

## Mail/Courier Services

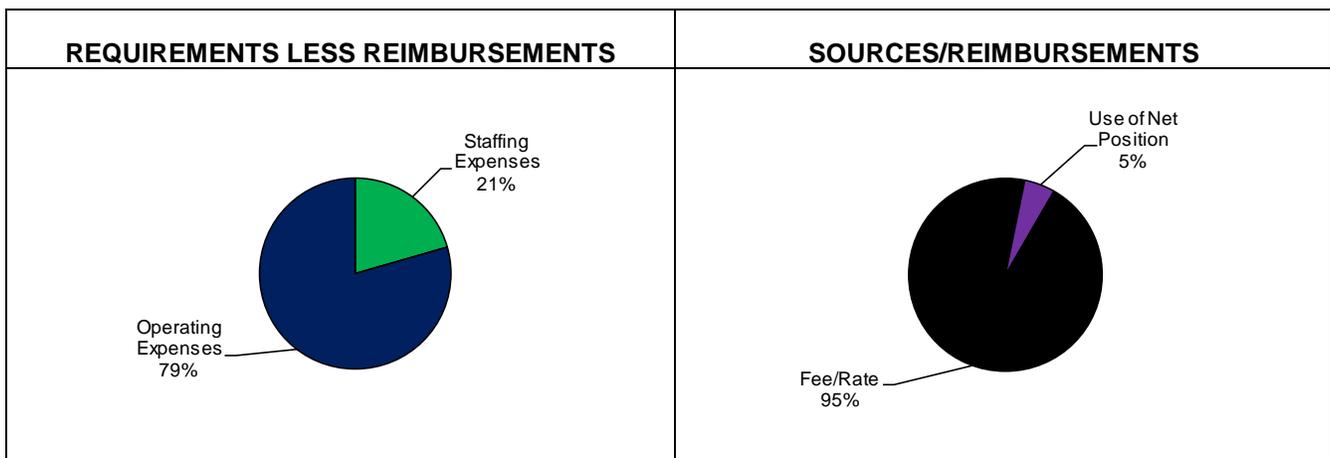
### DESCRIPTION OF MAJOR SERVICES

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	\$5,999,648
Sources/Reimbursements	\$5,692,273
Use of / (Contribution To) Net Position	\$307,375
Total Staff	24

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.

### 2015-16 RECOMMENDED BUDGET



## ANALYSIS OF 2015-16 RECOMMENDED BUDGET

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

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

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Estimate	2014-15 Modified Budget	2015-16 Recommended Budget	Change From 2014-15 Modified Budget
<b>Requirements</b>							
Staffing Expenses	1,223,699	1,233,423	1,249,648	1,228,092	1,388,986	1,232,202	(156,784)
Operating Expenses	5,132,731	5,286,485	5,069,392	5,345,376	6,008,789	4,767,446	(1,241,343)
Capital Expenditures	0	63,586	0	0	0	0	0
Total Exp Authority	6,356,430	6,583,494	6,319,040	6,573,468	7,397,775	5,999,648	(1,398,127)
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	6,356,430	6,583,494	6,319,040	6,573,468	7,397,775	5,999,648	(1,398,127)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	6,356,430	6,583,494	6,319,040	6,573,468	7,397,775	5,999,648	(1,398,127)
<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	176	0	0	0	0
Fee/Rate	6,323,760	6,340,040	6,194,706	6,002,732	6,971,188	5,692,273	(1,278,915)
Other Revenue	0	19,448	2,285	853	0	0	0
Total Revenue	6,323,760	6,359,488	6,197,167	6,003,585	6,971,188	5,692,273	(1,278,915)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	6,323,760	6,359,488	6,197,167	6,003,585	6,971,188	5,692,273	(1,278,915)
<b>Net Position</b>							
Use of/ (Contribution to) Net Position	32,670	224,006	121,873	569,883	426,587	307,375	(119,212)
Est. Net Position Available					745,672	295,001	(450,671)
Total Net Position					1,172,259	602,376	(569,883)
Budgeted Staffing*	25	25	25	25	25	24	(1)

\*Data represents modified budgeted staffing

## MAJOR EXPENDITURES AND REVENUE IN 2015-16 RECOMMENDED BUDGET

Operating expenses represent the majority of this budget unit's expenditures totaling approximately \$4.8 million. This includes direct postage expense, equipment leases and maintenance, postal software upgrades, and other related services and supplies.

Sources totaling \$5.7 million represent 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

Requirements are decreasing by \$1.4 million primarily due the elimination of expenses associated with a reduction in services within the Superior Courts of California contract for mail services in 2014-15. The decrease of \$1.3 million in Sources reflects the loss in revenue associated with the reduction of services within the Superior Courts contract.

The department is increasing the rate charged to County departments for courier services to cover volatile fuel costs. Conversely, the rate for Automated Mail Services (Fold/Tab/Label) is being reduced to align pricing competitively with industry rates.

## ANALYSIS OF NET POSITION

This budget unit is showing a decrease in Net Position of \$569,883 in 2014-15 as the department completes its Federal OMB 2 CFR requirement to return excess retained earnings. The department will continue to monitor net position to ensure it remains within requirements while continuing to provide excellent customer service.



**2015-16 POSITION SUMMARY\***

Division	2014-15				2015-16		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Mail Services	25	0	-1	0	24	0	24	
Total	25	0	-1	0	24	0	24	

\*Detailed classification listing available in Appendix D

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$1.2 million fund 24 budgeted regular positions. The department is eliminating a Mail Processor II position in line with the reduction in volume and subsequent decrease in revenues.

