

Blue Ridge Juvenile Detention Commission Meeting
Thursday, January 9, 2020
Blue Ridge Juvenile Detention Conference Room
195 Peregrory Lane, Charlottesville, VA
10:30 AM

- I. Call to Order
- II. Matters from the Public
- III. Meeting Minutes – November 14, 2019
- IV. Old Business
- V. New Business
 - November 2019 YTD Financial Report
 - FY21 Budget
- VI. Matters from Director
- VII. Matters from Commission Members
- VIII. Matters from Commission Attorney
- IX. Adjournment

Blue Ridge Juvenile Detention Commission Meeting November 14, 2019

A scheduled meeting of the Blue Ridge Juvenile Detention Commission was held on November 14, 2019 @ 10:30 AM, in the Conference Room at Blue Ridge Juvenile Detention, 195 Peregrory Lane, Charlottesville, Virginia.

Members Attending: Doug Walker (County of Albemarle), John Egertson (County of Culpeper), Eric Dahl (County of Fluvanna), Tracy Morris (County of Greene)

Others Attending: Jeff Brill, Jodi Dillow, Brendan Hefty, Jeff Jones (arrived @ 10:40 AM) Cathy Roessler

I. Call to Order

The meeting was called to order by Mr. Walker at 10:31 AM.

II. Matters from the Public

There were no matters from the public.

III. Meeting Minutes

A motion was offered by Mr. Dahl and seconded by Mr. Egertson to approve the September 12, 2019 Meeting Minutes. The motion was approved by a 3-0 voice call vote.

IV. Old Business

There was no old business.

V. New Business

- FY19 Audited Financial Report – Mr. Brill presented the audited YTD financial report and discussion followed. A motion was offered by Mr. Dahl and seconded by Mr. Egertson to authorize disbursements to the localities. The motion was approved by a 3-0 voice call vote.
- September '19 YTD Unaudited Financial Report/Monthly Rate Adjustment – Mr. Brill presented and reviewed financial report and the new monthly rate for members. A motion was offered by Mr. Dahl and seconded by Mr. Egertson to approve the new monthly rates for members. The motion was approved by a 3-0 voice call vote.

VI. Matters from Director

Ms. Roessler gave an update to the Commission on the following items:

- PREA Audit – is finally complete, we are waiting on the final report. Overall we are in compliance; we will need to make some minor changes.
- Kronos Time & Attendance System – has been a challenge, but we are working through it. The holiday pay vs. banking time issue is affecting morale and we may want to revisit this topic and possibly revert back to allowing staff to bank holidays. Leave accrual for the Director increased in Kronos in October (the anniversary of her promotion). It was decided that this should be discussed in Closed Session at the end of today's meeting.
- Vacancies – we have 3 new hires starting 1/2/20 and currently have 4 vacancies.
- Moseley Architects/Facility Assessment – did a walk-through and are working on a proposal for updating/softening certain areas of the facility.

VII. Matters from Commission Members

Mr. Walker raised the issue of the fiscal agent relationships between Albemarle County and their partner agencies; they are conducting a study to review these relationships. He also reported that UVA and the City of Charlottesville has recently raised their minimum wage to \$15.00/hr so Albemarle is reviewing their pay scales and possibly implementing some step-in adjustments but it is still under review.

VIII. Matters from Commission Attorney

None

IX. Closed Session

At 11:00 AM a motion was offered by Mr. Dahl and seconded by Mr. Egertson that the Commission go into Closed Session pursuant to Section 2.2-3711(A) 1 of the Code of Virginia to consider a personnel matter. The motion was carried by a 3-0 voice call vote.

At 11:11 AM the Commission reconvened into open session and a motion was immediately offered by Mr. Dahl and seconded by Mr. Egertson that the Commission certify by a recorded vote that to the best of each member's knowledge, only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing closed session were heard, discussed or considered in closed session:

| | |
|------------------|-----|
| Albemarle County | Yes |
| Charlottesville | Yes |
| Fluvanna County | Yes |
| Greene | Yes |

A motion was offered by Mr. Dahl and seconded by Mr. Egertson to increase the Director's annual leave accrual to 14 hours per month effective October 1, 2019. The motion was carried by a 3-0 voice call vote.

X. Adjournment

The meeting adjourned @ 11:15 AM.

Respectfully submitted,
Jodi L. Dillow, Recording Secretary

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

| | |
|---|---|
| AGENDA TITLE: November 2019, YTD Unaudited Financial Report | AGENDA DATE: January 9, 2019 |
| SUBJECT/PROPOSAL/REQUEST: | FORMAL AGENDA: INFORMATION: XXX ACTION: Yes |
| STAFF CONTACTS: Roessler, Brill | ATTACHMENTS: Yes |
| | REVIEWED BY: |

BACKGROUND

Total Compensation is estimated to come in under budget \$336,445:

- Salaries are estimated to come in under budget \$222,485 due to vacancy savings.
- FICA and VRS are estimated to come in under budget \$20,987 and \$16,413 respectively.
- Health insurance is estimated to come in under budget \$86,404.

Operating Expenditures is estimated to come in on budget at this time.

Operating Capital is estimated to come in on budget at this time.

Total Expenditures is estimated to come in under budget \$336,445.

Revenues is estimated to come in on budget at this time.

Total Net Income is estimated to come in over budget \$336,762.

Recommendations: None at this time.

