

# PAMUNKEY REGIONAL JAIL

HANOVER COUNTY, VIRGINIA



**ADOPTED BUDGET 2011-2012**

COLONEL JAMES C. WILLETT, CJM, CCM  
SUPERINTENDENT

MAJOR MARK A. BENNETT, CJM, 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 12 Adopted Budget . . . . . Page 16 - 25**

**Five Year Financial Plan. . . . . Page 26 - 27**

May 20, 2011

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 2011-2012. 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 fourteenth 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.

Operating Expenses for FY11-12 will increase by 2.7% overall from the previous year. The main increase is due to reinstating the Pay for Performance with a satisfactory evaluation resulting in 2.25% for the employee.

As in the past, we've used the National Institute of Corrections publication and National Standards Cost Estimates, to guide us in the preparation of our budget. Overall budget standards indicate 70% for personnel cost, 20% for operational cost, and 10% for inmate care. Our FY10-11 budget percentages are as follows: we propose 73% personnel cost, 16% operational costs, and 11% inmate care cost. Again, we remain very close to those national averages.

Our total local inmate population increased to 345. Caroline County's population increased to 90, while Hanover County increased from 247 to 255. The operational per diem decreased from \$37.95 to \$37.26 and the debt service per diem decreased from \$14.82 to \$13.47. This resulted in an overall \$2.03 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.
- Sliding Pay for Performance (satisfactory evaluation result: 2.25%)
- 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 fourteenth 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  
2011-2012 Budget**

**2500-2800                      Salaries & Benefits    \$7,801,726**

\$ 5,377,000 is for staff salaries. \$90,000 is for overtime to be used for those occasions where we have unexpected absences in the jail and are also used any time that we have an inmate to be housed in a hospital that would require security around the clock.

\$13,000 is for a part-time polygraph examiner at \$65 per hour.

\$419,220 is for FICA.

\$854,378 is for VRS.

\$4,800 is for health insurance opt-out.

\$907,008 is for health insurance.

\$49,320 is for life insurance.

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

\$12,000 is for disability insurance.

**3050                                      Professional Health Services    \$ 220,850**

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

\$200,850 is for inmate hospital stays.

**3100                                      Professional Services Other    \$ 188,413**

\$39,690 is for contracted dental services, which is based on the current contract we have with the dentist.

\$100,473 is for contracted physician services, which have been awarded and has been agreed to by the Board.

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

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

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

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

**3150 Temporary Help Service Fees \$ 1,500**

\$1,500 is for temporary services should one of our staff have an extended period of illness and we need additional help for a short period time.

**3200 Repair & Maintenance \$ 85,800**

\$75,800 is for preventive and routine maintenance for everyday consumable materials and replacement of major components of pumps, motors for heat pumps, and maintenance of equipment.

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

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

This amount is for any repairs to the radios that would be caused by dropping or should the radio become broken by an officer during a struggle with an inmate. These are costs not covered under routine maintenance, but needed to have the radio replaced or repaired.

**3250 Maintenance Service Contract \$ 117,920**

\$44,000 is part of the current contract with New World Jail Management System for annual maintenance to software. This is to include any upgrades and new versions of the system.

\$11,500 is for copier maintenance.

\$2,000 is for the computer router contract that will be used for connection between Hanover County and Pamunkey Regional Jail.

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

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

\$5,500 is for video arraignment equipment.

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

\$8,800 is for trash collection.

\$2,500 is for the Arbitrage Report.

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

**3300 Printing and Binding \$ 5,600**

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









\$2,250 is for security search gloves.

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

\$12,425 is for intake kits, such as hygiene, disciplinary and weekender kits.

\$6,270 is for razors.

\$4,063 is for pull tight seals, paper and plastic for the new inmate property packaging system.

\$700 is for money envelopes for intake.

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

**5232                      Other Expenses – All Capital under \$5,000                      \$    35,806**

\$15,000 is for ACA Re-Accreditation Process.

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

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

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

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

\$3,975 is for replacement radios.

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

\$800 is for radio cases.

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

\$156 is for flags.

**5233                      Computers & Printers                      \$    4,800**

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

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

**5234                      Software                      \$    6,000**

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



\$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.

