

PURCHASING

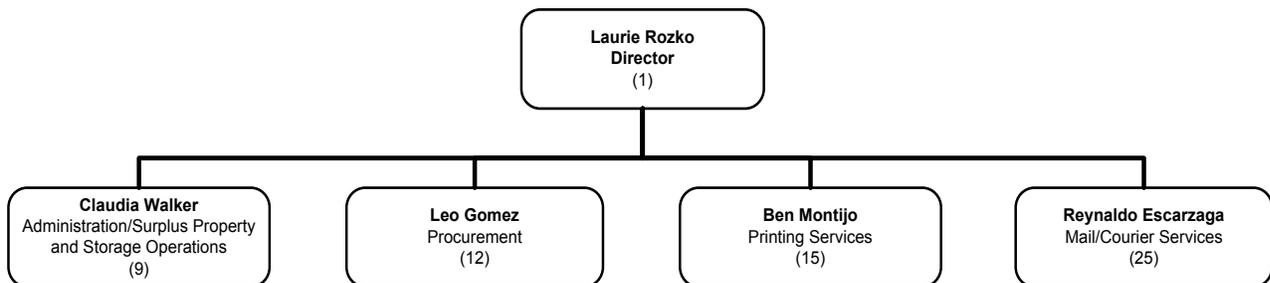
Laurie Rozko

DEPARTMENT MISSION STATEMENT

The Purchasing Department is dedicated to making government purchasing easy for businesses, while managing cost-effective and efficient acquisition of goods and services. We offer exceptional customer service, innovative processes, and proven business practices in support of County of San Bernardino goals and objectives.



ORGANIZATIONAL CHART



2012-13 ACCOMPLISHMENTS

- Completed phase one implementation of the County's Electronic Procurement Network, ePro. This project enables better contract tracking and compliance, verifies funds prior to order release, and will decrease cycle times and transaction costs.
- Received an "Achievement of Excellence in Procurement" Award from the National Institute for Governmental Purchasing, ranking in the top 10 percent of public agencies nationwide.
- Implemented server architecture upgrades for ePro, in tandem with the Information Services Department, to improve system performance and transaction speed.
- Established a pre-position contract for disaster recovery services, to effect response from a national network of vendors for an emergency or catastrophic event.
- Received the Equal Opportunity Commission's "Moving Ahead" award for proactive employment activities.
- Began targeting product and service categories to aggregate demand across County departments, such as the new Countywide document storage contract that will generate significant annual savings.
- Sharpened the Department's focus on support for small and local business initiatives, vendor shows, and training activities that support economic development goals.



COUNTY GOALS AND OBJECTIVES AND DEPARTMENT PERFORMANCE MEASURES

COUNTY GOAL: CREATE, MAINTAIN AND GROW JOBS AND ECONOMIC VALUE IN THE COUNTY

- Objective(s):**
- *Review and revise fees, processes and decision-making to ensure a business friendly environment.*
 - *Utilize County programs and resources to maximize job creation.*

- Department Strategy:*
- *Improve overall satisfaction with the level of service, personal assistance, response time, access to information, training, supplier events, and bidding opportunities provided to vendors.*
 - *Participate in vendor activities that correlate to business success and economic development, including: 1) "How to do business with the County" presentations; 2) Vendor/buyer meetings; 3) Pre-bid meetings, job walks and bid openings; 4) Vendor shows or demonstrations; and 5) Small business fairs, economic development activities, Chamber of Commerce meetings, or tradeshow.*

Measurement	2011-12	2012-13	2012-13	2013-14
	Actual	Target	Actual	Target
Average supplier satisfaction on 100% scale.	N/A	N/A	87%	80%
Number of scheduled vendor meetings and events.	N/A	N/A	373	600

COUNTY GOAL: OPERATE IN A FISCALLY-RESPONSIBLE AND BUSINESS-LIKE MANNER

- Objective(s):**
- *Eliminate silos and consolidate and centralize administrative functions, including financial management and oversight.*

- Department Strategy:*
- *Create operational efficiencies and cost savings through countywide purchases and programs.*

Measurement	2011-12	2012-13	2012-13	2013-14
	Actual	Target	Actual	Target
Number of new bids or contracts that aggregate countywide demand to achieve better volume pricing	N/A	N/A	3	5

COUNTY GOAL: IMPROVE COUNTY GOVERNMENT OPERATIONS

- Objective(s):**
- *Monitor and evaluate operations and implement strategies to continually improve efficiency and effectiveness.*

- Department Strategy:*
- *Improve cycle time from the receipt of requisition to issuance of purchase order or contract.*

Measurement	2011-12	2012-13	2012-13	2013-14
	Actual	Target	Actual	Target
Percentage reduction in average purchasing cycle time for Open Market Purchase Orders up to \$100,000.	N/A	N/A	40%	5%



