

PAMUNKEY REGIONAL JAIL AUTHORITY

HANOVER COUNTY, VIRGINIA



ADOPTED BUDGET 2016-2017

COLONEL JAMES C. WILLETT, CJM
SUPERINTENDENT

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DEPUTY SUPERINTENDENT

MR. F. KEITH SPICER, CPA, CGMA
DIRECTOR OF FINANCE

Pamunkey Regional Jail Authority Board Members

Charles Hartgrove, Chairman

Ashland Town Manager

Alan Partin, Vice-Chairman

Caroline County Assistant Administrator

Tony Lippa

Caroline County Sheriff

Jim Taylor

Hanover County Assistant Administrator

Dave Hines

Colonel, Hanover County Sheriff

Legal Counsel

William H. Hefty, Esq.

Jail Administration

Colonel James C. Willett, Superintendent

Lt. Colonel Nathan J. Webel, Deputy Superintendent

F. Keith Spicer, Director of Finance

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FY 2017 BUDGET MESSAGE

July 1, 2016

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

Dear Members of the Authority:

I am very pleased to submit the Pamunkey Regional Jail's Adopted Budget for fiscal year 2016-2017. Each year as we prepare our budget, 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 nineteenth year of operation, we need to be mindful of the fact that PRJ is no longer a brand new facility. We are satisfied that this budget will allow us to be prepared as we move into the future.

Expenses for FY16-17 will increase by 9.0% overall from the previous year. This includes a 2% salary increase for all employees with a "Meets Standards" evaluation as well as an additional 1% raise for the top 10% in each division that has an "Exceeds Standards" evaluation.

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 FY16-17 budget percentages are as follows: 67.0% personnel cost, 17.6% operational costs, and 15.4% inmate care cost. Again, we remain very close to those national averages.

Our total local inmate population increased from 390 to 410. Caroline County's population increased to 100, while Hanover County increased from 300 to 310. The operational per diem increased from \$37.32 to \$38.04 and the debt service per diem decreased from \$11.95 to \$11.34. This resulted in an overall \$.11 increase in total per diem.

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

Budget Highlights

- Maintain ACA accreditation and DOC certification through staff development while adhering to facility policy and procedures.
- Provide 2% employee salary increases as well as additional 1% increases for employees that meet top 10% performers of Jail staff.
- Maintain revenue from federal contract bed rentals and continue to pursue other possible contract bed rentals.

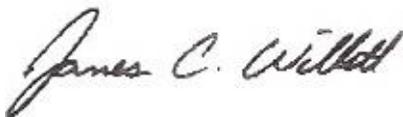
Budget Objectives

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

In conclusion, I feel the total budget of \$13,762,627 will carry Pamunkey Regional Jail through its nineteenth 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

VISION, MISSION & CORE VALUES

Vision Statement

It is the vision of the Pamunkey Regional Jail to be an organization that has a strong value system that recognizes the inherent worth of all human beings, respects and recognizes the needs of the community, and holds the belief that, if they choose, offenders can change their lives.

Mission Statement

The Pamunkey Regional Jail shall provide the highest level of safety and security for our community. We shall strive to exceed national correctional standards while continuously providing exceptional services and resources for the community, law enforcement, and the judicial system. Through integrity, dedication, and teamwork, we shall provide an environment of professional development that promotes respect, cooperation, and ethical excellence.

Core Values

<u>Safety</u>	Operate in a safe and efficient manner, for yourself, your team, the facility, and the community
<u>Service</u>	Cultivate excellent relationships with our member localities and our community
<u>Respect</u>	Treat all individuals with consideration and thoughtfulness
<u>Integrity</u>	Demonstrate positive values in the way you act and the way you insist others behave
<u>Initiative</u>	Always ready, willing and able to pull together to face new challenges
<u>Innovation</u>	Adapt to change; work with it, not against it
<u>Knowledge</u>	Commit to enhancing job knowledge through training and experience

HISTORY & DESCRIPTION OF GOVERNMENT

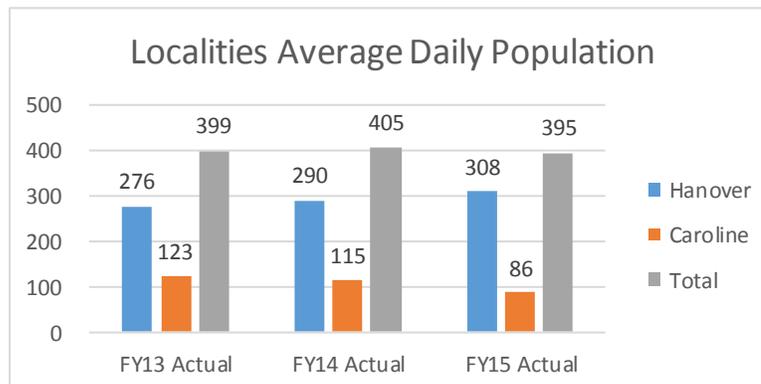
The Pamunkey Regional Jail Authority is a political subdivision of the Commonwealth of Virginia, authorized by Chapter 726 of the 1990 Acts of the General Assembly of Virginia and formed on December 30, 1992. The participating localities of the Jail Authority are the Counties of Caroline and Hanover and the Town of Ashland. The Jail Authority is governed by a five-member board comprised of two members each from the Counties of Caroline and Hanover and one member from the Town of Ashland.

