

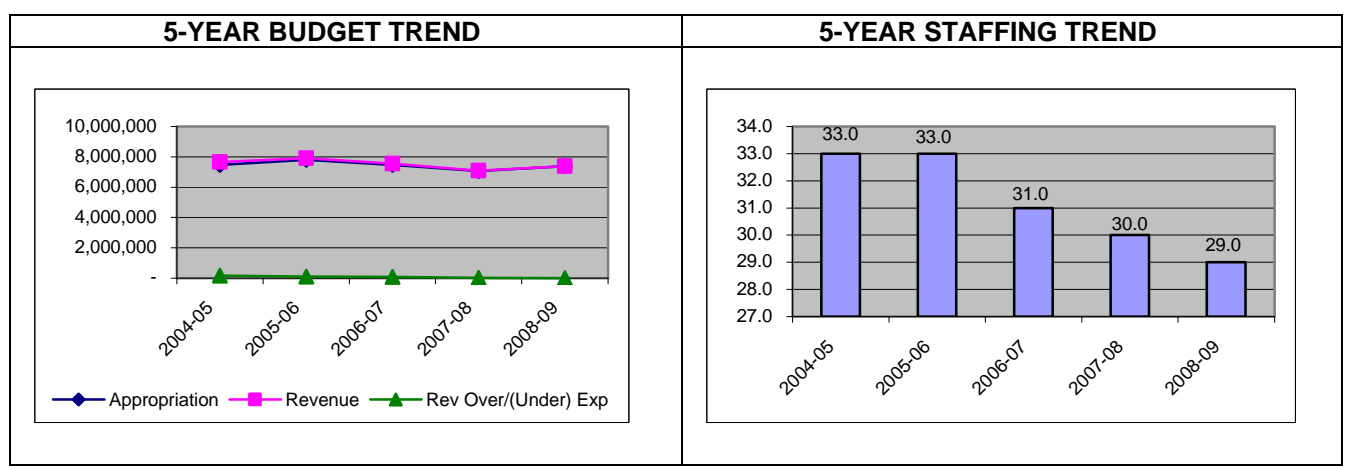
Mail/Courier Services

DESCRIPTION OF MAJOR SERVICES

Mail/Courier Services provides inter-office, U.S. Postal, and courier service to agencies, departments, and special districts within the county. This division also provides automated mailing services such as inserting, folding, and labeling, and coordinates with the Printing Services Division for special projects. The division's main goal is to deliver each piece of mail in a timely and accurate manner.

The Mail/Courier Services Division budget unit is an Internal Service Fund (ISF) of the Purchasing Department. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET HISTORY



PERFORMANCE HISTORY

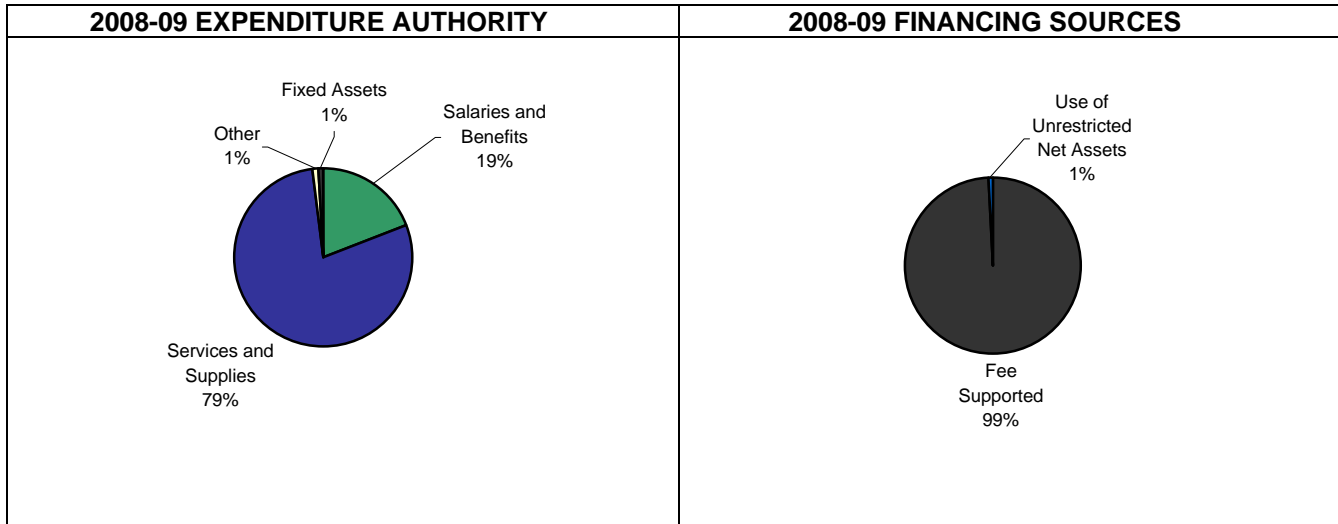
	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Estimate
Appropriation	7,473,474	6,885,767	6,964,472	7,067,755	7,119,890
Departmental Revenue	7,902,243	6,897,044	6,897,350	7,093,188	7,130,661
Revenue Over/(Under) Exp	428,769	11,277	(67,122)	25,433	10,771
Budgeted Staffing				30.0	
Fixed Assets	65,803	30,790	23,977	46,654	46,654
Unrestricted Net Assets Available at Year End	1,280,274	1,248,812	1,148,362		1,088,466

