

PAMUNKEY REGIONAL JAIL

HANOVER COUNTY, VIRGINIA



ADOPTED BUDGET 2012-2013

**COLONEL JAMES C. WILLETT, CJM
SUPERINTENDENT**

**MAJOR MARY N. WHITE, CJM
DEPUTY SUPERINTENDENT**

**MR. F. KEITH SPICER, CPA
ACCOUNTING MANAGER**

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June 6, 2012

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 2012-2013. 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 fifteenth 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 FY12-13 will decrease by .3% 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 FY12-13 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 increased to 355. Caroline County's population increased to 92, while Hanover County increased from 255 to 263. The operational per diem decreased from \$37.26 to \$35.93 and the debt service per diem decreased from \$13.47 to \$13.33. This resulted in an overall \$1.48 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 fifteenth 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

\$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 \$ 98,040

\$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.

\$12,400 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.

\$2,500 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.

\$1,750 is for the Arbitrage Report.

3300 Printing and Binding \$ 18,800

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

3450 Purchase of Service \$ 412,000

\$412,000 is for contracted services provided to us from Hanover County; information technology, finance, personnel and general services, as quoted by the Finance Office.

5090 Office Supplies \$ 13,000

This amount is for all miscellaneous office supplies: printer and copier paper, folders, pens, hanging folders, and training supplies, etc.

5100 Food & Food Services \$ 445,000

\$445,000 is for the food service at approximately \$37,083 per month.

5100-100 Food Service Equipment \$ 8,000

\$3,000 is for the replacement cost of pots, pans, and utensils.

\$5,000 is for the replacement of various kitchen equipment.

5120 Medical & Lab Supplies \$ 488,820

\$50,000 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.

\$438,820 is for prescription medications.

5130 Laundry, Housekeeping, Janitorial \$ 67,725

\$67,725 is for laundry, housekeeping and janitorial services based off of the current use, and number of inmates housed.

5140 Linen Supplies \$ 5,000

\$5,000 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 \$ 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 \$ 40,000

\$40,000 is for gas, grease and oil for vehicles and other equipment.

5180 Police Supplies \$ 5,565

\$850 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.

\$150 is for flashlights, bulbs, flares, used inside and outside the jail.

\$525 is for weapon cleaning supplies.

\$1,035 is for targets and equipment.

\$255 is for search kits.

\$250 is for the replacement of vehicle supplies, such as first aid and warning kits.

\$1,000 is for security gear.

\$500 is for ERT (Emergency Response Team) equipment.

5190 Uniforms \$ 36,132

\$32,523 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.

\$2,009 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 \$ 12,150

\$5,000 is for the replacement uniforms.

\$4,350 is for armbands for the inmates.

\$2,800 is for shower shoes for the inmates.

5210 Books & Subscriptions \$ 250

This amount is for reference materials for all divisions.

5223 Instructional Supplies \$ 19,740

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.

\$2,045 is for inert and live Oleoresin Capsicum (pepper spray).

\$3,994 is for First Aid and CPR training materials.

5230 Other Operational Supplies \$ 43,000

\$120 is for film used to photograph evidence.

\$5,750 is for classification folders.

\$1,300 is for key rings.

\$1,340 is for latex gloves.

\$1,447 is for security search gloves.

\$4,242 is for drug test kits and work release. This cost will be **offset by revenues**.

\$14,650 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.

\$750 is for money envelopes for intake.

\$3,000 is for printer and toner cartridges for the entire facility.

5232 Other Expenses – All Capital under \$5,000 \$ 22,875

\$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.

\$500 is for radio cases.

\$2,000 is for replacement of desks, chairs and file cabinets.

\$2,000 is for landscaping supplies and equipment.

\$200 is for flags.

\$100 is for inmate cell trash cans.

5233 Computers & Printers \$ 12,010

\$4,500 is for replacement of 5 computers.

\$1,200 is for replacement of flat monitors.

\$4,155 is for the replacement of 4 network printers.

\$1,000 is for a laptop for the Training division.

