



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY

(SERVING ALBEMARLE, CHARLOTTESVILLE, NELSON)

160 Peregory Lane

Charlottesville, Virginia 22902

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

Col. Martin Kumer, Superintendent (ext. 230)

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

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

Board Business Meeting

December 14, 2023 (12:00 p.m. – 2 p.m.)

Albemarle-Charlottesville Regional Jail, 160 Peregory 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 12, 2023 ACRJA Board Bi-Monthly Business Meeting

Action Item

Informational

1) Administrative Reports

a) Personnel Report – November 2023

b) Out of Compliance Report -October 2023

c) Census Report – November 2023

d) Work Force / VDOT / Litter Control –November 2023

e) Special Management Report – November 2023

f) Home Electronic Incarceration – November 2023

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

VI. Matters from Financial Consultant – Ann Shawver

1) October YTD FY24 Financial Report (Unaudited)

Informational Item

VII. Matters from the Superintendent – Colonel Martin Kumer

1) Special Recognition – (Officer Creasy – Mr. Key)

Informational Item

2) Approving the Issuance of Jail Facility Revenue Obligation (Sands Anderson)

Action Item

3) Approval of Interim Financing Terms (Davenport)

Action Item

4) Approval to Proceed with Architectural and Engineering Contract

Action Item

5) Project Management Contract (Downey & Scott)

Action Item

6) Budget Committee

Action Item

VIII. New Business –

IX. Closed Session – If Needed

Action Item

X. Adjourn to January 11, 2023 – 12:00 pm – 2:00 pm

Action Item

Authority Board

Kaki Dimock

(Albemarle)

Sheriff James E. Brown, III (Charlottesville)

Robert Barton

(Nelson)

Sheriff Chan Bryant

(Albemarle)

Lisa Draine (Citizen Rep) (Charlottesville)

Sheriff David Hill

(Nelson)

David Pastors (Citizen Rep)

(Albemarle)

Brian Pinkston (Charlottesville) – Vice Chair

Candice McGarry

(Nelson)

Diantha McKeel

(Albemarle) - Chair

Ashley Reynolds Marshall (Charlottesville)

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DRAFT

**Summary Minutes of the
Albemarle Charlottesville Regional Jail Authority Board Meeting
October 12, 2023**

Jail Board Members Present:

Ms. Diantha McKeel
Ms. Lisa Draine
Ms. Kaki Dimock
Mr. Brian Pinkston
Mr. Robert Barton
Mrs. Ashley Reynolds Marshall
Sheriff David Hill
Sheriff Chan Bryant
Mrs. Candice McGarry
Mr. David Pastors

Jail Board Members Absent:

Sheriff James Brown

Others Present:

Colonel Martin Kumer
Mrs. Marce Anderson
Ms. Danielle Powell

The meeting was called to order at 12:00 pm by Chairperson Diantha McKeel.

Chairperson McKeel asked for all board members and staff present to introduce themselves.

Chairperson McKeel introduced the newest member of the board David Pastors. Mr. Pastors reviewed his career with the board.

Ms. McKeel asked for a motion to adopt the meeting agenda. Ms. Marshall made the motion. Mr. Pinkston seconded the motion. The motion carried.

Ms. McKeel asked for a motion to adopt the consent agenda. Mr. Pinkston made the motion. Ms. Dimock seconded the motion. Mr. Pastors, Ms. McGarry, Sheriff Bryant and Sheriff Hill abstained. The motion carried.

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Matters from the Public:

Harold Folley – Mr. Folley stated that he is with the People’s Coalition and the community is concerned with the lack of transparency regarding the renovation. He stated that he is aware that the jail received the state funding requested however, he was under the impression that the community would have an opportunity to have discussion regarding the RFP. Another concern is that the RFP went out without the community’s knowledge and he is unaware of how many board members even knew. Mr. Folley further stated that the lack of transparency creates distrust.

Susan Perry – Ms. Perry stated that as a community, where we spend our money says who we are. If we spend millions on jails, we are not saying that we care about the community. We are committed to seeing if we can scale back the renovation. We would like the bond money to go to more community services. When will we have an opportunity to discuss how we go about this process?