SUMMARY OF BUDGET UNITS

2013-14						
	Requirements	Sources	Net County Cost	Fund Balance	Net Budget	Staffing
General Fund						
Purchasing	2,067,102	557,076	1,510,026			20
Total General Fund	2,067,102	557,076	1,510,026			20
Internal Service Funds						
Printing Services	3,779,471	3,876,640			97,169	15
Surplus Property and Storage Operations	370,581	375,000			4,419	2
Mail/Courier Services	6,947,787	6,705,583			(242,204)	25
Total Internal Service Funds	11,097,839	10,957,223			(140,616)	42
Total - All Funds	13,164,941	11,514,299	1,510,026		(140,616)	62

5-YEAR REQUIREMENTS TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Purchasing	1,350,519	1,301,517	1,308,823	2,091,145	2,067,102
Printing Services	4,607,561	4,220,738	3,837,528	3,804,878	3,779,471
Surplus Property and Storage Operations	265,654	403,885	363,796	373,942	370,581
Mail/Courier Services	6,892,716	6,321,743	6,646,394	6,921,187	6,947,787
Total	13,116,450	12,247,883	12,156,541	13,191,152	13,164,941

5-YEAR SOURCES TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Purchasing	431,428	413,692	500,198	928,168	557,076
Printing Services	4,033,168	4,669,935	3,756,976	3,720,329	3,876,640
Surplus Property and Storage Operations	286,870	253,411	271,856	269,266	375,000
Mail/Courier Services	6,887,926	6,186,936	6,495,026	6,772,587	6,705,583
Total	11,639,392	11,523,974	11,024,056	11,690,350	11,514,299

5-YEAR NET COUNTY COST TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Purchasing	919,091	887,825	808,625	1,162,977	1,510,026
Total	919,091	887,825	808,625	1,162,977	1,510,026

5-YEAR NET BUDGET TREND					
	2009-10	2010-11	2011-12	2012-13	2013-14
Printing Services	(574,393)	449,197	(80,552)	(84,549)	97,169
Surplus Property and Storage Operations	21,216	(150,474)	(91,940)	(104,676)	4,419
Mail/Courier Services	(4,790)	(134,807)	(151,368)	(148,600)	(242,204)
Total	(557,967)	163,916	(323,860)	(337,825)	(140,616)

Note: Beginning in fiscal year 2012-13, Capital Expenditures have been included and Depreciation has been excluded in requirements in enterprise and internal service funds for budgetary purposes. In the table above, prior years have been restated for consistency.



Purchasing

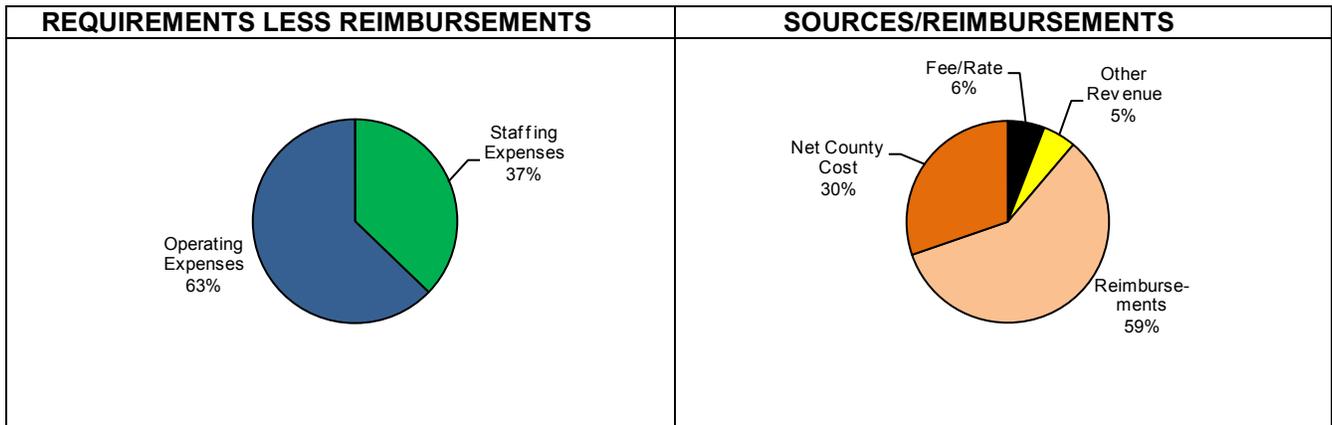
DESCRIPTION OF MAJOR SERVICES

The Purchasing Department manages vendor relationships and acquires equipment, services, and supplies used by County departments and Board-governed districts. Staff facilitates the procurement process, administers contracts and the CAL-Card program, and promotes cost-saving initiatives throughout the County. In addition, the Department provides in-house printing, mail, surplus property, and storage services which are accounted for in the Department's three internal service funds.

