

Lincoln County, South Dakota
Public Safety Building
Concept and Budget



August 27, 2019

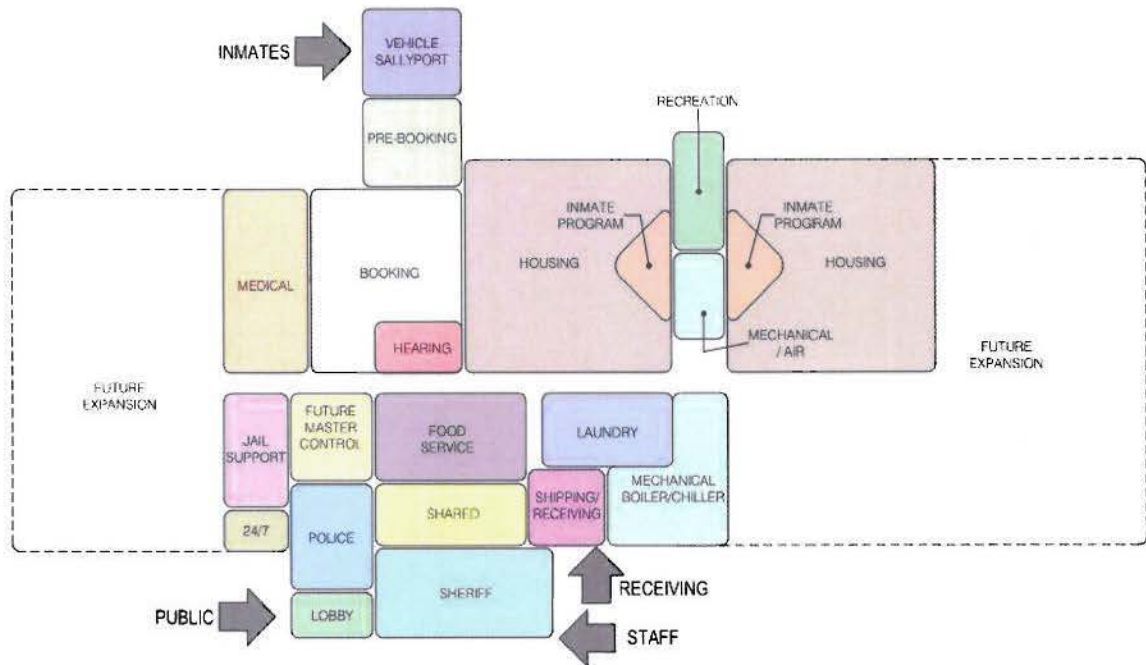
Venture Architects

212 North 25th Street
Milwaukee, WI 53233
(414) 271-3359

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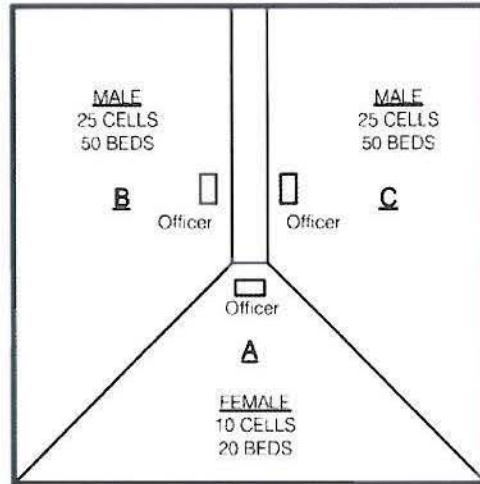
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b) Building Concept Plan