The Pamunkey Regional Jail facility is located in Hanover, Virginia right down the road from the Hanover County Government Center and many of Hanover County's historic sites. The facility opened in the spring of 1998 and is comprised of 127,000 square feet, containing 14 housing units and a total housing capacity of 495 inmates. In addition to the housing units, the jail has a medical infirmary, administrative section, central control section, general library, law library, kitchen, laundry, and separate training rooms for staff and inmates.

The housing unit design of the jail provides one female unit, which is divided into 3 sections. This allows for separate housing for protective custody, administrative segregation, disciplinary problem inmates, new committals, and female work release inmates in addition to the general population female inmates. In addition to the general population units for the male inmates, there is also a designated housing unit for special management inmates. This housing unit also allows inmates to be housed separately for purposes of protective custody, administrative segregation, and disciplinary status.

The medical infirmary has 2 examination rooms, a dental laboratory, and 6 individual cells for inmates who require special medical attention. Two of the cells are designed to house inmates with highly contagious conditions.

The following chart displays the Localities ADP (Average Daily Population) for the last 3 fiscal years.

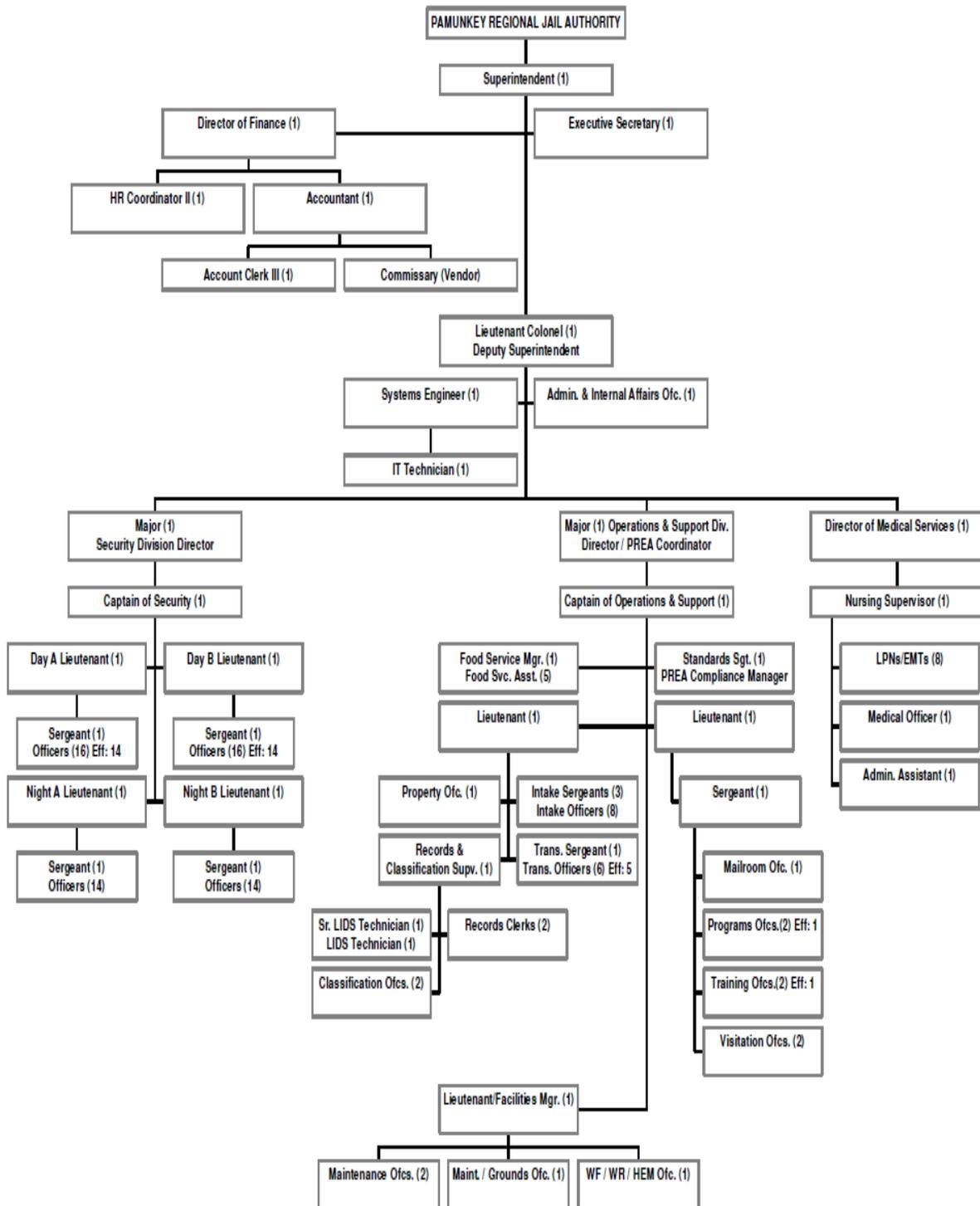


**ADOPTED BUDGET
FY 2017**

OPERATING REVENUES:	Adopted FY 16	Adopted FY 17	% Change FY17 vs FY16
LIDS REIMBURSEMENT	\$650,000	\$800,000	23.1%
COMP. BOARD REIMBURSEMENT	\$3,731,000	\$4,056,750	8.7%
DEBT SERVICE RESERVE INTEREST	\$58,900	\$58,900	0.0%
GENERAL INTEREST ON ACCOUNTS	\$25,000	\$25,000	0.0%
INMATE PHONE SYSTEM	\$300,000	\$214,286	-28.6%
WORK RELEASE	\$10,000	\$12,000	20.0%
WEEKENDER FEE	\$25,000	\$30,000	20.0%
FEDERAL BED RENTALS (15)	\$262,800	\$262,800	0.0%
MISC REVENUE	\$164,000	\$182,000	11.0%
ELECTRONIC MONITORING (5)	\$32,850	\$32,850	0.0%
RESERVE FUND	\$350,000	\$698,250	99.5%
OPERATIONAL PER DIEM	\$5,312,149	\$5,692,758	7.2%
TOTAL OPERATING REVENUES	\$10,921,699	\$12,065,593	10.5%
DEBT SERVICE	\$1,701,618	\$1,697,034	-0.3%
TOTAL REVENUES	\$12,623,317	\$13,762,627	9.0%
OPERATING EXPENSES:	W/ 2% MERIT	W/ 2% MERIT	
WAGES AND BENEFITS	\$8,241,937	\$8,083,181	-1.9%
OPERATIONAL COST	\$1,376,358	\$1,345,761	-2.2%
MEDICAL COST	\$830,415	\$1,855,651	123.5%
FOOD COST	\$410,000	\$440,000	7.3%
TOTAL OPERATING EXPENSE	\$10,858,710	\$11,724,593	8.0%
CAPITAL COST	\$62,989	\$341,000	441.4%
DEBT SERVICE	\$1,701,618	\$1,697,034	-0.3%
TOTAL EXPENSES	\$12,623,317	\$13,762,627	9.0%
TOTAL NUMBER OF LOCAL INMATES	390	410	5.1%
PER DIEM RATES:			
PER DIEM DEBT SERVICE	\$11.95	\$11.34	-5.1%
OPERATIONS PER DIEM	\$37.32	\$38.04	1.9%
TOTAL PER DIEM	\$49.27	\$49.38	0.2%
JURISDICTIONAL REQUIREMENTS			
