

Julia Blackley-Rice

From: Dameron, Amy <adameron@nnrj.state.va.us>
Sent: Thursday, April 17, 2025 4:58 PM
To: 'Luttrell Tadlock'; 'Steele, Carol'; Julia Blackley-Rice; 'Donna Cogswell'; 'Hope D. Mothershead'; James Taylor
Subject: FY26 Budget and Narrative
Attachments: 1515_001.pdf; 1514_001.pdf

Good Afternoon

See attached FY 26 Budget and Narrative. Motion made and passed at last night's April board meeting in favor of attached budget. Please seek approval by your board.

Also – Good News! Today I received an email that open enrollment has been pushed back to May 16th to May 30th 2025. Hopefully that relieves a little pressure of getting the budget approved to support the employee health insurance action that is part of the budget.

If you need any additional information let me know.

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Northern Neck Regional Jail
Director of Finance and Administration
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At NNRJ, we believe:

- 1 - By building **optimal teams**, we **create** an environment of **safety, security, and good order***
- 2 - We can **operate efficiently** and **benefit our counties***
- 3 - **How** we do things is what keeps us in our **trusted positions***

Northern Neck Regional Jail FY 25/26 Budget Narrative

Significant Points

Approximately 12% Increase in Overall Expenditures

8% increase to salaries sworn/non-sworn personnel

- a. This reflects the Compensation Board anticipated 3% increase in FY26 and 1.5% state comp board bonus for all staff
- b. Additional Classification Officer
- c. Additional Medical Position(s)

Notable Operational Expenses

Expenditure increases to operational budget to include, Salaries, Overtime, Employee Benefits, Medical services and Legal Services

Food and Food Supplies and Equipment reflect 3.4% CPI and increase to supplies for replacement of items due to normal wear and tear

Trusty Work Crew, Vehicle Powered supplies and Inmate Clothing and supplies increased to be aligned with past three years

Uniform and wearing apparel increased based on need to replace ballistic vest

Computer supplies and software expenditure increases with recent expansion to monthly subscription for software services

MAT Grant Other line item -reflected significant decrease in supplies and increase reflected in salaries

Communication and Equipment increase with anticipation of need to replace radios and accessories

Motor Vehicle and Equipment increase on updated pricing to purchase and outfit a van

EDP Equipment increased significantly for updates/upgrades necessary that are anticipated to be supported by revenue through the VITA Grant

Capital Improvements increased based on projects outlined below

Capital Improvements

HVAC needs - Replace Two Air Handler Coils
Refabricating part of the kitchen with stainless steel
Replace flooring
Repave parking lot
Repairs to Pump house and Rail system
Cameras
Roof Repair

Contribution to Fund Balance

Notable Revenue Increase/Decreases

Compensation board projected salary increases for sworn/non-sworn funded positions and bonus

Budget reflects Increase to Bed Rental Revenue by 21% from 229 Federal inmates ADP at a rate of \$65 per day to 221 ADP at a rate of \$86 per day for Federal Inmates. Average daily population (ADP) for current FY25 is 234 inmates.

Inmate Phones – negotiated contract with phone vendor and revenue shows decrease due to deferred revenue over a multi-year contract.

Substance Use Expansion Grant – applied and awarded three year grant that compliments the MAT and Substance Use Program

MAT Grant - Reapplication

VITA Grant (Virginia IT Agency) – anticipate receiving a state grant to assist with purchasing and updating computer equipment to include Host Servers that house fileserver, e-mail server, profiles and app server

Transport Reimbursement – reflects increase based on per hour reimbursable transport rate from IGA negotiation

| Northern Neck Regional Jail | | FY 25/26 |
|-----------------------------|-------------------------------------|-----------------|
| | | Budget |
| Revenue | | |
| Compensation Board | | |
| 23080-00 | Salaries & Other Operating Expenses | \$ 3,064,896.00 |
| 24040-18 | Per Diem/Prisoner Days | \$ 475,000.00 |
| | | |
| | SUB-TOTAL, COMPENSATION BOARD | \$ 3,539,896.00 |
| Local Share | | |
| 18990-14 | Westmoreland County | |
| 18990-13 | Richmond County | |
| | Town of Warsaw | |
| | Northumberland County | |
| 19020-04 | Gloucester County | \$ 684,053.00 |
| | | |
| | SUB-TOTAL, LOCAL SHARE | \$ 684,053.00 |
| Other Income | | |
| 19020-01 | Rental Beds | \$ 6,919,502.00 |
| 19020-05 | Drug Court-Essex County | \$ 6,000.00 |
| 19020-06 | Drug Court-Lancaster County | \$ 6,000.00 |
| 19020-07 | Drug Court-Northumberland County | \$ 6,000.00 |
| 19020-08 | Drug Court-Richmond County | \$ 6,000.00 |
| 19020-09 | Drug Court-Westmoreland County | \$ 6,000.00 |
| 18990-15 | Inmate Phones | \$ 250,000.00 |
| 18990-17 | Electronic Monitoring | \$ 8,000.00 |
| 18990-18 | Miscellaneous | \$ 5,000.00 |
| 18990-19 | Inmate Commissary | \$ 300,000.00 |
| 18990-20 | SSA - Reimbursement | \$ 13,000.00 |
| 18990-21 | Video Visitation | |
| 24040-19 | CCCA Grant | \$ 357,666.00 |
| 24040-20 | PAPIS Grant | \$ 160,828.00 |
| 33301-15 | Drug Court Grant | \$ - |
| 24040-28 | State Drug Court Grant | \$ 65,000.00 |
| 24040-21 | CCCA Supervision Fees | \$ 9,000.00 |
| 24040-25 | Drug Court Fee | \$ 1,500.00 |

