

PAMUNKEY REGIONAL JAIL

HANOVER COUNTY, VIRGINIA



ADOPTED BUDGET 2009-2010

COLONEL JAMES C. WILLETT, CJM, CCM
SUPERINTENDENT

MAJOR MARK A. BENNETT, CCM
DEPUTY SUPERINTENDENT

MR. F. KEITH SPICER, CPA
ACCOUNTING MANAGER

Table of Contents

Letter of Introduction	Page 1 – 12
Revenue & Expense Summary	Page 13
Debt Service & Per Diem	Page 14
Pay For Performance	Page 15
FY 10 Adopted Budget	Page 16 - 26
Five Year Financial Plan.....	Page 27 - 28

December 10, 2008

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 2009-2010. 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 twelfth 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 FY 09-10 will decrease by less than 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 FY 09-10 budget percentages are as follows: we propose 70% personnel cost, 17% operational costs, and 13% inmate care cost. Again, we remain very close to those national averages.

Our total local inmate population averages decreased from 330 to 315. Caroline County's population remained at 60, while Hanover County decreased from 270 to 255. Therefore, the operational per diem decreased from \$33.58 to \$33.29 and the debt service per diem increased from \$14.13 to \$14.77. This resulted in a \$.35 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.
- 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 twelfth 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
2009-2010 Budget**

2500-2800 Salaries & Benefits \$7,513,404

\$ 5,255,060 is for staff salaries. This plan will truly complement all employees based on their performance level. \$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.

\$409,892 is for FICA.

\$806,924 is for VRS.

\$5,200 is for health insurance opt-out.

\$741,608 is for health insurance.

\$53,581 is for life insurance.

\$83,000 is for worker's compensation.

\$19,000 is for disability insurance.

\$36,140 is for GASB 45 (Post retirement benefits).

2750 Education Assistance \$ 3,000

\$3,000 is for tuition reimbursement for approved classes.

3050 Professional Health Services \$ 287,300

\$71,000 is for physicals of current and new hire employees.

\$216,300 is for inmate hospital stays.

3100 Professional Services Other \$ 183,502

\$37,080 is for contracted dental services, which is based on the current contract we have with the dentist.

\$95,172 is for contracted physician services, which have been awarded and has been agreed to by the Board.

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

\$13,000 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.

\$9,000 is for US Bank for administrative fees for the jail's revenue bonds.

3200 Repair & Maintenance \$ 115,000

\$105,000 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.

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

3201 Repairs & Maintenance to Radios \$ 3,500

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 \$ 115,575

\$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.

\$12,500 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.

\$17,995 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 \$ 6,000

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

\$6,000 is for new Policy and Procedure manuals, inmate handbooks and the annual report.

\$11,835 is for intake kits, such as hygiene, disciplinary and weekender kits.

\$6,270 is for razors.

\$3,707 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

\$1,500 is for new telephones purchased during the course of the year.

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

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

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

\$4,950 is for replacement radios.

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

\$500 is for landscaping supplies and equipment.

\$1,500 is for replacement of desks, chairs and file cabinets.

5233 Computers & Printers \$ 26,050

\$18,500 is for the replacement of 10 computers

\$3,750 is for the flat monitors for the replacement computers.

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

5234 Software \$ 7,000

\$5,000 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 \$ 8,500

\$1,000 is for any overnight trips that our employees may have to make, such as transportation to pick up inmates from one locality and transport them back, maybe even out of the state.

\$3,500 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.

\$4,000 is for the Employee Recognition Program.

5290 Convention & Education \$ 10,970

\$350 is for CPR training for all staff.

\$1,800 is for the CAMA Conference.

\$2,000 is for AJA Correctional Healthcare Conference.

\$1,500 is for Training for Administrative Personnel.

\$2,000 is for maintenance training, such as electrical, plumbing and centrifical pump classes.

\$450 is for HR Management Certification Courses.

\$500 is for Advanced ERT Training.

\$1,370 is for NRA Tactical Firearms Instructor School.

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

5350 Criminal Justice Training \$ 32,875

\$31,075 is for yearly dues for the Rappahannock Regional Training Academy to cover all of our employees in any training that may be needed.

