



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregrory Lane

Charlottesville, Virginia 22902

Phone: (434) 977-6981 Fax: (434) 951-1339

Web: <http://www.acrj.org>

Col. Martin Kumer, Superintendent (ext. 230)

Mrs. Marce B. Anderson, Clerk (ext. 229)

Board Business Meeting

November 10, 2022 (12:00 p.m. – 2 p.m.)

Albemarle-Charlottesville Regional Jail, 160 Peregrory Lane, Charlottesville, VA

AGENDA

(Action/Information)

I. ACRJ Board Meeting – Call to Order

Adopt Meeting Agenda

Action Item

II. Consent Agenda

For Approval:

- 1) Draft Summary Minutes October 13, 2022 ACRJA Board Bi-Monthly Business Meeting

Action Item

Informational

- 1) Administrative Reports
 - a) Personnel Report – October 2022
 - b) Out of Compliance Report - September 2022
 - c) Census Report – September 2022
 - d) Work Force Report / VDOT Report / Litter Control Report –October 2022
 - e) Special Management Report – October 2022
 - f) Home Electronic Incarceration Report – thru October 2022
 - g) COVID Update

III. Matters from the Public – (Time Limit: 3 Minutes / 2 Minutes if more than 9 speakers – no longer than 30 minutes)

IV. Matters from ACRJA Attorney – Brendan Hefty

V. Matters from ACRJA Board Members

- 1) Budget Committee Appointments

Action Item

VI. Matters from Financial Consultant – Ann Shawver

- 1) FY 22 End of Year Financials - Unaudited
- 2) Operating Reserve Policy

Informational Item

Action Item

VII. Matters from the Superintendent – Colonel Martin Kumer

- 1) Departmental Report – Programs Director – Olivia Dillon
- 2) Davenport Financial – Courtney Rogers

Informational Item

Informational Item

VIII. New Business –

IX. Closed Session – If Needed

Action Item

X. Adjourn to December 8, 2022 – 12:00 pm – 2:00 pm

Action Item

Authority Board

Doug Walker (Albemarle)
Sheriff Chan Bryant (Albemarle)
Jay James (Citizen Rep) (Albemarle) – Vice Chair
Diantha McKeel (Albemarle) - Chair

Sheriff James E. Brown, III (Charlottesville)
Lisa Draine (Charlottesville)
Sena Magill (Charlottesville)
Ashley Reynolds Marshall (Charlottesville)

Robert Barton (Nelson)
Sheriff David Hill (Nelson)
Candice McGarry (Nelson)

Bi Monthly Board October 13, 2022

DRAFT

Summary Minutes of the Albemarle Charlottesville Regional Jail Authority Board Meeting October 13, 2022

Jail Board Members Present:

Ms. Diantha McKeel
Mr. Jay James
Ms. Lisa Draine
Ms. Candice McGarry
Ms. Sena Magill
Mr. Doug Walker
Sheriff James Brown

Jail Board Members Absent:

Sheriff David Hill
Sheriff Chan Bryant
Mr. Robert Barton
Mrs. Ashley Reynolds Marshall

Others Present:

Lt. Colonel Robert Barnabei
Mrs. Marce Anderson
Mr. Brendan Hefty

The meeting was called to order at 12:02 pm by Chairperson Diantha McKeel.

Ms. McKeel asked Ms. Magill where she was physically located and her reason for participating via Zoom. Ms. Magill stated that she was at her residence in Charlottesville, VA. She further stated that she was participating via Zoom due to her inability to bear weight on her leg. Mr. Walker made a motion to approve Ms. Magill's virtual participation. Mr. James seconded the motion. The motion carried.

On behalf of the board, Ms. McKeel expressed her condolences for the loss of Mrs. Murray-Key.

After introductions by board members and others present, Ms. McKeel advised that there is a change to the agenda. The Renovation/Expansion update portion of the agenda will be moved to the November Agenda. Sheriff Brown made a motion to adopt the agenda as amended. Mr. James seconded the motion. The motion carried.

Ms. McKeel asked if there were any changes needed to the minutes or the consent agenda. Ms. McGarry made a motion to approve the consent agenda. Mr. James seconded the motion. The motion carried.

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Matters from the Public:

There were no matters from the public.

Matters from Brendan Hefty, ACRJA Attorney:

There were no matters from Mr. Hefty.

Matters from the ACRJA Board Members:

There were no matters from board members.

