



**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**

**January 11, 2024 (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 December 14, 2023 ACRJA Board Bi-Monthly Business Meeting

Action Item

Informational

1) Administrative Reports

a) Personnel Report – December 2023

b) Out of Compliance Report -November 2023

c) Census Report – December 2023 (no change)

d) Work Force / VDOT / Litter Control –December2023

e) Special Management Report – December 2023

f) Home Electronic Incarceration – December 2023

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**

**VI. Matters from Financial Consultant – Ann Shawver**

1) November YTD Financial Report (Unaudited)

Informational Item

**VII. Matters from the Superintendent – Colonel Martin Kumer**

1) Departmental Report (Maintenance)

Informational Item

2) Notification of Serious Incidents

Informational Item

3) Architecture and Engineering Community Engagement Update

Informational Item

4) Architecture and Engineering Design Schedule

Informational Item

**VIII. New Business –**

**IX. Closed Session – If Needed**

Action Item

**X. Adjourn to February 8, 2024 – 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 Mark Embrey

(Nelson)

David Pastors (Citizen Rep)

(Albemarle)

Brian Pinkston (Charlottesville) – Vice Chair

Candice McGarry

(Nelson)

Diantha McKeel

(Albemarle) - Chair

Ashley Reynolds Marshall (Charlottesville)

Bi Monthly Board December 14, 2023

**DRAFT**

**Summary Minutes of the  
Albemarle Charlottesville Regional Jail Authority Board Meeting  
December 14, 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  
Sergeant David Jackson (Sheriff James Brown)

**Jail Board Members Absent:**

**Others Present:**

Colonel Martin Kumer  
Mrs. Marce Anderson  
Ms. Danielle Powell

The meeting was called to order at 12:01 pm by Chairperson Diantha McKeel.

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

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

Ms. McKeel recognized Sheriff David Hill's service on the ACRJ Authority Board.

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

**Matters from the Public:**

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**Harold Folley** – Mr. Folley stated that he is representing The People’s Coalition. Mr. Folley wants to ensure that there is transparency with regard to the renovation. Mr. Folley stated that he would like to speak about 3 topics; 1. Ensure that there are 3 options given for the renovation; high, medium, and low options. 2. The involvement of currently incarcerated and previously incarcerated individuals involved in the community engagement portion. 3. Hold strong to the \$49 million dollar maximum price. 4. Consider a way to use the new portion of the jail built in 2000.

**Kate Fraleigh** – Ms. Fraleigh stated that she was pleased that public engagement is included in the schedule for the renovation project. One schedule says the public engagement is to start February 5, 2024. I recommend that ACRJ send out notices inviting community involvement to all the organizations and all the people who have ever expressed concerns about the renovation expansion project. Reasons given for the renovation expansion project include: to provide more space for people incarcerated here, better safety and better airflow. Taking out the extra furniture would address those issues at least to some degree. That extra furniture is the double bunked beds. The rated capacity is 329, the average daily population so far this year is 282. According to the planning study, “cells are typically double bunked.” I know of only one cell that is not double bunked. That means there could be somewhere close to 650 total beds in the jail. For a rated capacity of 329 and an average daily census of 282. When asked “why haven’t those extra beds been removed, a number of you have responded, “what if the census goes up?” That is not likely. It has been said that the double bunking is allowed because it is “grandfathered in”. But I think the double bunking continues to be widespread. Not because the census is high (which was the original intent to lower expenses). The square footage per person requirements that aren’t being met because of the double bunking are intended to provide a humane space for people incarcerated here. Please remove most of the double bunk beds before the renovation even starts. In the future, during tours, please explain why the space is so crowded. Explain what the code required the rated capacity to be for each space. According to something I read, the jail is supposed to provide a double bunking report on a regular basis.

### **Matters from Brendan Hefty, ACRJA Attorney:**

Mr. Hefty had no matters for discussion

### **Matters from the ACRJA Board Members:**

Ms. McKeel announced to the board that we will now be using a water cooler and compostable cups to reduce the use of plastics.