CAROLINE COUNTY	\$1,634,269	\$1,795,766	9.9%
HANOVER COUNTY	\$5,379,498	\$5,594,026	4.0%
AVERAGE DAILY OCCUPANCY			
CAROLINE COUNTY	90	100	11.1%
HANOVER COUNTY	300	310	3.3%
TOTAL LOCAL INMATE POPULATIONS	390	410	5.1%

Pamunkey Regional Jail

Organizational Structure 2/1/2016 (A)



2016-2017 Budget

2500-2800	Salaries & Benefits	\$8,083,181
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\$ 5,873,968 is for staff salaries which includes a 2% pay increase. \$110,000 is for overtime when we have unexpected absences in the jail and are also used any time that we have an inmate to be housed in a hospital that would require security around the clock.

\$14,104 is for a part-time polygraph examiner at \$70.52 per hour.

\$458,853 is for FICA.

\$588,901 is for VRS.

\$1,300 is for health insurance opt-out.

\$859,050 is for health insurance.

\$77,134 is for life insurance.

\$93,871 is for worker's compensation and Line of Duty Act (LODA).

\$6,000 is for disability insurance.

3050	Professional Health Services	\$1,465,651
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\$14,000 is for physicals of new hire employees.

\$350,000 is for inmate hospital stays.

\$39,603 is for contracted dental services, which is based on the current contract we have with the dentist.

\$100,760 is for contracted physician services, which have been awarded and has been agreed to by the Board.

\$30,000 is for contracted mental health services to be provided by Hanover County CSB.

\$931,288 is for contracted medical staffing services.

3100	Professional Services Other	\$ 50,522
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\$28,000 is for attorney services to the Pamunkey Regional Jail Board.

\$15,790 is for the cost of audit services for the next fiscal year.

\$4,332 is for Virginia Risk Management Medical Malpractice insurance.

\$2,400 is for US Bank for administrative fees for the jail's revenue bonds.

3150 Temporary Help Service Fees \$ 15,000

\$15,000 is for temporary help with our Jail staff.

3200 Repair & Maintenance \$ 87,000

\$60,000 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.

\$5,000 is for replacement of air curtain in kitchen sally port.

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

\$7,000 is for generator coil.

3201 Repairs & Maintenance to Radios \$ 2,500

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 \$ 90,765

\$12,740 is part of the contracted services with the new Jail Tracker System and annual maintenance to software. This is to include any upgrades and new versions of the system.

\$19,116 is for copier maintenance.

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

\$2,950 is for the DBI machine contract for the ten printers (for fingerprints).

\$5,220 is for video arraignment equipment.

\$16,580 is for contracts for chemicals, pest control, chill water & kitchen waste, monthly maintenance fees.

\$6,921 is for trash collection.