Per the June 30, 2007 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirements for this fund is \$1,161,986. In 2007-08 rate adjustments for both the presort and inter-office functions took effect, to compensate for the \$13,624 unrestricted net assets shortage in this budget unit. At the end of 2007-08, the rates for Mail/Courier Services will be re-evaluated to determine if rate adjustments will be required midyear in 2008-09 in order to continue to maintain unrestricted net asset balances of approximately two months operating expenses to serve as working capital.

The 2007-08 estimated appropriation and departmental revenue are greater than the budgeted amounts due to an overage in services and supplies related to increased costs for outside service providers that interface with the county's system, along with increased revenue for the sale of fixed assets.



ANALYSIS OF PROPOSED BUDGET



GROUP: Administrative/Executive
DEPARTMENT: Purchasing
FUND: Mail/Courier Services

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

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2007-08 Final Budget	2008-09 Proposed Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	1,137,213	1,275,352	1,370,311	1,400,989	1,478,335	1,431,462	(46,873)
Services and Supplies	6,259,757	5,523,200	5,533,972	5,632,760	5,503,279	5,834,287	331,008
Central Computer	4,209	4,898	5,596	8,613	8,613	28,377	19,764
Other Charges	3,484	2,518	1,909	1,117	1,117	297	(820)
Transfers	68,811	79,799	52,684	52,398	52,398	81,763	29,365
Total Appropriation	7,473,474	6,885,767	6,964,472	7,095,877	7,043,742	7,376,186	332,444
Depreciation	-	-	-	24,013	24,013	8,574	(15,439)
Total Requirements	7,473,474	6,885,767	6,964,472	7,119,890	7,067,755	7,384,760	317,005
Departmental Revenue							
Current Services	7,902,243	6,897,044	6,897,290	7,080,449	7,093,188	7,386,411	293,223
Other Revenue	-	-	60	-	-	-	-
Other Financing Sources	-	-	-	50,212	-	-	-
Total Revenue	7,902,243	6,897,044	6,897,350	7,130,661	7,093,188	7,386,411	293,223
Rev Over/(Under) Exp	428,769	11,277	(67,122)	10,771	25,433	1,651	(23,782)
Budgeted Staffing					30.0	29.0	(1.0)
Fixed Assets							
Equipment	33,657	7,536	-	22,000	22,000	45,000	23,000
L/P Equipment	32,146	23,254	23,977	24,654	24,654	21,179	(3,475)
Total Fixed Assets	65,803	30,790	23,977	46,654	46,654	66,179	19,525

Salaries and benefits of \$1,431,462 fund 29.0 budgeted positions and are decreasing by \$46,873 due to a transfer of 1.0 Office Assistant II to Purchasing's general fund budget unit. Included in the 2008-09 budget, is the reclassification of a Mail Services Supervisor II to a manager position (\$3,338). The basis of the reclassification is to align the evolving duties and responsibilities of this program with an appropriate classification.

Services and supplies of \$5,834,287 include general office expenses, reimbursable postage, COWCAP charges, presort and barcode services, equipment maintenance, and vehicle charges. The increase of \$331,008 is due primarily to the increase in first class postage effective May 12, 2008.



Transfers of \$81,763 represent reimbursement to the Purchasing Department of \$63,213 for administrative support, reimbursement to Printing Services of \$10,092 for a portion of an Automated Systems Technician salary to provide hardware/software support for the division, and mandated EH&P charges.

Charges for current services of \$7,386,411 include revenue from mail and courier services. The \$293,223 increase is primarily a result of the mid-year postal rate increase for first class postage, which is reimbursed by user departments.

Equipment is budgeted at \$45,000 for the purchase of four postage meters required to comply with new United States Postal Service technology standards. Mail Services maintains a total of six postage meters, of which two were replaced in 2007-08. The increase of \$23,000 is related to the four remaining meters that must be replaced.

Lease-purchase equipment of \$21,179 represents principal-only payments on the last year of a five-year lease purchase of non-intelligent inserters.