CONCEPT PLAN

c) Housing Option 1

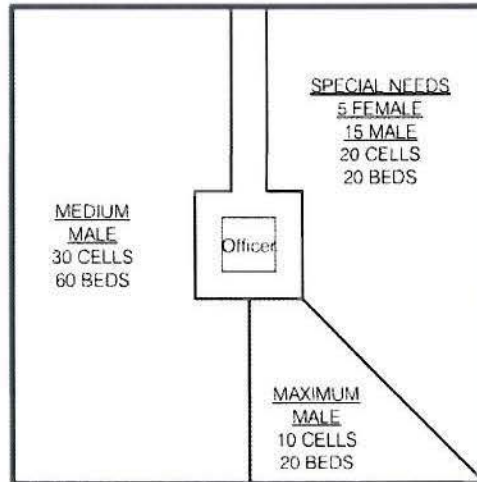


DIRECT SUPERVISION

STAFFING

FEMALE A	=	1/1/1	5
B	=	1/1/1	5
C	=	1/1/0	4
			14

60 CELLS
120 BEDS
A.D.P. = 100



INDIRECT SUPERVISION

SPECIAL NEEDS
SINGLE CELLS
DESIGN FOR DOUBLING

STAFFING

4/4/2 = 15 STAFF
1 BUBBLE CENTRAL CONTROL/ 24/7
1 SPECIAL NEEDS - FIRST/SECOND
2 FLOOR FIRST/SECOND
NIGHTS: 1-BUBBLE, 1 - FLOOR