Jay James – Mr. James thanked the board for the opportunity to serve on the board. Mr. James stated that he learned a lot over the 4 years serving on the board. We are parting ways now but there may be an opportunity in the future to serve on the board again.

Judy Harmon – Ms. Harmon inquired about the external investigation into the deaths of 2 inmates. When and how will the public be notified of the results of the investigations by the Board of Local and Regional Jails, and the Department of Corrections? Ms. Harmon stated that at a minimum this board would be notified of the results. Ms. Harmon stated that she would like to know that the appropriate health and safety procedures were followed. Questions Ms. Harmon posed were; upon admission, were the individual’s mental and physical health condition evaluated to determine if they needed immediate intervention. While they were in the care of the jail, were the individuals monitored for any instances of new or worsening health or mental health problems? Have the circumstances to make someone take their own life been investigated and have any changes been made to prevent this from happening in the future. Have any improvements, changes or employee training been done? Ms. Harmon would like to ensure that the public is updated.

Dee Dee Gilmore – Ms. Gilmore stated that she is a lifetime resident of Charlottesville. Ms. Gilmore asked why this renovation is being considered when there is part of the jail that is not being used. Ms. Gilmore stated that the funding could be used for other things such as the homeless population.

Matters from Brendan Hefty, ACRJA Attorney:

Ms. Powell advised the board that the 25% reimbursement was approved in a standalone budget under unique circumstances.

Matters from the ACRJA Board Members:

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Vice-Chair Elections – Mr. Barton nominated Mr. Pinkston for the position of Vice Chair. Mr. Barton expressed his opinion that Mr. Pinkston would serve the board well. Ms. Draine nominated herself for the position of Vice Chair. She stated that since the position was previously occupied by a citizen representative, it would be valuable to replace the vice chair with another citizen. Mr. Barton asked why she felt it should be a citizen rep. Ms. Draine stated that the board is predominately elected officials, not people who are representing the community. Ms. Draine advised the board that the vice chair does have some input on the agendas and schedules. She believes it would be good to have the voice of the community represented as part of the leadership. Mr. Barton asked Ms. Draine, if the point of the elected official is to represent the people of the community. Ms. Draine stated that it is possible. Ms. Draine said she was not going to get in to the role of the elected official, but that the position of vice chair was held by a citizen representative. Mr. Barton asked why Mr. James was not selected as the citizen representative for Albemarle County. Ms. McKeel advised the board that those decisions are made in closed session and she is not able to share that information. Ms. McKeel stated that she was not at the meeting where the decision was made in closed session but if she were she could not share the information. Ms. Powell advised the board that whomever was selected as the vice chair would complete the unexpired term of the position. The term for Chair and Vice Chair would expire December, 2024. Mr. Pinkston stated that he serves on many boards and has been honored to be on the Jail Board. Mr. Pinkston stated that as an elected official, he considers himself to be a community representative. It's important, particularly with the upcoming renovation, to have an elected official as the chair and vice chair. Ms. McKeel stated that while she appreciates Jay's service on the board and him serving as vice chair, this was the first time in many years that the position was held by a citizen representative. Ms. McKeel advised the board that it is important that the leadership of the board have experience with managing budgets, various funding oversight and transparency requirements of local government. The leadership should have an understanding of the CIP processes, and how planning, funding, and reporting of multi-year funding fits into the governmental budgets, the state requirements, and the financial rating institutions. Citizen reps often bring a much needed community voice to the table. However, there is really no evidence that they represent a large swath of the community as opposed to the elected officials who are ultimately held accountable for their decisions.

We have nominations of 2 members, Brian Pinkston and Lisa Draine. We will first have the vote for Brian Pinkston.

Roll Call was as follows:

Mr. Barton	Yes
Sheriff Hill	Yes
Mr. Pinkston	Yes

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Ms. McGarry Yes

Ms. Marshall Abstained

As a representative of the office of the City Manager

Ms. McKeel Yes

Ms. Dimock Abstained

Ms. Dimock doesn't feel she has enough information to make a decision.

Ms. Pastors Yes

Ms. Draine No

Sheriff Bryant Yes

Yes 7

No 1

Abstentions 2

With 7 Yes's, Mr. Pinkston was named Vice Chair by majority vote.

Matters from Ann Shawver, Business Manager:

Ms. Shawver did not have any information to report.

