

## Mail/Courier Services

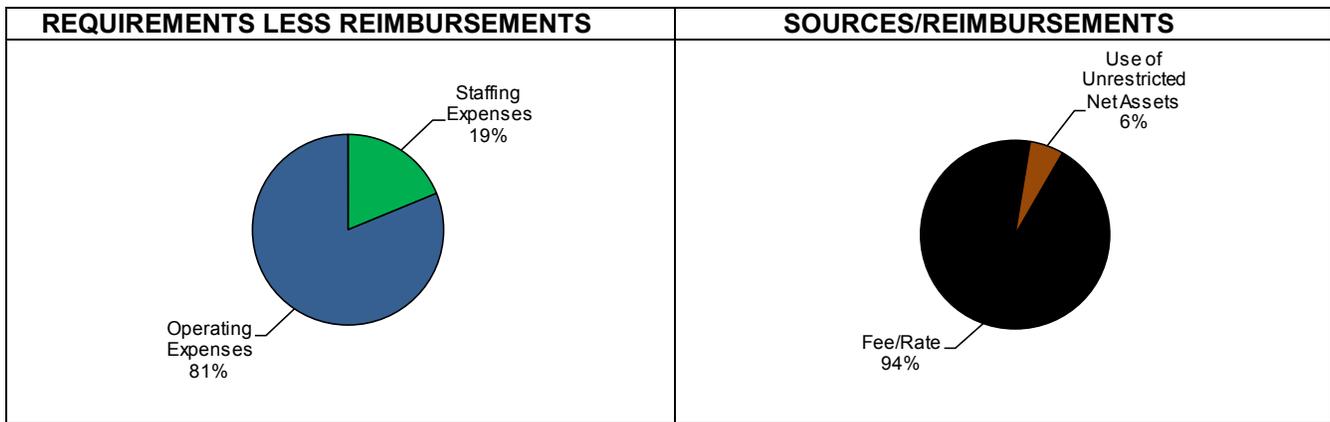
### DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides mail handling and interoffice mail delivery. Mail handling includes various expedited shipping services, postage at a discounted presort rate and overnight services at a governmental discounted rate, along with automated mail duties. There are ten courier routes, six postage meter stations and a certified mail post.

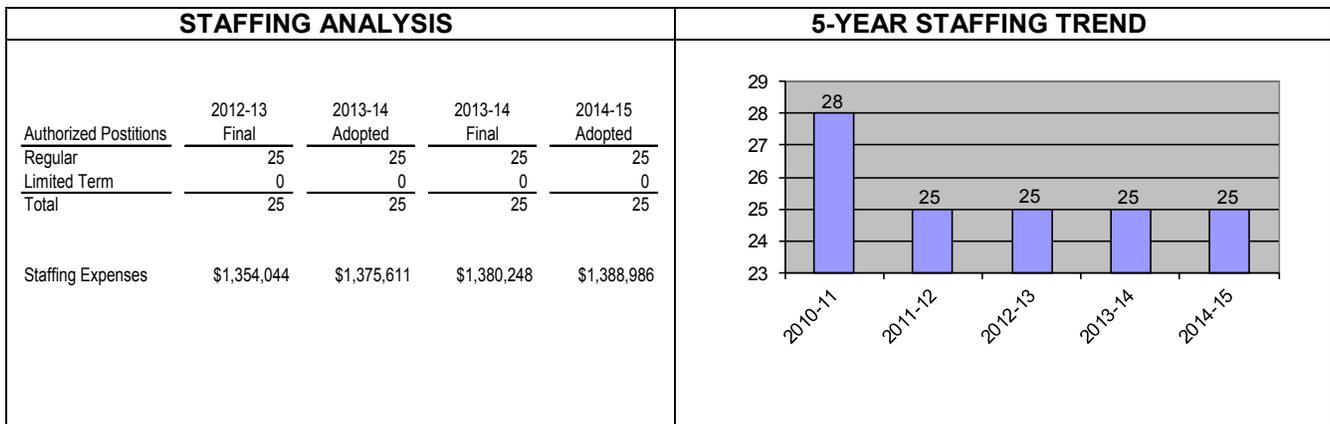
Budget at a Glance	
Requirements Less Reimbursements*	\$7,397,775
Sources/Reimbursements	\$6,971,188
Net Budget	(\$426,587)
Estimated Unrestricted Net Assets	\$1,178,391
Use of Unrestricted Net Assets	\$426,587
Total Staff	25
*Includes Contingencies	

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.