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|---------------|-------------------------------|------------------|
| 24040-26 | CESF Grant | \$ - |
| 24040-27 | Substance Use Expansion Grant | \$ 50,000.00 |
| 24040-29 | ARPA Regional Jail Grant | \$ - |
| 24040-30 | MAT Grant | \$ 215,485.00 |
| 24040-31 | MAT Grant - Gloucester | \$ 10,000.00 |
| 24040-32 | VITA Grant | \$ 140,000.00 |
| 16030-01 | Work Release | \$ 2,500.00 |
| 15010-01 | Interest | \$ 200.00 |
| 15010-02 | Investment Acct. | \$ 25,000.00 |
| 15010-04 | Gain on Sale of Investments | |
| 15010-07 | Market Value Change | |
| 33011-02 | U.S Marshal - Jail Addition | |
| 33011-03 | Transport Reimbursement | \$ 550,000.00 |
| 33011-23 | Guard Hire Reimbursement | \$ 60,000.00 |
| 18030-05 | Expenditure Refunds | \$ 100,000.00 |
| 16010-05 | Inmate Medical Fees | \$ - |
| 16010-06 | Federal Medical Reimbursement | \$ - |
| 10000-0300-0 | Fund Balance Appropriation | \$ 350,000.00 |
| | | |
| | SUB-TOTAL,OTHER INCOME | \$ 9,622,681.00 |
| | | |
| TOTAL REVENUE | | \$ 13,846,630.00 |

| Northern Neck Regional Jail Budget | | FY 25/26 |
|--------------------------------------|----|----------------|
| Expenditures | | Budget |
| 1000 Personnel Services | | |
| 1100 Salaries & Wages - Reg | \$ | 6,402,579.00 |
| 1111 Board Members Comp. | \$ | 15,600.00 |
| 1112 Adm. Salaries | \$ | 174,726.00 |
| 1200 Salaries & Wages - O.T. | \$ | 300,000.00 |
| 1300 Salaries & Wages Part-time | \$ | 70,000.00 |
| 1701 Holiday Pay | \$ | 150,000.00 |
| | | |
| TOTAL PERSONNEL SERVICES | \$ | 7,112,905.00 |
| 2000 Employee Benefits | | |
| 2100 FICA | \$ | 489,797.00 |
| 2210 VRS Retirement | \$ | 447,246.00 |
| 2300 Hospital/Medical - Local Choice | \$ | 963,084.00 |
| 2400 Group Life Insurance | \$ | 73,824.00 |
| 2600 Unemployment Insurance | \$ | 10,000.00 |
| 2700 Workers Comp. Insurance | \$ | 70,000.00 |
| 2830 LODA | \$ | 19,800.00 |
| | | |
| EMPLOYEE BENEFITS TOTAL | | \$2,073,751.00 |
| 3000 Purchased Services | | |
| 3110 Medical Doctor (In-House) | \$ | 120,000.00 |
| 3111 Medical, Dental, Hospital/Psych | \$ | 300,000.00 |
| 3120 Accounting/Auditing Services | \$ | 30,000.00 |
| 3150 Legal Services | \$ | 60,000.00 |
| 3160 Management fees | \$ | 25,000.00 |
| 3161 Trusty Work Crew | \$ | 40,000.00 |
| 3310 Repair & Main. Services | \$ | 150,000.00 |
| 3320 Maintenance Contracts | \$ | 110,000.00 |
| 3500 Printing & Binding | \$ | 4,000.00 |
| 3600 Advertising/Branding | \$ | 15,000.00 |
| 3810 Tuition Paid - RRCJT Acad. | \$ | 29,000.00 |
| 3812 CSB Contract Services | | |
| 3822 Payroll Services | \$ | 14,000.00 |
| | | |
| PURCHASED SERVICES TOTAL | | \$897,000.00 |