Ms. McKeel stated that there has been some concern regarding meetings being canceled. Ms. McKeel informed the board that the meetings were previously held every other month. Once the renovation discussions were up and running the decision was made to meet monthly in addition to extending the time by 30 minutes. We also decided to keep the

## Bi Monthly Board December 14, 2023

monthly meeting on our calendars and cancel as necessary if there was not enough content for a meeting.

### **Matters from Ann Shawver, Business Manager:**

Ms. Shawver gave the board the most recent financial report.

**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.

### **Matters from Superintendent, Martin Kumer:**

**Trustee** – Colonel Kumer recognized Earl Key, an inmate participating in the litter pick up program. Mr. Key assisted Officer J. Creasy to the vehicle after he broke his ankle while out picking up litter. Mr. Key was thanked for his assistance.

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**Davenport / Sands Anderson** - Ms. McKeel advised the board that the interim financing presentation was presented to the Nelson County Board of Supervisors, Charlottesville City Council and Albemarle County Board of Supervisors. It was approved unanimously by all 3 jurisdictions and the board would be hearing the same presentation that was given to the jurisdictions. Courtney Rogers from Davenport presented the results of the Interim Financing Request for Proposal Resolution in addition to approving the issuance of Jail Facility Revenue Obligation. This is essentially going to finance the design portion of the process. Mr. Rogers explained that Davenport asked for 2 options for interim financing. The first option was a draw-down option, non-revolving, line of credit revenue note. Option 2 was a bond anticipation revenue note (i.e. all proceeds drawn at closing). On December 6, 2023 the Authority received proposals from 2 banks: First National Bank and M&T Bank. Davenport recommended that the Authority move forward with the First National Banks proposal for option 1 because it meets all of the Authority's goals and objectives for the financing, including: achieving the lowest all-in cost of funding with a fixed interest rate of 0.71% lower than M&T's lowest proposal; preferred structure of a draw-down, non-revolving line of credit for no additional interest cost; and an interest rate proposal fixed through the anticipated closing date of December 21, 2023. (Full presentation located in the December Board Packet / Supporting Documents.)

Ms. McKeel advised the board that there are 2 items for action and they can be combined into 1 approval. Approving the Issuance of Jail Facility Revenue Obligation and Approval of Interim Financing Terms.

Mr. Pinkston made a motion to approve the Resolution of the Albemarle-Charlottesville Regional Jail Authority approving the issuance of Jail Facility Revenue Obligation. Ms. Dimock seconded the motion. Ms. McKeel requested a roll call vote.

Roll Call was as follows:

|                  |     |
|------------------|-----|
| Mr. Barton       | Yes |
| Sheriff Hill     | Yes |
| Ms. McGarry      | Yes |
| Mr. Pinkston     | Yes |
| Ms. Marshall     | Yes |
| Ms. McKeel       | Yes |
| Ms. Dimock       | Yes |
| Mr. Pastors      | Yes |
| Ms. Draine       | Yes |
| Sheriff Bryant   | Yes |
| Sergeant Jackson | Yes |

The motion carried.

## Bi Monthly Board December 14, 2023

**Architecture and Engineering Contract** – Upon notification 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 the interim-financing. We did ask for assistance from Downey and Scott who is our project manager, for assistance with the RFP.

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 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 5<sup>th</sup> 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 both Counties and the City. Colonel Kumer advised the board that he would be working with Moseley, The Miles Agency as well as the project manager to determine a schedule that will be presented to the board in the near future. Ms. McGarry asked if any of the costs already incurred could be picked up by the financing and when. Ms. McGarry was advised that the IRS code states that you can reimburse up 60 days prior to the signing of the resolution.

Ms. McKeel asked for a motion to approve the Architecture and Engineering Services Contract with Moseley Architects. Mr. Pinkston made a motion to approve the contract included in the board packet for A&E services with Moseley Architects. Ms. Marshall seconded the motion.

Roll Call was as follows:

|               |     |
|---------------|-----|
| Mr. Barton    | Yes |
| Sheriff Hill  | Yes |
| Mrs. McGarry  | Yes |
| Mr. Pinkston  | Yes |
| Mrs. Marshall | Yes |
| Ms. McKeel    | Yes |

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|                  |         |
|------------------|---------|
| Ms. Dimock       | Yes     |
| Mr. Pastors      | Yes     |
| Ms. Draine       | Yes     |
| Sheriff Bryant   | Yes     |
| Sergeant Jackson | Abstain |

The motion carried.

