

Mail/Courier Services

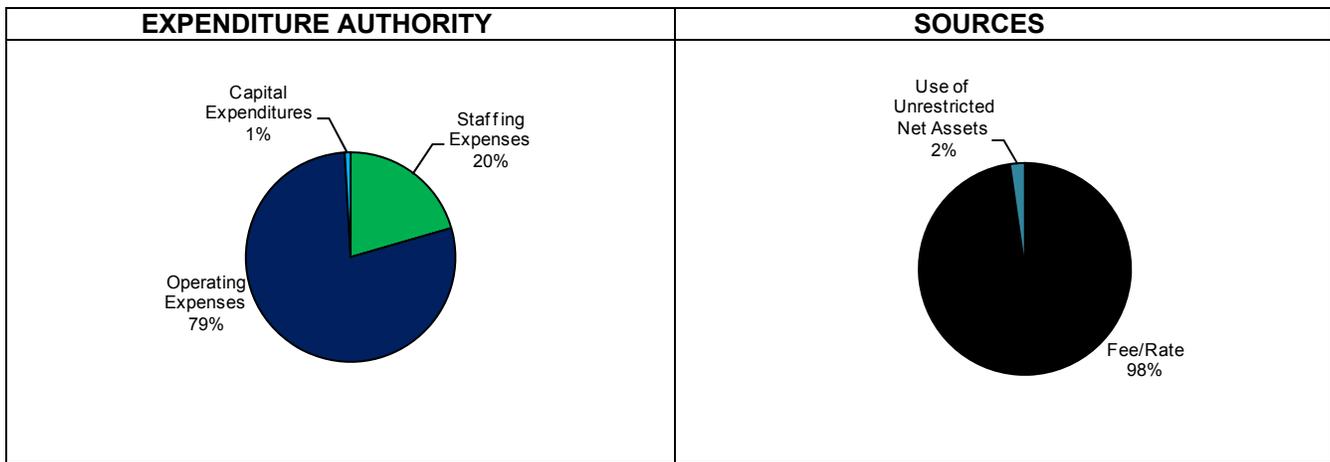
DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides mail handling and interoffice mail delivery. Mail handling includes various expedited shipping services, along with automated mail duties. There are 10 courier routes, four postage meter stations, two interoffice mail sorters, and a certified mail post.

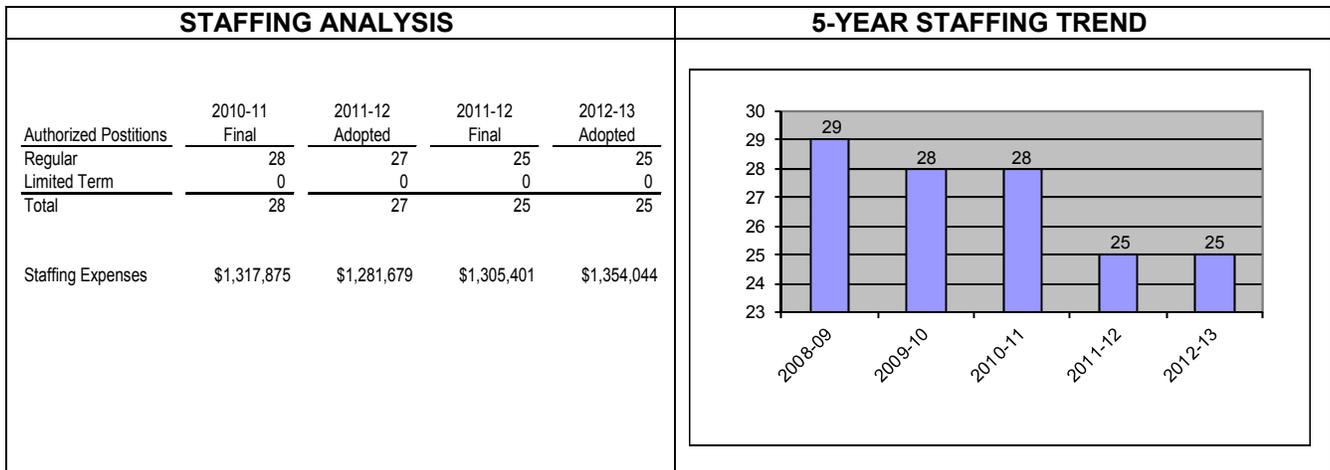
Budget at a Glance	
Total Expenditure Authority	\$6,601,187
Total Sources	\$6,452,587
Net Budget	(\$148,600)
Estimated Unrestricted Net Assets	\$1,556,843
Use of Unrestricted Net Assets	\$148,600
Total Staff	25