Matters from Ann Shawver, Business Manager:

Mrs. Shawver advised the board that the FY22 financials are not included in the packet due to them not being finished. Mrs. Shawver's goal is to present the board with final amounts even though considered unaudited. This will be done at the November meeting. The audit is scheduled to be performed in early 2023. There are some pending items concentrated in the payroll area as well as some items that need to be reclassified to other accounts. Currently, the FY22 surplus is approximately \$598,000 or 4% of expenditures. In total, revenues are .5% over their estimate, producing a surplus of approximately \$80,000. The expenditure side of the ledger is the source of the majority of the FY22 surplus. Overall, expenditures were 3.3% or approximately \$518,000 below budget. Mrs. Shawver advised that there are approximately \$400,000 in unbudgeted expenditures. In the future, it may be a good idea to make a budget adjustment as unforeseen items come up. Mr. Walker and the board agreed. Once all entries are final, we will be making an internal budget transfer in order to ensure the final budget to actual results are appropriate. Mrs. Shawver estimates that the FY22 surplus could change by \$100,000 - \$150,000 based on the pending items.

Operating Reserve Policy – In accordance with Section 5.3 of the Service Agreement, an Operating Reserve shall be maintained equal 20% of the annual adopted budget. The purpose of the reserve is to serve as a source of funds in the event of an unforeseen decline in revenues or increase in expenditures. The reserve may only be used upon authorization and appropriation of funds by the Authority. Should the reserve fall below the 20% level, the Superintendent shall develop and submit to the Authority a plan for replenishment within 3 years. The operating reserve shall not exceed 30% of the annual adopted budget. The current adopted budget amount is \$16.6 million; 20% of which would be approximately \$3.3 million. The current Operating Reserve is approximately \$1 million and a Construction Reserve that is approximately \$700,000. Mrs. Shawver stated that it makes sense to combine the 2 accounts. If we were to combine the 2 accounts, we would be just about half way to the 20% mark. She also stated that whatever that surplus amount is for FY 22, that money would go toward the

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operating reserve in addition to future surpluses until we are able to reach and maintain the 20% mark. Depending on how the next couple of year's surpluses look, it shouldn't take more than another 2 years to reach that amount. Mr. Walker added that once that 20% has been met, it would be a good idea to have it listed as a budgeted operational expense and not expect to have a surplus. Mrs. Shawver also recommended a Capital Reserve once the operating reserve has been met. Mrs. Shawver will return in November with additional information for the board to vote on.

Mr. Walker advised the board that we will need to decide and vote on who will be appointed to the budget committee at the next meeting. Ms. McKeel agreed and advised that it would be on the agenda.

Matters from Lt. Colonel Robert Barnabei, Superintendent:

Lt. Colonel Barnabei introduced Sergeant Cindy Jo Gibbons to the board. Sgt. Gibbons introduced her staff; Officer Jerry Morgan and Officer Jeremy Spokes. Sgt. Gibbons advised the board that HEI has transformed since 2020 and the number of participants. Prior to March 13, 2020 Work Release had approximately 7 inmates on HEI. After March 13, 2022 our numbers rose as high as 86 on HEI. The current number of inmates participating on HEI is total. Approximately half of the HEI inmates are working 11 pre-trial inmates and 19 sentenced inmates. The goal is to have HEI inmates complete our program to lessen their chances of recidivism by way of assisting with employment, connecting them with services such as Region Ten, OAR, Fountain Fund, Home to Hope, and other programs that are willing to aid the HEI inmate in being independent and successful. The total number of inmates that have participated in the program is 643 with a total of 106 violations and only 7 violating by way of new criminal charges. Of the 106 violations, approximately half of the violations were based on drug usage. There have only been 13 HEI inmates that completed their incarceration, received new charges and reentered HEI.

Ms. McKeel adjourned the meeting to November 10, 2022 at 12:00 pm.

The meeting was adjourned at 1:21 pm.

DRAFT

CONSENT/AGENDA

PERSONNEL/NEW HIRES:

Andrew Coates	Corrections Officer	10/03/2022
Katherine Johnson	Corrections Officer	10/03/2022
Justin Hartwell	Records Technician	10/31/2022

Lids Reconciliation (State Bonus Payment Breakdown) and Final Out of Compliance Figures

	11/3/2022	10/3/2022	8/29/2022	8/8/2022
Total number of inmates the jail received a \$8.00 bonus payment	42	50	47	49
The number of inmates who have been released or transferred	21	28	28	30
The number of inmates participating in jail sponsored programs*	1	0	1	1
The number of inmates with less than 60 days until their scheduled release**	0	0	0	0
The number of inmates who are being held as courtesies for other jurisdictions.	0	0	0	0
Total number of state sentenced ACRJ inmates who are eligible for intake	20	19	19	18
Percentage of State Responsible inmates compared to jail's total inmate population	6.94	7.91	6.07	5.65

*These are state sentenced inmates who are not transferred to DOC because they are participating in jail sponsored programs.

