

143 - JAIL COMMISSARY

Operational Summary

Description:

Commissary Operations is a highly automated, profit-based unit with fiduciary responsibilities over inmate funds. The primary goal for this operation is to provide high quality products and services to those incarcerated in the Sheriff's jail facilities and secondly to provide funding to the Sheriff's Inmate Welfare Fund to support vocational and educational training programs. Under California Penal Code Section 4025, revenue sources for the Inmate Welfare Fund include jail commissary profits.

At a Glance:

Total FY 2018-2019 Current Modified Budget:	11,616,329
Total FY 2018-2019 Actual Expenditure + Encumbrance:	8,330,659
Total Final FY 2019-2020:	11,418,562
Percent of County General Fund:	N/A
Total Employees:	41.00

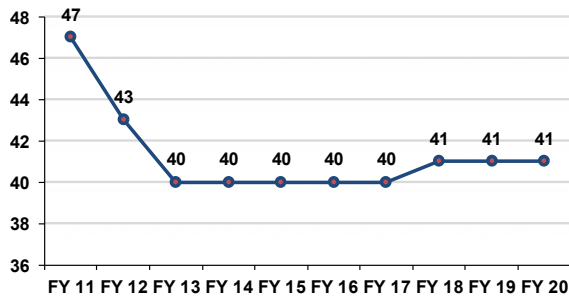
Strategic Goals:

- Continue to provide inmates the opportunity to receive high quality products and services.
- Increase work safety by providing new and updated training, ensuring equipment and materials are maintained and kept at optimal standards.
- Establish contracts to upgrade existing conveyor belt and scanning machines.
- Update the Commissary building exterior (i.e. repair, patch, paint, etc.).
- Convert fluorescent lighting to LED lighting in order to gain value to the county through energy efficiencies, cost savings and improved illumination in workspaces.

FY 2018-19 Key Project Accomplishments:

- Replaced anti-fatigue mats on all assembly lines to maximize employee comfort, safety and to reduce work related injuries.
- Replaced a sit down forklift to improve warehousing operations, safety, and operational efficiencies.
- Replaced a heavy duty vertical baler to improve warehousing operations, reduce labor costs and supplies, and gain operational efficiencies.
- Established a contract for the fire alarm system and quarterly inspections.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- In FY 2016-17, 1 position was transferred from Fund 144, Inmate Welfare Fund to align staff resources required for operations.
- In FY 2011-12, 3 positions were deleted per County Position policy.
- In FY 2010-11, 4 positions were deleted per County Position policy.

Final Budget History:

Sources and Uses	FY 2017-2018	FY 2018-2019	FY 2018-2019	FY 2018-2019	Change from FY 2018-2019	
	Actual Exp/Rev	Budget ⁽¹⁾	Actual Exp/Rev	FY 2019-2020 ⁽¹⁾	Budget	
		As of 6/30/19	As of 6/30/19	Final Budget	Amount	Percent
Total Positions	41	41	41	41	0	0.00
Beginning Fund Balance - Unassigned	0	0	0	0	0	0.00
Total Revenues	8,491,268	8,168,000	8,535,180	8,576,000	408,000	4.99
Total Expenditures/Encumbrances	8,386,249	11,616,329	8,330,659	11,418,562	(197,767)	-1.70
Prior Year Encumbrance Cancellations	20,020	0	3,345	0	0	0.00
Inc/(Dec) to Obligated Fund Balances	125,040	(3,448,329)	207,865	(2,842,562)	605,767	-17.57
Ending Fund Balance - Unassigned	(1)	0	0	0	0	0.00

(1) The above totals may not match FY 2018-19 Current Modified Budget and FY 2019-20 Final Budget totals included in "At a Glance" due to inclusion of increases in Obligated Fund Balances.

Columns may not total correctly due to rounding.

Detailed budget by expense category and by activity is presented for agency: Jail Commissary in the Appendix on page A145

Highlights and Key Trends:

- The number of inmates has balanced out and back to the average, which has allowed for increased sales. Commissary Operations also added some new products to offer to the inmates. With both of these components, Fund 143 sales has increased. The plan is to continue to add some new products to offer a little variety/change to the inmates and continue with increased sales.

Budget Summary

Plan for Support of the County's Strategic Priorities:

County Strategic Priorities at the core are to improve the community overall. Commissary's profits are deposited in the Inmate Welfare Fund which provides inmates with education and assistance in a variety of areas. The goal of the education and assistance programs is to help inmates reduce recidivism and alternatively become productive members of the community.

Changes Included in the Base Budget:

The Jail Commissary Fund is a self-balancing fund that does not rely on support from the County General Fund. Operational and product costs are projected to increase in FY 2019-20.

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Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2017-2018		FY 2018-2019		FY 2018-2019		FY 2019-2020		Change from FY 2018-2019	
	Actual Exp/Rev	Budget As of 6/30/19	Actual Exp/Rev As of 6/30/19	Budget	Actual Exp/Rev As of 6/30/19	Budget	Final Budget	Budget	Amount	Percent
Revenue from Use of Money and Property	\$ 67,026	\$ 45,000	\$ 108,981	\$ 100,000	\$ 55,000	122.22%				
Charges For Services	927,254	905,000	943,196	989,000	84,000	9.28				
Miscellaneous Revenues	7,496,989	7,218,000	7,483,002	7,487,000	269,000	3.73				
Obligated Fund Balances	0	3,448,329	0	2,842,562	(605,767)	-17.57				
Fund Balance Unassigned	0	0	0	0	0	0.00				
Total Revenues	8,491,268	11,616,329	8,535,180	11,418,562	(197,767)	-1.70				
Salaries & Benefits	3,564,292	3,751,246	3,479,634	3,787,395	36,149	0.96				
Services & Supplies	3,793,556	3,941,569	3,790,817	4,049,918	108,349	2.75				
Other Charges	0	599,292	0	0	(599,292)	-100.00				
Equipment	18,543	200,000	60,208	200,000	0	0.00				
Other Financing Uses	1,009,858	1,500,000	1,000,000	1,508,991	8,991	0.60				
Special Items	0	1,624,222	0	1,872,258	248,036	15.27				
Obligated Fund Balances	125,040	0	207,865	0	0	0.00				
Total Requirements	8,511,289	11,616,329	8,538,524	11,418,562	(197,767)	-1.70				
Beginning Fund Balance - Unassigned	0	0	0	0	0	0.00				
Current Year Revenue	8,491,268	8,168,000	8,535,180	8,576,000	408,000	5.00				
Current Year Expenses	(8,284,443)	(11,616,329)	(8,167,694)	(11,418,562)	197,767	-1.70				
Prior Year Expenses	(24,106)	0	(99,058)	0	0	0.00				
Decrease/(Increase) Reserve for Encumbrances	(57,680)	0	(60,562)	0	0	0.00				
Decrease/(Increase) to Obligated Fund Balances	(125,040)	3,448,329	(207,865)	2,842,562	(605,767)	-17.57				
Ending Fund Balance - Unassigned	\$ (1)	\$ 0	\$ 1	\$ 0	\$ 0	0.00%				

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