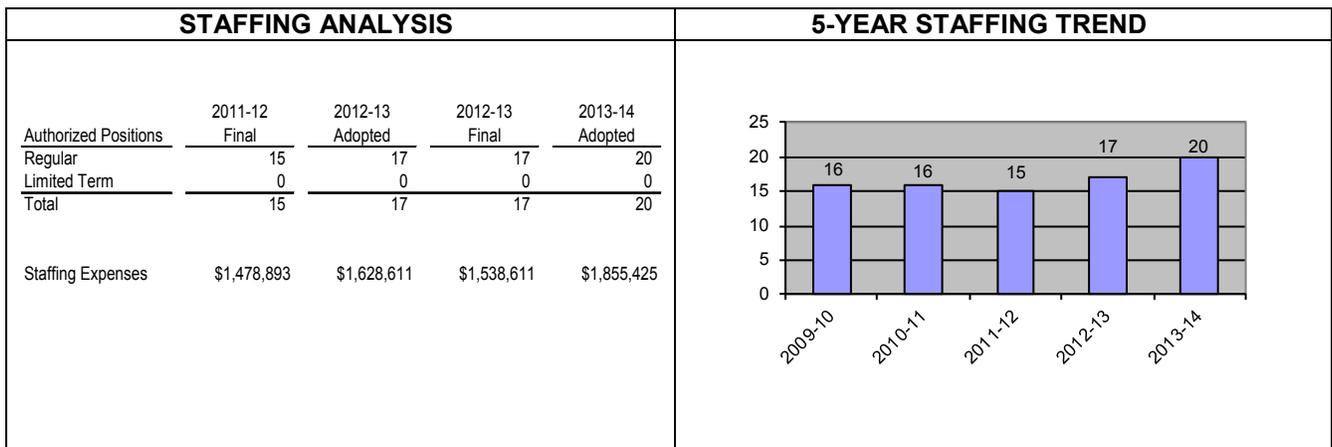
Budget at a Glance	
Total Requirements	\$2,067,102
Total Sources	\$557,076
Net County Cost	\$1,510,026
Total Staff	20
Funded by Net County Cost	30%

The Purchasing Department values integrity, and strives to: source quality products with reasonable prices and timely deliveries; offer progressive services through the efficient use of automation; give all willing vendors the opportunity to provide their products and services in a fair, open, and competitive environment; and treat each department, employee, and vendor with respect and understanding. By meeting these objectives, the Department fulfills its purchasing obligations and the legal requirements of San Bernardino County.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: General

BUDGET UNIT: AAA PUR
FUNCTION: General
ACTIVITY: Finance

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,474,553	1,497,693	1,415,613	1,536,384	1,538,611	1,855,425	316,814
Operating Expenses	2,653,542	2,635,555	2,768,865	3,342,386	3,346,281	3,128,524	(217,757)
Capital Expenditures	13,319	216,937	162,829	56,775	65,210	0	(65,210)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,141,414	4,350,185	4,347,307	4,935,545	4,950,102	4,983,949	33,847
Reimbursements	(2,803,918)	(3,048,672)	(3,074,099)	(2,896,068)	(2,858,957)	(2,916,847)	(57,890)
Total Appropriation	1,337,496	1,301,513	1,273,208	2,039,477	2,091,145	2,067,102	(24,043)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	1,337,496	1,301,513	1,273,208	2,039,477	2,091,145	2,067,102	(24,043)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	255	0	0	0	0	0
Fee/Rate	320,480	293,606	305,248	339,995	370,982	292,492	(78,490)
Other Revenue	110,949	119,827	181,799	664,862	557,186	264,584	(292,602)
Total Revenue	431,429	413,688	487,047	1,004,857	928,168	557,076	(371,092)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	431,429	413,688	487,047	1,004,857	928,168	557,076	(371,092)
Net County Cost	906,067	887,825	786,161	1,034,620	1,162,977	1,510,026	347,049
				Budgeted Staffing	17	20	3

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses make up the majority of the Department's expenditures within this budget unit for 2013-14. Major expenditures include approximately \$2.6 million in expenses for the countywide office supply program and equivalent reimbursements from user departments.

Sources of \$557,076 include \$292,492 from the service charge for administering the County office supply program and consolidated billing, as well as \$264,584 from various rebate agreements associated with Countywide procurement programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements are decreasing by \$24,023 and include increases in staffing expenses, reductions in capitalized software, and reductions in reimbursements associated with the elimination of one position which was partially funded by the department's various internal services funds. Overall sources are decreasing by \$371,092 due to the elimination of one-time pass through revenue associated with the transition to a new vendor for countywide records management.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.9 million fund 20 budgeted regular positions and also includes funding for two reclassification requests currently under review in Human Resources. To meet workload requirements and enhance service delivery to County departments, the following staffing changes are requested and result in a net increase of three budgeted positions:

Additions

- 1 Staff Analyst I for contracts administration and analysis.
- 1 Staff Analyst II for budgetary and policy work.
- 2 Buyer II positions to manage workload and assist with product trials, program implementation, and aggregation of demand.
- 1 Buyer III position to be assigned to the medical center, focusing on contracting and complex service procurements.