\$750 is for the Arbitrage Report.

\$10,488 is for license and maintenance of COREMR medical system.

\$1,000 is for maintenance agreement for iSTAT Hand Held Analyzer for medical.

5210 Books & Subscriptions \$ 250

This amount is for reference materials for all divisions.

5223 Instructional Supplies \$ 24,000

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

\$12,870 is for the figured annual cost for the training ammunition.

\$3,030 is for inert and live Oleoresin Capsicum (pepper spray).

\$4,600 is for First Aid and CPR training materials.

\$3,500 is for mats used during staff training exercises.

5230 Other Operational Supplies \$ 47,800

\$255 face shields for inmate transports.

\$3,000 is for classification folders.

\$1,500 is for key rings.

\$2,700 is for latex gloves.

\$1,060 is for security search gloves.

\$3,150 is for drug test kits and work release. This cost will be **offset by revenues**.

\$10,395 is for intake kits, such as hygiene, disciplinary and weekender kits.

\$3,300 is for razors.

\$4,340 is for pull tight seals, paper and plastic for the new inmate property packaging system.

\$300 for Cross match silicone pads.

\$10,800 is for Electronic monitors for sentenced inmates and work release inmates.

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

5232 Other Expenses – All Capital under \$5,000 \$ 31,371

\$3,000 is for new telephones purchased during the course of the year.

\$12,290 is for computer hook-ups, components, cards, etc.

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

\$2,500 is for a network video recorder.

\$4,000 is for a cisco 2960 catalyst switch.

\$3,081 is for replacement of desks, chairs and file cabinets.

\$5,000 is for landscaping supplies and equipment.

5233 Computers & Printers \$ 19,700

\$9,500 is for replacement of 10 computers.

\$3,000 is for replacement of 10 flat monitors.

\$5,000 is for the replacement of 5 network printers.

\$1,400 is for a tablets.

\$800 is for battery back-ups.

5234 Software \$ 10,000

\$7,000 is for software upgrades and enhancements.

\$3,000 is for kitchen inventory software.

5280 Subsistence & Lodging \$ 7,300

\$4,300 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 \$ 20,700

\$5,000 is for Microsoft Office training classes for our IT staff members.

\$1,500 is for AJA Correctional Healthcare conference.

\$750 is for Training for Administrative Personnel.

\$2,400 is for VARJ conference.

\$1,000 is for AJA conference.

\$3,000 is for Maintenance staff Training.

\$450 is for HR Management Certification Courses.

\$1,000 is for Advanced ERT Training.

\$3,100 is for ACFSA Food Service convention.

\$1,500 is for Range Master training.

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

5350 Criminal Justice Training \$ 11,575

\$11,575 is for annual license fees for the Corrections Online Training system to cover all of our employees in any training that may be needed.

5600 Dues & Association Memberships \$ 4,094

\$300 is for AJA dues.

\$750 is for Virginia Association of Regional Jails dues.

\$200 is for BJ's Wholesale Club membership.

\$820 is for ACA membership

\$521 is for other CPA and AICPA dues.

\$639 is for GFOA and VGFOA membership.

\$50 is for NIAIA membership.

\$75 is for the NCCHC membership.

\$90 is for National Notary membership.

\$210 is for the World at Work membership.

\$80 is for the RCA membership.

\$200 is for the Polygraph Examiner's certification.

\$79 for Amazon prime membership.

\$80 is for ACFSA membership.

8201 Machinery & Equipment (over \$5,000) \$ 28,000

\$15,000 is for new security system touchscreen monitors.

\$13,000 is for a lifepak monitor defibrillator with pacer.

8202 Furniture & Fixtures \$ 9,000

\$9,000 is for remodeling the nurse's work station.

8203 Communications Equipment \$ 250,000

\$250,000 for replacement of the Jail's radio system and equipment.

8213 Facility Rehab \$ 54,000

\$54,000 is for regrading/resurfacing of the parking lot.

Total Salaries, Benefits, Overtime and Part-time	\$ 8,083,181
Total Other Operational Costs	\$ 1,345,761
Medical Costs	\$ 1,855,651
Food Costs	\$ 440,000
Capital Costs	<u>\$ 341,000</u>
Grand Total	\$ 12,065,593

Current proposed reimbursement for State responsible inmates	\$ 912,949
Federal Recovery	\$ (112,949)
Compensation Board reimbursement for personnel	\$ 4,056,750
Debt service reserve interest	\$ 58,900
General interest on accounts	\$ 25,000
Inmate phone system	\$ 214,286
Work release	\$ 12,000
Weekender Fee	\$ 30,000
Federal Bed Rentals	\$ 262,800
Miscellaneous Revenue	\$ 182,000
Electronic Monitoring	\$ 32,850
Reserve fund	\$ <u>698,250</u>

Grand Total	\$ 6,372,835
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For a total revenue of \$6,372,835

With an operations per diem of \$5,692,758

For a total of \$12,065,593

This year we are proposing an operational per diem based on the revenues and expenses of **\$38.04**.

Caroline County's responsible part of operational per diem and debt service per diem is at \$1,795,766 and Hanover's portion of debt service and operational per diem is at \$5,594,026.