\$675 is for scanners.

\$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 \$ 4,250

\$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.

\$650 is for Advanced ERT Training.

\$150 is for Glock Armorers School.

\$750 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 \$ 2,529

\$300 is for AJA dues.

\$30 is for CAMA dues.

\$280 is for Virginia Association of Regional Jails dues.

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

\$325 is for ACA membership

\$225 is for other CPA and AICPA dues.

\$639 is for GFOA and VGFOA membership.

\$30 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

\$30,000 is for replacements to the security equipment.

Revenue and Expense Summary
FY 12-13

OPERATING REVENUE:	Adopted FY 12	Adopted FY 13	% Change FY13 vs FY12
D.O.C. REIMBURSEMENT	\$798,912	\$631,864	-20.9%
FEDERAL RECOVERY	(\$798,912)	(\$571,864)	-28.4%
COMP. BOARD REIMBURSEMENT	\$3,210,000	\$3,379,090	5.3%
DEBT SERVICE RESERVE INTEREST	\$97,000	\$58,900	-39.3%
GENERAL INTEREST ON ACCOUNTS	\$33,000	\$45,000	36.4%
INMATE PHONE SYSTEM	\$382,000	\$362,000	-5.2%
WORK RELEASE	\$15,000	\$5,000	-66.7%
MEDICAL COPAY	\$55,000	\$55,000	0.0%
WEEKENDER FEE	\$34,000	\$34,000	0.0%
FEDERAL BED RENTALS (71)	\$1,675,350	\$1,399,410	-16.5%
MISC REVENUE	\$100,000	\$109,000	9.0%
RESERVE FUND	\$450,000	\$550,000	22.2%
SUB TOTAL	\$6,051,350	\$6,057,400	0.1%
OPERATIONAL PER DIEM	\$4,692,348	\$4,655,679	-0.8%
TOTAL OPERATING REVENUE	\$10,743,698	\$10,713,079	-0.3%
OPERATING EXPENSE:	W/ 2.25% MERIT	W/ 0% MERIT	
WAGES AND BENEFITS	\$7,801,726	\$7,845,387	0.6%
OPERATIONAL COST	\$1,802,302	\$1,711,872	-5.0%
MEDICAL COST	\$684,670	\$702,820	2.7%
FOOD COST	\$455,000	\$453,000	-0.4%
TOTAL	\$10,743,698	\$10,713,079	-0.3%
DEBT SERVICE	\$1,696,800	\$1,726,797	1.8%
REPAIR AND REPLACEMENT	\$0	\$0	0.0%
TOTAL	\$1,696,800	\$1,726,797	1.8%
SUB-TOTAL	\$12,440,498	\$12,439,876	0.0%
TOTAL NUMBER OF LOCAL INMATES	345	355	2.9%
PER DIEM RATES:			
PER DIEM DEBT SERVICE	\$13.47	\$13.33	-1.1%
OPERATIONS PER DIEM	\$37.26	\$35.93	-3.6%
TOTAL PER DIEM	\$50.74	\$49.26	-2.9%
JURISDICTIONAL REQUIREMENTS			
CAROLINE COUNTY	\$1,648,291	\$1,638,241	-0.6%
HANOVER COUNTY	\$4,740,857	\$4,744,234	0.1%
AVERAGE DAILY OCCUPANCY			
CAROLINE COUNTY	90	92	2.2%
HANOVER COUNTY	255	263	3.1%
	345	355	2.9%

**Debt Service
2012-2013**

				1,726,797
Payment No.	Due Date	Hanover County 75%	Caroline County 25%	
1	25-Jul-12	323,774	107,925	
2	25-Oct-12	323,774	107,925	
3	25-Jan-13	323,774	107,925	
4	25-Apr-13	323,774	107,925	
		<u>1,295,098</u>	<u>431,699</u>	
TOTAL				<u><u>1,726,797</u></u>