**The DOC will not accept inmates with less than 60 days to serve.

(1) This number represents 6.94% of the jail's population (288) as of 8:35am on Thurs, Nov. 3, 2022

(2) This number represents 7.91% of the jail's population (278) as of 8:35am on Mon, Oct. 3, 2022

(3) This number represents 6.07% of the jail's population (313) as of 7:36 am on Mon, Aug 29, 2022

(4) This number represents 5.65% of the jail's population (320) as of 10:27 am on Mon, Aug 8, 2022

The primary driver for the sharp increase in the State Responsible population is the closure of DOC facilities around the state. This greatly reduced the number of beds available for the intake of state responsible inmates from local jails. In addition there has been an ever increasing backlog of state responsible inmates in local jails all across the state. Last year the DOC instituted a policy to focus on receiving inmates with more than two years to serve as opposed to one year.

2022-2023	COA	City	Nelson	Federal	Other	Total
July 2022	3,946	3,983	1,636	417	255	10,237
August	3,712	3,829	1,700	365	272	9,878
September	3,497	3,709	1,491	299	235	9,231
October						
November						
December						
January-23						
February						
March						
April						
May						
June 2023						
Total FY 22/23	11,155	11,521	4,827	1,081	762	29,346
ADP	31	32	13	3	2	80
Percent	8.58%	8.86%	3.71%	0.83%	0.59%	22.57%
Local Share	40.56%	41.89%	17.55%	6.20%	11.42%	117.63%

ICWFP STATS 2022

Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours
ALBEMARLE COUNTY	0	0	15	40	23	21	0	0	109.75	91			
VDOT	0	0	0	0	0	0	0	0	0	0			
PROGRAM TOTALS			15	40	23	21			109.75	91			
DOLLAR CREDITS			\$108.75	\$290.00	\$166.75	\$152.25			\$795.69	\$659.75			

Special Management Housing at ACRJ

During the month of October 2022, special management housing stats are as follows:

- 21 inmates were assigned to Administrative Segregation
- 0 inmates assigned to General Detention
- 35 inmates were assigned to Medical Segregation
- 28 inmates were assigned to Pre-Hearing or Disciplinary Detention

**Albemarle-Charlottesville Regional Jail Authority Board
Executive Summary**

Subject: HEI Update

Total number of inmates placed on HEI: 650

Current total number of HEI participants: 31

Total number of inmates' recidivate: 13

7 were removed from the program after being charged with a criminal offense while on HEI.

Violation of protective order, guilty-	1
Simple assault / strangulation-	1
Simple assault, damage / prevent phone line-	1
Possession of a firearm, marijuana PWI sell-	1
Domestic assault 3 rd offense-	1
Actual or simulated masturbation in public-	1

106 participants have been removed from HEI for violations including the 7 above.

HEI Participants by Court

Albemarle County Circuit Court-	117	Charlottesville City Circuit-	133
Nelson County Circuit Court-	32	Nelson General District-	5
Albemarle General District-	152	Charlottesville General District-	78
Albemarle J&DR-	3	Charlottesville J&DR-	23
Nelson J&DR-	1	Department of Corrections-	4
Combined Courts-	29		
Total-	576		

Other Cities/Counties

Waynesboro-	2	Staunton City-	1
Cumberland-	1	Fluvanna-	7
Orange-	2	Buckingham-	5
Greene-	8	Louisa-	6
Sussex-	1		
Total-	32		
Misc. (Hospital, etc.)-	42		

ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

Agenda Date: November 10, 2022

Agenda Item: COVID Update

Information only

Staff Contact(s): Martin Kumer, Superintendent and Thedra Nichols, FNP, Medical Director

As of today, November 4, 2022 there are zero inmate cases of COVID in the facility.

