New World enhancements.

Total Salaries, Benefits, Overtime and Part-time	\$ 7,640,994
Total Other Operational Costs	\$ 1,700,272
Medical Costs	\$ 672,000
Food Costs	<u>\$ 450,000</u>
Grand Total	\$ 10,463,267

These expenditures can be offset by our operating revenues.

Current proposed reimbursement for State responsible inmates	\$ 798,912
Compensation Board reimbursement for personnel	\$ 3,210,000
Debt service reserve interest	\$ 97,000
General interest on accounts	\$ 100,000
Inmate phone system	\$ 190,000
Work release	\$ 15,000
Medical co-pay	\$ 40,000
Weekender Fee	\$ 34,000
Federal Bed Rentals	\$ 1,773,900
Miscellaneous Bed Rentals	\$ 15,000
Miscellaneous Revenue	\$ 75,000
Recovery	\$ (798,912)
Reserve fund	<u>\$ 550,000</u>

Grand Total	\$ 6,099,900
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For a total revenue of \$6,099,900

With an operations per diem of \$4,363,367

For a total of \$10,463,267

This year we are proposing an operational per diem based on the revenues and expenses of **\$37.95**.

Caroline County's responsible part of operational per diem and debt service per diem is at \$1,316,688 and Hanover's portion of debt service and operational per diem is at \$4,750,111.

Revenue and Expense Summary
FY 10-11

OPERATING REVENUE:	Adopted FY 10	Adopted FY 11	% Change FY11 vs FY10
D.O.C. REIMBURSEMENT	\$921,844	\$798,912	-13%
FEDERAL RECOVERY	(\$921,844)	(\$798,912)	-13%
COMP. BOARD REIMBURSEMENT	\$3,575,000	\$3,210,000	-10%
DEBT SERVICE RESERVE INTEREST	\$104,000	\$97,000	-7%
GENERAL INTEREST ON ACCOUNTS	\$210,000	\$100,000	-52%
INMATE PHONE SYSTEM	\$190,000	\$190,000	0%
WORK RELEASE	\$22,000	\$15,000	-32%
MEDICAL COPAY	\$44,000	\$40,000	-9%
WEEKENDER FEE	\$30,000	\$34,000	13%
FEDERAL BED RENTALS (90)	\$2,168,100	\$1,773,900	-18%
MISC BED RENTALS	\$20,000	\$15,000	-25%
MISC REVENUE	\$55,000	\$75,000	36%
RESERVE FUND	\$450,000	\$550,000	22%
SUB TOTAL	\$6,868,100	\$6,099,900	-11%
OPERATIONAL PER DIEM	\$3,828,072	\$4,363,367	14%
TOTAL OPERATING REVENUE	\$10,696,172	\$10,463,267	-2%
OPERATING EXPENSE:	<u>W/ 0% MERIT</u>	<u>W/ 0% MERIT</u>	
WAGES AND BENEFITS	\$7,513,404	\$7,640,994	2%
OPERATIONAL COST	\$1,828,276	\$1,700,272	-7%
MEDICAL COST	\$704,492	\$672,000	-5%
FOOD COST	\$650,000	\$450,000	-31%
CONTINGENCY	\$0	\$0	0%
TOTAL	\$10,696,172	\$10,463,267	-2%
DEBT SERVICE	\$1,698,174	\$1,703,433	0%
REPAIR AND REPLACEMENT	\$0	\$0	0%
TOTAL	\$1,698,174	\$1,703,433	0%
SUB-TOTAL	\$12,394,346	\$12,166,700	-2%
TOTAL NUMBER OF LOCAL INMATES	315	315	0%
PER DIEM RATES:			
PER DIEM DEBT SERVICE	\$14.77	\$14.82	0%
OPERATIONS PER DIEM	\$33.29	\$37.95	14%
TOTAL PER DIEM	\$48.06	\$52.77	10%
JURISDICTIONAL REQUIREMENTS			
CAROLINE COUNTY	\$1,068,791	\$1,316,688	23%
HANOVER COUNTY	\$4,457,455	\$4,750,111	7%
AVERAGE DAILY OCCUPANCY			
CAROLINE COUNTY	60	68	13%
HANOVER COUNTY	255	247	-3%
	315	315	0%

**Debt Service
2010-2011**

				1,703,433
Payment No.	Due Date	Hanover County 78%	Caroline County 22%	
1	25-Jul-10	332,169	93,689	
2	25-Oct-10	332,169	93,689	
3	25-Jan-11	332,169	93,689	
4	25-Apr-11	332,169	93,689	
		1,328,678	374,755	
TOTAL			1,703,433	