**Debt Service
2016-2017**

				1,697,034
Payment No.	Due Date	Hanover County 76%	Caroline County 24%	
1	1-Jul-16	322,436	101,822	
2	1-Oct-16	322,436	101,822	
3	1-Jan-16	322,436	101,822	
4	1-Apr-16	322,436	101,822	
		<u>1,289,746</u>	<u>407,288</u>	
TOTAL			<u><u>1,697,034</u></u>	

**Operational Per Diem
2016-2017**

Hanover Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	310	38.04	31	365,569
August	310	38.04	31	365,569
September	310	38.04	30	353,776
October	310	38.04	31	365,569
November	310	38.04	30	353,776
December	310	38.04	31	365,569
January	310	38.04	31	365,569
February	310	38.04	28	330,191
March	310	38.04	31	365,569
April	310	38.04	30	353,776
May	310	38.04	31	365,569
June	310	38.04	30	353,776
Total				<u><u>4,304,280</u></u>

Caroline Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	100	38.04	31	117,925
August	100	38.04	31	117,925
September	100	38.04	30	114,121
October	100	38.04	31	117,925
November	100	38.04	30	114,121
December	100	38.04	31	117,925
January	100	38.04	31	117,925
February	100	38.04	28	106,513
March	100	38.04	31	117,925
April	100	38.04	30	114,121
May	100	38.04	31	117,925
June	100	38.04	30	114,121
Total				<u><u>1,388,478</u></u>

Fiscal Year 2016 – 2017

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.

Performance Level	% Of Actual Salary	Explanations
Needs Further Development	0%	Employment terminated for probationary employee. Requires a Corrective Action Plan for a permanent status employee to determine termination, demotion, or conditional status.
Meets Standards	2%	Continued Employment in permanent status.
Exceeds Standards	3%	Requires written documentation from employee's supervisor on why this employee is outstanding. Requires Superintendent's approval prior to discussion with employee.

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
<u>Wages & Benefits</u>		
2500 Salaries-w/ 2% merit	5,934,567	5,817,954
New Position	-	-
Reclassification of positions	-	7,260
Benchmark (all non-sworn positions)	-	4,515
Benchmark (all sworn positions)	-	44,240
2540 Overtime-Regular	90,000	110,000
2560 Part-time Polygrapher (200 hrs. x \$70.52/hr)	13,500	14,104
2701 FICA	461,912	458,853
2702 VRS	675,311	588,901
2704 Health Insurance Opt-Out	1,300	1,300
2705 Health Insurance	873,990	859,050
2706 Life	78,514	77,134
2711 Worker's Compensation & Line of Duty Act	89,713	93,871
2718 Disability Insurance	10,000	6,000
2800 Post Retirement Benefits	13,130	-
	8,241,937	8,083,181
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3050 <u>Prof. Health Services</u>		
Physicals	10,000	14,000
Hospital Stays for Inmates	297,052	350,000
Contract with Dentist	39,603	39,603
Contract with Doctor	100,760	100,760
Contract with Mental Health Clinician	75,000	30,000
Contract for Medical Staffing	-	931,288
	522,415	1,465,651
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3100 <u>Prof. Services Other</u>		
Lawyer for PRJ Board	28,000	28,000
Audit Services	14,600	15,790
VA Risk Medical Malpractice	4,332	4,332
US Bank	2,400	2,400
	49,332	50,522
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3150 <u>Temporary Help Service Fees</u>		
Temporary staffing	1,500	15,000
	1,500	15,000

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
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.	60,000	60,000
Roof Maintenance & Repairs - Skylights	15,000	15,000
Regrading/resurfacing of parking lot	10,000	-
Replacement of Air Curtain in Kitchen sallyport	-	5,000
Generator coil	-	7,000
	<u>85,000</u>	<u>87,000</u>
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3201 <u>Repairs & Maintenance-Radios</u>		
Repairs to Radios	2,500	2,500
	<u>2,500</u>	<u>2,500</u>
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3250 <u>Maintenance Service Contracts</u>		
Jail Mgmt. System	12,740	12,740
Copier (4 small & 2 large)	13,872	19,116
Computer Router Contract	2,000	-
Simplex Grinnell Security Maintenance	15,000	15,000
DBI Machine Contract	2,950	2,950
Video Arraignment Equipment	8,335	5,220
Chemicals, Pest Control, Chill Water, Kitchen Waste	15,497	16,580
Trash Collection	6,921	6,921
Arbitrage Report	750	750
COREMR - license & annual maintenance	10,488	10,488
iSTAT Hand Held Analyzer - annual maintenance	1,000	1,000
	<u>89,553</u>	<u>90,765</u>