**Blue Ridge Juvenile Detention
Detailed Financial Report
November 30, 2019 YTD Unaudited**

| | G | H | I | M | N | V | W | X | Y |
|----|--|--------------------|--------------------|------------------|------------------|--------------------|---|-------------------------|--------------------|
| 1 | OBJECT DESCRIPTION: | 2020 Budget | 2020 Budget Amend | Oct-19 | Nov-19 | YTD | Percent of Budget as of June 2020 = 42% | June 2020 Extrapolation | Variance |
| 2 | Total Combined Compensation: | | | | | | | | |
| 3 | Salaries | 2,239,239 | 2,239,239 | 172,599 | 154,360 | 826,754 | 36.92% | 2,016,754 | (222,485) |
| 4 | Overtime wages | | 0 | 2,346 | | 9,084 | #DIV/0! | 15,000 | 15,000 |
| 5 | Part-time wages | 10,000 | 10,000 | 750 | 600 | 3,413 | 34.13% | 10,000 | 0 |
| 6 | Accrd ann. leave/sick leave accrual | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 7 | FICA 7.65% | 172,067 | 172,067 | 13,019 | 11,779 | 62,180 | 36.14% | 151,080 | (20,987) |
| 8 | VRS 6.5% | 99,480 | 99,480 | 7,157 | 6,207 | 34,067 | 34.25% | 83,067 | (16,413) |
| 9 | VLTD - program | 2,800 | 2,800 | 252 | 252 | 1,154 | 41.21% | 2,800 | 0 |
| 10 | VRS Hybrid | 6,660 | 6,660 | 647 | 648 | 3,026 | 45.44% | 7,926 | 1,266 |
| 11 | Early Retirement | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 12 | Health insurance \$7794 per emp | 386,427 | 386,427 | 25,865 | 23,198 | 125,023 | 32.35% | 300,023 | (86,404) |
| 13 | Dental insurance | 11,280 | 11,280 | 776 | 697 | 3,769 | 33.41% | 9,019 | (2,261) |
| 14 | HSA contribution | 15,000 | 15,000 | 4,020 | 0 | 4,020 | 26.80% | 15,000 | 0 |
| 15 | VRS group life 1.19% | 29,334 | 29,334 | 2,204 | 1,936 | 10,473 | 35.70% | 25,173 | (4,161) |
| 16 | Group/ Life Part Time | | 0 | 0 | 0 | 0 | | 0 | 0 |
| 17 | Unemployment insurance | 5,000 | 5,000 | 0 | 0 | 0 | 0.00% | 5,000 | 0 |
| 18 | Workers' compensation | 31,000 | 31,000 | 0 | 0 | 15,241 | 49.16% | 31,000 | 0 |
| 19 | Other Benefits | 2,000 | 2,000 | 0 | 0 | 0 | 0.00% | 2,000 | 0 |
| 20 | Clothing allow | | 0 | | | 0 | #DIV/0! | 0 | 0 |
| 21 | Moving Expenses | | 0 | 0 | 0 | 0 | | 0 | 0 |
| 22 | Employee physicals | 2,500 | 2,500 | 0 | 182 | 728 | 29.12% | 2,500 | 0 |
| 23 | Total Compensation | \$3,012,787 | \$3,012,787 | \$229,635 | \$199,859 | \$1,098,932 | 36.48% | \$2,676,342 | (\$336,445) |
| 24 | | | | | | | | | |
| 25 | Total Combined Operating Expendit | | | | | | | | |
| 26 | Professional Services | 12,000 | 12,000 | 0 | 40 | 5,137 | 42.81% | 12,000 | 0 |
| 27 | Health services | 20,000 | 20,000 | 1,050 | 0 | 4,511 | 22.56% | 20,000 | 0 |
| 28 | Wellness Fund | 5,000 | 5,000 | 300 | 281 | 1,742 | 34.84% | 5,000 | 0 |
| 29 | Prof services - legal | 24,000 | 24,000 | 2,000 | 2,000 | 8,000 | 33.33% | 24,000 | 0 |
| 31 | Prof services - audit | 4,800 | 4,800 | 0 | 0 | 0 | 0.00% | 4,800 | 0 |
| 32 | Temporary Help | | 0 | 0 | 0 | 0 | | 0 | 0 |
| 33 | R&M Office | | 0 | 0 | 0 | 0 | | 0 | 0 |
| 34 | R&M Buildings | 45,000 | 45,000 | 0 | 11,764 | 19,807 | 44.02% | 45,000 | 0 |
| 35 | R&M - vehicles | 900 | 900 | 0 | 0 | 0 | 0.00% | 900 | 0 |
| 36 | Maint contract - equip | 105,000 | 105,000 | 24,581 | 165 | 51,434 | 48.98% | 105,000 | 0 |
| 37 | Maint contract - buildings grounds | 15,000 | 15,000 | 3,134 | 1,030 | 6,129 | 40.86% | 15,000 | 0 |
| 38 | Printing & Binding | 1,000 | 1,000 | 0 | 0 | 300 | 30.00% | 1,000 | 0 |
| 39 | Advertising | 400 | 400 | 0 | 109 | 629 | 157.25% | 400 | 0 |
| 40 | Employee physicals | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 41 | Other purchased services | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 42 | Contract - refuse | 2,000 | 2,000 | 159 | 160 | 796 | 39.80% | 2,000 | 0 |