\$1,800 is for uniforms for training at the Rappahannock Regional Training Academy. They require that you wear their uniform.

5600 Dues & Association Memberships \$ 2,957

\$520 is for AJA dues.

\$45 is for CAMA dues.

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

\$70 is for Sam's Club membership.

\$568 is for ACA membership

\$599 is for other dues.

\$265 is for GFOA membership.

\$60 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.

8201	Machinery & Equipment (over \$5,000)	\$	46,500
-------------	---	-----------	---------------

\$40,000 is for replacements to the security equipment.

\$6,500 is for a copier.

8207	ADP Software	\$	12,100
-------------	---------------------	-----------	---------------

\$6,050 is for the DASD needed for the AS400.

\$6,050 is for New World enhancements.

Total Salaries, Benefits, Overtime and Part-time	\$ 7,513,404
Total Other Operational Costs	\$ 1,828,276
Medical Costs	\$ 704,492
Food Costs	<u>\$ 650,000</u>
Grand Total	\$ 10,696,172

These expenditures can be offset by our operating revenues.

Current proposed reimbursement for State responsible inmates	\$ 921,844
Compensation Board reimbursement for personnel	\$ 3,575,000
Debt service reserve interest	\$ 104,000
General interest on accounts	\$ 210,000
Inmate phone system	\$ 190,000
Work release	\$ 22,000
Medical co-pay	\$ 44,000
Weekender Fee	\$ 30,000
Federal Bed Rentals	\$ 2,168,100
Miscellaneous Bed Rentals	\$ 20,000
Miscellaneous Revenue	\$ 55,000
Recovery	\$ (921,844)
Reserve fund	<u>\$ 450,000</u>

Grand Total	\$ 6,868,100
--------------------	---------------------

For a total revenue of \$6,868,100

With an operations per diem of \$3,828,072

For a total of \$10,696,172

This year we are proposing an operational per diem based on the revenues and expenses of **\$33.29**.

Caroline County's responsible part of operational per diem and debt service per diem is at \$1,068,791 and Hanover's portion of debt service and operational per diem is at \$4,457,455.

Revenue and Expense Summary
FY 09-10

OPERATING REVENUE:	Adopted FY 09	Adopted FY 10	% Change FY10 vs FY09
D.O.C. REIMBURSEMENT	\$800,000	\$921,844	15%
FEDERAL RECOVERY	(\$481,800)	(\$921,844)	91%
COMP. BOARD REIMBURSEMENT	\$3,700,000	\$3,575,000	-3%
DEBT SERVICE RESERVE INTEREST	\$104,000	\$104,000	0%
GENERAL INTEREST ON ACCOUNTS	\$190,000	\$210,000	11%
INMATE PHONE SYSTEM	\$190,000	\$190,000	0%
WORK RELEASE	\$40,000	\$22,000	-45%
MEDICAL COPAY	\$44,000	\$44,000	0%
WEEKENDER FEE	\$29,000	\$30,000	3%
FEDERAL BED RENTALS	\$1,679,000	\$2,168,100	29%
MISC BED RENTALS	\$140,000	\$20,000	-86%
MISC REVENUE	\$55,000	\$55,000	0%
RESERVE FUND	\$350,000	\$450,000	29%
SUB TOTAL	\$6,839,200	\$6,868,100	0%
OPERATIONAL PER DIEM	\$4,044,874	\$3,828,072	-5%
TOTAL OPERATING REVENUE	\$10,884,074	\$10,696,172	-2%
OPERATING EXPENSE:	W/ 3.0% MERIT	W/ 0% MERIT	
WAGES AND BENEFITS	\$7,655,193	\$7,513,404	-2%
OPERATIONAL COST	\$1,963,931	\$1,828,276	-7%
MEDICAL COST	\$665,950	\$704,492	6%
FOOD COST	\$599,000	\$650,000	9%
CONTINGENCY	\$0	\$0	0%
TOTAL	\$10,884,074	\$10,696,172	-2%
DEBT SERVICE	\$1,702,183	\$1,698,174	0%
REPAIR AND REPLACEMENT	\$0	\$0	0%
TOTAL	\$1,702,183	\$1,698,174	0%
SUB-TOTAL	\$12,586,257	\$12,394,346	-2%
TOTAL NUMBER OF LOCAL INMATES	330	315	-5%
PER DIEM RATES:			
PER DIEM DEBT SERVICE	\$14.13	\$14.77	5%
OPERATIONS PER DIEM	\$33.58	\$33.29	-1%
TOTAL PER DIEM	\$47.71	\$48.06	1%
JURISDICTIONAL REQUIREMENTS			
CAROLINE COUNTY	\$1,075,868	\$1,068,791	-1%
HANOVER COUNTY	\$4,671,189	\$4,457,455	-5%
AVERAGE DAILY OCCUPANCY			
CAROLINE COUNTY	60	60	0%
HANOVER COUNTY	270	255	-6%
	330	315	-5%