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
3300 <u>Printing & Binding</u>		
Outside Printing to include:		
P & P Manuals, I/M Handbooks & Annual Reports	6,792	4,550
Printing for Training (posters, charts, academy etc.)	-	-
Security Forms, Request Forms, Post Orders and Other Forms needed in jail	3,208	2,000
	10,000	6,550
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3350 <u>Advertisement</u>		
Advertisements through various medias		
	2,500	2,500
	2,500	2,500
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3450 <u>Purchase of Service</u>		
Payment to Hanover County for Services Provided	270,000	263,000
	270,000	263,000
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5021 <u>Electrical Service</u>		
Electricity for Building	170,000	160,000
	170,000	160,000
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5031 <u>Heating Service</u>		
Propane for heating & water	128,000	97,000
Fuel for generator	3,000	3,000
	131,000	100,000
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5041 <u>Water Service</u>		
Water & Sewer charged by the County	131,000	135,000
	131,000	135,000
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Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
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	7,185	7,185
	7,185	7,185
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5061 <u>Telecommunications</u>		
Telephone lines & Fax	20,000	20,000
ISDN Lines	4,000	4,000
Cellular Phone	7,000	7,000
	31,000	31,000
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5072 <u>Package Insurance</u>		
Building Liability Insurance	27,000	26,000
	27,000	26,000
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5074 <u>Motor Vehicle Insurance</u>		
Vehicle Insurance	12,500	12,000
	12,500	12,000
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5090 <u>Office Supplies</u>		
Misc. Supplies-Printer & Copier Paper, Folders	15,000	15,000
Pens, Hanging Folders, Training Supplies		
	15,000	15,000
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5100 <u>Food & Food Service</u>		
Food Service @ Approx. \$35,416/month	400,000	425,000
	400,000	425,000

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
5100-100 <i>Food Service Equipment</i>		
Replacement costs for pots, pans & utensils	5,000	7,500
Replacement of Kitchen Equipment	5,000	7,500
	10,000	15,000
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5120 <i>Medical & Lab Supplies</i>		
Supplies for Doctor, Nurse & Dentist & First Aid kits for building	58,000	30,000
Prescription Medications	250,000	360,000
	308,000	390,000
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5130 <i>Laundry, Housekeeping, Janitorial</i>		
Cleaning, Housekeeping and Laundry Supplies	65,000	65,000
	65,000	65,000
<hr/>		
5140 <i>Linen Supplies</i>		
Sheets, Mattresses, Blankets, Pillows (replacement costs for all linens as needed)	10,000	8,000
	10,000	8,000
<hr/>		
5170 <i>Vehicle & Pow'd Equipment</i>		
Vehicle Maintenance-Repairs per County Garage (Increase Per County Garage)	20,000	15,000
	20,000	15,000
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5171 <i>Gas, Grease and Oil</i>		
Gas, Grease and Oil for vehicles & other equipment	42,000	25,000
	42,000	25,000
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Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
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5180 <u>Police Supplies</u>		
Weapon Parts	650	650
Handcuffs, Leg Irons, Chains, Flexcuff, Cuff Keys	1,865	1,795
Batteries, Flashlights, Bulbs, Flares	610	705
Weapon Cleaning Supplies	525	525
Targets & Equipment	655	655
Search Kits	188	188
Security Duty Gear	1,932	1,571
ERT Equipment	1,790	4,170
	<hr/> 8,215 <hr/>	<hr/> 10,259 <hr/>
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5190 <u>Uniforms-Employees</u>		
Replacement & New Uniforms	25,000	26,000
Medical and Kitchen Uniforms	500	500
Transportation Equipment-duty gear, holsters, etc.	3,000	2,000
Academy Uniforms	-	-
	<hr/> 28,500 <hr/>	<hr/> 28,500 <hr/>
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5195 <u>Uniforms-Inmates</u>		
Replacement of Uniforms	8,000	8,390
Armbands	2,000	-
Shower Shoes	500	2,000
	<hr/> 10,500 <hr/>	<hr/> 10,390 <hr/>
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5210 <u>Books & Subscriptions</u>		
Reference Materials for all Divisions	250	250
	<hr/> 250 <hr/>	<hr/> 250 <hr/>
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Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
5223 <u>Instructional Supplies</u>		
Ammo	16,310	12,870
Videos-Training	628	-
Medical Videos & Books	200	200
Inert & Live Oleoresin Capsicum-Pepper Spray	1,990	3,030
First Aid/CPR Training Materials	2,872	4,400
Training Mats	-	3,500
	22,000	24,000
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5230 <u>Other Operational Supplies</u>		
Recordable media	100	-
Face Shields	325	255
Folders for Classification	3,000	3,000
Keys and Key Rings	600	1,500
Latex Gloves	2,000	2,700
Security Search Gloves	1,000	1,060
Drug Test Kits for Work Release	3,500	3,150
Intake Kits (Hygiene, Disciplinary, and Weekender Kits)	10,395	10,395
Razors	4,600	3,300
Property Seals and Packaging	4,180	4,340
Cross match silicone pads	300	300
Printer & Toner Cartridges	7,000	7,000
Electronic Monitoring	10,800	10,800
	47,800	47,800