Recommendation: None

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

<u>AGENDA TITLE:</u> FY22 YTD Unaudited Financial Report	<u>AGENDA DATE:</u> November 10, 2022
<u>SUBJECT/PROPOSAL/REQUEST:</u>	<u>FORMAL AGENDA:</u> <u>ACTION:</u> No <u>INFORMATION:</u>
<u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Ann Shawver, Financial Consultant	<u>CONSENT AGENDA:</u> <u>ACTION:</u> No <u>INFORMATION:</u> <u>ATTACHMENTS:</u> Yes

Summary:

- FY22 unaudited results reflect a surplus of \$736,966
- This is 4.6% of the adopted budget of \$16,037,309
- The positive variance is driven by expenses which fell below budget, mainly in staffing
- Revenues also produced a positive variance

Revenues exceeded the estimates by \$97,386 or 0.6%. They increased \$539,828 or 3.5% compared to FY21

- Some revenue items fell below their estimates while others exceeded the estimate, producing the overall result
 - The items that were over estimate included federal prisoner housing which produced stronger than expected revenues in FY22, Compensation Board funding where additional funding was received in FY22 to support a mid-year salary supplement of \$3,000 as well as Department of Corrections reimbursements for pharmacy costs.
 - Revenues below their estimate included the VDOT work crew which was not conducted and the electronic monitoring where fees were not imposed during FY22. State per diems were also below estimate (can we cite why this happened?)
- When compared with FY21, some revenues resulted in growth while others exhibited decline
 - Compensation board funding produced the largest amount of growth at 12.2% over FY21. This was the result of the funding of the \$3,000 salary supplement along with typical increased funding of compensation.
 - Funding from member jurisdictions increased in the aggregate by approximately \$114,000 with an increase for Albemarle and Nelson Counties offset by a decrease for Charlottesville.
 - COVID recovery revenues of \$128,142 were reflected in FY21 where none were recorded in FY22. This was one-time funding related to the pandemic.
 - Telephone system revenues declined in FY22
 - State per diem revenues also decline 11.1% or \$221,617 in FY22

Total expenditures of almost \$15.4 million were under budget by \$639,580 or 4.0% but were 1.9% or \$285,340 higher than FY21

Total Employee Expenses were under budget by \$1,003,739 or 8.0% and were 0.8% or \$90,899 higher than FY21. In both years, employee expenses comprised approximately 75% of ACRJ total operating costs:

- The financial report presents salaries and wages in the aggregate and employee benefits in the aggregate since the implementation of the new accounting system resulted in reporting changes by line item from FY21 to FY22. A condensed presentation results in enhanced comparability.
- While both salaries and benefits produced positive results compared to budget, salaries increased from FY21 to FY22 while employee benefits declined.
- Health insurance costs decreased compared to FY21 and were below budget. Vacancies affected this area as well as medical plan enrollment patterns.
- Virginia Retirement System (VRS) contributions were also below budget, again driven by vacancies.

Other operating expenditures were over budget \$364,159 or 10.3%. They rose 5.2% compared to FY21. In both years, other operating expenditures comprised approximately 25% of ACRJ total operating costs:

- The addition of new accounting lines to the ACRJ chart of accounts impacts comparability between FY21 and FY22 and FY22 and the budget. As ACRJ continues operating with its current chart of accounts, comparability will be enhanced. There are a few line items which had no adopted budget for FY22 but which management added to aid tracking and accountability.
- Positive performance compared to budget occurred in inmate health services, refuse, travel and training, police supplies, employee uniforms, inmate food, and capital replacement. The continued impact of the pandemic affected travel and training. Other items such as inmate health and food fluctuate and are impacted by inmate days.
- Negative performance compared to budget occurred mainly with professional fees where the FY22 budget was not amended to cover the contract for jail renovation architectural fees, for the compensation study and for the marketing contract for the CBCP (Community Based Corrections Plan) study. There were also new administrative fees that resulted in ACRJ serving as its own fiscal agent. Advertising expenditures were over budget due to challenges with recruiting and hiring. Both electrical and heating services exceeded budget as well as the prior year costs.
- Inmate fund expense exceeded budget but was balanced by reimbursements from the separately-held inmate account.
- Materials and supplies – COVID19 exceeded the budget as expenditures continued to be necessary to combat the virus and its variants. This account was used to track expenditures covered by a grant related to COVID. Conversely, the regular repair and maintenance supplies were below budget.
- Pharmaceutical drug costs can fluctuate considerably from year to year based on the specific needs of inmates. While below the FY21 level, these costs exceeded budget.
- Kitchen repair and maintenance supplies were significantly higher than the prior year and over budget as a result of high-dollar repair and maintenance needs in FY22.
- Inmate uniforms also increased from FY21 and exceeded budget following a sizable purchase of new uniforms for inmates.
- In the capital replacement area, there were communications equipment expenditures of almost \$14,000 that were not budgeted while there was a budgeted vehicle replacement that did not occur. Capital expenditures can vary considerably from year to year depending on the needs of ACRJ. They were close to \$200,000 in FY21 compared to \$100,000 in FY22.