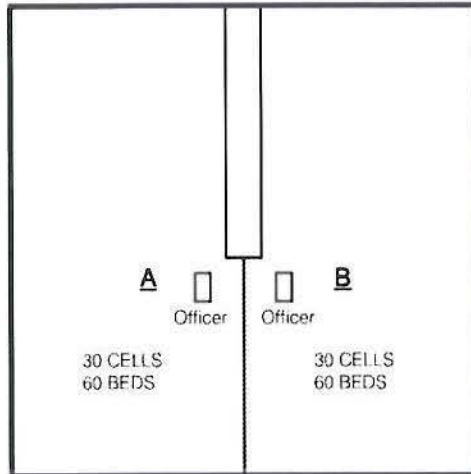
60 CELLS
100 BEDS
A.D.P. = 90

TOTAL A.D.P. = 190

HOUSING DESIGN OPTION 1

190 INMATES, 29 STAFF = 6.55 INMATES / 1 STAFF
(Not including Night Rover helping both Pods/Booking)

d) Housing Option 2

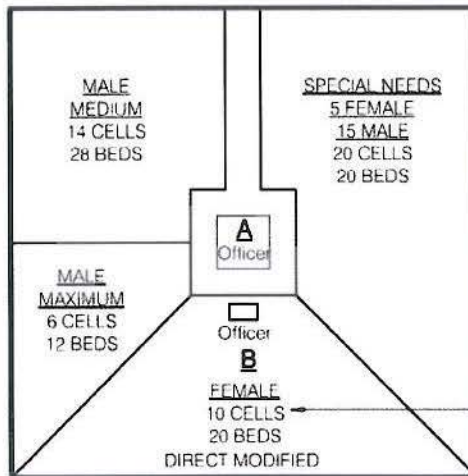


DIRECT SUPERVISION

STAFFING

A =	1/1/1	5 STAFF
B =	1/1/0	4 STAFF
TOTAL		<u>9 STAFF</u>

2 X 30 = 60 CELLS
120 BEDS
A.D.P. = 100



INDIRECT SUPERVISION

SPECIAL NEEDS
SINGLE CELLS
DESIGN FOR DOUBLE OCCUPANCY

STAFFING

A. BUBBLE	CENTRAL CONTROL	4/4/2 = 15 STAFF
B. FEMALE	1/1/0	= 4 STAFF
TOTAL		<u>= 19 STAFF</u>

60 CELLS
80 BEDS
A.D.P. = 72

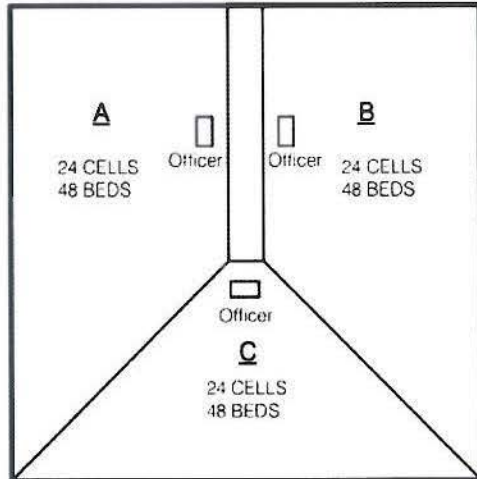
TOTAL A.D.P. = 172

FEMALE
1ST AND 2ND SHIFT - DIRECT SUPERVISION
3RD SHIFT BY BUBBLE AND ROVER

HOUSING DESIGN OPTION 2

172 INMATES, 28 STAFF = 6.14 INMATES / 1 STAFF
(Not including Night Rover helping both Pods/Booking)

e) Housing Option 3

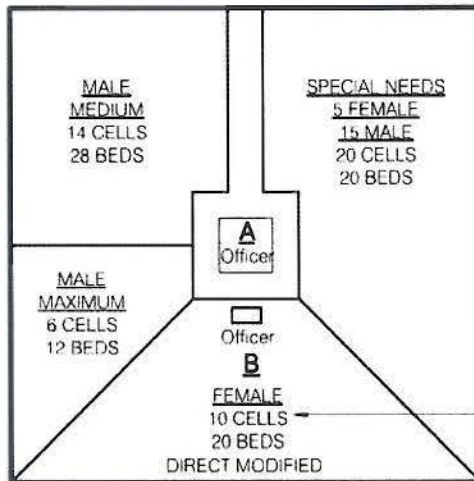


DIRECT SUPERVISION

STAFFING

A =	1/1/1	5 STAFF
B =	1/1/0	4 STAFF
C =	1/1/0	4 STAFF
TOTAL		<u>13 STAFF</u>

3 X 48 - 72 CELLS
 144 BEDS
 A.D.P. - 115



INDIRECT SUPERVISION

SPECIAL NEEDS
 SINGLE CELLS
 DESIGN FOR DOUBLE OCCUPANCY

STAFFING

A. BUBBLE	CENTRAL CONTROL	4/4/2 = 15 STAFF
B. FEMALE	1/1/0	= 4 STAFF
TOTAL		<u>= 19 STAFF</u>

60 CELLS
 80 BEDS
 A.D.P. - 72

TOTAL A.D.P. - 187

FEMALE
 1ST AND 2ND SHIFT - DIRECT SUPERVISION
 3RD SHIFT BY BUBBLE AND ROVER

HOUSING DESIGN OPTION 3

187 INMATES, 32 STAFF = 5.84 INMATES / 1 STAFF
 (Not including Night Rover helping both Pods/Booking)

Lincoln County
Sioux Falls, South Dakota

August 27, 2019

COSTS	NOTES
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1. Bid Construction Cost

Building Construction and Site Development		
General Construction	\$22,000,000	Building, Utilities and Site Work
HVAC/Plumbing	\$6,200,000	
Electrical	\$4,700,000	
Fire Protection	\$470,000	
Sub Total	\$33,370,000	Bid 09/2020

Sub Total Bid Construction Cost:	\$33,370,000
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2. Other Project Costs

A. Contingency		
Construction Contingency 5%	\$1,668,500	
Design Contingency 5%	\$1,668,500	
Sub Total		\$3,337,000
\$1,668,500 + \$2,252,500 = \$3,9210,000		
B. Architectural / Engineering Fee of Total Construction		
A/E Fee 6.75%	\$2,252,475	
Sub Total		\$2,252,475
C. Reimbursable Expenses		
	\$250,000	
Sub Total		\$250,000
D. Other Fees		
Survey, Geotech Services, Review	\$130,000	
Sub Total		\$130,000
E. Commissioning Fees (if required)		
		\$100,000
F. Soils and Materials Testing During Construction		
Building	\$150,000	
Sub Total		\$150,000
G. Furniture, Fixtures & Equipment		
		\$800,000
H. Jail Startup Supplies / Moving Costs		
		\$150,000
I. Bond (1-1/2%)		
		\$500,550
J. Builder's Risk Insurance		
		\$120,000

Sub Total Other Project Cost:	\$7,790,025
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K. Construction Escalation to March 2022	\$2,502,750
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Total Project Costs	\$43,662,775
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Owner Representative Fees are not included.
Pricing is base on program provided with at total gross area of 78,290 square feet.