As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates. Unrestricted net assets available at the end of a fiscal year are carried over for working capital or equipment replacement. Any excess or shortage in fund balance is reviewed and incorporated into the rate structure for the following fiscal year.

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: Mail/Courier Services

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Mail/Courier Services

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,342,193	1,306,725	1,317,875	1,223,699	1,305,401	1,354,044	48,643
Operating Expenses	5,243,551	5,017,325	4,951,443	5,132,730	5,340,993	5,187,543	(153,450)
Capital Expenditures	64,131	0	0	0	0	59,600	59,600
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	6,649,875	6,324,050	6,269,318	6,356,429	6,646,394	6,601,187	(45,207)
Reimbursements	(36,772)	0	0	0	0	0	0
Total Appropriation	6,613,103	6,324,050	6,269,318	6,356,429	6,646,394	6,601,187	(45,207)
Operating Transfers Out	0	0	40,000	0	0	0	0
Total Requirements	6,613,103	6,324,050	6,309,318	6,356,429	6,646,394	6,601,187	(45,207)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	6,921,662	6,358,703	6,279,024	6,323,760	6,320,026	6,452,587	132,561
Other Revenue	0	0	0	0	175,000	0	(175,000)
Total Revenue	6,921,662	6,358,703	6,279,024	6,323,760	6,495,026	6,452,587	(42,439)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	6,921,662	6,358,703	6,279,024	6,323,760	6,495,026	6,452,587	(42,439)
Net Budget	308,559	34,653	(30,294)	(32,669)	(151,368)	(148,600)	2,768
				Budgeted Staffing	25	25	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Decreases in appropriation totaling \$45,207 include reduced costs as a result of reduction in operating expenses.

Departmental revenue is decreasing by \$42,439 and reflects the reduction in billable costs through reduced operating expenses.

In 2011-12, the Department reorganized the rate structure for the mail/courier function to improve cost accounting and use by departments. This included consolidating various mail handling functions into one rate which has allowed the department to process billing faster and also to provide for a simplified rate calculation. As of June 30, 2011, this blended rate has improved the cost accounting methodology for the Department and revenues have come further in line with expenditures. According to the June 30, 2011 financial statements prepared by the Auditor-Controller/Treasurer/Tax Collector, the unrestricted net assets in excess of working capital has increased to \$123,070. The rates for 2012-13 were constructed in order to maintain this level of unrestricted net assets throughout the coming year.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses represent the majority of this budget unit's expenditures totaling \$5,187,543. This includes direct postage expenses, equipment leases and maintenance, postal software upgrades, application development for web-based billing, and other related services and supplies. In 2012-13, the division plans to purchase four new postage meter machines and replace four old meter machines that are fully depreciated. This is being funded by retained earnings and will be depreciated over the useful life of the machine.

Departmental revenue totaling \$6,452,587 represents payments from departments for mail handling and mail delivery.



STAFFING CHANGES AND OPERATIONAL IMPACT

There are no staffing changes in 2012-13.

2012-13 POSITION SUMMARY

<u>Division</u>	<u>Regular</u>	<u>Limited Term</u>	<u>Total</u>	<u>Filled</u>	<u>Vacant</u>	<u>New</u>	<u>Total</u>
Mail Services Manager	1	0	1	1	0	0	1
Mail/Courier	20	0	20	20	0	0	20
Automated Mail	4	0	4	4	0	0	4
Total	25	0	25	25	0	0	25

Mail Services Manager		Mail/Courier		Automated Mail	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Mail Services Manager	17	Mail Processor II	2	Mail Processor II
1	Total	2	Mail Processor III	1	Mail Processor III
		1	Mail Services Supervisor I	1	Mail Services Supervisor I
		<u>20</u>	Total	<u>4</u>	Total