Recommendations: None at this time.

Albemarle-Charlottesville Regional Jail								
Statement of Operating Revenues and Expenses								
Year Ended June 30, 2022								
Unaudited								
			FY22 Actual vs FY21 Actual				FY22 Actual vs FY22 Budget	
Account Description	Account Code	FY21 Actual (Unaudited)	\$ Increase/ (Decrease)	% Increase/ (Decrease)	FY22 Actual (Unaudited)	FY22 Current Budget	Percent of Budget	Positive/ (Negative) Variance
INTEREST ON BANK DEPOSITS	4101	\$ 18,779	\$ (16,000)	-85.2%	\$ 2,779	\$ 10,000	27.8%	\$ (7,221)
SALE OF SALVAGE/SURPLUS	4207	202	(202)	-100.0%	-	-	NA	-
RECOVERD COSTS-TRAINING FEES	4222	92,420	58,452	63.2%	150,872	150,000	100.6%	872
WELLNESS FUND REVENUE	4290	-	-	NA	-	2,000	0.0%	(2,000)
WELLNESS FUND OTHER	4291	299	(299)	-100.0%	-	2,000	0.0%	(2,000)
INMATE FUND REVENUE	4295	19,070	46,409	243.4%	65,479	10,000	654.8%	55,479
INMATE FUND OTHER	4296	-	-	NA	-	10,000	0.0%	(10,000)
REGIONAL JL SERVICE FEES	4305	-	9,176	NA	9,176	4,000	229.4%	5,176
CELLULAR TOWER LEASE	4310	52,685	3,987	7.6%	56,672	75,000	75.6%	(18,328)
BRJD: SHARED SERVICES	4313	52,379	10,870	20.8%	63,249	68,000	93.0%	(4,751)
COVID RECOVERY	4380	128,142	(128,142)	-100.0%	-	-	NA	-
ALBEMARLE LITTER PROGRAM	4400	3,589	114	3.2%	3,703	-	NA	3,703
WORK RELEASE PROGRAM	4401	-	-	NA	-	20,000	0.0%	(20,000)
VDOT WORK CREW	4402	1,077	(1,077)	-100.0%	-	150,000	0.0%	(150,000)
ELECTRONIC MONITORING	4403	-	-	NA	-	60,000	0.0%	(60,000)
SUBSCRIPTION REVENUES	4407	-	-	NA	-	2,000	0.0%	(2,000)
INMATE SSA/SSI RECOVERY	4411	13,200	4,105	31.1%	17,305	15,000	115.4%	2,305
OTHER JURISDICTIONS	4501	71,785	(10,045)	-14.0%	61,740	100,000	61.7%	(38,260)
CITY OF CHARLOTTESVILLE	4502	4,044,048	(202,359)	-5.0%	3,841,689	3,841,689	100.0%	-
COUNTY OF ALBEMARLE	4503	3,896,201	104,090	2.7%	4,000,291	4,000,291	100.0%	-
FEDERAL PRISONERS	4504	197,730	88,970	45.0%	286,700	140,000	204.8%	146,700
NELSON COUNTY	4509	756,628	212,606	28.1%	969,234	969,234	100.0%	-
TELEPHONE SYSTEM REVENUE	4527	500,965	(104,585)	-20.9%	396,380	350,000	113.3%	46,380
MEDICAL COPAYMENT	4601	12,244	1,225	10.0%	13,469	8,000	168.4%	5,469
TRAINING FEES	4602	5,718	(1,066)	-18.6%	4,652	5,000	93.0%	(348)
MISC REVENUES	4700	3,073	19,654	639.6%	22,727	-	NA	22,727
GRANT REVENUE FEDERAL	4801	-	50,000	NA	50,000	-	NA	50,000
DCJS FEDERAL GRANT - COVID	NA	50,000	(50,000)	-100.0%	-	-	NA	-
SCAAP - DOJ - FUNDS	4885	-	21,663	NA	21,663	30,000	72.2%	(8,337)