\$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.

<b>8201</b>	<b>Machinery &amp; Equipment (over \$5,000)</b>	<b>\$</b>	<b>85,000</b>
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\$35,000 is for replacements to the security equipment.

\$50,000 is for Omron PLC security system upgrades.

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

\$6,050 is for New World enhancements.

<b>Total Salaries, Benefits, Overtime and Part-time</b>	<b>\$ 7,801,726</b>
<b>Total Other Operational Costs</b>	<b>\$ 1,802,302</b>
<b>Medical Costs</b>	<b>\$ 684,670</b>
<b>Food Costs</b>	<b><u>\$ 455,000</u></b>
<b>Grand Total</b>	<b>\$ 10,743,698</b>

**These expenditures can be offset by our operating revenues.**

Current proposed reimbursement for State responsible inmates	\$ 798,912
Compensation Board reimbursement for personnel	\$ 3,210,000
Debt service reserve interest	\$ 97,000
General interest on accounts	\$ 33,000
Inmate phone system	\$ 382,000
Work release	\$ 15,000
Medical co-pay	\$ 55,000
Weekender Fee	\$ 34,000
Federal Bed Rentals	\$ 1,675,350
Miscellaneous Revenue	\$ 100,000
Recovery	\$ (798,912)
Reserve fund	<u>\$ 450,000</u>

<b>Grand Total</b>	<b>\$ 6,051,350</b>
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**For a total revenue of \$6,051,350**

**With an operations per diem of \$4,692,348**

**For a total of \$10,743,698**

This year we are proposing an operational per diem based on the revenues and expenses of **\$37.26**.

Caroline County's responsible part of operational per diem and debt service per diem is at \$1,648,291 and Hanover's portion of debt service and operational per diem is at \$4,740,857.

Revenue and Expense Summary  
FY 11-12

	Adopted FY 11	Adopted FY 12	% Change FY12 vs FY11
<b>OPERATING REVENUE:</b>			
D.O.C. REIMBURSEMENT	\$798,912	\$798,912	0.0%
FEDERAL RECOVERY	(\$798,912)	(\$798,912)	0.0%
COMP. BOARD REIMBURSEMENT	\$3,210,000	\$3,210,000	0.0%
DEBT SERVICE RESERVE INTEREST	\$97,000	\$97,000	0.0%
GENERAL INTEREST ON ACCOUNTS	\$100,000	\$33,000	-67.0%
INMATE PHONE SYSTEM	\$190,000	\$382,000	101.1%
WORK RELEASE	\$15,000	\$15,000	0.0%
MEDICAL COPAY	\$40,000	\$55,000	37.5%
WEEKENDER FEE	\$34,000	\$34,000	0.0%
FEDERAL BED RENTALS (85)	\$1,773,900	\$1,675,350	-5.6%
MISC BED RENTALS	\$15,000	\$0	-100.0%
MISC REVENUE	\$75,000	\$100,000	33.3%
RESERVE FUND	\$550,000	\$450,000	-18.2%
<b>SUB TOTAL</b>	<b>\$6,099,900</b>	<b>\$6,051,350</b>	<b>-0.8%</b>
OPERATIONAL PER DIEM	\$4,363,367	\$4,692,348	7.5%
<b>TOTAL OPERATING REVENUE</b>	<b>\$10,463,267</b>	<b>\$10,743,698</b>	<b>2.7%</b>
<b>OPERATING EXPENSE:</b>	<b>W/ 0% MERIT</b>	<b>W/ 2.25% MERIT</b>	
WAGES AND BENEFITS	\$7,640,994	\$7,801,726	2.1%
OPERATIONAL COST	\$1,700,272	\$1,802,302	6.0%
MEDICAL COST	\$672,000	\$684,670	1.9%
FOOD COST	\$450,000	\$455,000	1.1%
CONTINGENCY	\$0	\$0	0.0%
<b>TOTAL</b>	<b>\$10,463,267</b>	<b>\$10,743,698</b>	<b>2.7%</b>
DEBT SERVICE	\$1,703,433	\$1,696,800	-0.4%
REPAIR AND REPLACEMENT	\$0	\$0	0.0%
TOTAL	\$1,703,433	\$1,696,800	-0.4%
<b>SUB-TOTAL</b>	<b>\$12,166,700</b>	<b>\$12,440,498</b>	<b>2.3%</b>
TOTAL NUMBER OF LOCAL INMATES	315	345	9.5%
<b>PER DIEM RATES:</b>			
PER DIEM DEBT SERVICE	\$14.82	\$13.47	-9.1%
OPERATIONS PER DIEM	\$37.95	\$37.26	-1.8%
<b>TOTAL PER DIEM</b>	<b>\$52.77</b>	<b>\$50.74</b>	<b>-3.8%</b>
<b>JURISDICTIONAL REQUIREMENTS</b>			
CAROLINE COUNTY	\$1,316,688	\$1,648,291	25.2%
HANOVER COUNTY	\$4,750,111	\$4,740,857	-0.2%
<b>AVERAGE DAILY OCCUPANCY</b>			
CAROLINE COUNTY	68	90	32.4%
HANOVER COUNTY	247	255	3.2%
	315	345	9.5%