**Operational Per Diem
2010-2011**

Hanover Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	247	37.95	31	290,588
August	247	37.95	31	290,588
September	247	37.95	30	281,214
October	247	37.95	31	290,588
November	247	37.95	30	281,214
December	247	37.95	31	290,588
January	247	37.95	31	290,588
February	247	37.95	28	262,466
March	247	37.95	31	290,588
April	247	37.95	30	281,214
May	247	37.95	31	290,588
June	247	37.95	30	281,214
Total				3,421,433

Caroline Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	68	37.95	31	80,000
August	68	37.95	31	80,000
September	68	37.95	30	77,419
October	68	37.95	31	80,000
November	68	37.95	30	77,419
December	68	37.95	31	80,000
January	68	37.95	31	80,000
February	68	37.95	28	72,258
March	68	37.95	31	80,000
April	68	37.95	30	77,419
May	68	37.95	31	80,000
June	68	37.95	30	77,419
Total				941,933

Fiscal Year 2010 – 2011 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 –8.99	Proficient	0%	Continued Employment in permanent status.
9.00 – 10.99	Highly Proficient	0%	Continued Employment in permanent status. Requires Deputy Superintendent approval prior to discussion with employee.
11.00 & Above	Exceptional	0%	Requires written documentation from employee's supervisor on why this employee is outstanding. Requires Superintendents' approval prior to discussion with employee.

Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
<i>Wages & Benefits</i>		
2500 Salaries-w/ 0% merit	5,255,060	5,333,234
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 (200 hrs. x \$65/hr)	13,000	13,000
2701 FICA	409,892	415,872
2702 VRS	806,924	845,774
2704 Health Insurance Opt-Out	5,200	4,500
2705 Health Insurance	741,608	802,688
2706 Life	53,581	48,926
2711 Worker's Compensation	83,000	75,000
2718 Disability Insurance	19,000	12,000
2800 Post Retirement Benefits	36,140	0
	7,513,404	7,640,994
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2750 <i>Education Assistance Reimbursement</i>		
Tuition Reimbursement	3,000	-
	3,000	-
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3050 <i>Prof. Health Services</i>		
Physicals	71,000	20,000
Hospital Stays for Inmates	216,300	195,000
	287,300	215,000
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3100 <i>Prof. Services Other</i>		
Contract with Dentist	37,080	38,912
Contract with Doctor	95,172	98,503
Lawyer for PRJ Board	28,000	28,000
Audit Services	13,000	14,000
Insurance Buyer's Council	1,250	1,250
US Bank	9,000	5,000
	183,502	185,665

Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
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.	105,000	75,800
HVAC test/balance	5,000	5,000
HVAC hardware	5,000	5,000
	115,000	85,800
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3201 <u>Repairs & Maintenance-Radios</u>		
Repairs to Radios	3,500	1,000
	3,500	1,000
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3250 <u>Maintenance Service Contracts</u>		
Jail Mgmt. System	44,000	44,000
Copier (4 small & 2 large)	12,500	11,500
Computer Router Contract	2,000	2,000
Black Creek Security Maintenance	15,000	15,000
DBI Machine Contract	1,400	1,400
Video Arraignment Equipment	5,500	5,500
Chemicals, Pest Control, Chill Water, Kitchen Waste	17,995	21,340
Trash Collection	8,800	8,800
Arbitrage Report	2,500	2,500
Admin. Phone Maintenance System (per County)	5,880	5,880
	115,575	117,920

Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
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3300 <u>Printing & Binding</u>		
Outside Printing to include:		
P & P Manuals, I/M Handbooks & Annual Reports	6,000	5,600
Printing for Training (posters, charts, academy etc.)	-	-
	6,000	5,600
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3350 <u>Advertisement</u>		
Advertisements through various medias	7,500	2,000
	7,500	2,000
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3450 <u>Purchase of Service</u>		
Payment to Hanover County for Services Provided	368,000	396,000
	368,000	396,000
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4400 <u>Print Shop</u>		
Inside Printing:		
Security Forms, Request Forms, Post Orders and	10,000	10,000
Other Forms needed in jail		
	10,000	10,000
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5021 <u>Electrical Service</u>		
Electricity for Building	165,000	175,000
	165,000	175,000
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5031 <u>Heating Service</u>		
Propane for heating & water	140,000	105,000
Fuel for generator	10,000	3,000
	150,000	108,000
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5041 <u>Water Service</u>		
Water & Sewer charged by the County	115,000	118,000
	115,000	118,000
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Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
5050 <u>Postage</u>		
All outside mail	2,300	2,300
Fed Ex & UPS	500	500
	2,800	2,800
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5060 <u>Telecommunications</u>		
Hanover Allocation	8,500	7,000
	8,500	7,000
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5061 <u>Telecommunications</u>		
Telephone lines & Fax	20,000	20,000
ISDN Lines	4,000	4,000
Cellular Phone	5,500	5,500
Pager Service	3,000	1,500
	32,500	31,000
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5072 <u>Package Insurance</u>		
Building Liability Insurance	35,000	30,000
	35,000	30,000
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5074 <u>Motor Vehicle Insurance</u>		
Vehicle Insurance	15,000	15,000
	15,000	15,000
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5090 <u>Office Supplies</u>		
Misc. Supplies-Printer & Copier Paper, Folders	25,000	16,000
Pens, Hanging Folders, Training Supplies		
	25,000	16,000
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5100 <u>Food & Food Service</u>		
Food Service @ Approx. \$36,667/month	635,000	440,000
	635,000	440,000
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Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
5100-100 <u>Food Service Equipment</u>		
Replacement costs for pots, pans & utensils	7,500	5,000
Replacement of Kitchen Equipment	7,500	5,000
	15,000	10,000
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5120 <u>Medical & Lab Supplies</u>		
Supplies for Doctor, Nurse & Dentist & First Aid kits for building	70,000	65,000
Prescription Medications	337,192	382,000
Medical Equipment	10,000	10,000
	417,192	457,000
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5130 <u>Laundry, Housekeeping, Janitorial</u>		
Cleaning, Housekeeping and Laundry Supplies	65,000	65,000
	65,000	65,000
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5140 <u>Linen Supplies</u>		
Sheets, Mattresses, Blankets, Pillows (replacement costs for all linens as needed)	15,000	5,000
	15,000	5,000
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5170 <u>Vehicle & Pow'd Equipment</u>		
Vehicle Maintenance-Repairs per County Garage (Increase Per County Garage)	20,000	20,000
Range Van-Maintenance performed by PRJ	800	800
Towing Vehicles	500	500
	21,300	21,300
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5171 <u>Gas, Grease and Oil</u>		
Gas, Grease and Oil for vehicles & other equipment	40,000	35,000
	40,000	35,000
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Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
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5180 <u>Police Supplies</u>		
Weapon Parts	1,000	800
Quick View Clear Key Safe	167	167
Handcuffs, Leg Irons, Chains, Flexcuff, Cuff Keys	2,249	1,795
Batteries, Flashlights, Bulbs, Flares	473	429
Weapon Cleaning Supplies	500	500
Targets & Equipment	1,730	1,100
Search Kits	773	255
Vehicle Supplies (first aid, warning kits, cleaning)	600	600
Security Duty Gear	1,676	1,123
ERT Equipment	5,780	4,090
	<hr/> 14,948 <hr/>	<hr/> 10,859 <hr/>
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5190 <u>Uniforms-Employees</u>		
Replacement & New Uniforms	40,000	30,150
Medical and Kitchen Uniforms	800	1,600
Transportation Equipment-duty gear, holsters, etc.	6,206	4,532
	<hr/> 47,006 <hr/>	<hr/> 36,282 <hr/>
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5195 <u>Uniforms-Inmates</u>		
Replacement of Uniforms	10,000	7,000
Inmate Workers (Boots, Jackets, Safety Equip.)	554	554
Work Force Gear	1,000	1,000
Armbands	5,400	5,400
Shower Shoes	2,550	2,550
	<hr/> 19,504 <hr/>	<hr/> 16,504 <hr/>
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5210 <u>Books & Subscriptions</u>		
Reference Materials for all Divisions	550	550
	<hr/> 550 <hr/>	<hr/> 550 <hr/>
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Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
5223 <u>Instructional Supplies</u>		
Ammo	20,800	18,790
Videos-Training	-	1,000
Medical Videos & Books	-	1,000
Inert & Live Oleoresin Capsicum-Pepper Spray	2,280	2,255
First Aid/CPR Training Materials	2,798	1,745
	25,878	24,790
5230 <u>Other Operational Supplies</u>		
Film	-	128
Cassette Tapes	300	300
Folders for IAD Investigations	-	600
Folders for Classification	5,750	5,750
Keys and Key Rings	1,250	1,350
Transport Hoods	-	429
Latex Gloves	3,000	2,260
Security Search Gloves	1,500	1,500
Drug Test Kits for Work Release	2,000	3,000
Intake Kits (Hygiene, Disciplinary, and Weekender Kits)	11,835	10,990
Razors	6,270	5,000
Property Seals and Packaging	3,707	4,305
Printer & Toner Cartridges	15,000	15,000
	50,612	50,612

Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
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5232 <u>Other Expenses-All Capital under \$5000</u>		
Telephones (New)	1,500	900
Computer Hook-ups, components, cards,etc.	6,000	5,000
Network Maintenance and Repair	1,500	1,500
New Network Router	3,300	3,300
Radios--Replacement (5)	4,950	3,975
Radio Batteries	1,400	1,400
Radio Cases	-	800
Landscaping Supplies & Equipment	500	1,000
Replacement of of Desks, Chairs, File Cabinets	1,500	2,775
	20,650	20,650
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5233 <u>Computers & Printers</u>		
Computer Replacements (replacement-10)	18,500	-
Flat Monitors	3,750	-
Printers (replacement-4)-Network printers & Staff ID Printer	3,800	5,749
	26,050	5,749
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5234 <u>Software</u>		
Software Upgrades & Enhancements	5,000	4,000
Software-general	2,000	2,000
	7,000	6,000
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5280 <u>Subsistence & Lodging</u>		
Overnight Trips	1,000	-
Meetings at PRJ (Brd. Meetings, Superintendent Meetings, Hosting Training Classes)	3,500	4,000
Employee Recognition Program	4,000	3,500
	8,500	7,500
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Pamunkey Regional Jail
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	Approved FY 09-10	Adopted FY 10-11
5290 <u>Convention & Education</u>		
CPR training for all staff	350	350
CAMA	1,800	-
AJA -Corr. Healthcare Conference	2,000	-
Training for Administration Personnel	1,500	500
VARJ	-	-
Maintenance Training (Electrical, Plumbing and Centrifig	2,000	-
HR Mgmt Certification Courses	450	450
Advanced ERT Training	500	700
Glock Armorer School	-	150
NRA Tactical Firearms Instructor school	1,370	-
One-Day Seminars	1,000	1,000
	<u>10,970</u>	<u>3,150</u>
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5350 <u>Criminal Justice Training</u>		
Dues for Year	31,075	34,485
Uniforms For Training	1,800	-
	<u>32,875</u>	<u>34,485</u>

Pamunkey Regional Jail
 FY 2010-2011 Adopted Budget

	Approved FY 09-10	Adopted FY 10-11
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5600 <i>Dues & Association Memberships</i>		
AJA Dues	520	520
CAMA	45	45
VARJ	280	280
Sam's Club	70	70
ACA Membership	568	568
Other Dues	599	599
GFOA	265	265
NIAIA	60	60
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
	<hr/> 2,957 <hr/>	<hr/> 2,957 <hr/>
<hr/>		
8201 <i>Machinery & Equipment (over \$5000)</i>		
Replacement of Security Equipment/Camera & Lens	40,000	35,000
Copier	6,500	-
	<hr/> 46,500 <hr/>	<hr/> 35,000 <hr/>
<hr/>		
8207 <i>ADP Software</i>		
Add'l DASD for AS400-mirrored	6,050	6,050
New World Enhancements	6,050	6,050
	<hr/> 12,100 <hr/>	<hr/> 12,100 <hr/>
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TOTAL SALARIES, BENEFITS, OT, PART-TIME	7,513,404	7,640,994
TOTAL OTHER OPERATIONAL COSTS	1,828,276	1,700,272
MEDICAL COSTS	704,492	672,000
FOOD COSTS	650,000	450,000
CONTINGENCY	-	-
GRAND TOTAL	<hr/> 10,696,172 <hr/>	<hr/> 10,463,267 <hr/>
<i>Represents overall increase in budget</i>		-2%

Pamunkey Regional Jail
FY 2010-2011 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 2010-2011 Adopted Budget

FIVE YEAR FINANCIAL PLAN

Fiscal Year	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>
Personnel:					
New Officers	-	-	-	-	-
LPN/EMT	-	-	-	-	-
Systems analyst	-	-	-	-	-
Maintenance:					
Building Maintenance:					
Flooring/Tile	-	-	-	-	-
Laundry Washers	-	-	-	17,000	-
Kitchen Equipment	10,000	15,000	15,000	15,000	15,000
Medical:					
Equipment	-	-	-	-	-
Security:					
Work Stations	-	-	-	-	-
Support Systems:					
Omron PLC Upgrades	-	76,183	76,183	76,183	76,183
Operations:					
Inmate Processing:					
Filing System	-	-	13,000	-	-
TOTAL	10,000	91,183	104,183	108,183	91,183