Deletions

- 1 Business Systems Analyst III which is vacant due to the incumbent having been transferred to a vacancy in another department in order to allocate the funding to procurement. The Department will be utilizing the Information Services Department for systems support on an as-needed basis
- 1 Accounting Technician which was added in 2012-13 but not filled in order to fund a new staff analyst position.

Reclassifications

The Department has requested that Human Resources review 1 filled Staff Analyst II position and 1 filled Administrative Supervisor I position for consideration of reclassification. These positions have undertaken higher level duties related to functional configurations and processes for the electronic procurement system, and broad administrative management responsibilities across Purchasing divisions, respectively. While funding of \$38,840 has been included in this budget, the Department will present a recommended classification action for Board approval when the study has been completed by Human Resources.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Director	1	0	1	1	0	0	1
Administration	7	0	7	5	0	2	7
Procurement	12	0	12	9	0	3	12
Total	20	0	20	15	0	5	20

Director	Administration	Procurement
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Director of Purchasing	1 Executive Secretary II	1 Supervising Buyer
1 Total	1 Administrative Supervisor I	3 Buyer III
	2 Staff Analyst II	6 Buyer II
	1 Accounting Technician	1 Staff Analyst I
	1 Fiscal Assistant	1 Office Specialist
	1 Office Assistant	12 Total
	7 Total	



Printing Services

DESCRIPTION OF MAJOR SERVICES

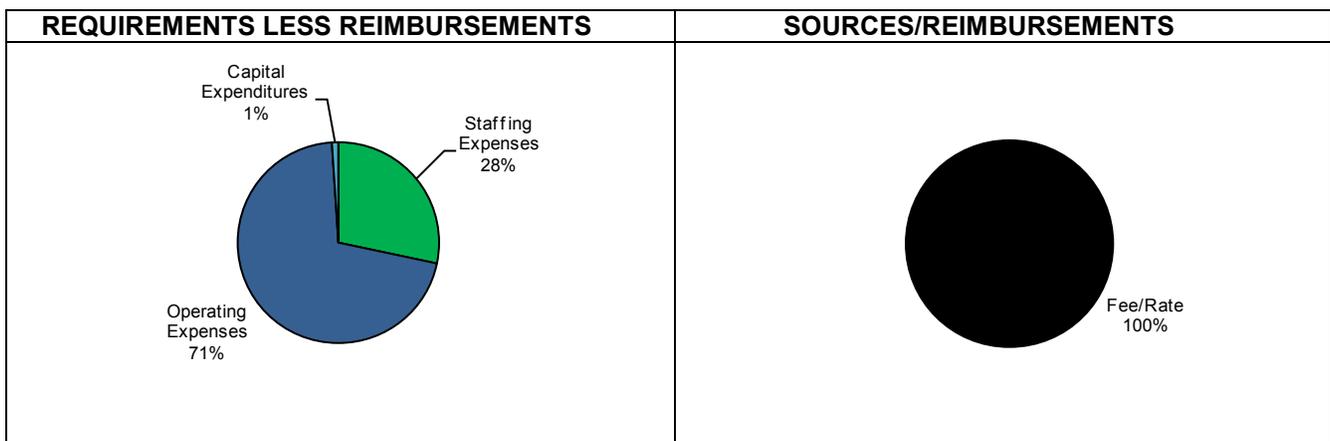
Printing Services designs, prints, and finishes high quality print production materials using the latest technology, and operates three locations for Quick Copy services.

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 of the following fiscal year.