**Operational Per Diem
2011-2012**

Hanover Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	263	35.93	31	292,940
August	263	35.93	31	292,940
September	263	35.93	30	283,491
October	263	35.93	31	292,940
November	263	35.93	30	283,491
December	263	35.93	31	292,940
January	263	35.93	31	292,940
February	263	35.93	28	264,591
March	263	35.93	31	292,940
April	263	35.93	30	283,491
May	263	35.93	31	292,940
June	263	35.93	30	283,491
Total				<u><u>3,449,136</u></u>

Caroline Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	92	35.93	31	102,473
August	92	35.93	31	102,473
September	92	35.93	30	99,168
October	92	35.93	31	102,473
November	92	35.93	30	99,168
December	92	35.93	31	102,473
January	92	35.93	31	102,473
February	92	35.93	28	92,557
March	92	35.93	31	102,473
April	92	35.93	30	99,168
May	92	35.93	31	102,473
June	92	35.93	30	99,168
Total				<u><u>1,206,542</u></u>

Fiscal Year 2012 – 2013

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 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
<i>Wages & Benefits</i>		
2500 Salaries-w/ 0% merit	5,377,000	5,558,000
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	419,220	433,067
2702 VRS	854,378	708,433
2704 Health Insurance Opt-Out	4,800	1,200
2705 Health Insurance	907,008	891,770
2706 Life	49,320	20,813
2711 Worker's Compensation	75,000	99,905
2718 Disability Insurance	12,000	10,000
2800 Post Retirement Benefits	-	19,200
	7,801,726	7,845,387
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3050 <i>Prof. Health Services</i>		
Physicals	20,000	20,000
Hospital Stays for Inmates	200,850	210,000
	220,850	230,000
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3100 <i>Prof. Services Other</i>		
Contract with Dentist	39,690	39,884
Contract with Doctor	100,473	103,487
Lawyer for PRJ Board	28,000	28,000
Audit Services	14,000	14,000
Insurance Buyer's Council	1,250	1,250
US Bank	5,000	5,000
	188,413	191,621
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3150 <i>Temporary Help Service Fees</i>		
Temporary Help for Illness	1,500	-
	1,500	0

Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
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.	85,800	70,000
	85,800	70,000
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3201 <u>Repairs & Maintenance-Radios</u>		
Repairs to Radios	1,000	1,000
	1,000	1,000
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3250 <u>Maintenance Service Contracts</u>		
Jail Mgmt. System	44,000	44,000
Copier (4 small & 2 large)	11,500	12,400
Computer Router Contract	2,000	2,000
Simplex Grinnell Security Maintenance	15,000	2,500
DBI Machine Contract	1,400	1,450
Video Arraignment Equipment	5,500	5,500
Chemicals, Pest Control, Chill Water, Kitchen Waste	21,340	19,640
Trash Collection	8,800	8,800
Arbitrage Report	2,500	1,750
Admin. Phone Maintenance System (per County)	5,880	-
	117,920	98,040

Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
3300 <u>Printing & Binding</u>		
Outside Printing to include:		
P & P Manuals, I/M Handbooks & Annual Reports	5,600	3,937
Printing for Training (posters, charts, academy etc.)	-	-
Security Forms, Request Forms, Post Orders and Other Forms needed in jail	-	14,863
	5,600	18,800
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3350 <u>Advertisement</u>		
Advertisements through various medias	2,000	-
	2,000	0
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3450 <u>Purchase of Service</u>		
Payment to Hanover County for Services Provided	404,000	412,000
	404,000	412,000
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4400 <u>Print Shop</u>		
Inside Printing:		
Security Forms, Request Forms, Post Orders and Other Forms needed in jail	10,742	-
	10,742	0
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5021 <u>Electrical Service</u>		
Electricity for Building	175,000	180,250
	175,000	180,250
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5031 <u>Heating Service</u>		
Propane for heating & water	108,240	128,000
Fuel for generator	3,000	3,000
	111,240	131,000
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5041 <u>Water Service</u>		
Water & Sewer charged by the County	121,540	131,000
	121,540	131,000
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Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
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	7,000	7,000
	7,000	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	1,500	-
	31,000	29,500
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5072 <u>Package Insurance</u>		
Building Liability Insurance	30,000	25,000
	30,000	25,000
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5074 <u>Motor Vehicle Insurance</u>		
Vehicle Insurance	15,000	12,500
	15,000	12,500
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5090 <u>Office Supplies</u>		
Misc. Supplies-Printer & Copier Paper, Folders	16,000	13,000
Pens, Hanging Folders, Training Supplies		
	16,000	13,000
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5100 <u>Food & Food Service</u>		
Food Service @ Approx. \$37,083/month	445,000	445,000
	445,000	445,000
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Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
5100-100 <u>Food Service Equipment</u>		
Replacement costs for pots, pans & utensils	5,000	3,000
Replacement of Kitchen Equipment	5,000	5,000
	10,000	8,000
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5120 <u>Medical & Lab Supplies</u>		
Supplies for Doctor, Nurse & Dentist & First Aid kits for building	50,000	50,000
Prescription Medications	403,820	438,820
Medical Equipment	10,000	-
	463,820	488,820
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5130 <u>Laundry, Housekeeping, Janitorial</u>		
Cleaning, Housekeeping and Laundry Supplies	67,725	67,725
	67,725	67,725
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5140 <u>Linen Supplies</u>		
Sheets, Mattresses, Blankets, Pillows (replacement costs for all linens as needed)	8,189	5,000
	8,189	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	34,000	40,000
	34,000	40,000
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Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
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5180 <i>Police Supplies</i>		
Weapon Parts	850	850
Handcuffs, Leg Irons, Chains, Flexcuff, Cuff Keys	1,485	1,000
Batteries, Flashlights, Bulbs, Flares	469	150
Weapon Cleaning Supplies	550	525
Targets & Equipment	1,000	1,035
Search Kits	255	255
Vehicle Supplies (first aid, warning kits, cleaning)	600	250
Security Duty Gear	1,178	1,000
ERT Equipment	4,350	500
	<hr/> 10,737 <hr/>	<hr/> 5,565 <hr/>
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5190 <i>Uniforms-Employees</i>		
Replacement & New Uniforms	30,000	32,523
Medical and Kitchen Uniforms	1,600	1,600
Transportation Equipment-duty gear, holsters, etc.	4,532	2,009
	<hr/> 36,132 <hr/>	<hr/> 36,132 <hr/>
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5195 <i>Uniforms-Inmates</i>		
Replacement of Uniforms	9,906	5,000
Inmate Workers (Boots, Jackets, Safety Equip.)	554	-
Work Force Gear	1,070	-
Armbands	5,350	4,350
Shower Shoes	2,550	2,800
	<hr/> 19,430 <hr/>	<hr/> 12,150 <hr/>
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5210 <i>Books & Subscriptions</i>		
Reference Materials for all Divisions	250	250
	<hr/> 250 <hr/>	<hr/> 250 <hr/>
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Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
5223 <u>Instructional Supplies</u>		
Ammo	18,200	13,701
Videos-Training	1,000	500
Medical Videos & Books	1,500	1,000
Inert & Live Oleoresin Capsicum-Pepper Spray	2,005	2,045
First Aid/CPR Training Materials	3,035	2,494
	25,740	19,740
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5230 <u>Other Operational Supplies</u>		
Film	64	120
Cassette Tapes	300	-
Folders for IAD Investigations	600	-
Folders for Classification	5,750	5,750
Keys and Key Rings	1,200	1,300
Transport Hoods	340	-
Latex Gloves	2,100	1,340
Security Search Gloves	2,250	1,447
Drug Test Kits for Work Release	4,242	4,242
Intake Kits (Hygiene, Disciplinary, and Weekender Kits)	12,425	14,650
Razors	6,270	6,325
Property Seals and Packaging	4,063	4,076
Money Envelopes for Intake	700	750
Printer & Toner Catridges	15,000	3,000
	55,304	43,000

Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
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	800	500
Landscaping Supplies & Equipment	-	2,000
Replacement of of Desks, Chairs, File Cabinets	2,775	2,000
Inmate cell trash cans	-	100
Flags	156	200
	35,806	22,875
5233 <u>Computers & Printers</u>		
Computer Replacements (replacement -5)	-	4,500
Flat Monitors	-	1,200
Laptops	1,000	1,000
Printers (replacement-4)-Network printers & Color Printer	3,800	4,155
Scanners	-	675
Battery back-ups	-	480
	4,800	12,010
5234 <u>Software</u>		
Software - Upgrades & Enhancements	6,000	3,000
	6,000	3,000
5280 <u>Subsistence & Lodging</u>		
Meetings at PRJ (Brd. Meetings, Superintendent Meetings, Hosting Training Classes)	4,300	3,300
Employee Recognition Program	3,500	3,000
	7,800	6,300

Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
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5290 <i>Convention & Education</i>		
CPR training for all staff	350	-
Mock Audit for ACA Re-Accreditation	372	-
Training for Administration Personnel	500	750
VARJ	1,000	1,000
Maintenance Training	500	500
HR Mgmt Certification Courses	450	450
Advanced ERT Training	650	650
Glock Armorer School	150	150
ACA Conference in conjunction with Re-Accreditation	3,300	-
One-Day Seminars	750	750
	<hr/> 8,022 <hr/>	<hr/> 4,250 <hr/>
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5350 <i>Criminal Justice Training</i>		
Dues for Year	34,485	34,485
	<hr/> 34,485 <hr/>	<hr/> 34,485 <hr/>

Pamunkey Regional Jail
 FY 2012-2013 Adopted Budget

	Adopted FY 11-12	Adopted FY 12-13
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5600 <u>Dues & Association Memberships</u>		
AJA Dues	520	300
CAMA	45	30
VARJ	280	280
BJ's Wholesale Club	70	70
ACA Membership	568	325
AICPA & CPA	225	225
GFOA & VGFOA	639	639
NIAIA	30	30
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
	<u>2,927</u>	<u>2,529</u>
<hr/>		
8201 <u>Machinery & Equipment (over \$5000)</u>		
Replacement of Security Equipment/Camera & Lens	35,000	30,000
Omron PLC Security system upgrades	50,000	-
	-	-
	<u>85,000</u>	<u>30,000</u>
<hr/>		
8207 <u>ADP Software</u>		
Add'l DASD for AS400-mirrored	6,050	-
New World Enhancements	6,050	6,050
	<u>12,100</u>	<u>6,050</u>
<hr/>		
TOTAL SALARIES, BENEFITS, OT, PART-TIME	7,801,726	7,845,387
TOTAL OTHER OPERATIONAL COSTS	1,802,302	1,711,872
MEDICAL COSTS	684,670	702,820
FOOD COSTS	455,000	453,000
GRAND TOTAL	<u>10,743,698</u>	<u>10,713,079</u>
<i>Represents overall increase in budget</i>		-0.3%

Pamunkey Regional Jail
FY 2012-2013 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.

FIVE YEAR FINANCIAL PLAN

Fiscal Year	<u>12-13</u>	<u>13-14</u>	<u>14-15</u>	<u>15-16</u>	<u>16-17</u>
Personnel:					
Reinstated Positions	-	-	-	-	-
New Officers	-	-	-	-	-
LPN/EMT	-	-	-	-	-
Reclassifications	-	-	-	-	-
Maintenance:					
Building Maintenance:					
Flooring/Tile	-	-	-	-	-
Laundry Washers	-	17,000	-	-	-
Kitchen Equipment/Dishwasher	5,000	16,000	10,000	10,000	10,000
Medical:					
Electronic Records System	-	-	-	-	-
Security:					
Work Stations					
Support Systems:					
Omron PLC Upgrades	-	-	-	-	-
Operations:					
Filing System					
Vehicles	-	-	30,000	-	-
TOTAL	5,000	33,000	40,000	10,000	10,000