COMP BOARD FUNDING	4901	4,868,160	594,352	12.2%	5,462,512	5,266,644	103.7%	195,868
DOC RX REIMBURSEMENTS	4904	68,352	49,547	72.5%	117,899	20,000	589.5%	97,899
STATE PER DIEM	4905	738,121	(221,617)	-30.0%	516,504	728,451	70.9%	(211,947)
Total Revenues		\$ 15,594,867	\$ 539,828	3.5%	\$ 16,134,695	\$ 16,037,309	100.6%	\$ 97,386
Total salaries and wages		8,325,834	433,089	5.2%	8,758,923	9,170,445	95.5%	411,522
Total employee benefits		3,069,882	(342,190)	-11.1%	2,727,692	3,319,909	82.2%	592,217
Total Employee Expenditures		\$ 11,395,716	\$ 90,899	0.8%	\$ 11,486,615	\$ 12,490,354	92.0%	\$ 1,003,739
PROF. SER. AUDIT	5218	13,802	(1,749)	-12.7%	12,053	19,000	63.4%	6,947
EMPLOYEE PHYS ASSESSMENTS	5282	3,860	(3,860)	-100.0%	-	-	NA	-
CONTRACT-ADM. FEES	5293	-	80,463	NA	80,463	-	NA	(80,463)
CONTRACT SERVICES-OTHER	5301	43,286	(7,641)	-17.7%	35,645	5,000	712.9%	(30,645)
PROFESSIONAL SERVICES	5310	31,638	184,995	584.7%	216,633	6,000	3610.6%	(210,633)
ANTHEM (INMATE)	5311	537,433	(59,484)	-11.1%	477,949	525,000	91.0%	47,051
PROF. SER. LEGAL	5312	40,775	(3,619)	-8.9%	37,156	36,000	103.2%	(1,156)
R&M EQUIP.-BUILDINGS	5313	62,941	11,050	17.6%	73,991	66,265	111.7%	(7,726)
R&M EQUIP.-VEHICLES	5315	9,239	(9,239)	-100.0%	-	3,000	0.0%	3,000
MAINT. CONTRACT-EQUIP.	5321	74,611	(13,184)	-17.7%	61,427	80,200	76.6%	18,773
Maintenance contract County	NA	2,705	(2,705)	-100.0%	-	-	NA	-
MAINT. CONTRACT-BUILDING	5322	11,073	2,591	23.4%	13,664	28,000	48.8%	14,336
PRINT & BIND-EXTERNAL	5350	32	(32)	-100.0%	-	500	0.0%	500
ADVERTISING	5360	14,173	15,846	111.8%	30,019	5,000	600.4%	(25,019)
EMPLOYEE PHYS ASSESSMENTS	5381	-	3,126	NA	3,126	5,000	62.5%	1,874
TUITION REIMBURSEMENT	5382	2,002	(164)	-8.2%	1,838	1,000	183.8%	(838)
OTHER PURCHASED SERVICES	5390	1,743	(842)	-48.3%	901	4,000	22.5%	3,099
Banking Fees	5391	-	3,517	NA	3,517	800	439.6%	(2,717)
CONTRACT SERV-REFUSE	5392	11,527	801	6.9%	12,328	68,000	18.1%	55,672
Contract - fiscal agent	NA	159,640	(159,640)	-100.0%	-	-	NA	-
DATA PROCESSING	5400	81,948	(2,728)	-3.3%	79,220	78,622	100.8%	(598)
ELECTRICAL SERVICES	5511	209,283	39,868	19.0%	249,151	230,000	108.3%	(19,151)
HEATING SERVICES	5512	96,680	21,752	22.5%	118,432	80,000	148.0%	(38,432)
WATER & SEWER SERVICES	5513	332,202	(17,939)	-5.4%	314,263	325,000	96.7%	10,737
POSTAL SERVICES	5521	9,361	(6,148)	-65.7%	3,213	4,830	66.5%	1,617
TELECOMMUNICATIONS	5523	34,777	18,297	52.6%	53,074	47,160	112.5%	(5,914)
INSUR DEDUCTIBLES	5531	12,989	12,802	98.6%	25,791	-	NA	(25,791)