**Debt Service  
2011-2012**

			1,696,800
Payment No.	Due Date	Hanover County 75%	Caroline County 25%
1	25-Jul-10	318,150	106,050
2	25-Oct-10	318,150	106,050
3	25-Jan-11	318,150	106,050
4	25-Apr-11	318,150	106,050
		1,272,600	424,200
<b>TOTAL</b>			1,696,800

**Operational Per Diem  
2011-2012**

***Hanover Monthly Payment***

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	255	37.26	31	294,564
August	255	37.26	31	294,564
September	255	37.26	30	285,062
October	255	37.26	31	294,564
November	255	37.26	30	285,062
December	255	37.26	31	294,564
January	255	37.26	31	294,564
February	255	37.26	28	266,058
March	255	37.26	31	294,564
April	255	37.26	30	285,062
May	255	37.26	31	294,564
June	255	37.26	30	285,062
<b>Total</b>				3,468,257

***Caroline Monthly Payment***

	Avg. Inmate	Per Day Amount	Days Per Month	Total
July	90	37.26	31	103,964
August	90	37.26	31	103,964
September	90	37.26	30	100,610
October	90	37.26	31	103,964
November	90	37.26	30	100,610
December	90	37.26	31	103,964
January	90	37.26	31	103,964
February	90	37.26	28	93,903
March	90	37.26	31	103,964
April	90	37.26	30	100,610
May	90	37.26	31	103,964
June	90	37.26	30	100,610
<b>Total</b>				1,224,091

## Fiscal Year 2011 – 2012

### 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	2.25%	Continued Employment in permanent status.

Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
<i><u>Wages &amp; Benefits</u></i>		
2500 Salaries-w/ 2.25% merit	5,333,234	5,377,000
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 (200 hrs. x \$65/hr)	13,000	13,000
2701 FICA	415,872	419,220
2702 VRS	845,774	854,378
2704 Health Insurance Opt-Out	4,500	4,800
2705 Health Insurance	802,688	907,008
2706 Life	48,926	49,320
2711 Worker's Compensation	75,000	75,000
2718 Disability Insurance	12,000	12,000
2800 Post Retirement Benefits	-	-
	<b><u>7,640,994</u></b>	<b><u>7,801,726</u></b>
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3050 <i><u>Prof. Health Services</u></i>		
Physicals	20,000	20,000
Hospital Stays for Inmates	195,000	200,850
	<b><u>215,000</u></b>	<b><u>220,850</u></b>
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3100 <i><u>Prof. Services Other</u></i>		
Contract with Dentist	38,912	39,690
Contract with Doctor	98,503	100,473
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
	<b><u>185,665</u></b>	<b><u>188,413</u></b>
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3150 <i><u>Temporary Help Service Fees</u></i>		
Temporary Help for Illness	-	1,500
	<b><u>0</u></b>	<b><u>1,500</u></b>
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Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
3200 <u>Repair &amp; 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.	75,800	75,800
HVAC test/balance	5,000	5,000
HVAC hardware	5,000	5,000
	<b>85,800</b>	<b>85,800</b>
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3201 <u>Repairs &amp; Maintenance-Radios</u>		
Repairs to Radios	1,000	1,000
	<b>1,000</b>	<b>1,000</b>
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3250 <u>Maintenance Service Contracts</u>		
Jail Mgmt. System	44,000	44,000
Copier (4 small & 2 large)	11,500	11,500
Computer Router Contract	2,000	2,000
Black Creek Security Maintenance	15,000	15,000
DBI Machine Contract	1,400	1,400
Video Arraignment Equipment	5,500	5,500
Chemicals, Pest Control, Chill Water, Kitchen Waste	21,340	21,340
Trash Collection	8,800	8,800
Arbitrage Report	2,500	2,500
Admin. Phone Maintenance System (per County)	5,880	5,880
	<b>117,920</b>	<b>117,920</b>

Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
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3300 <u>Printing &amp; Binding</u>		
Outside Printing to include:		
P & P Manuals, I/M Handbooks & Annual Reports	5,600	5,600
Printing for Training (posters, charts, academy etc.)	-	-
	<hr/> <b>5,600</b> <hr/>	<hr/> <b>5,600</b> <hr/>
<hr/>		
3350 <u>Advertisement</u>		
Advertisements through various medias	2,000	2,000
	<hr/> <b>2,000</b> <hr/>	<hr/> <b>2,000</b> <hr/>
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3450 <u>Purchase of Service</u>		
Payment to Hanover County for Services Provided	396,000	404,000
	<hr/> <b>396,000</b> <hr/>	<hr/> <b>404,000</b> <hr/>
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4400 <u>Print Shop</u>		
Inside Printing:		
Security Forms, Request Forms, Post Orders and	10,000	10,742
Other Forms needed in jail		
	<hr/> <b>10,000</b> <hr/>	<hr/> <b>10,742</b> <hr/>
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5021 <u>Electrical Service</u>		
Electricity for Building	175,000	175,000
	<hr/> <b>175,000</b> <hr/>	<hr/> <b>175,000</b> <hr/>
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5031 <u>Heating Service</u>		
Propane for heating & water	105,000	108,240
Fuel for generator	3,000	3,000
	<hr/> <b>108,000</b> <hr/>	<hr/> <b>111,240</b> <hr/>
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5041 <u>Water Service</u>		
Water & Sewer charged by the County	118,000	121,540
	<hr/> <b>118,000</b> <hr/>	<hr/> <b>121,540</b> <hr/>
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Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
5050 <u>Postage</u>		
All outside mail	2,300	2,300
Fed Ex & UPS	500	500
	<b>2,800</b>	<b>2,800</b>
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5060 <u>Telecommunications</u>		
Hanover Allocation	7,000	7,000
	<b>7,000</b>	<b>7,000</b>
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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	1,500
	<b>31,000</b>	<b>31,000</b>
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5072 <u>Package Insurance</u>		
Building Liability Insurance	30,000	30,000
	<b>30,000</b>	<b>30,000</b>
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5074 <u>Motor Vehicle Insurance</u>		
Vehicle Insurance	15,000	15,000
	<b>15,000</b>	<b>15,000</b>
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5090 <u>Office Supplies</u>		
Misc. Supplies-Printer & Copier Paper, Folders	16,000	16,000
Pens, Hanging Folders, Training Supplies		
	<b>16,000</b>	<b>16,000</b>
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5100 <u>Food &amp; Food Service</u>		
Food Service @ Approx. \$37,083/month	440,000	445,000
	<b>440,000</b>	<b>445,000</b>

Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
<b>5100-100 <u>Food Service Equipment</u></b>		
Replacement costs for pots, pans & utensils	5,000	5,000
Replacement of Kitchen Equipment	5,000	5,000
	<b>10,000</b>	<b>10,000</b>
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<b>5120 <u>Medical &amp; Lab Supplies</u></b>		
Supplies for Doctor, Nurse & Dentist & First Aid kits for building	65,000	50,000
Prescription Medications	382,000	403,820
Medical Equipment	10,000	10,000
	<b>457,000</b>	<b>463,820</b>
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<b>5130 <u>Laundry, Housekeeping, Janitorial</u></b>		
Cleaning, Housekeeping and Laundry Supplies	65,000	67,725
	<b>65,000</b>	<b>67,725</b>
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<b>5140 <u>Linen Supplies</u></b>		
Sheets, Mattresses, Blankets, Pillows (replacement costs for all linens as needed)	5,000	8,189
	<b>5,000</b>	<b>8,189</b>
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<b>5170 <u>Vehicle &amp; Pow'd Equipment</u></b>		
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
	<b>21,300</b>	<b>21,300</b>
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<b>5171 <u>Gas, Grease and Oil</u></b>		
Gas, Grease and Oil for vehicles & other equipment	35,000	34,000
	<b>35,000</b>	<b>34,000</b>
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Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
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5180 <i>Police Supplies</i>		
Weapon Parts	800	850
Quick View Clear Key Safe	167	-
Handcuffs, Leg Irons, Chains, Flexcuff, Cuff Keys	1,795	1,485
Batteries, Flashlights, Bulbs, Flares	429	469
Weapon Cleaning Supplies	500	550
Targets & Equipment	1,100	1,000
Search Kits	255	255
Vehicle Supplies (first aid, warning kits, cleaning)	600	600
Security Duty Gear	1,123	1,178
ERT Equipment	4,090	4,350
	<hr/> <b>10,859</b> <hr/>	<hr/> <b>10,737</b> <hr/>
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5190 <i>Uniforms-Employees</i>		
Replacement & New Uniforms	30,150	30,000
Medical and Kitchen Uniforms	1,600	1,600
Transportation Equipment-duty gear, holsters, etc.	4,532	4,532
	<hr/> <b>36,282</b> <hr/>	<hr/> <b>36,132</b> <hr/>
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5195 <i>Uniforms-Inmates</i>		
Replacement of Uniforms	7,000	9,906
Inmate Workers (Boots, Jackets, Safety Equip.)	554	554
Work Force Gear	1,000	1,070
Armbands	5,400	5,350
Shower Shoes	2,550	2,550
	<hr/> <b>16,504</b> <hr/>	<hr/> <b>19,430</b> <hr/>
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5210 <i>Books &amp; Subscriptions</i>		
Reference Materials for all Divisions	550	250
	<hr/> <b>550</b> <hr/>	<hr/> <b>250</b> <hr/>
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Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
<b>5223 <u>Instructional Supplies</u></b>		
Ammo	18,790	18,200
Videos-Training	1,000	1,000
Medical Videos & Books	1,000	1,500
Inert & Live Oleoresin Capsicum-Pepper Spray	2,255	2,005
First Aid/CPR Training Materials	1,745	3,035
	<b>24,790</b>	<b>25,740</b>
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<b>5230 <u>Other Operational Supplies</u></b>		
Film	128	64
Cassette Tapes	300	300
Folders for IAD Investigations	600	600
Folders for Classification	5,750	5,750
Keys and Key Rings	1,350	1,200
Transport Hoods	429	340
Latex Gloves	2,260	2,100
Security Search Gloves	1,500	2,250
Drug Test Kits for Work Release	3,000	4,242
Intake Kits (Hygiene, Disciplinary, and Weekender Kits)	10,990	12,425
Razors	5,000	6,270
Property Seals and Packaging	4,305	4,063
Money Envelopes for Intake	-	700
Printer & Toner Cartridges	15,000	15,000
	<b>50,612</b>	<b>55,304</b>

Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
<b>5232 <u>Other Expenses-All Capital under \$5000</u></b>		
ACA Re-Accreditation Process	-	15,000
Telephones (New)	900	900
Computer Hook-ups, components, cards, etc.	5,000	6,000
Network Maintenance and Repair	1,500	1,500
New Network Router	3,300	3,300
Radios--Replacement (5)	3,975	3,975
Radio Batteries	1,400	1,400
Radio Cases	800	800
Landscaping Supplies & Equipment	1,000	-
Replacement of of Desks, Chairs, File Cabinets	2,775	2,775
Flags	-	156
	<b>20,650</b>	<b>35,806</b>
<b>5233 <u>Computers &amp; Printers</u></b>		
Laptop - Training	-	1,000
Printers (replacement-4)-Network printers & Staff ID Printer	5,749	3,800
	<b>5,749</b>	<b>4,800</b>
<b>5234 <u>Software</u></b>		
Software Upgrades & Enhancements	4,000	4,000
Software-general	2,000	2,000
	<b>6,000</b>	<b>6,000</b>
<b>5280 <u>Subsistence &amp; Lodging</u></b>		
Meetings at PRJ (Brd. Meetings, Superintendent Meetings, Hosting Training Classes)	4,000	4,300
Employee Recognition Program	3,500	3,500
	<b>7,500</b>	<b>7,800</b>

Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
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5290 <i>Convention &amp; Education</i>		
CPR training for all staff	350	350
Mock Audit for ACA Re-Accreditation	-	372
Training for Administration Personnel	500	500
VARJ	-	1,000
Maintenance Training	-	500
HR Mgmt Certification Courses	450	450
Advanced ERT Training	700	650
Glock Armorer School	150	150
ACA Conference in conjunction with Re-Accreditation	-	3,300
One-Day Seminars	1,000	750
	<hr/> <b>3,150</b> <hr/>	<hr/> <b>8,022</b> <hr/>
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5350 <i>Criminal Justice Training</i>		
Dues for Year	34,485	34,485
	<hr/> <b>34,485</b> <hr/>	<hr/> <b>34,485</b> <hr/>

Pamunkey Regional Jail  
 FY 2011-2012 Adopted Budget

	<b>Adopted FY 10-11</b>	<b>Adopted FY 11-12</b>
<b>5600 <u>Dues &amp; Association Memberships</u></b>		
AJA Dues	520	520
CAMA	45	45
VARJ	280	280
Sam's Club	70	70
ACA Membership	568	568
Other Dues	599	599
GFOA	265	265
NIAIA	60	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
	<b>2,957</b>	<b>2,927</b>
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<b>8201 <u>Machinery &amp; Equipment (over \$5000)</u></b>		
Replacement of Security Equipment/Camera & Lens	35,000	35,000
Omron PLC Security system upgrades	-	50,000
	<b>35,000</b>	<b>85,000</b>
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<b>8207 <u>ADP Software</u></b>		
Add'l DASD for AS400-mirrored	6,050	6,050
New World Enhancements	6,050	6,050
	<b>12,100</b>	<b>12,100</b>
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<i>TOTAL SALARIES, BENEFITS, OT, PART-TIME</i>	7,640,994	7,801,726
<i>TOTAL OTHER OPERATIONAL COSTS</i>	1,700,272	1,802,302
<i>MEDICAL COSTS</i>	672,000	684,670
<i>FOOD COSTS</i>	450,000	455,000
<i>CONTINGENCY</i>	-	-
<b>GRAND TOTAL</b>	<b>10,463,267</b>	<b>10,743,698</b>
<i>Represents overall increase in budget</i>		2.7%

Pamunkey Regional Jail  
FY 2011-2012 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 2011-2012 Adopted Budget

**FIVE YEAR FINANCIAL PLAN**

<b>Fiscal Year</b>	<b><u>11-12</u></b>	<b><u>12-13</u></b>	<b><u>13-14</u></b>	<b><u>14-15</u></b>	<b><u>15-16</u></b>
<b>Personnel:</b>					
New Officers	-	-	-	-	-
LPN/EMT	-	-	-	-	-
Systems analyst	-	-	-	-	-
<b>Maintenance:</b>					
Building Maintenance:					
Flooring/Tile	-				
Laundry Washers	-	-	17,000	-	-
Kitchen Equipment	10,000	15,000	15,000	15,000	15,000
<b>Medical:</b>					
Equipment	-	-	-	-	-
<b>Security:</b>					
Work Stations					
<b>Support Systems:</b>					
Omron PLC Upgrades	50,000	50,000	50,000	50,000	50,000
<b>Operations:</b>					
Inmate Processing:					
Filing System	-	-	-	-	-
<b>TOTAL</b>	<b>60,000</b>	<b>65,000</b>	<b>82,000</b>	<b>65,000</b>	<b>65,000</b>