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
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5232 <u>Other Expenses-All Capital under \$5000</u>		
Telephones (New)	2,000	3,000
Computer Hook-ups, components, cards, etc.	4,000	12,290
Network Maintenance and Repair	1,500	1,500
Network Video Recorder	-	2,500
Cisco 2960 Catalyst switch	4,200	4,000
Radios--Replacement (10)	7,950	-
Radio Batteries	1,400	-
Radio Cases	800	-
Landscaping Supplies & Equipment	3,000	5,000
Replacement of of Desks, Chairs, File Cabinets	2,606	3,081
	27,456	31,371
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5233 <u>Computers & Printers</u>		
Computer Replacements (replacement -10)	9,500	9,500
Flat Monitors	3,000	3,000
Laptops	1,400	1,400
Fax Module for Kitchen copier	600	-
Printers (replacement-5)-Network printers	5,000	5,000
Color Printer for classification	199	-
Battery back-ups	800	800
	20,499	19,700
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5234 <u>Software</u>		
Software - Upgrades & Enhancements	7,000	7,000
Kitchen inventory software	-	3,000
	7,000	10,000
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5280 <u>Subsistence & Lodging</u>		
Meetings at PRJ (Brd. Meetings, Superintendent Meetings, Hosting Training Classes)	3,300	4,300
Employee Recognition Program	3,000	3,000
	6,300	7,300
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Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
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5290 <u>Convention & Education</u>		
Microsoft Office Training classes	-	5,000
AJA - Correctional Healthcare Conference	1,500	1,500
Training for Administration Personnel	750	750
VARJ	1,000	2,400
Maintenance Training	1,000	3,000
HR Mgmt Certification Courses	450	450
Advanced ERT Training	600	1,000
Glock Armorer School	200	-
AJA Management & leadership development courses	1,750	1,000
One-Day Seminars	1,000	1,000
ACFSA Food Service convention	-	3,100
Range Master training	-	1,500
	8,250	20,700
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5350 <u>Criminal Justice Training</u>		
Dues for Year	11,024	11,575
	11,024	11,575
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5600 <u>Dues & Association Memberships</u>		
AJA Dues	300	300
Polygraph examiner's certification	200	200
VARJ	750	750
BJ's Wholesale Club	200	200
ACA Membership	420	820
AICPA & CPA	521	521
GFOA & VGFOA	639	639
NIAIA	50	50
NCCHC	75	75
National Notary	90	90
World At Work	210	210
RCA-Richmond Compensation Association	80	80
Amazon prime membership	79	79
ACFSA - Food service manager	80	80
	3,694	4,094
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Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

	Adopted FY 15-16	Adopted FY 16-17
8201 Machinery & Equipment (over \$5,000)		
Replacement of Security Equipment/Camera & Lens	26,100	-
Security system touchscreen monitors	-	15,000
Lifepak monitor defibrillator with pacer	-	13,000
	26,100	28,000
8202 Furniture & Fixtures		
Utility shed to store equipment	7,000	-
Nurse's work station	-	9,000
	7,000	9,000
8203 Communications Equipment		
Radio system replacement	-	250,000
	-	250,000
8205 Motor Vehicles		
Replacement of 1 transportation vehicles	23,389	-
	23,389	-
8207 ADP Software		
DASD for AS400-mirrored	6,500	-
	6,500	-
8213 Facility Rehab		
Parking Lot regrading/resurfacing	-	54,000
	-	54,000
TOTAL SALARIES, BENEFITS, OT, PART-TIME	8,241,937	8,083,181
TOTAL OTHER OPERATIONAL COSTS	1,376,358	1,345,761
MEDICAL COSTS	830,415	1,855,651
FOOD COSTS	410,000	440,000
CAPITAL COSTS	62,989	341,000
GRAND TOTAL	10,921,699	12,065,593

Represents overall increase in budget

10.5%

Pamunkey Regional Jail FY 2016-2017 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 2016-2017 Adopted Budget

FIVE YEAR CAPITAL PROJECT BUDGET						
	FY17	FY18	FY19	FY20	FY21	Totals
Personnel:						
Reinstated Positions						
New Officers						
LPN/EMT						
Personnel Totals	-	-	-	-	-	-
Maintenance:						
Parking Lot resurfacing	54,000	-	-	-	-	54,000
Mechanical Air Handler/Duct Work	-	-	300,000	-	-	300,000
Food Service Equipment	-	25,000	45,000	-	-	70,000
Maintenance Shed	-	15,000	-	-	-	15,000
Zero Turn Riding Lawnmower	-	-	-	8,100	-	8,100
Roof Resealing	-	-	-	-	500,000	500,000
Maintenance Totals	54,000	40,000	345,000	8,100	500,000	947,100
Medical:						
Lifepak Monitor Defibrillator	13,000	-	-	-	-	13,000
Nurse's Workstation	9,000	-	-	-	-	9,000
Dental Chair & Operatory Unit	-	-	-	-	5,000	5,000
Medical Totals	22,000	-	-	-	5,000	27,000
Security:						
Vehicles	-	75,000	60,000	60,000	-	195,000
Officer Work Stations	-	-	30,000	20,000	40,000	90,000
Clothing Rack System	-	-	-	25,000	-	25,000
Security Totals	-	75,000	90,000	105,000	40,000	310,000
Information Technology:						
Camera System Upgrade	-	350,000	-	-	-	350,000
Security System Replacement	-	250,000	-	-	-	250,000
Radio System Replacement	250,000	-	-	-	-	250,000
Server-Network Transition	-	-	-	125,000	-	125,000
Touch Screen Security monitors	15,000	-	-	-	-	15,000
Information Technology Totals	265,000	600,000	-	125,000	-	990,000
TOTAL	\$341,000	\$715,000	\$435,000	\$238,100	\$545,000	\$2,274,100
Funding Sources	FY17	FY18	FY19	FY20	FY21	Totals
Operating Revenues	91,000	115,000	135,000	238,100	545,000	1,124,100
Reserve Fund Balance	250,000	600,000	300,000	-	-	1,150,000
TOTAL	\$341,000	\$715,000	\$435,000	\$238,100	\$545,000	\$2,274,100