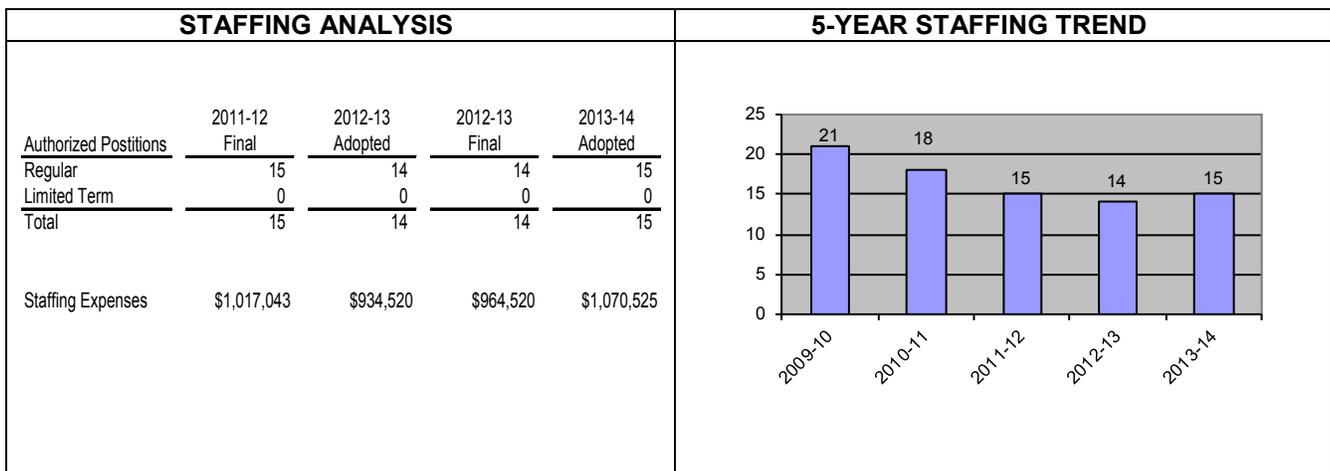
Budget at a Glance

Total Requirements	\$3,779,471
Total Sources	\$3,876,640
Net Budget	\$97,169
Estimated Unrestricted Net Assets	\$2,084,298
Use of Unrestricted Net Assets	\$0
Total Staff	15

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
DEPARTMENT: Purchasing
FUND: Printing Services

BUDGET UNIT: IAG PUR
FUNCTION: General
ACTIVITY: Printing

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,123,607	1,070,388	983,869	960,731	964,520	1,070,525	106,005
Operating Expenses	3,241,560	3,081,818	2,677,276	2,771,795	2,775,358	2,669,946	(105,412)
Capital Expenditures	0	67,632	19,997	52,501	65,000	39,000	(26,000)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	4,365,167	4,219,838	3,681,142	3,785,028	3,804,878	3,779,471	(25,407)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	4,365,167	4,219,838	3,681,142	3,785,028	3,804,878	3,779,471	(25,407)
Operating Transfers Out	0	0	27,000	0	0	0	0
Total Requirements	4,365,167	4,219,838	3,708,142	3,785,028	3,804,878	3,779,471	(25,407)
Sources							
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	4,485,828	4,451,608	4,187,887	4,232,556	3,690,329	3,876,640	186,311
Other Revenue	0	54	0	(617,928)	30,000	0	(30,000)
Total Revenue	4,485,828	4,451,662	4,187,887	3,614,628	3,720,329	3,876,640	156,311
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	4,485,828	4,451,662	4,187,887	3,614,628	3,720,329	3,876,640	156,311
Net Budget	120,661	231,824	479,745	(170,400)	(84,549)	97,169	181,718
				Budgeted Staffing	14	15	1

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses of \$2.7 million fund the costs of materials, outside printing services, lease costs for production copiers and purchases of equipment.

Expenses are charged to County departments and outside agencies through the rates that the Department prepares annually. For 2013-14, the Department has kept rates unchanged versus the prior year, but a rate study will be conducted to determine the rates to be charged to adequately fund operations.

In 2013-14 the Division anticipates \$39,000 in capital expenditures, a decrease of \$26,000 from the prior year. This will fund the purchase of replacement computer equipment for the graphic designer team as well as enhance the Division's networked storage infrastructure.

Sources of \$3.9 million represents projected revenue from rates charged to departments for black and white copies, color copies, graphic design services and outside printing services.

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements are anticipated to remain flat versus the prior year, decreasing slightly by \$25,407. An increase of \$106,005 in staffing expenses is primarily due to budgeted staffing increasing by one position, a reclassification of an existing filled position, as well as incremental increases in retirement costs. Operating expenses are decreasing by \$105,412 as a result of budgeting to more closely match the current workload.

Sources are increasing by \$156,311 to more closely match the current revenue trends as well as anticipated increases in revenue workload due to the addition of the Graphic Designer position.



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.1 million fund 15 budgeted regular positions.

Changes within the 2013-14 Budget include the addition of 1 Graphic Designer I position. The position and incumbent will be transferred from the Economic Development Agency (EDA) to Printing Services to handle increasing workload within the Printing Division and allow EDA to reduce budgeted staffing based on reductions in the need for a full-time graphic designer position.

In addition, a reclassification is requested for a Bindery Equipment Operator to a Reproduction Equipment Operator I to reflect duties performed and also give the Division more flexibility when assigning work.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Printing Services Manager	1	0	1	1	0	0	1
Graphic Arts	4	0	4	4	0	0	4
Quick Copy and Print Shop	10	0	10	10	0	0	10
Total	15	0	15	15	0	0	15

Printing Services Manager		Graphic Arts		Quick Copy and Print Shop	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Printing Services Manager	3	Graphic Designer I	8	Reproduction Equipment Operator I
1	Total	1	Graphic Designer II	2	Reproduction Equipment Operator II
		4	Total	10	Total



Surplus Property and Storage Operations

DESCRIPTION OF MAJOR SERVICES

Surplus Property and Storage Operations manage County storage and excess property, internally reallocating used items to departments, distributing equipment to approved community-based organizations, and contracting with auctioneers and recyclers. Detailed reporting is required under County policy and state law.