**LINCOLN COUNTY SHERIFF'S OFFICE -
JAIL EVALUATION**

TRANSMITTAL LETTER, FINANCIAL STATEMENT,
AND FORECASTED FINANCIAL STATEMENT

CASEY  PETERSON
Leading the Way.

RAPID CITY, SOUTH DAKOTA
GILLETTE, WYOMING

**Lincoln County Sheriff Department - Jail Evaluation
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Transmittal Letter

Lincoln County Commissioners
Canton, South Dakota

Casey Peterson Ltd. was engaged by the Lincoln County Sheriff's Office (LCS) to prepare a forecast of the statement of operations estimating the cost of operating a jail facility owned by Lincoln County. Information for the Forecasted Statement of Operations was obtained from various sources including LCS' current spending and current spending of other counties in South Dakota. The Forecasted Statement of Operations for the year ended December 31, 2018 presents Lincoln County's payments for services to house inmates and costs of transporting inmates. Currently, LCS does not operate a jail, but rather contracts with local governments in the region to house inmates. LCS transports inmates between jail facilities and court or other appointments.

Using these assumptions, it was anticipated that operating a jail at full capacity could cost Lincoln County approximately \$630,000. Currently, Lincoln County expects to pay between \$2,000,000 and \$2,500,000 to house inmates at other facilities. The construction of a jail facility to be operated by LCS could save Lincoln County tax payers \$1,300,000 to \$1,800,000.

Management is responsible for the accompanying Statement of Inmate Expenses for the year ended December 31, 2018, the Selected Notes to the Statement of Inmate Expenses, the Forecasted Statement of Operations, and the related Summary of Significant Assumptions and Accounting Policies. We did not compile, review, or audit the financial statements, nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements. The forecast was prepared based on management's assumptions described in Note C.

There may be differences between the forecast and actual results because events and circumstances frequently do not occur as expected and those differences may be material. We have no responsibility to update this letter for events and circumstances occurring after the date of this letter.

The accompanying forecasted financial statements and this report are intended solely for the information and use of the Lincoln County Sheriff's Office and Lincoln County Commission and are not intended to be and should not be used by anyone other than these specified parties.

Casey Peterson, Ltd.

Rapid City, South Dakota
September 19, 2019



FINANCIAL STATEMENT

**Lincoln County Sheriff Department - Jail Evaluation
Statement of Inmate Expenses
For the Year Ended December 31, 2018**

Inmate Boarding Fees	\$ 1,106,109
Inmate Care	81,476
Inmate Transport	<u>27,050</u>
Total Inmate Expenses	<u>\$ 1,214,635</u>

No assurance is provided on these statements. See selected notes to the financial statements.

Lincoln County Sheriff Department - Jail Evaluation Selected Notes to the Statement of Inmate Expenses

NOTE A - NATURE OF OPERATIONS

The Lincoln County Sheriff's Office (LCS) does not have a facility to house inmates of the County. LCS contracts with other local governments in the region to house inmates. LCS is charged boarding fees, medical care, and meals for inmates. LCS is responsible for transporting inmates from the various facilities to court or other appointments. Costs of housing inmates are billed by monthly by each contracted facility and the nature of all the charges is often obscured in invoices; therefore, a detailed breakdown of the nature of charges is not readily available.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying Forecasted Statement of Operations has been prepared using the modified accrual basis of accounting. Revenues are generally recognized when they become measurable and available. "Available" means resources are collected or will be collected soon enough after the end of the calendar year that can be used to pay the bills of the current period. The accrual period for the County is 60 days. Expenditures are recognized when the related liability is incurred.

Other indirect expenditures may exist but are not included in the Forecasted Statement of Operations as those expenditures are supported by other County departments, and management has determined the impacts are not material to the Forecasted Statement of Operations.