Matters from Superintendent, Martin Kumer:

3 year DOC audit – Colonel Kumer informed the board that the jail passed the 3 year audit. (The audit letter can be found in the October board packet) Ms. Draine asked if the audit covered the facility itself. Colonel Kumer stated that it does not cover the facility. If this were a new facility there would be certain standards that would have to be met but due to the age of this facility we have been grandfathered in to not have to meet certain standards.

Phone RFP – Colonel Kumer advised the board that the jail has selected a new phone provider. The rates have been negotiated down from \$.12/minute down to \$.06/minute and each inmate will receive 16 free phone calls/month. We were able to negotiate the revenue share that was put in this year's budget and we will renegotiate years 2 and 3. Ms. Draine stated that she appreciates the cost per minute being lowered. Maybe we will have an opportunity in the next 3 years to lower it to free which is what some of us want. Mr. Pinkston stated that not everyone in the jail meets the standard of just wanting to call family, sometimes phone calls are problematic. Mr. Barton asked if all phone calls are recorded. Colonel Kumer advised that all phone calls with the exception of attorney phone calls are recorded. Colonel Kumer stated that he does not believe that everyone should get carte blanche free phone calls, but does believe there should be an opportunity for free

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phone calls. There has been discussion that when an inmate has contact with their families or friends in a pro social manner, there can be a reduction in recidivism. However, if the communication is anti-social, it can lead to an increase in recidivism. The perception in the community that having all free phone calls will reduce recidivism is not correct. Ms. Draine stated that she is bothered by the fact that the jail receives commission from the phone calls. Colonel Kumer advised the board that if the jail does not receive that revenue, that money would have to come from some other revenue source or the localities / tax payers.

Renovation Schedule:

Colonel Kumer advised the board that he made the decision to issue the RFP for Architectural and Engineering services because the estimate given by Moseley Architects was 15-17 months old. Which means he would be taking an outdated number to the 3 jurisdictions when he asked for interim financing. He may be asking for too much or too little. He want to ensure that he was asking for the proper amount. He wants to ensure that each locality is making an informed decision. The RFP does not go into effect. No contract will be signed or entered into until the 3 jurisdictions have voted on interim financing. It will then come before the board in December. If the 3 jurisdictions have approved interim financing and the cost of the architectural and engineering services, at that time he will ask the board to approve the RFP with architectural and engineering services. Our project manager (Downey & Scott) advised several companies of the RFP and we have advertised to the degree possible. Colonel Kumer advised the board that one of the first things that was in the RFP was community engagement. The A & E agency selected "shall" commit to community engagement on several engagement sessions. If they don't or won't, they will not get the bid because that is one of the requirements. They will meet with community groups. He will make sure that it is on your timetable at your location. We will ensure your questions and answered and that you have input. When this is done, I hope the community will feel that they were heard and were taken seriously. After working in this building for over 25 years, Colonel Kumer put forward what he believes this jail needs. Once everyone has been heard, (community, staff, service providers, etc.), they will put together a final design to bring back to this board. If the board approves it, it will then go out to bid. Contractors will bid on it and then we will have an actual cost for what was designed. Mr. Pinkston asked if the numbers that have been put forward are just design costs or does it include construction costs. Colonel Kumer advised design costs and engineering services. Mr. Barton stated that he has been on this board for approximately 1 year and he is convinced that we are working together, and trying to make this situation of existence in jail as good as we can. Mr. Barton said that since being on this board he does not see it at one side against the other side. The attitude of the Superintendent is empathetic towards people who spend time here. I know this is a lot of money. The whole concept of incarcerating people is a difficult thing. But we have an opportunity to work together as a community in a bad situation. Colonel Kumer advised that when he goes before the localities in November, he will have much firmer numbers. He will be asking for interim financing and essentially long term financing as well. Both of those items will come before this board in December and at that time, once we have the firmer numbers for A & E services, Sands Anderson will be working with Davenport to put together an RFP for the terms. Terms for both interim financing and long term financing. Mr. Pinkston inquired about the original cost estimate that was done and how much it was. Colonel Kumer advised that