| BUDGET- Expenditures | | FY 25/26 Budget |
|--|----|--------------------|
| 5000 Other Charges | | |
| 5110 Electrical Services | \$ | 165,000.00 |
| 5120 Heating Services (Natural Gas) | \$ | 150,000.00 |
| 5130 Water | \$ | 65,000.00 |
| 5131 Sewer | \$ | 260,000.00 |
| 5140 Refuse Collection | \$ | 30,000.00 |
| OTHER CHARGES TOTAL | \$ | 670,000.00 |
| 5200 Communications | | |
| 5210 Postal Services | \$ | 9,000.00 |
| 5220 Messenger Services | | |
| 5230 Telecommunications | \$ | 40,000.00 |
| 5231 Telecommunications- Debit Calling | | |
| COMMUNICATIONS TOTAL | | \$49,000.00 |
| 5300 Insurance | | |
| 5301 Boiler Insurance | \$ | 1,050.00 |
| 5302 Fire Insurance | \$ | 11,302.00 |
| 5305 Motor Vehicle Insurance | \$ | 6,259.00 |
| 5307 Liability Insurance | \$ | 7,673.00 |
| TOTAL INSURANCE | \$ | 26,284.00 |
| 5400 Lease & Rentals | | |
| 5410 Lease/Rent of Equipment | \$ | 30,000.00 |
| TOTAL LEASE & RENTALS | \$ | 30,000.00 |
| 5500 Travel | | |
| 5510 Milage - Private Vehicle | | \$4,000.00 |
| 5530 Subsistance & Lodging | | \$17,000.00 |
| 5540 Convention & Education | | \$25,000.00 |
| TOTAL TRAVEL | | \$46,000.00 |

| BUDGET-Expenditures | | FY 25/26 Budget |
|--------------------------------------|--|--------------------|
| | | |
| | | |
| | TOTAL CONTRIBUTIONS OTHER | \$0.00 |
| | | |
| 5800 Miscellaneous | | |
| | 5810 Dues & Assoc. Membership | \$ 7,000.00 |
| | 5811 PAPIS | \$ 840.00 |
| | 5812 CCCA | \$ 9,000.00 |
| | | |
| | TOTAL MISCELLANEOUS | \$ 16,840.00 |
| | | |
| 6000 Materials & Supplies | | |
| | 6001 Office Supplies | \$ 15,000.00 |
| | 6002 Food | \$ 548,550.00 |
| | 6003 Agricultural/Landscaping Supplies | \$ 2,500.00 |
| | 6004 Medical & Pharmaceutical Supplies | \$ 350,000.00 |
| | 6005 Laundry, Housekeeping & Jan | \$ 85,000.00 |
| | 6006 Linen Supplies | \$ 15,000.00 |
| | 6007 Repair & Maint. Supplies | \$ 80,000.00 |
| | 6008 Vehicle & Powered Fuels | \$ 80,000.00 |
| | 6009 Vehicle & Powered Supplies | \$ 40,000.00 |
| | 6010 Police Supplies | \$ 20,000.00 |
| | 6011 Uniform & Wearing Apparel | \$ 45,000.00 |
| | 6012 Books and Subscriptions | \$ 300.00 |
| | 6014 Other Operating Supplies | \$ 15,000.00 |
| | 6021 Computer Supplies & Software | \$ 45,000.00 |
| | 6022 Food Service Supplies and Equipment | \$ 12,000.00 |
| | 6023 Inmate Clothing & Supplies | \$ 50,000.00 |
| | 6024 MAT GRANT Other | \$ 30,000.00 |
| | | |
| | TOTAL MATERIALS & SUPPLIES | \$1,433,350.00 |

| BUDGET-Expenditures | | FY 25/26 Budget |
|---|--|------------------------|
| | | |
| 7000 Payment to Joint Operations | | |
| | 7001 Fiscal Agent | |
| | | |
| | TOTAL PAYMENT TO JOINT OP | \$0.00 |
| | | |
| 8000 Capital Outlay | | |
| | 8201 Machinery & Equipment | \$ 5,000.00 |
| | 8202 Furniture & Fixtures | \$ 10,000.00 |
| | 8203 Communications Equipment | \$ 20,000.00 |
| | 8205 Motor Vehicle & Equipment | \$ 85,000.00 |
| | 8207 EDP Equipment | \$ 240,000.00 |
| | 8213 Capital Improvements | \$ 450,000.00 |
| | | |
| | TOTAL CAPITAL OUTLAY | \$ 810,000.00 |
| | | |
| OPERATIONAL BUDGET | | \$13,165,130.00 |
| | | |
| 9000 Other Uses of Funds | | |
| | | |
| | 9100 Contribution to fund balance | \$ 300,000.00 |
| | 9212 Emergency Preparedness | |
| | 91400-5800 Contingency | \$ 350,000.00 |
| | | |
| | TOTAL OTHER | \$650,000.00 |
| | | |
| 33301 Drug Court Grant | | |
| | 3111 Medical, Dental Hospital Services | \$20,000.00 |
| | 3500 Printing & Binding | \$500.00 |
| | 5510 Travel Mileage | \$625.00 |
| | 5812 Drug Court Fee | \$1,500.00 |
| | 6014 Other Operating Supplies | \$8,875.00 |
| | | |
| | TOTAL DRUG COURT GRANT | \$31,500.00 |
| | | |
| TOTAL OPERATIONAL BUDGET | | \$13,846,630.00 |
| | | |