NOTE C - AVERAGE DAILY CENSUS OF INMATES

Inmate statistics for 2017 and 2018 are as follows:

	2017	2018
Average Monthly Inmate Days	1,656	1,536
Average Daily Population (ADP)	32	44
Average Length of Stay (ALOS) (in Days)	7.1	10.5
Total Inmate Days	11,828	16,165

NOTE D - CONTRACTED INMATE HOUSING

As explained in Note A, LCS contracts with several local governments to house inmates. Effective October 1, 2019, LCS has an agreement with Minnehaha County to provide housing for at least 45 inmates per day at a rate of \$97.34/day. The minimum annual payment to Minnehaha County for the year ended September 30, 2020 is \$1.599 million. At present, LSC has nearly 70 inmates each day, which will be approximately, \$2.5 million for the year ended September 30, 2020 if population trends remain stable.

No assurance is provided on these statements.

FORECASTED FINANCIAL STATEMENT

Lincoln County Sheriff Department - Jail Evaluation Forecasted Statement of Operations

REVENUES

Federal Inmate Reimbursement
Other Government Reimbursements
Commissary
Inmate Phone
Reimbursement - City of Sioux Falls

See Note C, doc. page #10
below:
65 inmates x \$87 per day x
365 days = \$2,064,075

\$ 2,064,075
317,550
187,500
60,000
60,000
2,689,125

76.8% of
total revenue

Total Revenues

EXPENDITURES

Salaries
Overtime
Taxes and Benefits
Workers' Compensation

Total Payroll

\$2,285,200 / 38
new employees =
\$60,137 total salary
& benefits each.

Care and Treatment:

Food and Kitchen Supplies
Medical and First Aid Supplies
Other Miscellaneous Items
Total Care and Treatment

Facility Expenditures:

Utilities
Office Supplies/ Postage
Repairs and Maintenance
Total Facility Expenditures

Vehicle Operations:

Safety and Sanitation:

Service
Supplies and Equipment
Total Safety and Sanitation

Insurance

Property
Liability
Total **Insurance**

1,698,138
101,172
424,535
61,356
2,285,201
242,000
195,000
9,000
446,000
138,700
53,500
120,000
312,200
8,950
8,300
34,800
43,100
30,000
12,000
42,000

No assurance is provided on these statements.
See summary of significant assumptions and accounting policies.

**Lincoln County Sheriff Department - Jail Evaluation
Pro Forma Statement of Operations Under the Hypothetical Assumptions
(Continued)**

Other Expenditures:	
Inmate Phone	32,175
Commissary	125,000
Travel and Training	10,000
Miscellaneous	14,400
Total Other Expenditures	181,575
Total Expenditures	3,319,026
NET COST OF JAIL OPERATIONS	\$ 629,901
PROJECTED SAVINGS TO TAXPAYERS	
\$97.34/per Inmate/Day x 68 Inmates/Day	\$ 2,415,979
Calculated Costs of Jail Operations	(629,901)
	\$ 1,786,078

No assurance is provided on these statements.
See summary of significant assumptions and accounting policies.

Lincoln County Sheriff Department - Jail Evaluation Summary of Significant Assumptions and Accounting Policies

NOTE A - NATURE OF FORECAST

The objective of forecasted financial information is to depict the expected outcome based on hypothetical assumptions. The forecast is based on, to the best of management's knowledge and belief, the County's expected results of operations if the County operated a jail facility. Accordingly, the forecast reflects management's judgement as of September 19, 2019, the date of this forecast, of the expected conditions if other courses of action were taken. The forecast is designed to provide information to the Lincoln County Commissioners. Accordingly, this presentation should not be used for any other purposes. The assumptions disclosed herein are those that management believes are significant to the forecast. Management reasonably expects, to the best of its knowledge and belief, that the actual operations will be within the range shown. However, there can be no assurance that they will. Furthermore, even if changes in service were to be made, there could be differences between the forecast and actual results because events and circumstances frequently do not occur as expected and those differences may be material.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Presentation

The accompanying Forecasted Statement of Operations has been prepared using the modified accrual basis of accounting. Revenues are generally recognized when they become measurable and available. "Available" means resources are collected or will be collected soon enough after the end of the calendar year that can be used to pay the bills of the current period. The accrual period for the County is 60 days. No revenues have been recorded in the forecast as the forecast assumes no services will be provided to outside agencies and, accordingly, no outside support will be received. Expenditures are recognized when the related liability is incurred.