**Blue Ridge Juvenile Detention
Detailed Financial Report
November 30, 2019 YTD Unaudited**

| | G | H | I | M | N | V | W | X | Y |
|----|-------------------------------------|------------------|-------------------|-----------------|-----------------|------------------|---|-------------------------|------------|
| 1 | OBJECT DESCRIPTION: | 2020 Budget | 2020 Budget Amend | Oct-19 | Nov-19 | YTD | Percent of Budget as of June 2020 = 42% | June 2020 Extrapolation | Variance |
| 43 | Contract - fiscal agent | 75,430 | 75,430 | 0 | 0 | 18,857 | 25.00% | 75,430 | 0 |
| 44 | Data processing | 30,000 | 30,000 | 3,491 | 3,533 | 13,891 | 46.30% | 30,000 | 0 |
| 45 | Electrical service | 67,000 | 67,000 | 5,478 | 4,857 | 27,751 | 41.42% | 67,000 | 0 |
| 46 | Gas service | 13,000 | 13,000 | 0 | 1,119 | 2,648 | 20.37% | 13,000 | 0 |
| 47 | Water & sewer | 11,000 | 11,000 | 1,123 | 887 | 4,006 | 36.42% | 11,000 | 0 |
| 48 | Postal services | 1,000 | 1,000 | 0 | 0 | 0 | 0.00% | 1,000 | 0 |
| 49 | Telecommunications | 25,000 | 25,000 | 1,077 | 1,764 | 7,736 | 30.94% | 25,000 | 0 |
| 50 | Property/Auto Insurance | 34,000 | 34,000 | 0 | 0 | 15,709 | 46.20% | 34,000 | 0 |
| 51 | Automotive insurance | | 0 | 0 | 0 | 0 | | 0 | 0 |
| 52 | Training | 5,000 | 5,000 | 388 | 77 | 2,130 | 42.60% | 5,000 | 0 |
| 53 | Travel - subsistence | 8,500 | 8,500 | 0 | 1,346 | 3,292 | 38.73% | 8,500 | 0 |
| 54 | Juvenile Detention Other | | 0 | 0 | 0 | 0 | | 0 | 0 |
| 55 | Curry School Grant | 5,000 | 5,000 | 0 | 0 | 0 | 0.00% | 5,000 | 0 |
| 56 | Miscellaneous | 1,000 | 1,000 | 0 | 244 | 244 | 24.40% | 1,000 | 0 |
| 57 | Dues & memberships | 1,200 | 1,200 | 0 | 0 | 169 | 14.08% | 1,200 | 0 |
| 58 | Employee recognition | 5,000 | 5,000 | 0 | 727 | 727 | 14.54% | 5,000 | 0 |
| 59 | Personal Supplies (Hygiene) | 3,500 | 3,500 | 270 | 633 | 1,179 | 33.69% | 3,500 | 0 |
| 60 | Office supplies | 7,500 | 7,500 | 250 | 625 | 1,674 | 22.32% | 7,500 | 0 |
| 61 | Food supplies | 125,000 | 125,000 | 11,035 | 12,042 | 45,992 | 36.79% | 125,000 | 0 |
| 62 | Expenses ACRJ & BRJD | 36,000 | 36,000 | 9,000 | 0 | 9,000 | 25.00% | 36,000 | 0 |
| 63 | Meals for Meetings | 2,000 | 2,000 | 0 | 0 | 159 | 7.95% | 2,000 | 0 |
| 64 | Agricultural | 3,500 | 3,500 | | | 49 | 1.40% | 3,500 | 0 |
| 65 | Medical & Pharmaceutical | 8,000 | 8,000 | 53 | 202 | 2,281 | 28.51% | 8,000 | 0 |
| 66 | Laundry & janitorial supplies | 20,000 | 20,000 | 497 | 1,214 | 4,008 | 20.04% | 20,000 | 0 |
| 67 | Linen supplies | 2,000 | 2,000 | 0 | 0 | 0 | 0.00% | 2,000 | 0 |
| 68 | Uniforms - Resident | 6,000 | 6,000 | 552 | 592 | 3,577 | 59.62% | 6,000 | 0 |
| 69 | R&M supplies | 13,000 | 13,000 | 75 | 2,827 | 3,320 | 25.54% | 13,000 | 0 |
| 70 | Vehicle & equip fuel | 2,000 | 2,000 | 0 | 63 | 878 | 43.90% | 2,000 | 0 |
| 71 | Vehicle & equip supplies | 2,000 | 2,000 | 0 | 0 | 1,309 | 65.45% | 2,000 | 0 |
| 72 | Security supplies | 3,000 | 3,000 | 0 | 0 | 757 | 25.23% | 3,000 | 0 |
| 73 | Uniforms - Staff | 7,000 | 7,000 | 0 | 0 | 398 | 5.69% | 7,000 | 0 |
| 74 | Books & subscriptions | 2,000 | 2,000 | 13 | (169) | (19) | -0.95% | 2,000 | 0 |
| 75 | Resident Education | 15,000 | 15,000 | 77 | 3,065 | 4,722 | 31.48% | 15,000 | 0 |
| 76 | Recreation Supplies & Equipment | 5,000 | 5,000 | 0 | 61 | 1,001 | 20.02% | 5,000 | 0 |
| 77 | Other operating supplies | 800 | 800 | 241 | 0 | 241 | 30.13% | 800 | 0 |
| 78 | Copy supplies | 600 | 600 | 0 | 0 | 0 | 0.00% | 600 | 0 |
| 79 | Prior year expense | | 0 | | | | #DIV/0! | 0 | 0 |
| 80 | State reduction Reimbursement | | 0 | | 0 | | #DIV/0! | 0 | 0 |
| 81 | Total Operating Expenditures | \$781,130 | \$781,130 | \$64,844 | \$51,258 | \$276,171 | 35.36% | \$781,130 | \$0 |