Project Manager and Owner Representative -

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.

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 located in the December board packet.

### **Recommendation:**

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

Ms. Dimock made a motion to approve to proceed with a contract for project management services with Downey and Scott Construction Management Services. Sheriff Bryant seconded the motion.

Roll Call was as follows:

|                  |     |
|------------------|-----|
| Mr. Barton       | Yes |
| Sheriff Hill     | Yes |
| Mrs. McGarry     | Yes |
| Mr. Pinkston     | Yes |
| Mrs. Marshall    | Yes |
| Ms. McKeel       | Yes |
| Ms. Dimock       | Yes |
| Mr. Pastors      | Yes |
| Ms. Draine       | Yes |
| Sheriff Bryant   | Yes |
| Sergeant Jackson | Yes |

The motion carried.

## Bi Monthly Board December 14, 2023

**Budget Committee** – Ms. McKeel advised the board that a budget committee would need to be established as we go into our budget cycle. Ms. McKeel further explained that the budget committee has typically been the counties and city’s executives. That would be Ms. Dimock for Albemarle County, Mrs. McGarry for Nelson County and Mrs. Marshall for the City of Charlottesville. Mr. Pastors made a motion to establish the budget committee comprised of Ms. Dimock, Mrs. McGarry, and Mrs. Marshall to meet in January and February report back to this board. Mr. Barton seconded the motion. The motion carried.

### **New Business:**

There was no new business.

### **Closed Session:**

There was no need for a closed session.

Ms. McKeel adjourned the meeting to January 11, 2024 at 12:00 pm.

The meeting adjourned at 1:20 pm.

**DRAFT**



## CONSENT/AGENDA

### PERSONNEL/NEW HIRES:

|                |                          |            |
|----------------|--------------------------|------------|
| Heather Harris | Food Services Supervisor | 12/18/2023 |
| Zachary Cole   | Corrections Officer      | 01/02/2024 |
| Craig Savarese | Corrections Officer      | 01/02/2024 |

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

|   | 1/4/2024     | 12/4/2023   | 10/5/2023   | 8/1/2023    |
|---|--------------|-------------|-------------|-------------|
| Total number of inmates the jail received a \$8.00 bonus payment                          | 46           | 48          | 40          | 43          |
| The number of inmates who have been released or transferred                               | 14           | 21          | 15          | 28          |
| The number of inmates participating in jail sponsored programs*                           | 0            | 0           | 0           | 0           |
| The number of inmates with less than 60 days until their scheduled release**              | 0            | 0           | 2           | 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                  | 32           | 27          | 23          | 15          |
| <b>Percentage of State Responsible inmates compared to jail's total inmate population</b> | <b>12.16</b> | <b>10.8</b> | <b>7.95</b> | <b>5.43</b> |

\*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 (263) as of 7:07 am on Thurs. Jan. 4, 2024
- (2) This number represents 10.8% of the jail's population (249) as of 10:55 am on Friday, Dec. 8, 2023
- (3) This number represents 7.95% of the jail's population (289) as of 8:23am on Thursday, Oct. 5, 2023
- (4) This number represents 5.43% of the jail's population (276) as of 6:53am on Tuesday, Aug. 1, 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.

# ICWFP STATS 2023

| Departments             | Jan             | Feb             | Mar             | Apr             | May             | Jun            | Jul | Aug            | Sep            | Oct            | Nov            | Dec | Total Hours       |
|-------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|----------------|-----|----------------|----------------|----------------|----------------|-----|-------------------|
| <b>ALBEMARLE COUNTY</b> | 22              | 29.25           | 44              | 21              | 23.25           | 10.75          | 0   | 5.25           | 8.5            | 3              | 4.5            | 0   | <b>171.5</b>      |
| <b>VDOT</b>             | 16              | 17              | 35.5            | 0               | 0               | 0              | 0   | 0              | 0              | 0              | 0              | 0   | <b>0</b>          |
|                         |                 |                 |                 |                 |                 |                |     |                |                |                |                |     |                   |
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|                         |                 |                 |                 |                 |                 |                |     |                |                |                |                |     |                   |
| <b>PROGRAM TOTALS</b>   | <b>38</b>       | <b>46.25</b>    | <b>79.5</b>     | <b>21</b>       | <b>23.25</b>    | <b>10.75</b>   |     | <b>5.25</b>    | <b>8.5</b>     | <b>3</b>       | <b>4.5</b>     |     | <b>171.5</b>      |
| <b>DOLLAR CREDITS</b>   | <b>\$275.50</b> | <b>\$335.31</b> | <b>\$576.38</b> | <b>\$152.25</b> | <b>\$168.56</b> | <b>\$77.94</b> |     | <b>\$38.06</b> | <b>\$61.63</b> | <b>\$21.75</b> | <b>\$32.63</b> |     | <b>\$1,243.38</b> |