**Debt Service
2009-2010**

		1,698,174	
Payment No.	Due Date	Hanover County 80%	Caroline County 20%
1	25-Jul-09	339,635	84,909
2	25-Oct-09	339,635	84,909
3	25-Jan-10	339,635	84,909
4	25-Apr-10	339,635	84,909
		1,358,539	339,635
TOTAL		1,698,174	

**Operational Per Diem
2009-2010**

Hanover Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	255	33.29	31	263,195
August	255	33.29	31	263,195
September	255	33.29	30	254,705
October	255	33.29	31	263,195
November	255	33.29	30	254,705
December	255	33.29	31	263,195
January	255	33.29	31	263,195
February	255	33.29	28	237,725
March	255	33.29	31	263,195
April	255	33.29	30	254,705
May	255	33.29	31	263,195
June	255	33.29	30	254,705
Total				3,098,916

Caroline Monthly Payment

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	60	33.29	31	61,928
August	60	33.29	31	61,928
September	60	33.29	30	59,931
October	60	33.29	31	61,928
November	60	33.29	30	59,931
December	60	33.29	31	61,928
January	60	33.29	31	61,928
February	60	33.29	28	55,935
March	60	33.29	31	61,928
April	60	33.29	30	59,931
May	60	33.29	31	61,928
June	60	33.29	30	59,931
Total				729,156

Fiscal Year 2009 – 2010

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 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
<i><u>Wages & Benefits</u></i>		
2500 Salaries-w/ 0% merit	5,185,968	5,255,060
New Position	39,515	-
Reclassification of positions	27,200	-
Benchmark (all non-sworn positions)	5,333	-
Benchmark (all sworn positions)	104,045	-
2540 Overtime-Regular	80,000	90,000
2560 Part-time Polygrapher (200 hrs. x \$65/hr)	13,000	13,000
2701 FICA	416,318	409,892
2702 VRS	938,211	806,924
2704 Health Insurance Opt-Out	6,800	5,200
2705 Health Insurance	639,210	741,608
2706 Life	66,393	53,581
2711 Worker's Compensation	83,000	83,000
2718 Disability Insurance	19,000	19,000
2800 Post Retirement Benefits	31,200	36,140
	<u>7,655,193</u>	<u>7,513,404</u>
<hr/>		
2750 <i><u>Education Assistance Reimbursement</u></i>		
Tuition Reimbursement	8,000	3,000
	<u>8,000</u>	<u>3,000</u>
<hr/>		
3050 <i><u>Prof. Health Services</u></i>		
Physicals	40,000	71,000
Hep B Shots	1,200	-
Hospital Stays for Inmates	210,000	216,300
	<u>251,200</u>	<u>287,300</u>
<hr/>		
3100 <i><u>Prof. Services Other</u></i>		
Contract with Dentist	36,000	37,080
Contract with Doctor	92,400	95,172
Lawyer for PRJ Board	28,000	28,000
Audit Services	12,000	13,000
Insurance Buyer's Council	1,250	1,250
US Bank	9,000	9,000
	<u>178,650</u>	<u>183,502</u>