**Blue Ridge Juvenile Detention
Detailed Financial Report
November 30, 2019 YTD Unaudited**

| | G | H | I | M | N | V | W | X | Y |
|-----|--|--------------------|--------------------|------------------|------------------|--------------------|---|-------------------------|--------------------|
| 1 | OBJECT DESCRIPTION: | 2020 Budget | 2020 Budget Amend | Oct-19 | Nov-19 | YTD | Percent of Budget as of June 2020 = 42% | June 2020 Extrapolation | Variance |
| 82 | | | | | | | | | |
| 83 | Total Combined Operating Capital: | | | | | | | | |
| 84 | Machinery & equip - new | 10,000 | 10,000 | 0 | 0 | 0 | 0.00% | 10,000 | 0 |
| 85 | M&E - replacement | 20,000 | 20,000 | 0 | 0 | 12,613 | 63.07% | 20,000 | 0 |
| 86 | Furniture & fixtures - new | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 87 | F&F - replacement | 40,000 | 40,000 | 0 | 0 | 906 | 2.27% | 40,000 | 0 |
| 88 | Communications equip | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 89 | Comm equip - replacement | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 90 | Motor vehicles | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 93 | ADP Equipment | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 94 | ADP Equipment - Rep | 5,000 | 5,000 | 0 | 0 | 0 | 0.00% | 5,000 | 0 |
| 95 | Software Upgrade | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 96 | Lease/Rent Equip. | 7,000 | 7,000 | 0 | 306 | 2,843 | 40.61% | 7,000 | 0 |
| 97 | Fund Transfers | | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 0 |
| 98 | Total Operating Capital | \$82,000 | \$82,000 | \$0 | \$306 | \$16,362 | 19.95% | \$82,000 | \$0 |
| 99 | | | | | | | | | |
| 100 | Total Expenditures | \$3,875,917 | \$3,875,917 | \$294,479 | \$251,423 | \$1,391,465 | 35.90% | \$3,539,472 | (\$336,445) |

**Blue Ridge Juvenile Detention
Detailed Financial Report
November 30, 2019 YTD Unaudited**

| | G | H | I | M | N | V | W | X | Y |
|-----|--|--------------------|--------------------|------------------|-------------------|--------------------|---|-------------------------|------------------|
| 1 | OBJECT DESCRIPTION: | 2020 Budget | 2020 Budget Amend | Oct-19 | Nov-19 | YTD | Percent of Budget as of June 2020 = 42% | June 2020 Extrapolation | Variance |
| 101 | | | | | | | | | |
| 102 | | | | \$293,657 | \$254,242 | \$1,391,465 | | | |
| 103 | Operating Revenues: | | | | | | | | |
| 104 | Interest | 20,000 | 20,000 | | | 0 | 0.00% | 20,000 | 0 |
| 108 | Other jurisdictions | | | | | 0 | #DIV/0! | | 0 |
| 109 | Salvage Surplus | | | | | 0 | #DIV/0! | | 0 |
| 110 | Charlottesville | 763,336 | 659,833 | 63,611 | 63,611 | 318,055 | 41.67% | 659,833 | 0 |
| 111 | Albemarle County | 489,483 | 423,113 | 40,790 | 40,790 | 203,950 | 41.67% | 423,113 | 0 |
| 112 | Fluvanna County | 174,662 | 150,976 | 14,555 | 14,555 | 72,775 | 41.67% | 150,976 | 0 |
| 113 | Culpeper new 7-1-07 | 519,672 | 449,207 | 43,306 | 43,306 | 216,530 | 41.67% | 449,207 | 0 |
| 114 | Greene County | 209,163 | 180,802 | 17,430 | 17,430 | 87,150 | 41.67% | 180,802 | 0 |
| 115 | Phone System | 5,000 | 5,000 | 502 | 638 | 2,703 | 54.06% | 5,000 | 0 |
| 116 | Region Ten | 10,000 | 10,000 | 1,050 | | 6,300 | 63.00% | 10,000 | 0 |
| 117 | Garden Funds | | | | | 317 | #DIV/0! | 317 | 317 |
| 118 | Miscellaneous | 3,500 | 3,500 | 400 | | 400 | 11.43% | 3,500 | 0 |
| 119 | Recovered Cost - Compensation | 27,850 | 27,850 | | | 0 | 0.00% | 27,850 | 0 |
| 120 | Insurance Recoveries | | | | | 0 | #DIV/0! | 0 | 0 |
| 122 | State Per Diem | 1,000 | 1,000 | 250 | | 1,200 | 120.00% | 1,000 | 0 |
| 123 | DJJ Block Grant | 862,251 | 862,251 | 230,567 | | 450,730 | 52.27% | 862,251 | 0 |
| 124 | CPP Program/CAP/re-entry | 750,000 | 1,042,385 | 24,300 | | 497,389 | 66.32% | 1,042,385 | 0 |
| 125 | Mis state Revenue | | | | | 0 | #DIV/0! | 0 | 0 |
| 126 | DCJS Grant | | | | | 0 | #DIV/0! | 0 | 0 |
| 129 | US Dept. of Agriculture | 40,000 | 40,000 | | | 10,260 | 25.65% | 40,000 | 0 |
| 133 | Subtotal Operating Revenues | \$3,875,917 | \$3,875,917 | \$436,761 | \$180,330 | \$1,867,759 | 48.19% | \$3,876,234 | \$317 |
| 134 | Excess of Oper Revs > Expenditures | \$0 | \$0 | \$142,282 | (\$71,093) | \$476,294 | | \$336,762 | \$336,762 |