### 2014-15 ADOPTED BUDGET



### BUDGETED STAFFING



## ANALYSIS OF 2014-15 ADOPTED BUDGET

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

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

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Actual	2013-14 Final Budget	2014-15 Adopted Budget	Change From 2013-14 Final Budget
<b>Requirements</b>							
Staffing Expenses	1,317,875	1,223,699	1,233,422	1,249,648	1,380,248	1,388,986	8,738
Operating Expenses	4,951,421	5,132,730	5,286,485	5,069,392	5,571,539	6,008,789	437,250
Capital Expenditures	10,727	0	63,586	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	6,280,023	6,356,429	6,583,493	6,319,039	6,951,787	7,397,775	445,988
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	6,280,023	6,356,429	6,583,493	6,319,039	6,951,787	7,397,775	445,988
Operating Transfers Out	40,000	0	0	0	0	0	0
Total Requirements	6,320,023	6,356,429	6,583,493	6,319,039	6,951,787	7,397,775	445,988
<b>Sources</b>							
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	176	0	0	0
Fee/Rate	6,279,024	6,323,760	6,340,040	6,194,706	6,705,583	6,971,188	265,605
Other Revenue	0	0	19,448	2,285	4,000	0	(4,000)
Total Revenue	6,279,024	6,323,760	6,359,488	6,197,166	6,709,583	6,971,188	261,605
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	6,279,024	6,323,760	6,359,488	6,197,166	6,709,583	6,971,188	261,605
Net Budget*	(40,999)	(32,669)	(224,005)	(121,873)	(242,204)	(426,587)	(184,383)
				Budgeted Staffing	25	25	0

\*Net Budget reflects Total Sources less Total Requirements for Internal Service and Enterprise funds. When Net Budget is negative, it means that the department will be using assets that have been carried over from the prior year.

## MAJOR EXPENDITURES AND REVENUE IN 2014-15 ADOPTED BUDGET

Operating expenses represent the majority of this budget unit's expenditures totaling approximately \$6.0 million. This includes direct postage expense (\$5.0 million), equipment leases and maintenance, postal software upgrades, application development for the web-based billing project not completed in the prior year, and other related services and supplies.

Sources of \$7.0 million represent payments from departments for mail handling, mail delivery and direct postage costs.

## BUDGET CHANGES AND OPERATIONAL IMPACT

Increases in requirements include increases in postage costs totaling \$481,586 from the USPS, and is offset by slight decreases in professional services, resulting in a net increase of \$445,988.

The Board of Supervisors approved increasing the rate charged to County departments for courier services in 2014-15 by 2.5% to comply with Federal OMB 2 CFR working capital guidelines and to cover increasing fuel costs. Sources are increasing by \$261,605 due to the increasing postage costs from the USPS that are reimbursed by departments.

This budget unit is showing expenditures exceeding projected revenue by \$426,587 in 2014-15. The department will closely monitor the expense and revenue within this budget unit during the year to ensure that working capital is managed at the appropriate level while also providing the necessary cash flow to deliver services. The department will continue to review various rate strategies within mail to ensure this budget unit is adequately funded and return to the Board to recommend a mid-year rate adjustment if necessary.



### STAFFING CHANGES AND OPERATIONAL IMPACT

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

### 2014-15 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
<b>Total</b>	<b>25</b>	<b>0</b>	<b>25</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>25</b>

<b>Mail Services Manager</b>	<b>Mail/Courier</b>	<b>Automated Mail</b>
<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
	<u>20 Total</u>	<u>4 Total</u>