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
3150 <u>Temporary Help Service Fees</u> Temporary Help for Illness	5,000	-
	5,000	-
<hr/>		
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	105,000
HVAC test/balance	5,000	5,000
HVAC hardware	5,000	5,000
	115,000	115,000
<hr/>		
3201 <u>Repairs & Maintenance-Radios</u> Repairs to Radios	3,500	3,500
	3,500	3,500
<hr/>		
3250 <u>Maintenance Service Contracts</u> Jail Mgmt. System	40,000	44,000
Copier (4 small & 2 large)	11,000	12,500
Computer Router Contract	2,000	2,000
Black Creek Security Maintenance	15,000	15,000
DBI Machine Contract	1,300	1,400
Video Arraignment Equipment	4,500	5,500
Chemicals, Pest Control, Chill Water, Kitchen Waste	22,285	17,995
Trash Collection	7,600	8,800
Arbitrage Report	2,500	2,500
Admin. Phone Maintenance System (per County)	5,880	5,880
	112,065	115,575

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
<hr/>		
3300 <u>Printing & Binding</u>		
Outside Printing to include:		
P & P Manuals, I/M Handbooks & Annual Reports	4,700	6,000
Printing for Training (posters, charts, academy etc.)	1,000	-
	<hr/> 5,700 <hr/>	<hr/> 6,000 <hr/>
<hr/>		
3350 <u>Advertisement</u>		
Advertisements through various medias	22,000	7,500
	<hr/> 22,000 <hr/>	<hr/> 7,500 <hr/>
<hr/>		
3450 <u>Purchase of Service</u>		
Payment to Hanover County for Services Provided	323,000	368,000
	<hr/> 323,000 <hr/>	<hr/> 368,000 <hr/>
<hr/>		
4400 <u>Print Shop</u>		
Inside Printing:		
Security Forms, Request Forms, Post Orders and	17,797	10,000
Other Forms needed in jail		
	<hr/> 17,797 <hr/>	<hr/> 10,000 <hr/>
<hr/>		
5021 <u>Electrical Service</u>		
Electricity for Building	150,000	165,000
	<hr/> 150,000 <hr/>	<hr/> 165,000 <hr/>
<hr/>		
5031 <u>Heating Service</u>		
Propane for heating & water	130,000	140,000
Fuel for generator	5,000	10,000
	<hr/> 135,000 <hr/>	<hr/> 150,000 <hr/>
<hr/>		
5041 <u>Water Service</u>		
Water & Sewer charged by the County	115,000	115,000
	<hr/> 115,000 <hr/>	<hr/> 115,000 <hr/>
<hr/>		

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
5050 <u>Postage</u>		
All outside mail	2,300	2,300
Fed Ex & UPS	500	500
	2,800	2,800
<hr/>		
5060 <u>Telecommunications</u>		
Hanover Allocation	8,500	8,500
	8,500	8,500
<hr/>		
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	3,000
	32,500	32,500
<hr/>		
5072 <u>Package Insurance</u>		
Building Liability Insurance	40,000	35,000
	40,000	35,000
<hr/>		
5074 <u>Motor Vehicle Insurance</u>		
Vehicle Insurance	22,000	15,000
	22,000	15,000
<hr/>		
5090 <u>Office Supplies</u>		
Misc. Supplies-Printer & Copier Paper, Folders	38,000	25,000
Pens, Hanging Folders, Training Supplies		
	38,000	25,000
<hr/>		
5100 <u>Food & Food Service</u>		
Food Service Contract @ Approx. \$52,917/month	570,000	635,000
	570,000	635,000

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
<hr/>		
5100-100 <i>Food Service Equipment</i>		
Replacement costs for pots, pans & utensils	9,000	7,500
Replacement of Kitchen Equipment	20,000	7,500
	29,000	15,000
<hr/>		
5120 <i>Medical & Lab Supplies</i>		
Supplies for Doctor, Nurse & Dentist & First Aid kits for building	105,000	70,000
Prescription Medications	299,750	337,192
Medical Equipment	10,000	10,000
	414,750	417,192
<hr/>		
5130 <i>Laundry, Housekeeping, Janitorial</i>		
Cleaning, Housekeeping and Laundry Supplies	65,624	65,000
	65,624	65,000
<hr/>		
5140 <i>Linen Supplies</i>		
Sheets, Mattresses, Blankets, Pillows (replacement costs for all linens as needed)	26,740	15,000
	26,740	15,000
<hr/>		
5170 <i>Vehicle & Pow'd Equipment</i>		
Vehicle Maintenance-Repairs per County Garage (Increase Per County Garage)	17,740	20,000
Range Van-Maintenance performed by PRJ	800	800
Towing Vehicles	500	500
	19,040	21,300
<hr/>		
5171 <i>Gas, Grease and Oil</i>		
Gas, Grease and Oil for vehicles & other equipment	36,750	40,000
	36,750	40,000
<hr/>		