BLUE RIDGE JUVENILE DETENTION COMMISSION

EXECUTIVE SUMMARY

| | |
|---|---|
| <p><u>AGENDA TITLE:</u> Proposed Budget for FY21</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u></p> <p><u>STAFF CONTACTS:</u> Messrs. Roessler, Brill</p> | <p><u>AGENDA DATE:</u> January 9, 2020</p> <p><u>FORMAL AGENDA:</u> <u>INFORMATION:</u> XXX <u>ACTION:</u> Yes</p> <p><u>ATTACHMENTS:</u> Yes</p> <p><u>REVIEWED BY:</u></p> |
|---|---|

The total operating budget for FY21 is **\$4,024,630** which reflects an operational increase of 3.8% or \$148,713 from FY20.

Total Combined Compensation of \$3,128,426 reflects an increase of 3.9% or \$118,139 primarily due to:

- Wages increased 8.4% or \$44,401 due to 1.5% wage increase and additional holiday payout in place of time accruals.
- Health insurance increased \$15,000.

Operating Cost of \$844,204 reflects an increase of 7.7% or \$60,574 primarily due to:

- Professional fees increased \$43,000 or 358% due to the cost of Moseley Architects assessment.
- Maintenance Contract equipment increased \$3,150 or 3% due to Johnson Controls increase.
- Fiscal agent fee increased \$6,024 or 8% based increased operational cost increase.
- Telecommunications increased \$5,000 or 20% due to resident incentive phone cards (offset by revenue from phone system).

Operating Capital of \$52,000 reflects a decrease of -36.6% or \$30,000:

- Operating capital consists of cameras and living unit furniture.

Operating Revenues reflects an increase of 3.8% or \$148,713.

Operating Budget Table

| Locality | FY 20 Budget | FY 21 Budget | Increased/(Decreased) |
|-------------------------|--------------|--------------|-----------------------|
| Greene County | 180,802 | 220,483 | 39,681 |
| Fluvanna County | 150,976 | 184,093 | 33,117 |
| Culpeper County | 449,207 | 565,122 | 115,915 |
| City of Charlottesville | 659,833 | 661,448 | 1,615 |
| Albemarle County | 423,113 | 509,466 | 86,353 |
| Total | \$1,863,931 | \$2,140,612 | \$276,681 |

Recommendations: Albemarle County has not yet confirmed the amount of their wage increase, therefore the Director recommends delaying the adoption of this budget to the March 12, 2020 meeting.

Blue Ridge Detention Center
 FY 21 Budgeted Locality Percentage
 Based on Census

FY 21 Budget

| | FY | | | 3 Year Ave | | | P & L Cost | FY 21 | | Variance |
|-----------------|------|------|------|------------|------|---------|------------|------------------|-----------|----------|
| | 2017 | 2018 | 2019 | Total | Ave | % | | Locality Revenue | FY 20 | |
| Greene | 342 | 589 | 126 | 1057 | 352 | 0.10284 | 2,140,612 | 220,483 | 180,802 | 39,681 |
| Fluvanna | 474 | 340 | 74 | 888 | 296 | 0.08640 | 2,140,612 | 184,093 | 150,976 | 33,117 |
| Culpeper | 963 | 1042 | 704 | 2709 | 903 | 0.26357 | 2,140,612 | 565,122 | 449,207 | 115,915 |
| Charlottesville | 1664 | 977 | 536 | 3177 | 1059 | 0.30911 | 2,140,612 | 661,448 | 659,833 | 1,615 |
| Albemarle | 812 | 830 | 805 | 2447 | 816 | 0.23808 | 2,140,612 | 509,466 | 423,113 | 86,353 |
| | 4255 | 3778 | 2245 | 10278 | 3426 | 1.0000 | 2,140,612 | 2,140,612 | 1,863,931 | 276,681 |

| | FY 20 | FY 21 | Change |
|-----------------|-------|-------|--------|
| | % | % | |
| Greene | 9.7% | 10.3% | 0.6% |
| Fluvanna | 8.1% | 8.6% | 0.5% |
| Culpeper | 24.1% | 26.4% | 2.3% |
| Charlottesville | 35.4% | 30.9% | -4.5% |
| Albemarle | 22.7% | 23.8% | 1.1% |
| | 100% | 100% | 0.0% |