Albemarle-Charlottesville Regional Jail								
Statement of Operating Revenues and Expenses								
Year Ended June 30, 2022								
Unaudited								
			FY22 Actual vs FY21 Actual				FY22 Actual vs FY22 Budget	
Account Description	Account Code	FY21 Actual (Unaudited)	\$ Increase/ (Decrease)	% Increase/ (Decrease)	FY22 Actual (Unaudited)	FY22 Current Budget	Percent of Budget	Positive/ (Negative) Variance
FIRE INSURANCE	5532	57,394	(2,926)	-5.1%	54,468	57,394	94.9%	2,926
AUTOMOTIVE INSURANCE	5539	6,603	(793)	-12.0%	5,810	6,500	89.4%	690
TRAVEL-EDUCATION	5540	8,593	7,731	90.0%	16,324	40,000	40.8%	23,676
LEASE/RENT-EQUIPMENT	5541	16,508	25	0.2%	16,533	2,400	688.9%	(14,133)
TRAINING-ACADEMY	5542	71,256	(4,458)	-6.3%	66,798	81,000	82.5%	14,202
SOFTWARE LICENSES & MAINTENANCE	5543	2,047	30,252	1477.9%	32,299	-	NA	(32,299)
MISCELLANEOUS EXPENSES	5550	780	5,770	739.7%	6,550	550	1190.9%	(6,000)
TRAVEL-FUEL & FOOD	5560	4,009	(2,327)	-58.0%	1,682	7,000	24.0%	5,318
Human Resources Expense	NA	2,408	(2,408)	-100.0%	-	-	NA	-
EMPLOYEE MERIT & RECOGNITION	5580	-	7,559	NA	7,559	-	NA	(7,559)
EMPLOYEE INCLEMENT WEATHER	5581	5,679	3,035	53.4%	8,714	5,000	174.3%	(3,714)
VENDING MACHINE SUPPLIES	5582	-	434	NA	434	2,000	21.7%	1,566
Wellness Fund Expenses	NA	1,604	(1,604)	-100.0%	-	-	NA	-
INMATE FUND EXPENSE	5584	20,891	44,746	214.2%	65,637	38,900	168.7%	(26,737)
DUES & MEMBERSHIPS	5585	7,370	10,142	137.6%	17,512	12,024	145.6%	(5,488)
OFFICE SUPPLIES	5600	23,969	6,848	28.6%	30,817	40,000	77.0%	9,183
SECURITY STAFF SUPPLIES	5610	14,355	(5,727)	-39.9%	8,628	37,200	23.2%	28,572
UNIFORMS & APPAREL - EMPLOYEES	5611	37,757	(8,910)	-23.6%	28,847	52,500	54.9%	23,653
BOOKS & SUBSCRIPTIONS	5612	867	(867)	-100.0%	-	1,200	0.0%	1,200
EDUC. & RECREATION SUP.	5613	282	(282)	-100.0%	-	-	NA	-
COPY EXPENSE	5617	128	(82)	-64.1%	46	-	NA	(46)
MATERIALS AND SUPPLIES-COVID19	5618	40,238	8,929	22.2%	49,167	19,000	258.8%	(30,167)
FOOD SUPPLIES - INMATES	5620	524,595	(4,555)	-0.9%	520,040	575,000	90.4%	54,960
FOOD SUPPLIES - BRJDC	5621	24,459	(9,459)	-38.7%	15,000	25,000	60.0%	10,000
BOTTLED WATER - EMPLOYEES	5622	6,875	(2,043)	-29.7%	4,832	5,000	96.6%	168
FOOD SUPPLIES - EMPLOYEES	5623	102,009	29,899	29.3%	131,908	107,557	122.6%	(24,351)
FOOD SUPPLIES - MEETINGS	5626	4,620	(1,586)	-34.3%	3,034	4,000	75.9%	966
HEALTH SERVICES - OTHER	5640	-	24,433	NA	24,433	-	NA	(24,433)
PHARMACEUTICAL DRUGS	5642	521,594	(37,922)	-7.3%	483,672	450,000	107.5%	(33,672)
LAUNDRY/JANITORIAL SUP.	5650	84,845	(21,102)	-24.9%	63,743	63,400	100.5%	(343)
KITCHEN SUPPLIES	5655	31,244	34,287	109.7%	65,531	34,200	191.6%	(31,331)
LINEN SUPPLIES	5660	4,273	(4,947)	-115.8%	(674)	-	NA	674
UNIFORMS-INMATES	5665	24,777	46,458	187.5%	71,235	46,250	154.0%	(24,985)
REPAIR & MAINT. SUPPLIES	5670	56,822	19,297	34.0%	76,119	58,803	129.4%	(17,316)
VEHICLE FUEL	5680	7,134	4,272	59.9%	11,406	21,300	53.5%	9,894
R & M EQUIPMENT VEHICLES	5690	5,559	16,007	287.9%	21,566	14,000	154.0%	(7,566)
MACHINERY & EQUIPMENT	5810	8,670	2,361	27.2%	11,031	13,000	84.9%	1,969
MACH & EQUIP-REPLACEMENT	5811	78,861	(78,861)	-100.0%	-	-	NA	-
KITCHEN EQUIPMENT	5813	-	-	NA	-	13,400	0.0%	13,400
FURNITURE & FIXTURES	5820	5,069	(2,099)	-41.4%	2,970	-	NA	(2,970)
FURNITURE & FIXTURES-REPL	5821	-	1,600	NA	1,600	-	NA	(1,600)
COMMUNICATION EQUIPMENT	5830	-	13,915	NA	13,915	-	NA	(13,915)
MOTOR VEHICLES	5850	-	34,683	NA	34,683	70,000	49.5%	35,317
BUILDING ALTERATIONS	5860	9,765	(9,765)	-100.0%	-	-	NA	-
TECHNOLOGY EQUIPMENT	5870	1,916	8,205	428.2%	10,121	-	NA	(10,121)
TECHNOLOGY EQUIPMENT - REPL	5871	10,344	(10,344)	-100.0%	-	-	NA	-
SOFTWARE UPGRADE/REPLACE	5872	82,784	(59,514)	-71.9%	23,270	25,000	93.1%	1,730
Total Other Operating Expenditures		\$ 3,716,673	\$ 194,441	5.2%	\$ 3,911,114	\$ 3,546,955	110.3%	\$ (364,159)
Total Operating Expenditures		\$ 15,112,389	\$ 285,340	1.9%	\$ 15,397,729	\$ 16,037,309	96.0%	\$ 639,580
Net Revenues over Expenditures		\$ 482,478	\$ 254,488	52.7%	\$ 736,966	-	NA	\$ 736,966