## **Special Management Housing at ACRJ**

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

- 24 inmates were assigned to Administrative/Mental Health Segregation
- 4 inmates assigned to Protective Custody
- 36 inmates were assigned to Medical Segregation
- 19 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: 778**

**Current total number of HEI participants: 26**

**Total number of inmate's 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 <sup>rd</sup> offense-    | 1 |
| Actual or simulated masturbation in public-  | 1 |

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

**HEI Participants by Court**

|                                 |            |                                   |     |
|---------------------------------|------------|-----------------------------------|-----|
| Albemarle County Circuit Court- | 128        | Charlottesville City Circuit-     | 149 |
| Nelson County Circuit Court-    | 37         | Nelson General District-          | 6   |
| Albemarle General District-     | 188        | Charlottesville General District- | 116 |
| Albemarle J&DR-                 | 3          | Charlottesville J&DR-             | 26  |
| Nelson J&DR-                    | 3          | Department of Corrections-        | 4   |
| Combined Courts-                | 34         |                                   |     |
| <b>Total-</b>                   | <b>694</b> |                                   |     |

**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 |
| <b>Total-</b>                  | <b>34</b> |                |   |
| <b>Misc. (Hospital, etc.)-</b> | <b>50</b> |                |   |

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

|  |  |
|--|--|
| <p><b><u>AGENDA TITLE:</u></b><br/>COVID Update</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b><br/>Martin Kumer, Superintendent</p> | <p><b><u>AGENDA DATE:</u></b> January 11, 2024</p> <p><b><u>FORMAL AGENDA:</u></b><br/><b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b><br/><b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> no</p> |
|--|--|

**As of Monday, January 8, 2024 there are 7 positive cases of COVID in the facility.**

**Recommendations:** None at this time.

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY EXECUTIVE SUMMARY

|  |   |
|--|---|
| <p><b><u>AGENDA TITLE:</u></b><br/>FY24 November YTD Financial Report<br/>(Unaudited)</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b><br/>Martin Kumer, Superintendent<br/>Ann Shawver, Financial Consultant</p> | <p><b><u>AGENDA DATE:</u></b> January 11, 2024</p> <p><b><u>FORMAL AGENDA:</u></b><br/><b><u>ACTION:</u></b> No    <b><u>INFORMATION:</u></b></p> <p><b><u>CONSENT AGENDA:</u></b><br/><b><u>ACTION:</u></b> No    <b><u>INFORMATION:</u></b></p> <p><b><u>ATTACHMENTS:</u></b> Yes</p> |
|--|---|

**Summary**

Through the five-month period ending November 30, 2023, revenues exceed expenditures by more than \$870,000 and are tracking ahead of budget. Expenditures are right on target as a percent of budget through November. This report marks the first this fiscal year where projections for the full fiscal year have been made. The current projection calls for a small \$39,000 deficit of revenues versus expenditures. Projections will be updated and fine-tuned as the fiscal year progresses.

**Revenues**

- Revenues in total are 48% of the budget, positive performance considering a five-month target of 42%. For the year, revenues are projected to slightly exceed the estimate.
- While Compensation Board funding slightly lags budget, ACRJ expects to receive the full amount budgeted by the time the year is complete.
- Member jurisdiction contributions are slightly ahead of expectation with one member having paid a month in advance; this category will also exactly meet budget.
- Receipt of two quarterly payments of State per diems strengthen this category which is expected to slightly exceed the budget.
- 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 below expectation through November, demonstrating continuation of trends of low state and federal prisoners experienced in FY23. Budgetary shortfalls are expected as a result.
- Other revenue is expected to significantly exceed budget, driven by strong interest earnings experienced since an account was established with the State Treasury's Local Government Investment Pool (LGIP).