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
<hr/>		
5180 <i>Police Supplies</i>		
Weapon Parts	960	1,000
Quick View Clear Key Safe	-	167
Handcuffs, Leg Irons, Chains, Flexcuff, Cuff Keys	2,000	2,249
Batteries, Flashlights, Bulbs, Flares	1,352	473
Weapon Cleaning Supplies	850	500
Targets & Equipment	1,550	1,730
Search Kits	878	773
Protective Seat Covers	250	-
Metal Detectors	400	-
Vehicle Supplies (first aid, warning kits, cleaning)	1,000	600
Security Duty Gear	1,150	1,676
ERT Equipment	5,780	5,780
	<hr/> 16,170 <hr/>	<hr/> 14,948 <hr/>
<hr/>		
5190 <i>Uniforms-Employees</i>		
Replacement & New Uniforms	40,000	40,000
Medical Uniforms	750	800
Transportation Equipment-duty gear, holsters, etc.	3,400	6,206
	<hr/> 44,150 <hr/>	<hr/> 47,006 <hr/>
<hr/>		
5195 <i>Uniforms-Inmates</i>		
Replacement of Uniforms	13,137	10,000
Inmate Workers (Boots, Jackets, Safety Equip.)	217	554
Work Force Gear	-	1,000
Armbands	5,376	5,400
Shower Shoes	-	2,550
Foam Slippers	3,355	-
	<hr/> 22,085 <hr/>	<hr/> 19,504 <hr/>
<hr/>		
5210 <i>Books & Subscriptions</i>		
Reference Materials for all Divisions	2,600	550
	<hr/> 2,600 <hr/>	<hr/> 550 <hr/>
<hr/>		

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
5223 <u>Instructional Supplies</u>		
Ammo	18,770	20,800
Videos-Training	1,500	-
Medical Videos & Books	1,500	-
Inert & Live Oleoresin Capsicum-Pepper Spray	2,280	2,280
First Aid/CPR Training Materials	2,330	2,798
	26,380	25,878
5230 <u>Other Operational Supplies</u>		
Film	-	-
Digital Camera	1,130	-
Cassette Tapes	300	300
Folders for IAD Investigations	600	-
Folders for Classification	5,750	5,750
Keys and Key Rings	1,000	1,250
Transport Hoods	440	-
Latex Gloves	1,100	3,000
Security Search Gloves	-	1,500
Drug Test Kits for Work Release	1,600	2,000
Intake Kits (Hygiene, Disciplinary, and Weekender Kits)	14,620	11,835
Razors	6,047	6,270
Property Seals and Packaging	3,532	3,707
Laminating System	260	-
Printer & Toner Cartridges	20,422	15,000
Volunteer Reception	1,000	-
Binders	650	-
Intake Inmate ID Bands	365	-
	58,816	50,612

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
5232 <u>Other Expenses-All Capital under \$5000</u>		
ACA Re-Accreditation Process	11,100	-
Telephones (New)	1,500	1,500
Computer Hook-ups, components, cards, etc.	2,000	6,000
Network Maintenance and Repair	1,500	1,500
New Network Router	2,300	3,300
Radios--Replacement (5)	7,950	4,950
Radio Batteries	1,400	1,400
Hand Truck	-	-
Radio Cases	800	-
Landscaping Supplies & Equipment	-	500
Replacement of of Desks, Chairs, File Cabinets	3,111	1,500
Chair Mats	-	-
Heavy Duty Shredder	-	-
	31,661	20,650
<hr/>		
5233 <u>Computers & Printers</u>		
Computer Replacements (replacement-10)	27,750	18,500
Flat Monitors	3,750	3,750
Laptops for the Captains	5,200	-
Laptop Carrying Cases	90	-
Printers (replacement-4)-Network printers	3,800	3,800
	40,590	26,050
<hr/>		
5234 <u>Software</u>		
Software Upgrades & Enhancements	5,000	5,000
Software-general	2,000	2,000
	7,000	7,000
<hr/>		
5280 <u>Subsistence & Lodging</u>		
Overnight Trips	1,000	1,000
Meetings at PRJ (Brd. Meetings, Superintendent Meetings, Hosting Training Classes)	3,500	3,500
Employee Recognition Program	4,000	4,000
	8,500	8,500