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the estimate was \$49 million. Mr. Pinkston wanted to know how that amount increased to \$100 million. The \$49 million dollar figure is the principle cost. That is the estimate fully implementing the CBCP plan. The cost estimate with interest is \$73 million but that could go up or down. Mr. Pinkston asked if we would be issuing bonds. Ms. McKeel advised yes, we would be issuing bonds from the authority. Ms. McKeel further stated that some people in the community have stated that they would like that bond money used for something other than the renovation such as mental health facility and that is an impossibility. If the bonds were issued for the renovation, it cannot be used for anything else. The Authority would float the bond not the individual localities. This is to prevent the localities CIP from being impacted. Mr. Barton stated that it has to be made clear that this capital spending will help in moving toward some greater goal in terms of what we are doing for incarcerated individuals in terms of recidivism and mental health treatment, etc. Ms. Draine stated that we have not had that discussion as a board and some people believe that this renovation will not lead to less recidivism or less mental health issues in the community. Ms. McKeel stated that prior to Ms. Draine joining the board, those discussions were had. We will come back to them again as part of the community engagement process. We have documentation of what the community said at the time that they wanted. It has been a long time and we will be coming back to that again. Ms. Draine stated that when the board discussed that the majority of the board members were not part of that discussion. With a new board, there should be new discussions. She further stated that no elected body; the general assembly or even the board of supervisors is going to stick with something that was made with a board that was 2 or 3 years old, people come in and change things. Ms. McKeel stated that at some point, boards have to say that decision was made and money was spent for them. Every time you have an election or a new board, you cannot negate decisions that were made and start over again. We are going to have a community engagement process. This board and the community will have an opportunity for input. Ms. Draine stated that she would have appreciated knowing that the RFP was going out. Originally, we were going to ask the localities for \$5 million in interim financing as a first step. Once received, you would hire the Architectural and Engineering firm, then go back to ask for the long term financing once you had the estimate. Those things have been compressed, can you explain why. Colonel Kumer advised Ms. Draine that the different localities can do it individually if they choose to. Mr. Kumer will give them the opportunity to approve both. Before we enter into a contract for long term financing, this body will have to approve that, which has representatives from all 3 jurisdictions. Ms. Draine asked Colonel Kumer who will make the decision as to who gets the contract for architectural and engineering services. We will have an owner representative that will assist in the decision making. Colonel Kumer advised the he and his staff will be making the final decision. Ms. Draine asked if the board will have a chance to weigh in and Colonel Kumer stated typically not. Colonel Kumer advised the board that he will have different options to present. Ms. McGarry stated that it is her understanding that the firm interim financing numbers will be presented to the localities along with the long term financing numbers as well with a not to exceed amount. Colonel Kumer confirmed this information. The localities will have the option of approving both or separating out the approvals.

Ms. Dimock had a question regarding the out of compliance report, inquiring about the line item "total number of state responsible inmates eligible for intake". Colonel Kumer explained that when

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an inmate is sentenced to 1 year or more felony sentence, they are state responsible. At that point we begin receiving an additional per diem payment from the state. 60 days after they are sentenced, they are eligible to be transported to the DOC. That number represents individuals that are still here, but they are eligible for intake into the custody of the DOC.

Ms. Dimock also asked if there were any updates regarding the investigation into the deaths in custody. Colonel Kumer advised that there has been no updated information at this point. The investigation by the Board of Local and Regional Jails can take anywhere from 6 months to a year. Albemarle County does a cursory investigation. Anytime there is a death in custody, within 24 hours, we will look at everything top to bottom and determine if there was something more that we could have done regarding our procedures or additional training. We ask if we could have done something to prevent this from happening or reduce the likelihood of it happening again. When an individual comes in, they are immediately screened by one of our medical and mental health professionals. Ms. Dimock asked if the board would have an opportunity to see the results of the investigation. Colonel Kumer advised that he would share the information with the board.

Colonel Kumer advised the board that we did a pilot a few weeks ago with our food services director and inmates baking homemade bread which is much more cost effective than buying bread.

We recently graduated our PVCC construction class. They provide the instructor and the class is a prerequisite to their building trade certifications. It is a 40 hour class. There is no cost to local taxpayers because it is all grant funded. Ms. Draine asked about Ms. Dillon no longer working with the jail. Colonel Kumer advised the board that Ms. Raven Brooks was recently hired to fill Ms. Dillon's role.

New Business:

There was no new business.