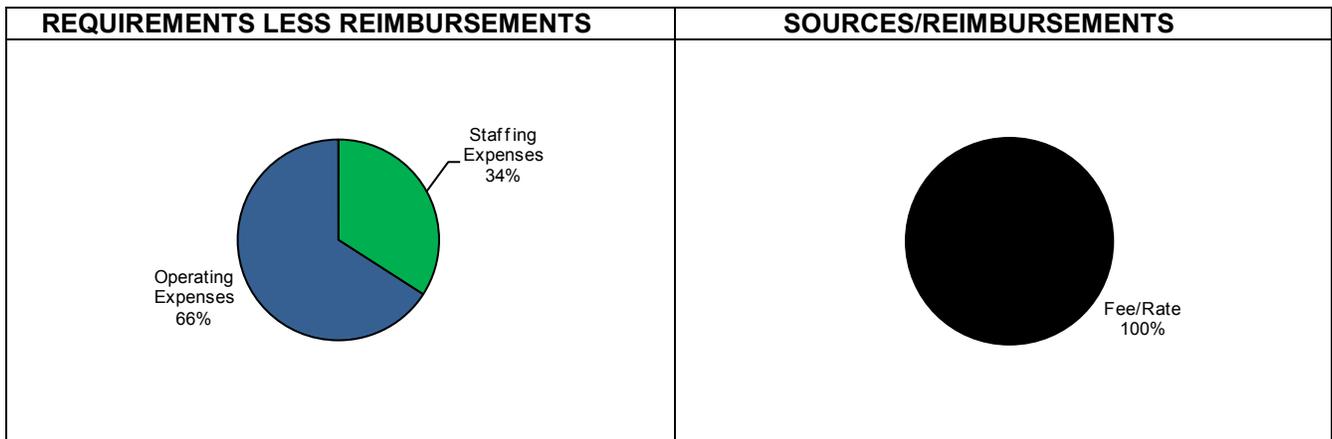
Budget at a Glance	
Total Requirements	\$370,581
Total Sources	\$375,000
Net Budget	\$4,419
Estimated Unrestricted Net Assets	\$94,052
Use of Unrestricted Net Assets	\$0
Total Staff	2

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.

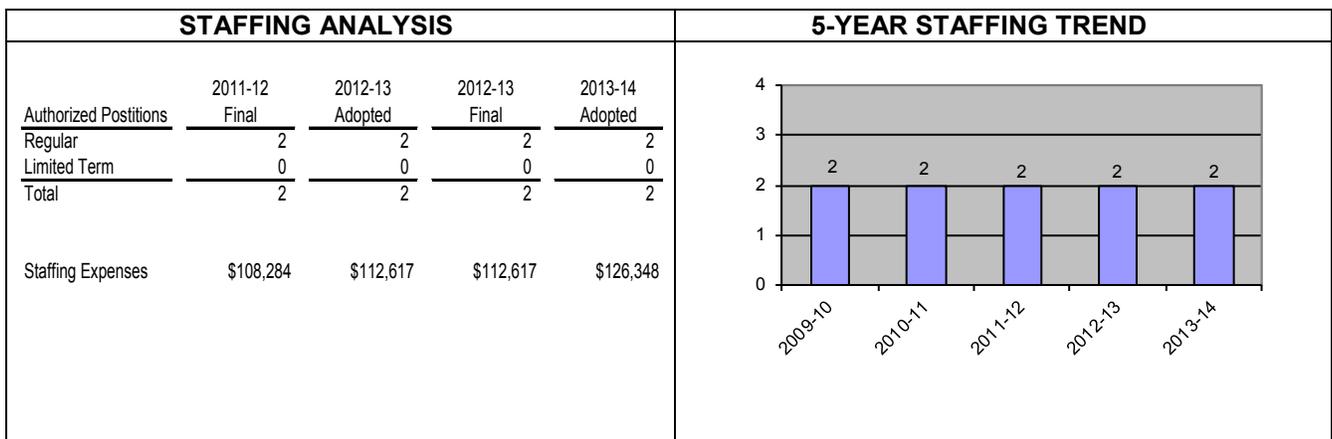
On February 26, 2013, (Item No. 42), the Board approved changes to the rate structure. The hard drive wiping and the per-item handling rates were eliminated, the storage rate was increased, and a 0.5% rate will be assessed on encumbrances of commodities frequently received at Surplus Property.

This rate change addresses the projected overspending of unrestricted net assets. However, plans for any significant discretionary expenditures will be monitored closely and perhaps delayed until this budget unit is adequately funded.