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
5290 <u>Convention & Education</u>		
CPR training for all staff	670	350
NIAIA Conference	-	-
CAMA	3,600	1,800
AJA -Corr. Healthcare Conference	2,500	2,000
Training for Administration Personnel	2,500	1,500
Mock Riot Training school	-	-
VARJ	3,225	-
ACA Conference for Accreditation	4,000	-
ACA Conference-Capt	2,000	-
Maintenance Training (Electrical, Plumbing and Centrif	3,000	2,000
ACA video training	600	-
HR Mgmt Certification Courses	1,450	450
HUG Payroll Conference	1,800	-
People Admin	2,000	-
Advanced ERT Training	3,000	500
New World Conference	3,000	-
Glock Armorer School	200	-
NRA Tactical Firearms Instructor school	-	1,370
One-Day Seminars	1,000	1,000
	34,545	10,970
<hr/>		
5350 <u>Criminal Justice Training</u>		
Dues for Year	31,075	31,075
Uniforms For Training	1,800	1,800
PRJ Jail Basic Academy	3,500	-
Citizen's Academy	2,000	-
	38,375	32,875

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
5600 <u>Dues & Association Memberships</u>		
AJA Dues	384	520
CAMA	45	45
VARJ	280	280
Sam's Club	70	70
ACA Membership	420	568
Other Dues	599	599
GFOA	265	265
NIAIA	30	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
	2,643	2,957
<hr/>		
8201 <u>Machinery & Equipment (over \$5000)</u>		
Replacement of Security Equipment/Camera & Lens	50,750	40,000
Riding Lawnmower	6,000	-
Copier	-	6,500
Hot Water Heater	45,000	-
	101,750	46,500
<hr/>		
8202 <u>Furniture & Fixtures</u>		
Work Stations	9,000	-
	9,000	-
<hr/>		
8205 <u>Motor Vehicles</u>		
Replacement of 1 vehicle	26,000	-
	26,000	-
<hr/>		

Pamunkey Regional Jail
 FY 2009-2010 Adopted Budget

	Approved FY 08-09	Adopted FY 09-10
8207 <i>ADP Software</i>		
Add'l DASD for AS400-mirrored	5,500	6,050
New World Enhancements	5,500	6,050
	11,000	12,100
<hr/>		
<i>TOTAL SALARIES, BENEFITS, OT, PART-TIME</i>	7,655,193	7,513,404
<i>TOTAL OTHER OPERATIONAL COSTS</i>	1,963,931	1,828,276
<i>MEDICAL COSTS</i>	665,950	704,492
<i>FOOD COSTS</i>	599,000	650,000
<i>CONTINGENCY</i>	-	-
GRAND TOTAL	10,884,074	10,696,172
<i>Represents overall increase in budget</i>		-2%

Pamunkey Regional Jail
FY 2009-2010 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 2009-2010 Adopted Budget

FIVE YEAR FINANCIAL PLAN

Fiscal Year	<u>09-10</u>	<u>10-11</u>	<u>11-12</u>	<u>12-13</u>	<u>13-14</u>
Personnel:					
New Officers	-	83,424	-	86,000	90,000
LPN/EMT	-		48,000	-	
Systems analyst	-	35,000			
Maintenance:					
Building Maintenance:					
Flooring/Tile	10,000	-			
Laundry Washers	-		17,000	-	
Kitchen Equipment	7,500	15,000	15,000	15,000	15,000
Medical:					
Equipment	10,000	-	5,000	5,000	-
Security:					
Work Stations	-				
Support Systems:					
Omron PLC Upgrades	-	-	-	-	-
Operations:					
Inmate Processing:					
Filing System	-	-	13,000	-	
TOTAL	27,500	133,424	98,000	106,000	105,000