

Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

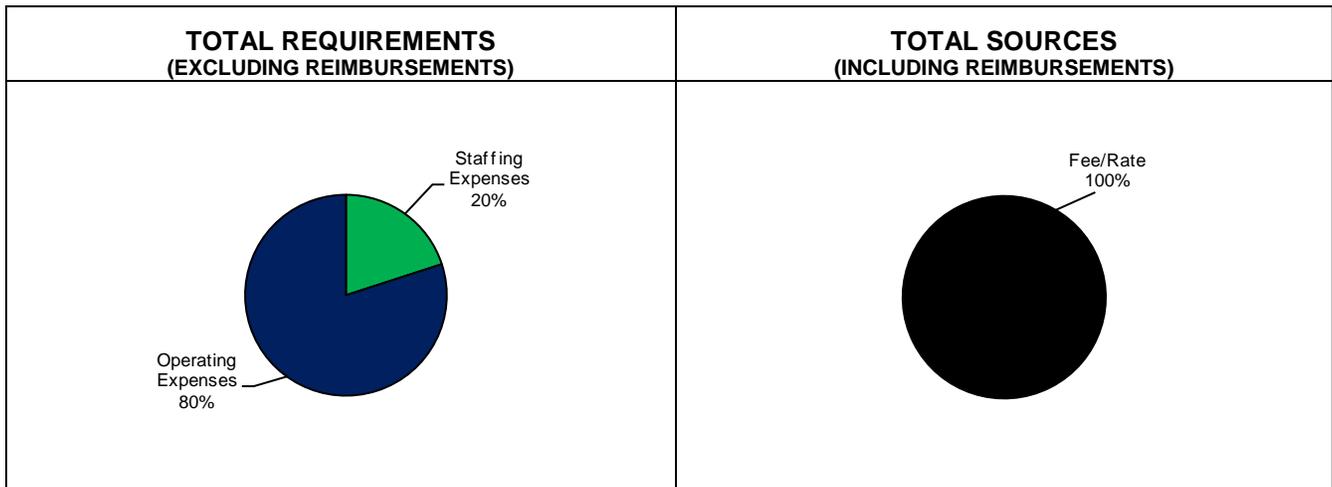
Mail/Courier Services provides mail handling and interoffice mail delivery. Mail handling includes various expedited shipping services, postage at a discounted presort rate and overnight services at a governmental discounted rate, along with automated mail duties. There are nine courier routes, six postage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

Budget at a Glance

Total Requirements (Excl. Reimb.)	\$6,162,036
Total Sources (Incl. Reimb.)	\$6,184,173
Use of / (Contribution To) Net Position	(\$22,137)
Total Staff	21

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

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

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

BUDGET UNIT: IAY PUR
FUNCTION: General
ACTIVITY: Other General

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A)
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	Change From Prior Year Modified Budget
Requirements							
Staffing Expenses	1,233,423	1,249,648	1,183,330	1,232,202	1,136,124	1,232,249	47
Operating Expenses	5,286,485	5,069,392	4,766,887	4,767,446	4,762,936	4,929,787	162,341
Capital Expenditures	63,586	0	0	0	0	0	0
Total Exp Authority	6,583,494	6,319,040	5,950,217	5,999,648	5,899,060	6,162,036	162,388
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	6,583,494	6,319,040	5,950,217	5,999,648	5,899,060	6,162,036	162,388
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	6,583,494	6,319,040	5,950,217	5,999,648	5,899,060	6,162,036	162,388
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State/Fed/Other Government	0	176	0	0	0	0	0
Fee/Rate	6,340,040	6,194,706	5,823,359	5,692,273	5,686,122	6,184,173	491,900
Other Revenue	19,448	2,285	2,677	0	3,944	0	0
Total Revenue	6,359,488	6,197,167	5,826,036	5,692,273	5,690,066	6,184,173	491,900
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	6,359,488	6,197,167	5,826,036	5,692,273	5,690,066	6,184,173	491,900
Net Position							
Use of/ (Contribution to) Net Position**	224,006	121,873	124,181	307,375	208,994	(22,137)	(329,512)
Est. Net Position Available						859,800	
Total Est. Unrestricted Net Position						837,663	
Budgeted Staffing*	25	25	25	24	24	21	(3)

*Data represents modified budgeted staffing

**Contribution to Net Position appears as a negative number and increases Estimated Net Position Available.

Note: Unlike governmental funds, the 2015-16 Modified Budget and Estimate columns do not include information on Estimated Net Position Available or Total Estimated Unrestricted Net Position because GAAP requires that internal service and enterprise funds include line items such as depreciation, which are not budgeted, in the Net Position calculation.

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Operating Expenses of \$4.9 million represent the majority of Requirements. This includes direct postage expense, equipment leases and maintenance, postal software upgrades, and other related services and supplies.

Sources totaling \$6.2 million represent payments from departments for mail handling, direct postage costs and courier services.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$162,388 due to new ongoing projects associated with departmental mailings related to Health Care Reform. Sources are increasing by \$491,900 due to reimbursement for those same ongoing projects and an increase in rates.

ANALYSIS OF NET POSITION

The department is budgeting a Contribution to Net Position of \$22,137. This is in adherence to Federal OMB 2 CFR 255 which requires the department to achieve a balance between the rates charged and ensuring an adequate working capital reserve.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		Limited	Regular
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended			
Mail/Courier Services	24	0	-3	0	21	0	21	
Total	24	0	-3	0	21	0	21	

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$1.2 million fund 21 budgeted regular positions. The deletion of two Mail Processor IIs and one Mail Processor III is the result of reduced workload.