**Albemarle-Charlottesville Regional Jail
Superintendent's Proposal to
Fully Fund Operating Reserve by FY 2024**

- FY23 adopted budget is \$16,599,398
 - There is no budgeted debt service
- 20% of the FY23 adopted budget is \$3,319,880
- The current operating reserve is \$1,635,786 (this includes the FY21 surplus recently added)
- The FY22 surplus can be added to the operating reserve – the unaudited surplus is \$736,966
 - This is subject to change pending audit results
- The construction reserve can be added to the operating reserve – it is currently \$680,785
- If both of these additions are made, the operating reserve will total \$3,053,537 (18.4% of the FY23 operating budget)
- The remaining amount to be funded to achieve 20% will be \$266,343
- Operating surpluses in FY23 and/or FY24 should be sufficient to fully fund this amount
- Based on ACRJ's history of achieving operating surpluses, it is not recommended that any funding of the reserve be included in the upcoming FY24 budget because doing so will only serve to increase the amount required of member jurisdictions
 - Should FY23 not result in surplus, inclusion of reserve funding in the FY25 budget can be revisited

ALBEMARLE CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

EXECUTIVE SUMMARY

Agenda Date: November 10, 2022

Agenda Item: Renovation and Expansion / Interim Financing Update

Action Item: No

Staff Contact(s): Martin Kumer, Superintendent

25% Reimbursement

On Wednesday, September 21, 2022, the Board of Local and Regional Jails approved the Board Authority's request for 25% reimbursement from the state for all eligible costs associated with the renovation and expansion.

The Board of Local and Regional Jails will ultimately forward their recommendation to the General Assembly for review and consideration in the next legislative session. If the General Assembly approves the 25% reimbursement it will be included in the budget for the Governor to review and consider. If approved, the funds will be set aside and made available when the project is complete and formal requests for reimbursement are submitted.

Interim Financing

Interim financing is used to fund the initial phase of the expansion and renovation such as architecture and renovation fees. The estimated amount to be financed is \$4.56 million. However, an amount "not to exceed..." which will be determined prior to local presentations will be used.

Between February and March 2023, Davenport will brief each member jurisdiction on the proposed interim financing plans.

April 2023, each jurisdiction and the Jail Board Authority will meet to consider the interim financing proposal. If approved, Davenport will issue a Request for Proposal for the interim financing to local, regional and national lenders immediately.

April – May 2023, the General Assembly is expected vote on the 25% reimbursement request.

May 2023, Davenport will present the results for the Request for Proposals to the Board Authority for review and consideration. If approved to proceed, the interim financing will be closed late May 2023.