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

GROUP: Administration
 DEPARTMENT: Purchasing
 FUND: Surplus Property and Storage Operations

BUDGET UNIT: IAV PUR
 FUNCTION: General
 ACTIVITY: Surplus and Storage

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	98,737	102,719	107,184	111,814	112,617	126,348	13,731
Operating Expenses	143,947	301,165	244,293	242,209	261,325	244,233	(17,092)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	242,684	403,884	351,477	354,023	373,942	370,581	(3,361)
Sources							
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	333,042	360,903	332,148	352,031	268,045	375,000	106,955
Other Revenue	(489)	0	0	15,120	1,221	0	(1,221)
Total Revenue	332,553	360,903	332,148	367,151	269,266	375,000	105,734
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	332,553	360,903	332,148	367,151	269,266	375,000	105,734
Net Budget	89,869	(42,981)	(19,329)	13,128	(104,676)	4,419	109,095
				Budgeted Staffing	2	2	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Overall requirements of \$370,581 consists primarily of operating expenses which includes COWCAP, insurance charges, facilities charges, professional services, and transfers for a share of services provided by administrative staff budgeted in Purchasing's general fund budget unit. Sources of \$375,000 include auction revenue, revenue from the new rates, and proceeds from recycling with outside vendors. It also includes reimbursement from Human Services for the participation of Community-Based Organizations in the Surplus Property program.

BUDGET CHANGES AND OPERATIONAL IMPACT

Overall requirements of \$370,581 are flat versus the prior year due to slight increases in staffing expenses which are offset by slight reductions in operating expenses. Overall sources are anticipated to increase by \$105,734 based on recent changes in surplus rates. On February 26, 2013 (Item No. 42), the Board approved a change to the rate structure of Surplus Property. Storage rates increased from \$0.33 per cubic foot to \$0.38 per cubic foot. In addition, the computer hard drive certification rate and the per-item handling rate were eliminated. In place of the previous handling rate structure, a new rate of 0.5% was established and will be assessed on encumbrances of the types of commodities that are most frequently received at the Surplus Division for recycling, auction or other disposal. These rate adjustments are anticipated to result in an increase of \$106,955 in revenue and ensure the long term financial sustainability of the Division.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$126,348 fund two budgeted regular positions. No staffing changes are planned at this time. The current staffing levels are able to manage the workload with careful planning for staff absences.

2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Surplus Property and Storage	2	0	2	2	0	0	2
Total	2	0	2	2	0	0	2

Surplus Property and Storage	
Classification	
1	Stores Supervisor I
1	Storekeeper
2	Total



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 ten courier routes, six postage meter stations and a certified mail post.

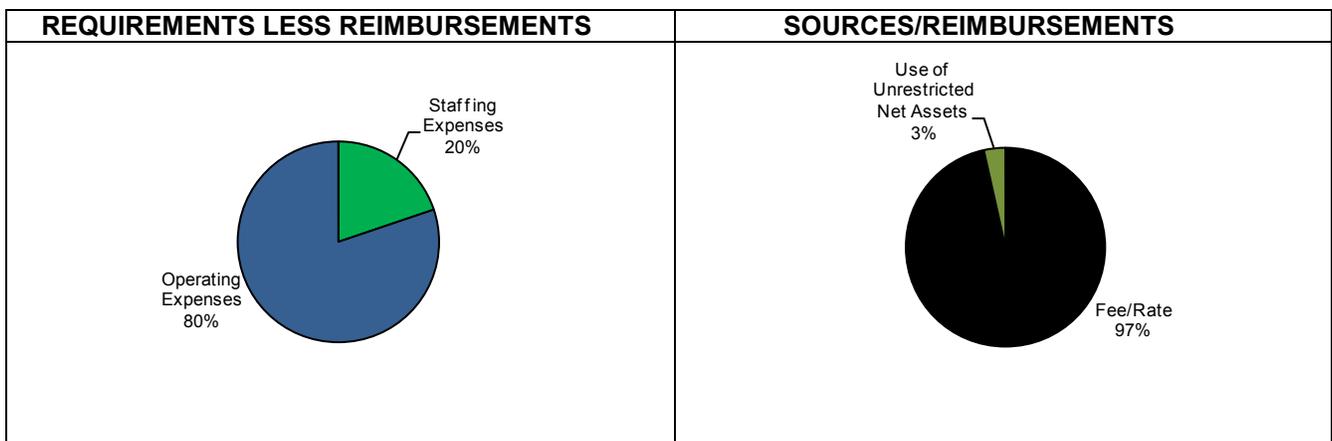
As an Internal Service Fund (ISF) of the Purchasing Department, operational costs of this program are managed through user rates.

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.