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

TOUCH SCREEN SECURITY MONITORS							
DEPARTMENT							
Information Technology							
PROJECT DESCRIPTION							
The Jail will be need to purchase 3 touch screen security monitors for the Jail's security system. The monitors being replaced our unit HIJ, CDE and visitation since those monitors are near the end of their useful lifes.							
USEFUL LIFE							
5 years							
TIMETABLE							
Monitors will be purchased in FY17							
OPERATING IMPACT							
NA							
		FY17	FY18	FY19	FY20	FY21	Totals
Funding Sources		15,000	-	-	-	-	15,000
Operating Revenues		15,000	-	-	-	-	15,000
Funding Uses		15,000	-	-	-	-	15,000
Machinery & Equipment		15,000	-	-	-	-	15,000
Operating Impact		-	-	-	-	-	-
Maintenance		-	-	-	-	-	-

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

LIFEPAK MONITOR DEFIBRILATOR							
DEPARTMENT							
Medical							
PROJECT DESCRIPTION							
Lifepak monitor defibrillators are the standard in care for EMS and ALS providers. These monitors allow for immediate digital vital signs, EKG, cardiac pacing of arrhythmias and defibrillation all on scene. In critical care situations where time is essential, this device would allow for quicker treatment and provide a greater chance of preventing a full cardiac arrest. This device aids in the chance of survival in cardiac emergencies.							
USEFUL LIFE							
10 years							
TIMETABLE							
Equipment purchased in FY17							
OPERATING IMPACT							
NA							
		FY17	FY18	FY19	FY20	FY21	Totals
Funding Sources		13,000	-	-	-	-	13,000
Operating Revenues		13,000	-	-	-	-	13,000
Funding Uses		13,000	-	-	-	-	13,000
Machinery & Equipment		13,000	-	-	-	-	13,000
Operating Impact		-	-	-	-	-	-
Maintenance		-	-	-	-	-	-

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

NURSE'S WORKSTATION							
DEPARTMENT							
Medical							
PROJECT DESCRIPTION							
The current nurse's workstation has been in place since 1998. There are several areas on the countertops that are peeling off. An updated workstation would allow for easier computer access, better organization and look more professional.							
USEFUL LIFE							
10-15 years							
TIMETABLE							
Construction complete in FY17							
OPERATING IMPACT							
NA							
		FY17	FY18	FY19	FY20	FY21	Totals
Funding Sources		9,000	-	-	-	-	9,000
Operating Revenues		9,000	-	-	-	-	9,000
Funding Uses		9,000	-	-	-	-	9,000
Furniture & Fixtures		9,000	-	-	-	-	9,000
Operating Impact		-	-	-	-	-	-
Maintenance		-	-	-	-	-	-

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

RADIO SYSTEM UPGRADE							
DEPARTMENT							
Information Technology							
PROJECT DESCRIPTION							
The Jail is currently working with the original radio system from 1998. The radios have reached the end of their useful life and can no longer be purchased as of 2016, and repair parts will become problematic to obtain. Our transponder is past its life span because of aging technology. There are security flaws with our radio system as the traffic can not be encrypted, which may allow outside entities to hear the Jail's traffic. A new digital radio system would allow us to move forward on Hanover County's radio infrastructure with interoperability and have complete coverage in case of incidents or mutual aid.							
USEFUL LIFE							
10 years							
TIMETABLE							
System upgrade is scheduled for FY17.							
OPERATING IMPACT							
NA							
		FY17	FY18	FY19	FY20	FY21	Totals
Funding Sources		250,000	-	-	-	-	250,000
Reserve Fund Balance		250,000	-	-	-	-	250,000
Funding Uses		250,000	-	-	-	-	250,000
Communications Equipment		250,000	-	-	-	-	250,000
Operating Impact		-	-	-	-	-	-
Maintenance		-	-	-	-	-	-

Pamunkey Regional Jail
 FY 2016-2017 Adopted Budget

PARKING LOT RESURFACING/REGRAIDING							
DEPARTMENT							
Maintenance							
PROJECT DESCRIPTION							
The Jail's parking lot is in need of being regraded and resurfaced. The Jail regraded/resurfaced half of the parking lot in FY16 and will be doing the final half in FY17, in order to complete the project.							
USEFUL LIFE							
10 years							
TIMETABLE							
Resurfacing/Regrading will be completed in FY17							
OPERATING IMPACT							
NA							
		FY17	FY18	FY19	FY20	FY21	Totals
Funding Sources		54,000	-	-	-	-	54,000
Operating Revenues		54,000	-	-	-	-	54,000
Funding Uses		54,000	-	-	-	-	54,000
Facility Rehab		54,000	-	-	-	-	54,000
Operating Impact		-	-	-	-	-	-
Maintenance		-	-	-	-	-	-