

# 143 - JAIL COMMISSARY

## Operational Summary

### Description:

The Jail Commissary budget provides for commissary services to inmates housed in the five Orange County Jails as authorized by the Penal Code Section 4025. Profits earned plus accumulated interest are transferred to the Inmate Welfare Fund (Agency 144), which provides for the welfare, education and recreation of jail inmates.

### At a Glance:

Total FY 2004-2005 Projected Expend + Encumb:	6,292,496
Total Recommended FY 2005-2006	6,532,771
Percent of County General Fund:	N/A
Total Employees:	53.00

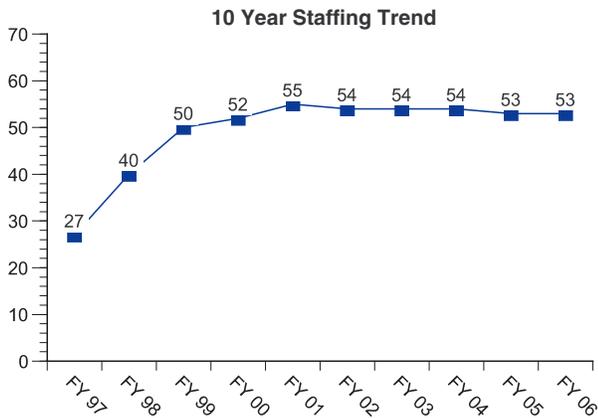
### Strategic Goals:

- Continue to increase profits from sale of Commissary items by improving the efficiency of Commissary Operations. Increased profits will be transferred to the Inmate Welfare Fund to benefit the inmates.
- Revise Commissary Warehouse matrix to enhance usage per square foot by reallocating excess square footage to Food Services centralized dry goods warehousing, thereby, increasing the rent paid to the Inmate Welfare Fund.

### FY 2004-05 Key Project Accomplishments:

- Commissary, Inmate Welfare, Inmate Programs and Food Services are now part of a new Division, Inmate Services. With the establishment of the new Division, greater efficiency in the use of Management and other key positions have occurred.
- Commissary held a lease on property owned by the Edison Company. The property was to be used for a parking lot for employees at the Commissary location. After re-evaluating the space available and changes in employee schedules, it was determined that an additional lot was no longer necessary. The lease was terminated at a savings of \$10,000 per year.

### Ten Year Staffing Trend:



**Ten Year Staffing Trend Highlights:**

- Staffing levels have remained steady for the last 3 years. Even though operations has increased as a result of expanded housing at the Theo Lacy Jail Facility and an increase in the breadth and scope of the recycling program, efficiencies through scheduling and automation has allowed the unit to operate effectively with the same number of positions.

**Changes Included in the Recommended Base Budget:**

The Jail Commissary Fund is a self-balancing budget with restricted revenue. The Base Budget includes a balancing entry to reflect over-financing to match anticipated Fund Balance Available at year-end. This budget is intended to fund commissary product and operational costs. The FY 05/06 budget is higher than FY 04/05 year-end projections since revenue from sales and expenditures from purchases will be higher as a result of the Theo Lacy Jail Facility Expansion.

**Budget Summary**

**Plan for Support of the County's Strategic Priorities:**

The Sheriff's Department will work with CEO in updating the Strategic Financial Plan in FY 05/06 and to identify future year priorities which form the basis of the Five Year Strategic Financial Plan.

**Proposed Budget History:**

Sources and Uses	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget As of 3/31/05	Projected <sup>(1)</sup> At 6/30/05	Recommended	Projected Amount	Percent
Total Positions	-	53	53	53	0	0.00
Total Revenues	6,144,032	6,360,539	6,754,436	6,532,771	(221,665)	-3.28
Total Requirements	5,797,493	6,360,539	6,533,665	6,532,771	(894)	-0.01
Balance	346,539	0	220,771	0	(220,771)	-100.00

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2004-05 projected requirements included in "At a Glance" (Which exclude these).

Detailed budget by expense category and by activity is presented for agency: Jail Commissary in the Appendix on page page 606



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### Summary of Proposed Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2003-2004	FY 2004-2005	FY 2004-2005	FY 2005-2006	Change from FY 2004-2005	
	Actual	Budget As of 3/31/05	Projected <sup>(1)</sup> As of 6/30/05	Recommended	Projected Amount	Percent
Revenue from Use of Money and Property	\$ 14,915	\$ 13,000	\$ 26,000	\$ 20,000	\$ (6,000)	-23.07%
Charges For Services	386,497	341,000	303,000	311,000	8,000	2.64
Miscellaneous Revenues	5,602,404	5,660,000	5,986,985	5,981,000	(5,985)	-0.09
Total FBA	115,552	346,539	346,539	220,771	(125,768)	-36.29
Reserves	80,000	0	0	0	0	0.00
Reserve For Encumbrances	(55,337)	0	91,912	0	(91,912)	-100.00
<b>Total Revenues</b>	<b>6,144,032</b>	<b>6,360,539</b>	<b>6,754,436</b>	<b>6,532,771</b>	<b>(221,665)</b>	<b>-3.28</b>
Salaries & Benefits	2,532,835	2,653,815	2,716,218	2,721,345	5,127	0.18
Services & Supplies	2,452,474	3,063,710	2,694,642	3,060,012	365,370	13.55
Other Charges	881	1,014	1,014	1,414	400	39.44
Fixed Assets	13,742	92,000	171,791	236,000	64,209	37.37
Other Financing Uses	797,560	400,000	800,000	514,000	(286,000)	-35.75
Reserves	0	150,000	150,000	0	(150,000)	-100.00
<b>Total Requirements</b>	<b>5,797,493</b>	<b>6,360,539</b>	<b>6,533,665</b>	<b>6,532,771</b>	<b>(894)</b>	<b>-0.01</b>
<b>Balance</b>	<b>\$ 346,539</b>	<b>\$ 0</b>	<b>\$ 220,771</b>	<b>\$ 0</b>	<b>\$ (220,771)</b>	<b>-100.00%</b>

(1) Requirements include prior year encumbrance and expenditures. Therefore, the above totals may not match FY 2004-05 projected requirements included in "At a Glance" (Which exclude these).