Closed Session:

There was no need for a closed session.

Ms. McKeel adjourned the meeting to November 9, 2023 at 12:00 pm.

The meeting adjourned at 1:44 pm.

DRAFT

CONSENT/AGENDA

PERSONNEL/NEW HIRES:

Christian Reed	Corrections Officer	10/09/2023
Seth Hitchman	Corrections Officer	10/16/2023
Mary Nicholson	Accounting Assistant	10/16/2023
Raven Brooks	Programs Director	10/30/2023
Sherry Lilley	Canteen/Laundry	10/30/2023
Brandy Colvin	LPN	11/13/2023
Ronnie Miller	Food Services Supervisor	11/27/2023
Jason Duke	Corrections Officer	11/27/2023
Teeya Williams	Corrections Officer	11/27/2023
Brooke Bryant	Corrections Officer	11/27/2023
Katrina Chavis	Corrections Officer	11/27/2023

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

	12/4/2023	10/5/2023	8/1/2023	6/29/2023
Total number of inmates the jail received a \$8.00 bonus payment	48	40	43	49
The number of inmates who have been released or transferred	21	15	28	25
The number of inmates participating in jail sponsored programs*	0	0	0	2
The number of inmates with less than 60 days until their scheduled release**	0	2	0	2
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	27	23	15	20
Percentage of State Responsible inmates compared to jail's total inmate population	10.8	7.95	5.43	6.82

*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 10.8% of the jail's population (249) as of 10:55 am on Friday, Dec. 8, 2023
- (2) This number represents 7.95% of the jail's population (289) as of 8:23am on Thursday, Oct. 5, 2023
- (3) This number represents 5.43% of the jail's population (276) as of 6:53am on Tuesday, Aug. 1, 2023
- (4) This number represents 6.82% of the jail's population (293) as of 9:40am on Thursday, July 6, 2023

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.

2023-2024	COA	City	Nelson	Federal	Other	Total
July 2023	3,819	3,638	1,187	106	149	8,899
August	3,793	3,665	1,174	107	127	8,866
September	3,800	3,605	1,192	179	84	8,860
October	3,732	3,516	1,224	169	128	8,769
November	3,146	3,140	1,184	181	126	7,777
December						
January-24						
February						
March						
April						
May						
June 2024						
Total FY 22/24	18,290	17,564	5,961	742	614	43,171
ADP	120	115	39	5	4	282
Percent						
Local Share	43.74%	42.00%	14.26%			100.00%

ICWFP STATS 2023

Departments	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total Hours
ALBEMARLE COUNTY	22	29.25	44	21	23.25	10.75	0	5.25	8.5	3	4.5		
VDOT	16	17	35.5	0	0	0	0	0	0				
PROGRAM TOTALS	38	46.25	79.5	21	23.25	10.75		5.25	8.5	3	4.5		
DOLLAR CREDITS	\$275.50	\$335.31	\$576.38	\$152.25	\$168.56	\$77.94		\$38.06	\$61.63	\$21.75	\$32.63		

Special Management Housing at ACRJ

During the month of November 2023, special management housing stats are as follows:

- 23 inmates were assigned to Administrative/Mental Health Segregation
- 3 inmates assigned to Protective Custody
- 29 inmates were assigned to Medical Segregation
- 15 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: 772

Current total number of HEI participants: 26

Total number of inmates' recidivate: 14

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

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

HEI Participants by Court

Albemarle County Circuit Court-	126	Charlottesville City Circuit-	149
Nelson County Circuit Court-	36	Nelson General District-	6
Albemarle General District-	185	Charlottesville General District-	116
Albemarle J&DR-	3	Charlottesville J&DR-	26
Nelson J&DR-	3	Department of Corrections-	4
Combined Courts-	34		
Total-	687		

Other Cities/Counties

Waynesboro-	2	Staunton City-	1
Cumberland-	1	Fluvanna-	7
Orange-	2	Buckingham-	5
Greene-	9	Louisa-	6
Sussex-	1	Prince Edward	1
Total-	34		
Misc. (Hospital, etc.)-	50		