Blue Ridge Juvenile Detention

FY 21

Detailed Budget Report

| | G | N | O | P | Q | R | S | T | U |
|----|---|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|------------------|----------------------|
| 1 | OBJECT DESCRIPTION: | Actual FY 17 | Actual FY18 | Final FY19 Actual | FY 20 Final Budget | FY 20 Actual thru Nov 2019 | FY 21 Preliminary Budget | Variance | Percentage of Change |
| 2 | Total Combined Compensation: | | | | | | | | |
| 3 | Salaries 47 | 1,851,566 | 2,030,366 | 2,065,892 | 2,239,239 | 826,754 | 2,283,640 | 44,401 | 8.39% |
| 4 | Overtime wages | | | | | 9,084 | 12,000 | 12,000 | #DIV/0! |
| 5 | Part-time wages | 6,814 | 4,800 | 6,750 | 10,000 | 3,413 | 10,000 | 0 | 48.15% |
| 6 | Accrued annual leave | (14,604) | 824 | (23,318) | | | | 0 | -100.00% |
| 7 | FICA 7.65% (no change) | 134,018 | 150,033 | 154,068 | 172,067 | 62,180 | 175,463 | 3,397 | 11.68% |
| 8 | VRS 10.99% 5.99% employer | 77,239 | 88,764 | 86,712 | 99,480 | 34,067 | 136,790 | 37,310 | 14.72% |
| 9 | Health insurance \$8541 emp | 339,308 | 309,993 | 324,253 | 386,427 | 125,023 | 401,427 | 15,000 | 19.17% |
| 10 | Dental insurance \$240*47 | 8,200 | 9,040 | 9,322 | 11,280 | 3,769 | 11,280 | 0 | 21.00% |
| 11 | VRS group life 1.34% | 22,997 | 26,297 | 26,441 | 29,334 | 10,473 | 30,896 | 1,562 | 10.94% |
| 12 | VRS Hybrid | 4,279 | 6,386 | 6,944 | 6,660 | 3,026 | 7,000 | 340 | -4.09% |
| 13 | HSA Health | 9,200 | 14,420 | 12,972 | 15,000 | 4,020 | 15,000 | 0 | 15.63% |
| 14 | Early retirement VREP | 13,329 | 1,055 | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| 15 | VLTD-Program | 1,808 | 2,627 | 3,112 | 2,800 | 1,154 | 3,000 | 200 | -10.03% |
| 17 | Unemployment insurance | 1,305 | 1,723 | 0 | 5,000 | | 5,000 | 0 | 0.00% |
| 18 | Clothing allow | | | 3,520 | | | | 0 | #DIV/0! |
| 19 | Workers' compensation | 28,130 | 28,976 | 26,828 | 31,000 | 15,241 | 31,930 | 930 | 3.00% |
| 20 | Other Benefits | | | | 2,000 | | 2,000 | 0 | 0.00% |
| 22 | Employee physicals | | | | | 728 | 3,000 | 3,000 | #DIV/0! |
| 23 | Total Compensation | \$2,483,589 | \$2,675,304 | \$2,703,496 | \$3,010,287 | \$1,098,932 | \$3,128,426 | \$118,139 | 3.92% |
| 24 | | | | | | | | | |
| 25 | Total Combined Operating Expenditures: | | | | | | | | |
| 26 | Professional Services | 9,650 | 12,968 | 2,225 | 12,000 | 5,137 | 55,000 | 43,000 | 358.33% |
| 27 | Health services | 21,259 | 9,600 | 13,071 | 20,000 | 4,511 | 20,000 | 0 | 0.00% |
| 28 | Wellness Fund | 4,106 | 3,820 | 3,964 | 5,000 | 1,742 | 5,000 | 0 | 0.00% |
| 29 | Prof services - legal | 18,000 | 18,000 | 24,000 | 24,000 | 8,000 | 25,000 | 1,000 | 4.17% |
| 31 | Prof services - audit | 4,590 | 4,680 | 10,470 | 4,800 | | 5,000 | 200 | 4.17% |
| 34 | R&M Buildings | 41,757 | 33,008 | 48,905 | 45,000 | 19,807 | 46,500 | 1,500 | 3.33% |
| 35 | R&M - vehicles | 317 | 225 | 0 | 900 | | 900 | 0 | 0.00% |
| 36 | Maint contract - equip | 78,660 | 90,960 | 97,076 | 105,000 | 51,434 | 108,150 | 3,150 | 3.00% |
| 37 | Maint contract - buildings & Grounds | 20,050 | 7,452 | 13,049 | 15,000 | 6,129 | 15,000 | 0 | 0.00% |
| 38 | Printing & Binding | 232 | 0 | 1,456 | 1,000 | 300 | 1,000 | 0 | 0.00% |
| 39 | Advertising | 190 | 610 | 0 | 400 | 629 | 1,000 | 600 | 150.00% |
| 40 | Employee physicals | 3,043 | 1,357 | 4,201 | 2,500 | 0 | 0 | (2,500) | -100.00% |
| 41 | Other purchased services | 2,275 | | | 0 | 0 | 0 | 0 | #DIV/0! |
| 42 | Contract - refuse | 1,530 | 1,948 | 1,995 | 2,000 | 796 | 2,000 | 0 | 0.00% |
| 43 | Contract - fiscal agent 2% of budget | 70,803 | 75,197 | 73,936 | 75,430 | 18,857 | 81,454 | 6,024 | 7.99% |
| 44 | Data processing | 16,681 | 20,060 | 27,444 | 30,000 | 13,891 | 30,000 | 0 | 0.00% |
| 45 | Electrical service | 65,805 | 64,051 | 55,523 | 67,000 | 27,751 | 67,000 | 0 | 0.00% |