**Expenditures**

- Expenditures in total are 42% of the budget, exactly on target at the five-month mark. For the year, expenditures are projected to slightly exceed the estimate.
- Salaries and benefits are tracking as expected at 41% of the budget. Overtime and part-time wages are expected to decline the latter part of the fiscal year; therefore, this category is projected to finish the year below budget.
- Contractual Service expenses are over budget through November as impacted by the continued use of contract nursing services. Though hiring efforts are in place, this category will significantly exceed the budget for the year.
- 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, and this is expected to continue throughout the year. As a result, significant budgetary savings is expected for inmate medical.
- The inmate other category is ahead of target and expected to exceed budget for the year as a result of linen and uniform costs in excess of budget. The employee food and uniform category is experiencing a similar result.
- The other operating costs category is ahead of budget and expected to exceed budget for the year as a result of some repair and maintenance items exceeding budget.
- The facility category is slightly ahead of budget through November but for the year as a whole is expected to fall slightly under budget. Some “stocking up” of supplies was done in the fall which affects the timing of expenditures.
- Capital outlay expenditures are ahead of target since the budgeted vehicle has already been purchased. Currently, the expectation is to purchase all items budgeted within this category. If needed, a spending delay can be enacted to mitigate other expenditure pressures.

**Recommendations:** None at this time.



**Albemarle-Charlottesville Regional Jail**  
**Statement of Revenues, Expenditures and Changes in Net Position**  
**5 Month Period Ended November 30, 2023**  
**(Unaudited)**

| Category                                    | FY24 Nov YTD     | FY24 Budget       | % Budget<br>Recognized<br>(Target is<br>42%) | FY24<br>Projection | FY24 Projected<br>Budget<br>Variance<br>Positive/<br>(Negative) |
|---|------------------|-------------------|--|--------------------|---|
| Member jurisdiction contributions           | 5,040,576        | 9,190,000         | 55%  | 9,190,000          | -   |
| Compensation Board funding                  | 2,403,988        | 6,142,500         | 39%  | 6,142,500          | -   |
| State per diem                              | 224,342          | 400,000           | 56%  | 428,000            | 28,000  |
| Telephone system revenue                    | 50,704           | 250,000           | 20%  | 250,000            | -   |
| Housing of federal prisoners                | 39,238           | 250,000           | 16%  | 94,000             | (156,000)   |
| Department of Corrections Rx Reimbursements | 1,287            | 18,000            | 7%   | 3,000              | (15,000)  |
| Federal, state and private grants           | -                | 30,000            | 0%   | 25,000             | (5,000)   |
| Other revenue                               | 171,279          | 381,500           | 45%  | 536,500            | 155,000   |
| <b>Total revenues</b>                       | <b>7,931,414</b> | <b>16,662,000</b> | <b>48%</b>                                   | <b>16,669,000</b>  | <b>7,000</b>  |
| Salaries and benefits                       | 5,422,373        | 13,101,000        | 41%  | 12,774,000         | 327,000   |
| Contractual services                        | 403,787          | 297,000           | 136%   | 938,000            | (641,000)   |
| Inmate food                                 | 188,940          | 550,000           | 34%  | 525,000            | 25,000  |
| Inmate medical                              | 195,673          | 925,000           | 21%  | 518,000            | 407,000   |
| Inmate other                                | 66,291           | 130,000           | 51%  | 159,000            | (29,000)  |
| Employee food and uniform                   | 90,740           | 175,000           | 52%  | 199,000            | (24,000)  |
| Other operating costs                       | 220,749          | 445,500           | 50%  | 547,000            | (101,500)   |
| Facility costs                              | 386,103          | 858,500           | 45%  | 868,000            | (9,500)   |
| Capital outlay                              | 86,121           | 180,000           | 48%  | 180,000            | -   |
| <b>Total expenditures</b>                   | <b>7,060,777</b> | <b>16,662,000</b> | <b>42%</b>                                   | <b>16,708,000</b>  | <b>(46,000)</b>   |
| <b>Change in net position</b>               | <b>870,637</b>   | <b>-</b>          |  | <b>(39,000)</b>    | <b>(39,000)</b>   |

# ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY EXECUTIVE SUMMARY

|  |   |
|--|---|
| <p><b><u>AGENDA TITLE:</u></b><br/>Public Notification of Serious Incidents</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b><br/>Martin Kumer, Superintendent</p> | <p><b><u>AGENDA DATE:</u></b> January 11, 2024</p> <p><b><u>FORMAL AGENDA:</u></b><br/>INFORMATION</p> <p><b><u>CONSENT AGENDA:</u></b><br/>No</p> <p><b><u>ATTACHMENTS:</u></b> No</p> |
|--|---|

## **Background:**

The purpose of this process is to establish a procedure for the distribution and sharing of information to the public, news media, Jail Board Authority, law enforcement agencies, and other organizations. This procedure will ensure a more informed public while protecting the privacy and other rights of inmates, members of the staff, as well as maintain the safety and security of the facility. It will also notify the public of who will share information, what information will be shared, how it will be shared, to whom, and when it may be shared.

## **Conclusion:**

All questions or request for further information shall be referred to the Superintendent.

The Superintendent will employ this procedure whenever feasible to do so. However, the manner and time of the notification of serious incidents to the public will be at the discretion of the Superintendent.

## **Definitions**

Media Organizations - Radio or television program of a station holding a Federal Communications Commission license; a news magazine of a national circulation, sold by newsstands and mail subscriptions to the general public; or a general circulation newspaper which as a general rule is qualified to publish legal notices.

Non-Essential Information – Information of a non-serious nature that is deemed to be of public interest, including but not limited to: Announcement of Public Tours, Hiring Events, Employee Promotions, Inmate Earned GEDs, Programming and Re-Entry Initiatives, etc.

Serious Incidents – Incidents to include, but not limited to: the death of an inmate in custody, escape from the physical custody of the facility, serious bodily injury requiring emergency medical care involving staff or inmates, or when a law enforcement agency is summoned to investigate potential serious criminal activity within the facility.

## **Communication of Serious Incidents**

Only the Superintendent or their designee is authorized to distributed information.

Information will be distributed primarily by email.

The Jail Board Authority and its employees:

Information regarding serious incidents will be sent by email to members of the Jail Board Authority and its employees within 24 hours of the incident occurring. This will allow time to conduct an initial assessment of the situation, collect accurate information, and coordinate a response with law enforcement agencies prior to dissemination. The incident may be ongoing and additional information will be distributed as it becomes available.

Media and general public:

A Media Release will be sent by email using to the active list of media emails.

It shall be the responsibility of the media organization to ensure their contact information is accurate and up-to-date with facility. The Media Release will also be posted to the facility's website: [acrj.org](http://acrj.org) under the heading Media Release.

The media will be notified as soon as prudent to do so provided the release of information will not compromise an on-going criminal investigation and in coordination with local law enforcement.

If the incident is death related, a notification will be made that a death of an inmate in the custody of the facility has occurred with more information to follow.

The name of the deceased will be released after notification of next of kin. The cause of death will be referred to as under investigation with information to follow.

Non-essential information shall be posted on the facility's website under the heading of Media Release as soon as practical.

**Recommendation:**  
Information

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

|   |   |
|---|---|
| <p><b><u>AGENDA TITLE:</u></b><br/>Public Engagement</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b><br/>Martin Kumer, Superintendent</p> | <p><b><u>AGENDA DATE:</u></b> January 11, 2024</p> <p><b><u>FORMAL AGENDA:</u></b><br/>INFORMATION</p> <p><b><u>CONSENT AGENDA:</u></b><br/>No</p> <p><b><u>ATTACHMENTS:</u></b> No</p> |
|---|---|

**Background:**

The Board Authority and Superintendent are committed to ensuring the general public, facility staff, the inmate population and all stakeholders have an opportunity to participate in the anticipated expansion and renovation of the jail.

**Conclusion:**

Moseley Architects realizes that input from the public and all stakeholders is paramount to a successful design that meets the needs of the community.