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> FY24 October YTD Financial Report (Unaudited)</p> <p><u>SUBJECT/PROPOSAL/REQUEST:</u></p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Ann Shawver, Financial Consultant</p>	<p><u>AGENDA DATE:</u> December 14, 2023</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> No <u>INFORMATION:</u></p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> No <u>INFORMATION:</u></p> <p><u>ATTACHMENTS:</u> Yes</p>
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Both revenues and expenditures through October FY24 achieved 35% of the budget and are generally on target at this one-third of the year mark. Comments regarding significant performance trends are as follows:

Revenues

- Member jurisdiction contributions are slightly ahead of expectation with one member having paid a month in advance
- Receipt of two quarterly payments of State per diems strengthen this category
- Other revenue is positive from receipt of full annual payment on one cell tower lease
- Phone system revenues are low in the early part of the year but the revenue estimate will be met with receipt of the minimum guaranteed amount later in the year.
- Housing of federal prisoners and DOC reimbursements are also below expectation through October, demonstrating continuation of trends of low state and federal prisoners noted in FY23.

Expenditures

- Salaries and benefits, are tracking as expected at 33% of the budget
- Contractual Service expenses are ahead of expectation through October as impacted by the continued use of contract nursing services.
- Inmate food and medical costs are both below budget. Reduced inmate medical expenses have been incurred so far in FY24 as a result of refunds of prior payments.
- Several of the expenditure categories are slightly above the targeted 33% through October. Certain payments for the full fiscal year have already been made such as those for insurance premiums and software licenses. Some “stocking up” also occurs in the fall for items needed for detainees and employees.
- Capital outlay expenditures are ahead of target since the budgeted vehicle has already been purchased.

Recommendations: None at this time.

Albemarle-Charlottesville Regional Jail
Statement of Revenues, Expenditures and Changes in Net Position
4 Month Period Ended October 31, 2023
(Unaudited)

Category	FY24 Oct YTD	FY24 Budget	% Budget
		Target is	33%
Member jurisdiction contributions	3,465,076	9,190,000	38%
Compensation Board funding	1,871,839	6,142,500	30%
State per diem	215,556	400,000	54%
Telephone system revenue	24,365	250,000	10%
Housing of federal prisoners	30,682	250,000	12%
Department of Corrections Rx Reimbursements	1,287	18,000	7%
Federal, state and private grants	-	30,000	0%
Other revenue	147,065	381,500	39%
Total revenues	5,755,870	16,662,000	35%
Salaries and benefits	4,377,655	13,101,000	33%
Contractual services	348,708	297,000	117%
Inmate food	145,706	550,000	26%
Inmate medical	152,563	925,000	16%
Inmate other	46,469	130,000	36%
Employee food and uniform	73,662	175,000	42%
Other operating costs	190,514	445,500	43%
Facility costs	350,413	858,500	41%
Capital outlay	80,704	180,000	45%
Total expenditures	5,766,394	16,662,000	35%
Change in net position	(10,524)	-	

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY
EXECUTIVE SUMMARY**

<p><u>AGENDA TITLE:</u></p> <p>APPROVING THE ISSUANCE OF JAIL FACILITY REVENUE OBLIGATION</p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Ann Shawver, Financial Consultant</p>	<p><u>AGENDA DATE:</u> December 14, 2023</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> Yes</p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> No</p> <p><u>ATTACHMENTS:</u> Yes</p>
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Background:

During the County of Albemarle Board meeting held on November 15, 2023, the Board members unanimously approved the Support Agreement included in the Board packet.

During the County of Nelson Board meeting held on November 16, 2023, the Board members unanimously approved the Support Agreement included in the Board packet.

During the City of Charlottesville Council meeting held on November 20, 2023, Council members unanimously approved the Support Agreement included in the Board packet.

Current Situation:

Dan Siegal, Sands Anderson, bond counsel for the Board Authority has prepared and will discuss the attached Resolution to be considered by Jail Board Authority in order for the Board to approve the issuance of Jail Facility Revenue Obligation.

Recommendation:

Approve the recommendation as discussed and included in the attached Resolution.

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY
EXECUTIVE SUMMARY**

<p><u>AGENDA TITLE:</u> Results of Interim Financing Request for Proposal</p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Lyn Wrigley, Procurement Specialist Ann Shawver, Financial Consultant</p>	<p><u>AGENDA DATE:</u> December 14, 2023</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> Yes</p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> No</p> <p><u>ATTACHMENTS:</u> Yes</p>
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Background:

On November 8, 2023 a Request for Proposal, RFP, was issued to solicit bids for a direct bank loan evidenced by the Authority's Series 2023 Tax-Exempt Revenue Note, also referred to as interim-financing in previous meetings and documentation.

