

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.39
(ID # 6223)

MEETING DATE:

Tuesday, February 6, 2018

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 2018/19 Rates for Central Mail Services and Approval of Capital Asset Plan for FY18/19-22/23, All Districts. [\$135,500- Departmental Funds 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the FY18/19 proposed rates for Central Mail as shown in Attachment A;
2. Approve the waiver of Board Policy B-28 for the use of unrestricted net assets in the amount of \$135,500 for capital assets and the reserve plan for capital asset purchases for FY18/19-FY22/23 (Attachment C).


ACTION: 4/5 Vote Required, Policy


Teresa Summers, Director of Purchasing 1/25/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Tavaglione, seconded by Supervisor Ashley and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: February 6, 2018
xc: Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year	Next Fiscal Year	Total Cost	Ongoing Cost
COST	\$ 0	\$ 20,000	\$ 135,500	\$ N/A
NET COUNTY COST	\$ N/A	\$ N/A	\$ N/A	\$ N/A
SOURCE OF FUNDS Departmental Funds 100%			Budget Adjustment:	No
			For Fiscal Year:	18/19-22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

This Form 11 is for the purpose of establishing Central Mail Services rates for fiscal year 2018/19, and the purchase of capital assets.

Central Mail Services operates as an Internal Service Fund (ISF) and recovers its operating costs through charges to its customers. Central mail Services rates include the cost of providing interoffice mail delivery and pickup from departments as well as processing of letters, flats and packaging, and other specialty items through the United States Postal Service (USPS). The Central Mail Services facility is located on Washington Street in Riverside and there is a satellite office in the Riverside CAC for collection/distribution of mail at the CAC campus.

There is no increase in rates for FY18/19; however, two new rates were developed to address a new service to meet a business need for departments for folding and inserting mailings. A rate of \$.01 per fold and \$.025 per insert are requested. The department is requesting the purchase of a fold/insert machine to meet this business need.

Central mail is requesting the use of \$20,000 in unrestricted net assets for the fold/insert machine in FY18/19. Attachment C identifies the capital purchases for FY18/19-FY22/23.

Impact on Citizens and Businesses

N/A

Additional Fiscal Information

N/A

Contract History and Price Reasonableness

N/A


ATTACHMENTS:

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Attachment A – Proposed FY2018/19 Rates for Central mail

Attachment B – Estimated Costs per Department

Attachment C – Five Year Capital Asset Plan


Inelda Delos Santos

1/30/2018


Mistry Wang

1/26/2018

**Attachment A
Central Mail Services Rate Structure**

Mail and Shipping Services		FY 18/19	Mail and Shipping Services	FY 17/18
Handling Charge: Letter Flat Certified, Registered Package (including FedEx and Other Delivery Services) Post Office Boxes Business Reply Mail	\$ \$ \$ \$	0.091 0.620 1.065 1.418	Handling Charge: Letter Flat Certified, Registered Package (including FedEx and Other Delivery Services) Post Office Boxes Business Reply Mail	\$ \$ \$ \$
Interoffice Pick-up and Delivery Services				
Delivery Cost per location per day of delivery per customer Sorting Cost per mail stop per day	\$ \$	9.18 1.50	Delivery Cost per location per day of delivery per customer Sorting Cost per mail stop per day	\$ \$
Folding and Inserting Services				
Folding per Sheet Inserting per Sheet	\$ \$	0.010 0.025	Folding per Sheet Inserting First Sheet	\$ \$

Additional Information:

- Postage is based on lowest available presort rate and billed at cost.