Moseley Architects has partnered with Delceno Miles and the Miles Agency to promote and encourage public engagement through the design process.

The following Public Engagement Plan will ensure public and stakeholder participation and input while maintaining an efficient and timely design process.

There will be three listening and idea mining sessions targeted to the general public. All meetings are tentatively scheduled with locations yet to be determined.

All sessions will be held in community locations that is serviced by public transportation and at times determined to best enable public participation. All meetings will also have a virtual option. All meeting times, locations and agendas will be advertised publicly through the use of media releases, email when feasible and postings on the Jail's website [acrj.org](http://acrj.org).

Meeting notes and related information will be made available on the Jail's website following each session.

- 1) The first meeting is tentatively scheduled for January 26 and is designed to be a listening and idea mining session.
- 2) The second engagement forum is tentatively February 12. During this meeting we will discuss suggestions and ideas presented at the first listening session. Follow-up questions will also be discussed.

- 3) The third session is currently scheduled for February 29. Moseley Architects will present three options with associated costs using information gleaned from the public engagement sessions.
- 4) In addition to the in-person and virtual meeting there will be an online survey for the community.
- 5) The inmate population will have an opportunity to complete an on-line survey as well as participate in two small group in-person interviews. Participating inmates will be selected at random by those individuals expressing a desire to participate in the sessions. The groups will consist of individuals whose demographics best represents the inmate population.

**Recommendation:**

Information

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

|   |   |
|---|---|
| <p><b><u>AGENDA TITLE:</u></b><br/>Design and Engineering Schedule</p> <p><b><u>SUBJECT/PROPOSAL/REQUEST:</u></b></p> <p><b><u>STAFF CONTACTS:</u></b><br/>Martin Kumer, Superintendent</p> | <p><b><u>AGENDA DATE:</u></b> January 11, 2024</p> <p><b><u>FORMAL AGENDA:</u></b><br/>INFORMATION</p> <p><b><u>CONSENT AGENDA:</u></b><br/>No</p> <p><b><u>ATTACHMENTS:</u></b> No</p> |
|---|---|

**Background:**

Moseley Architects has been provide all design and engineering services related to the proposed renovation and expansion of the facility.

**Conclusion:**

Moseley Architects has developed the following schedule to accommodate the design work as requested by the Board Authority.