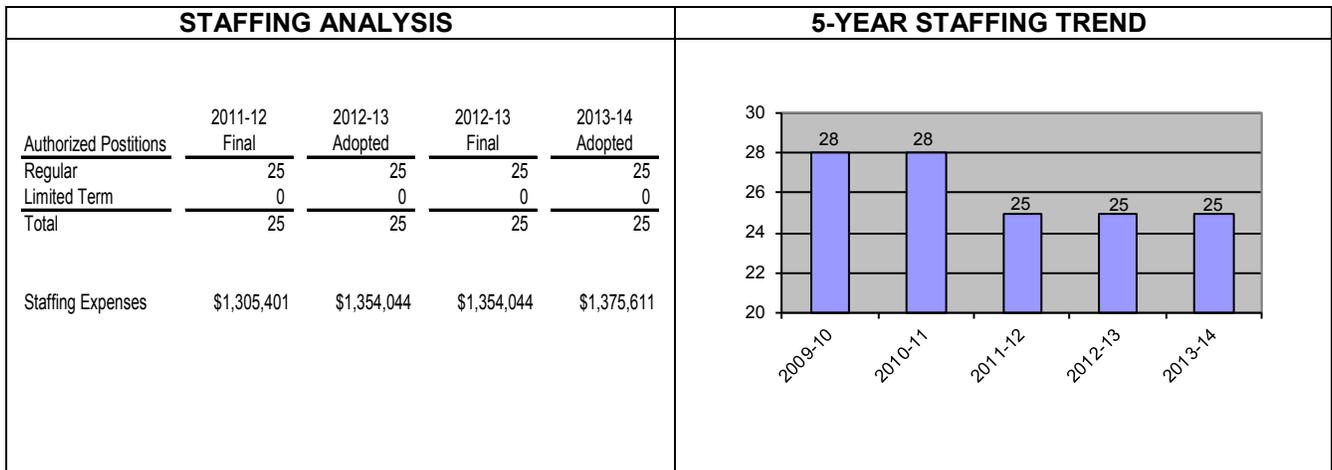
Budget at a Glance

Total Requirements	\$6,947,787
Total Sources	\$6,705,583
Net Budget	(\$242,204)
Estimated Unrestricted Net Assets	\$1,276,732
Use of Unrestricted Net Assets	\$242,204
Total Staff	25

2013-14 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2013-14 ADOPTED BUDGET

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

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

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Actual	2012-13 Final Budget	2013-14 Adopted Budget	Change From 2012-13 Final Budget
Requirements							
Staffing Expenses	1,306,725	1,317,875	1,223,699	1,233,422	1,354,044	1,375,611	21,567
Operating Expenses	5,017,325	4,951,443	5,132,730	5,286,485	5,502,543	5,572,176	69,633
Capital Expenditures	0	10,727	0	63,586	64,600	0	(64,600)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	6,324,050	6,280,045	6,356,429	6,583,493	6,921,187	6,947,787	26,600
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	6,324,050	6,280,045	6,356,429	6,583,493	6,921,187	6,947,787	26,600
Operating Transfers Out	0	40,000	0	0	0	0	0
Total Requirements	6,324,050	6,320,045	6,356,429	6,583,493	6,921,187	6,947,787	26,600
Sources							
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	6,358,703	6,279,024	6,323,760	6,340,040	6,752,587	6,705,583	(47,004)
Other Revenue	0	0	0	19,448	20,000	0	(20,000)
Total Revenue	6,358,703	6,279,024	6,323,760	6,359,488	6,772,587	6,705,583	(67,004)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	6,358,703	6,279,024	6,323,760	6,359,488	6,772,587	6,705,583	(67,004)
Net Budget	34,653	(41,021)	(32,669)	(224,005)	(148,600)	(242,204)	(93,604)
				Budgeted Staffing	25	25	0

MAJOR EXPENDITURES AND REVENUE IN 2013-14 ADOPTED BUDGET

Operating expenses represent the majority of this budget unit's expenditures totaling nearly \$5.6 million. The single largest expenditure (approximately \$4.5 million) within this budget unit is postage which the Department expends on behalf of County departments and gets reimbursed through Board approved rates.

Sources totaling \$6.7 million represents payments from departments for mail handling and mail delivery for direct postage costs and the rate charged to provide services.

BUDGET CHANGES AND OPERATIONAL IMPACT

Increases in requirements totaling \$26,600 include increasing postage costs from the USPS and increased vendor costs to provide services.

Sources are level with the previous year, decreasing by only \$67,004 or 1%. During calendar year 2013 the Department plans to conduct a rate study to ensure that the current rate structure adequately funds the Division's operation and maintains the recommended level of unrestricted net assets.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$1.4 million fund 25 budgeted regular positions. There are no staffing changes included in the 2013-14 Budget. The current staffing levels are able to manage the workload with careful planning for staff absences.



2013-14 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
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	1	Mail Services Supervisor	1	Mail Services Supervisor
1	Total	2	Mail Processor III	1	Mail Processor III
		17	Mail Processor II	2	Mail Processor II
		20	Total	4	Total