The results of the RFP will establish the terms related to interim-financing. This information will allow the Board to make an informed decision regarding cost of financing the design portion of the renovation.

Current Situation:

Davenport Financial and Sands Anderson will present details and their recommendation from the RFP.

If the Board approves the recommended terms as presented, a work group consisting of administrative staff from each jurisdiction and other as determined to be appropriate and necessary to finalize the borrowing. The work group is expected to convene and finalize the process prior to December 31, 2023.

Recommendation:

Approve recommended results from the RFP as determined and presented by Davenport Financial and Sands Anderson.

ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY EXECUTIVE SUMMARY

<p><u>AGENDA TITLE:</u> Contract Award for Architecture and Engineering services</p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Lyn Wrigley, Procurement Specialist</p>	<p><u>AGENDA DATE:</u> December 14, 2023</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> Yes</p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> No</p> <p><u>ATTACHMENTS:</u> Yes</p>
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Background:

Upon being notified that the 25% reimbursement from the state had been approved, a Request for Proposal, RFP, was published for architecture and engineering services September 1, 2023. The RFP was issued to provide an updated estimate of A&E services for the renovation and expansion. The new estimate would be provided to each jurisdiction in order to make an informed decision regarding interim-financing.

The following qualified firms were notified of the RFP:

- Thompson & Litten (T&L) - Roanoke
- Dewberry Design - Fairfax
- Wiley Wilson - Lynchburg
- Marshall Craft Associates (MCA) - Richmond
- Guernsey Tingle - Norfolk
- RRMM – Norfolk
- Moseley Architects - Richmond

Moseley Architects, Moseley, were ultimately the only firm to submit a proposal for consideration. At the completion of the RFP process, Moseley was selected to provide A&E services for the planned renovation and expansion.

Moseley is thoroughly familiar with local and state laws, as well as national guidelines governing the housing of adult offenders. Their portfolio includes planning and design services for over 180 detention facilities in the last 10 years, 83 of which are in Virginia. As a result of this extensive experience, *Building Design & Construction* recently ranked their firm fifth among 80 justice facility architectural and engineering firms in the nation.

In addition they have partnered with Albemarle County, Nelson County, and the City of Charlottesville for more than 25 years on dozens of government facility renovations and studies. Based on this experience they are thoroughly familiar with local codes and regulations in the counties and the city.

Current Situation:

If the Board approves the interim-financing, they will then be asked to approve the attached contract for A&E services with Moseley.

Recommendation:

Approve to proceed with contract for architectural and engineering services with Moseley Architects.

**ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY
EXECUTIVE SUMMARY**

<p><u>AGENDA TITLE:</u> Project Manager and Owner Representative.</p> <p><u>STAFF CONTACTS:</u> Martin Kumer, Superintendent Lyn Wrigley, Procurement Specialist</p>	<p><u>AGENDA DATE:</u> December 14, 2023</p> <p><u>FORMAL AGENDA:</u> <u>ACTION:</u> Yes</p> <p><u>CONSENT AGENDA:</u> <u>ACTION:</u> No</p> <p><u>ATTACHMENTS:</u> Yes</p>
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Background:

At the August 10, 2023 Board meeting it was noted that the Board had previously asked the Superintendent to procure a Project Manager for the renovation. It had been previously determined that the jurisdictions did not have staffing or the resources required to manage the renovation.

The selected firm will represent the Board and its jurisdictions during the actual design, bid process, contractor negotiation and selection through to completion of the renovation.

Current Situation:

Downey and Scott, Construction and Management Services were procured using a State Cooperative Contract, State Contract Number: E194-91570. Contract attached.

Downey and Scott, has significant experience managing, cost estimating and owner representation with several regional jails in Virginia as well as other large projects. They have worked with localities in central Virginia. They have demonstrable experience managing the completion of projects under budget.

Please see the Downey and Scott Credentials attachment.

Recommendation:

Approve to proceed with contract for project management services with Downey and Scott, Construction Management Services.