**Recommendation:**

Information

# MOSELEYARCHITECTS

## Albemarle Charlottesville Regional Jail - Expansion and Renovation

PROJECT NO.632552

### PROJECT SCHEDULE

January 4, 2024

|  | Activity Duration(calendar days) | Completion Date                    | Phase Duration (calendar days) | Project Duration |
|--|----------------------------------|------------------------------------|--------------------------------|------------------|
| <b>Programming/Conceptual/Schematic Design (16 Weeks)</b>                              |                                  |                                    |                                |                  |
| Notice to Proceed  |                                  | Tuesday, January 2, 2024           | 0                              | 0                |
| Kick-off meeting   | 7                                | Tuesday, January 9, 2024           | 7                              | 7                |
| Schematic Design to 25% complete   | 14                               | Tuesday, January 23, 2024          | 21                             | 21               |
| Community Engage In-person mtg 1, Virtual mtg 1, Survey 1 and 2, Interview 1           | 3                                | Friday, January 26, 2024           | 24                             | 24               |
| Schematic Design to 50% complete   | 14                               | Friday, February 9, 2024           | 38                             | 38               |
| Community Engage In-person mtg 2, Virtual mtg 2, Interview 2                           | 3                                | Monday, February 12, 2024          | 41                             | 41               |
| Schematic Design to 75% complete   | 14                               | Monday, February 26, 2024          | 55                             | 55               |
| Community Engage In-person mtg 3   | 3                                | Thursday, February 29, 2024        | 58                             | 58               |
| ACRJ Board review/direction provided (fixed date**, ACRJ BOARD Meeting)                | 14                               | Thursday, March 14, 2024           | 72                             | 72               |
| Schematic Design to 100% complete  | 14                               | Thursday, March 28, 2024           | 86                             | 86               |
| Prepare SD cost estimate, Submit SD; start at 100% SD                                  | 14                               | Thursday, April 11, 2024           | 100                            | 100              |
| ACRJ Review Schematic Design and Issues Approval                                       | 7                                | Thursday, April 18, 2024           | 107                            | 107              |
| <b>Design Development (15 Weeks)</b>   |                                  |                                    |                                |                  |
| Meeting with County Building Official (starts at SD Approval)                          | 0                                | Thursday, April 18, 2024           | 0                              | 107              |
| Design Development to 50% complete   | 21                               | Thursday, May 9, 2024              | 21                             | 128              |
| Meeting with ACRJ staff to review 50% DD documents                                     | 0                                | Thursday, May 9, 2024              | 21                             | 128              |
| ACRJ Board update (fixed date**, ACRJ BOARD Meeting)                                   | 0                                | Thursday, May 9, 2024              | 21                             | 128              |
| Design Development to 75% complete   | 21                               | Thursday, May 30, 2024             | 42                             | 149              |
| Design Development to 100% complete  | 14                               | Thursday, June 13, 2024            | 56                             | 163              |
| Prepare Design Development cost estimate; Submit DD                                    | 14                               | Thursday, June 27, 2024            | 70                             | 177              |
| Value Engineering  | 14                               | Thursday, July 11, 2024            | 84                             | 191              |
| Resolve comments   | 7                                | Thursday, July 18, 2024            | 91                             | 198              |
| VDOC approval  | 7                                | Thursday, July 25, 2024            | 98                             | 205              |
| ACRJ Review Design Development and Issues Approval                                     | 7                                | Thursday, August 1, 2024           | 105                            | 212              |
| <b>Construction Documents (14 Weeks)</b>   |                                  |                                    |                                |                  |
| Construction Documents to 50% complete   | 35                               | Thursday, September 5, 2024        | 35                             | 247              |
| Construction Documents to 75% complete   | 14                               | Thursday, September 19, 2024       | 49                             | 261              |
| Quality Control Review printing/100% Construction Documents                            | 21                               | Thursday, October 10, 2024         | 70                             | 282              |
| Complete QC Review/incorporate comments/submit for permit                              | 21                               | Thursday, October 31, 2024         | 91                             | 303              |
| Prepare Construction Documents cost estimate   | 0                                | Thursday, October 31, 2024         | 91                             | 303              |
| Submit Owner Review Set  | 0                                | Thursday, October 31, 2024         | 91                             | 303              |
| ACRJ Review Construction Documents and Issues Approval                                 | 7                                | Thursday, November 7, 2024         | 98                             | 310              |
| <b>Building Permit Review (6 Weeks)</b>  |                                  |                                    |                                |                  |
| <i>Building permit review (starts at complete QC review)</i>                           | <i>21</i>                        | <i>Thursday, November 21, 2024</i> | <i>21</i>                      | <i>331</i>       |
| Resolve, incorporate comments, complete Construction Docs                              | 14                               | Thursday, December 5, 2024         | 35                             | 345              |
| Building Permit approval   | 7                                | Thursday, December 12, 2024        | 42                             | 352              |
| <b>Bidding and Award (13 Weeks)</b>  |                                  |                                    |                                |                  |
| Advertise for Bids   | 3                                | Sunday, December 15, 2024          | 3                              | 355              |
| Receive Bids   | 37                               | Tuesday, January 21, 2025          | 40                             | 392              |
| Award Construction Contract (fixed date**, ACRJ BOARD Meeting)                         | 51                               | Thursday, March 13, 2025           | 91                             | 443              |
| <b>NTP and Construction Administration (14 Months construction schedule NTP to SC)</b> |                                  |                                    |                                |                  |
| Issue Notice to Proceed  | 1                                | Friday, March 14, 2025             | 0                              | 444              |
| Shop dwgs/submittals/Issue Notice to Proceed for demo                                  | 61                               | Wednesday, May 14, 2025            | 61                             | 505              |
| Substantially complete construction  | 365                              | Thursday, May 14, 2026             | 426                            | 870              |
| Final Completion/furniture installation and move-in                                    | 30                               | Saturday, June 13, 2026            | 91                             | 900              |
| Warranty period  | 335                              | Friday, May 14, 2027               | 426                            | 1235             |

Items in ***bold italics*** are not in sequence with activity directly above and are controlled by other task