Blue Ridge Juvenile Detention

FY 21

Detailed Budget Report

| | G | N | O | P | Q | R | S | T | U |
|----|-------------------------------------|------------------|------------------|-------------------|--------------------|----------------------------|--------------------------|-----------------|----------------------|
| 1 | OBJECT DESCRIPTION: | Actual FY 17 | Actual FY18 | Final FY19 Actual | FY 20 Final Budget | FY 20 Actual thru Nov 2019 | FY 21 Preliminary Budget | Variance | Percentage of Change |
| 46 | Gas service | 8,962 | 11,852 | 14,182 | 13,000 | 2,648 | 14,000 | 1,000 | 7.69% |
| 47 | Water & sewer | 9,722 | 10,274 | 8,441 | 11,000 | 4,006 | 11,000 | 0 | 0.00% |
| 48 | Postal services | 1,123 | 260 | 1,254 | 1,000 | 0 | 1,300 | 300 | 30.00% |
| 49 | Telecommunications | 21,324 | 24,089 | 18,598 | 25,000 | 7,736 | 30,000 | 5,000 | 20.00% |
| 50 | Liability insurance | 27,550 | 24,878 | 29,189 | 34,000 | 15,709 | 34,000 | 0 | 0.00% |
| 53 | Training | 3,098 | 5,514 | 3,897 | 5,000 | 2,130 | 5,500 | 500 | 10.00% |
| 54 | Travel - subsistence | 7,334 | 5,927 | 6,881 | 8,500 | 3,292 | 8,500 | 0 | 0.00% |
| 56 | Curry School Granr Exp. | 0 | 5,000 | 5,000 | 5,000 | | 5,000 | 0 | 0.00% |
| 57 | Miscellaneous | 1,131 | 990 | 514 | 1,000 | 244 | 1,000 | 0 | 0.00% |
| 58 | Dues & memberships | 595 | 1,020 | 1,078 | 1,200 | 169 | 1,200 | 0 | 0.00% |
| 59 | Employee Incentives | | | 5,087 | 5,000 | 727 | 5,500 | 500 | 10.00% |
| 60 | Personal Supplies (hygiene) | 2,955 | 3,095 | 1,973 | 3,500 | 1,179 | 3,500 | 0 | 0.00% |
| 61 | Office supplies | 7,619 | 7,976 | 6,932 | 7,500 | 1,674 | 7,500 | 0 | 0.00% |
| 62 | Food supplies | 119,598 | 124,457 | 110,765 | 125,000 | 45,992 | 125,000 | 0 | 0.00% |
| 63 | Expenses ACRJ & BRJD | 36,000 | 36,000 | 36,000 | 36,000 | 9,000 | 36,000 | 0 | 0.00% |
| 64 | Meals for Meetings | 1,426 | 2,106 | 1,946 | 2,000 | 159 | 2,300 | 300 | 15.00% |
| 65 | Garden | | 95 | 1,581 | 3,500 | 49 | 3,500 | 0 | 0.00% |
| 66 | Medical & Pharmaceutical | 5,750 | 7,623 | 5,892 | 8,000 | 2,281 | 8,000 | 0 | 0.00% |
| 67 | Laundry & janitorial supplies | 15,366 | 15,110 | 12,981 | 20,000 | 4,008 | 20,000 | 0 | 0.00% |
| 68 | Linen supplies | 1,096 | 215 | 847 | 2,000 | | 2,000 | 0 | 0.00% |
| 69 | Uniforms - detainee | 4,559 | 5,142 | 5,559 | 6,000 | 3,577 | 6,000 | 0 | 0.00% |
| 70 | R&M supplies | 12,927 | 10,841 | 11,489 | 13,000 | 3,320 | 13,000 | 0 | 0.00% |
| 71 | Vehicle & equip fuel | 1,638 | 1,978 | 2,970 | 2,000 | 878 | 2,000 | 0 | 0.00% |
| 72 | Vehicle & equip supplies | 397 | 1,672 | 1,169 | 2,000 | 1,309 | 2,000 | 0 | 0.00% |
| 73 | Security supplies | 1,750 | 2,819 | 2,776 | 3,000 | 757 | 3,000 | 0 | 0.00% |
| 74 | Uniforms & apparel | 6,033 | 5,229 | 3,178 | 7,000 | 398 | 7,000 | 0 | 0.00% |
| 75 | Books & subscriptions | 1,247 | 1,950 | 1,948 | 2,000 | (19) | 2,000 | 0 | 0.00% |
| 76 | Resident Education | 10,909 | 13,432 | 11,660 | 15,000 | 4,722 | 15,000 | 0 | 0.00% |
| 77 | Recreation Supplies & Equipment | 3,602 | 4,966 | 5,044 | 5,000 | 1,001 | 5,000 | 0 | 0.00% |
| 78 | Other operating supplies | 631 | 664 | 0 | 800 | 241 | 800 | 0 | 0.00% |
| 79 | Copy supplies | 413 | 714 | 49 | 600 | | 600 | 0 | 0.00% |
| 82 | Total Operating Expenditures | \$673,703 | \$679,824 | \$696,195 | \$783,630 | \$276,171 | \$844,204 | \$60,574 | 7.73% |