Other indirect expenditures may exist but are not included in the Forecasted Statement of Operations as those expenditures are supported by other County departments.

NOTE C - SIGNIFICANT ASSUMPTIONS

Average Daily Population of Inmates

Based on current daily inmate counts and the anticipated capacity of the new facility, the average daily population is as follows:

	2018	Projected
Lincoln County Inmates	44	60
Other County Inmates	-	10
Federal Inmates	-	65
Total	44	135

Federal Inmate Reimbursement Revenue

Jail operators receive reimbursement from the federal government for housing federal inmates. Pennington County is reimbursed \$85 per day per inmate, and Minnehaha County is reimbursed \$92 per inmate per day. The anticipated federal reimbursement rate for Lincoln County is expected to be between Pennington County's and Minnehaha County's rates; therefore, a rate of \$87 per day per inmate was used. It is anticipated that LSC will have the ability to house approximately 75 federal inmates.

No assurance is provided on these statements.

Lincoln County Sheriff Department - Jail Evaluation Summary of Significant Assumptions and Accounting Policies

NOTE C - SIGNIFICANT ASSUMPTIONS (CONTINUED)

Other Government Reimbursement

It is anticipated that Lincoln County may have additional capacity to accept inmates from surrounding Counties. LCS estimates there will be space for approximately 10 inmates from other counties. Reimbursement is expected to be \$87 per day per inmate.

Commissary Revenue

Commissary revenue is driven by the daily inmate population within the facility. Revenue was based on 1.5 times the commissary expense.

Inmate Phone Revenue

Inmates are charged for phone usage, which can vary with the ADP of the facility. Based on the capacity of the facility of around 200 inmates, revenue of \$5,000 per month is expected.

Reimbursement from the City of Sioux Falls

The facility is expected to be located in the south side of Sioux Falls, SD. The facility would have space for Sioux Falls police to operate a satellite location. The City of Sioux Falls will reimburse the County for the use of the space, utilities, and maintenance based on a square footage allocation. It is estimated the City of Sioux Falls will use approximately 3,000 square feet at a rate of \$20 per square foot per year.

Salaries

Salaries were estimated using LSC approved wage rates. Staffing was determined based on the use of three cell blocks with three inmate pods in each cell block. Each cell block would have capacity of 60 inmates, with the pods in each cell block having capacity of 30, 15, and 15 inmates each. Cell block staffing was based on suggestions from the Pennington County Sheriff and would allow for shift rotation and employee leave for vacation, holidays, and sick leave. See the table below for determination of wages for the jail facility at capacity.

Staffing for Three Cell Blocks at Full Capacity

Position	# of Employees	Rate	Total Salary		Taxes/Benefits	
			Expense	Total Salary	OT @ 7.25%	@ 25%
Lieutenant	1	\$ 32.93	\$ 68,500.00	\$ 68,500.00	\$ -	\$ 17,125.00
Sargent	2	\$ 25.41	\$ 52,852.80	\$ 105,705.60	\$ 7,663.66	\$ 26,426.40
SO-1	27	\$ 21.62	\$ 44,969.60	\$ 1,214,179.20	\$ 88,027.99	\$ 303,544.80
Clerical Staff	2	\$ 18.17	\$ 37,793.60	\$ 75,587.20	\$ 5,480.07	\$ 18,896.80
Program Staff	1	\$ 23.35	\$ 48,568.00	\$ 48,568.00	\$ -	\$ 12,142.00
Accountant	1	\$ 24.95	\$ 51,896.00	\$ 51,896.00	\$ -	\$ 12,974.00
Buildings/Grounds	4	\$ 16.07	\$ 33,425.60	\$ 133,702.40	\$ -	\$ 33,425.60

Overtime

Total 38

Overtime is estimated at 7.25% of total wages for correctional officers and clerical staff. Other staff are not anticipated to have regular overtime hours.