**Blue Ridge Juvenile Detention
FY 21**

Detailed Budget Report

| | G | N | O | P | Q | R | S | T | U |
|-----|--|--------------------|--------------------|--------------------|--------------------|----------------------------|--------------------------|-------------------|----------------------|
| 1 | OBJECT DESCRIPTION: | Actual FY 17 | Actual FY18 | Final FY19 Actual | FY 20 Final Budget | FY 20 Actual thru Nov 2019 | FY 21 Preliminary Budget | Variance | Percentage of Change |
| 83 | | | | | | | | 0 | |
| 84 | Total Combined Operating Capital: | | | | | | | 0 | |
| 85 | Machinery & equip - new | 7,826 | 4,990 | 17,259 | 10,000 | | | (10,000) | -100.00% |
| 86 | M&E - replacement | 43,849 | 41,873 | 16,463 | 20,000 | 12,613 | 20,000 | 0 | 0.00% |
| 87 | Furniture & fixtures - new | 53,240 | 2,584 | 9,958 | | | | 0 | #DIV/0! |
| 88 | F&F - replacement | 764 | | 35,895 | 40,000 | 906 | 20,000 | (20,000) | -50.00% |
| 89 | Communications equip | | | | | | | 0 | #DIV/0! |
| 90 | Comm equip - replacement | | | | | | | 0 | #DIV/0! |
| 91 | Motor vehicles | 20,882 | | 56,698 | | | | 0 | #DIV/0! |
| 94 | ADP Equipment | | | 4,625 | | | | 0 | #DIV/0! |
| 95 | ADP Equipment - Rep | 452 | 22,657 | 0 | 5,000 | | 5,000 | 0 | 0.00% |
| 96 | Software Upgrade | | | | | | | 0 | #DIV/0! |
| 97 | Lease/Rent Equip. | 6,306 | 4,450 | 4,636 | 7,000 | 2,843 | 7,000 | 0 | 0.00% |
| 98 | Fund Transfers | | 160,348 | | | | | 0 | #DIV/0! |
| 99 | Total Operating Capital | \$133,319 | \$236,902 | \$145,534 | \$82,000 | \$16,362 | \$52,000 | (\$30,000) | -36.59% |
| 100 | | | | | | | | | |
| 101 | Total Expenditures | \$3,290,611 | \$3,592,030 | \$3,545,225 | \$3,875,917 | \$1,391,465 | \$4,024,630 | \$148,713 | 3.84% |

Blue Ridge Juvenile Detention

FY 21

Detailed Budget Report

| | G | N | O | P | Q | R | S | T | U |
|-----|---|---------------------------|---------------------------|---------------------------|---------------------------|----------------------------|---------------------------|-------------------------|----------------------|
| 1 | OBJECT DESCRIPTION: | Actual FY 17 | Actual FY18 | Final FY19 Actual | FY 20 Final Budget | FY 20 Actual thru Nov 2019 | FY 21 Preliminary Budget | Variance | Percentage of Change |
| 102 | | | | | | | | | |
| 103 | Operating Revenues: | | | | | | | | |
| 104 | Interest | 12,633 | 24,191 | 31,120 | 20,000 | 0 | 25,000 | 5,000 | 25.00% |
| 106 | Sale surplus vehicles | 0 | 0 | | | | | 0 | #DIV/0! |
| 108 | Other jurisdictions | 6,706 | 0 | 6,764 | | | | 0 | #DIV/0! |
| 109 | Charlottesville | 700,859 | 1,082,118 | 871,266 | 659,833 | 318,055 | 661,448 | 1,615 | 0.24% |
| 110 | Albemarle County | 398,324 | 568,805 | 512,387 | 423,113 | 203,950 | 509,466 | 86,353 | 20.41% |
| 111 | Fluvanna County | 137,679 | 170,339 | 168,030 | 150,976 | 72,775 | 184,093 | 33,117 | 21.94% |
| 112 | Culpeper new 7-1-07 | 224,296 | 358,358 | 392,070 | 449,207 | 216,530 | 565,122 | 115,915 | 25.80% |
| 113 | Greene County | 95,589 | 92,782 | 130,690 | 180,802 | 87,150 | 220,483 | 39,681 | 21.95% |
| 114 | Phone System | 4,999 | 5,353 | 7,423 | 5,000 | 2,703 | 5,000 | 0 | 0.00% |
| 116 | Region Ten | 12,775 | 8,750 | 6,300 | 10,000 | 6,300 | 10,000 | 0 | 0.00% |
| 117 | Garden | | 3,931 | 463 | 0 | 317 | 0 | 0 | #DIV/0! |
| 118 | Miscellaneous | 5,512 | 3,162 | 9,700 | 3,500 | 400 | 0 | (3,500) | -100.00% |
| 119 | Recovered Cost - Compensation | 28,366 | 29,850 | 27,850 | 27,850 | 0 | 27,850 | 0 | 0.00% |
| 120 | Insurance Recoveries | | | 8,340 | 0 | | 0 | 0 | #DIV/0! |
| 122 | State Per Diem | 2,200 | 0 | 1,050 | 1,000 | 1,200 | 0 | (1,000) | -100.00% |
| 123 | Department Juvenile Justice/Block Grant | 775,100 | 712,122 | 873,013 | 862,251 | 450,730 | 901,168 | 38,917 | 4.51% |
| 124 | CPP Program/other DJJ programs | 834,224 | 855,495 | 835,616 | 1,042,385 | 497,389 | 875,000 | (167,385) | -16.06% |
| 125 | Misc.State Revenue | | | | | | | 0 | #DIV/0! |
| 126 | US Dept. of Agriculture | 49,354 | 43,814 | 24,247 | 40,000 | 10,260 | 40,000 | 0 | 0.00% |
| 127 | DCJS Grant | 1,996 | | | | | | 0 | #DIV/0! |
| 129 | Subtotal Operating Revenues | <u>\$3,290,612</u> | <u>\$3,959,070</u> | <u>\$3,906,329</u> | <u>\$3,875,917</u> | <u>\$1,867,759</u> | <u>\$4,024,630</u> | <u>\$148,713</u> | <u>3.84%</u> |
| 130 | Excess of Operating Revs > Expenditures | <u>\$1</u> | <u>\$367,040</u> | <u>\$361,104</u> | <u>(\$0)</u> | <u>\$476,294</u> | <u>(\$0)</u> | <u>\$0</u> | |
| 131 | | | | | | | | | |