No assurance is provided on these statements.

Lincoln County Sheriff Department - Jail Evaluation

Summary of Significant Assumptions and Accounting Policies

NOTE C - SIGNIFICANT ASSUMPTIONS (CONTINUED)

Taxes and Benefits

Taxes and benefits are estimated at a rate of 25% of wages. Included in this percentage are: OASI (calculated at 7.65% of the total salaries as required by the Social Security Administration); retirement benefits (the County provides a contribution of 8% of gross wages for deputies and 6% for all others to the employee's retirement account); and group insurance, which is based on County experience with existing employees.

Workers' Compensation

Workers' compensation was calculated using the established 2019 rate of \$3.41 for each \$100 of payroll.

Food and Kitchen Supplies

Food and kitchen supplies were based on an expected cost per inmate meal of \$1.65.

Medical and First Aid Supplies

Medication and supplies for inmates are expected to be approximately 1.5 times the existing medical costs incurred by LSC (due to the increase in inmate population with federal inmates) to \$50,000. In addition, it is anticipated LSC would contract with a physician or mid-level healthcare provider and several nurses to provide healthcare to inmates at a cost of approximately \$145,000 per year.

Care and Treatment - Other Miscellaneous Items

This consists of bedding and linens, recreation, educational services, hygiene supplies, haircuts, and other miscellaneous inmate care items. Expenses were determined as a factor of spending for Pennington County per inmate.

Utilities

Utility expenses were based on the following rates per square foot. Rates were obtained from the Harrisburg School District for the operation of a newly-constructed building in southern Sioux Falls. Since the jail would be operated 24 hours per day, water and electricity costs were calculated based on two times the rate per square foot of the Harrisburg School District. Natural gas is not expected to vary significantly. The anticipated square footage of the jail is 80,000.

<u>Utilities</u>	<u>Rate per Square Foot</u>	<u>Expected Cost</u>
Water	\$ 0.05234	\$ 8,374
Electricity	0.73076	116,922
Natural Gas	0.08374	13,399

Office Expenses

Office expenses include office supplies, postage, and telephone costs. Expenses were determined as a factor of spending for Pennington County per inmate.

Repairs and Maintenance

Repairs and maintenance expenses were based on \$1.50 per square foot for the facility (80,000 square feet). This cost also covers snow removal and landscaping maintenance.

No assurance is provided on these statements.

Lincoln County Sheriff Department - Jail Evaluation Summary of Significant Assumptions and Accounting Policies

NOTE C - SIGNIFICANT ASSUMPTIONS (CONTINUED)

Vehicle Operations

Vehicle operations costs were based on current insurance and vehicle maintenance costs as related to transporting inmates. It is expected with a new facility that the County will spend 33% of current costs to transport inmates to courts or other appointments.

	Current Annual	Projected Annual
Vehicle Operations:		
Fuel	\$ 10,000	\$ 3,300
Vehicles (Capital)	10,000	3,300
Equipment	3,000	1,000
Maintenance	3,000	1,000
Insurance	1,050	350
Total Vehicle Operations	\$ 27,050	\$ 8,950

Safety and Sanitation

Safety and sanitation include janitorial services and supplies and laundry. These costs were determined as a factor of spending for Pennington County per inmate. It is assumed that inmates will perform the light janitorial and laundry services.

Insurance

Property and liability insurance are based on current quotes obtained by the County.

Inmate Phone

LSC will contract with a service provider for phone access for inmates, this activity should also generate revenue for the jail operation. Expenses were determined as a factor of spending for Pennington County per inmate.

Commissary

Commissary expenses were determined as a factor of spending for Pennington County per inmate.

Travel and training

Travel and training are estimated to be \$250 per correctional officer.

Other Miscellaneous Expenses

Other miscellaneous expenses include staff related vaccinations, licensing, uniforms, physicals, recognition, and software. Expenses were based on \$100 per ADP.

No assurance is provided on these statements.