**Attachment B
Central Mail Services
Estimated Costs per Department**

Dept	Dept Name	Pass Through FY17/18	Handling Charges FY17/18	Mail Stops FY17/18	Estimated Costs FY17/18	Pass Through FY18/19	Handling Charges FY18/19	Mail Stops FY18/19	Estimated Costs FY18/19	Increase / (Decrease)
10001	Board of Supervisors	14,277	1,252	14,359	29,887	6,819	885	14,359	22,063	(7,825)
10002	Clerk of the Board	3,058	702	2,649	6,409	2,153	511	372	3,036	(3,373)
11001	Executive Office	2,217	490	2,649	5,355	1,312	337	2,649	4,298	(1,057)
11044	Grand Jury Admin			2,649	2,649			2,649	2,649	-
11301	Human Resources	67,077	4,093	21,933	93,102	50,098	4,053	22,305	76,456	(16,647)
11303	HR Air Quality Division	233	4	372	609	297	10	372	650	41
11308	HR Workers Compensation	11,149	3,299	5,297	19,746	14,344	4,117	744	19,205	(540)
11310	HR Liability Insurance	535	160	744	1,439	568	197	744	1,510	70
11313	HR Safety Loss Control	1,300	209	3,021	4,529	1,053	172	3,021	4,246	(284)
11318	HR Temporary Assistance	922	189	2,649	3,759	1,800	440	2,649	4,888	1,129
11320	HR Exclusive Provider Option	65,297	14,104	2,649	82,050	52,991	12,870	2,649	68,510	(13,540)
11322	HR EAS	3	1	2,649	2,653	4	1	2,649	2,654	1
11329	HR Occupational Health & Wellness	2,790	417	2,649	5,856	2,310	380	372	3,062	(2,794)
12001	Assessor	59,421	4,083	9,842	73,146	66,201	5,825	7,946	79,971	6,825
12002	County Clerk-Recorder	198,954	15,539	10,014	224,507	173,393	14,804	11,711	199,908	(24,600)
12003	RMAP	1	0	2,649	2,650			2,649	2,649	(1)
12004	ACR Property Tax Group	298	15	372	684	608	23	372	1,003	319
13001	Auditor Controller	76,223	14,328	7,946	98,497	52,071	11,263	7,946	71,280	(27,217)
13003	Auditor Controller					18,609	2,663		21,272	21,272
14001	Treasurer Tax Collector	85,692	15,450	7,946	109,088	44,993	9,771	7,946	62,710	(46,378)
15001	County Counsel	83	17	10,595	10,694	1	1	10,595	10,597	(97)
17001	Registrar of Voters	1	0	2,649	2,650			2,649	2,649	(1)
19001	EDA	2,253	925	3,973	7,152	930	392	3,780	5,101	(2,050)
19002	EDA Community Development Block Grant	892	241		1,132	2,320	405	945	3,670	2,538
19003	EDA Workforce Development	1,292	495	10,595	12,381	974	502	6,428	7,904	(4,477)
19007	County Free Library	100	33		133	60	17		77	(56)
19107	EDA Aviation Unit	2,050	469	5,297	7,817	1,557	349	5,297	7,203	(614)
19201	EDA National Date Festival	1,638	391	2,649	4,678	1,829	378	2,649	4,856	178
20001	Emergency Management Dept	1,050	222	2,649	3,921	8,040	474	2,649	11,163	7,242
22001	District Attorney	27,071	6,182	18,912	52,165	26,356	6,793	18,912	52,061	(103)
23001	Child Support Services	204,555	67,677	8,318	280,550	183,728	68,992	5,669	258,390	(22,160)
24001	Public Defender	14,239	3,601	13,615	31,455	13,407	4,131	13,615	31,153	(303)
25001	Sheriff	2,119	567	2,649	5,335	1,929	528	2,649	5,105	(230)
25002	Sheriff Support	36,524	5,199	9,434	51,157	21,632	3,740	9,062	34,434	(16,723)
25003	Sheriff Patrol	23,151	5,448	39,313	67,912	21,638	5,354	39,313	66,305	(1,606)
25004	Sheriff Corrections	9,922	1,905	10,595	22,422	8,482	2,649	10,595	21,725	(696)
25005	Sheriff Court Services	67,388	12,809	6,041	86,238	70,425	14,627	8,318	93,370	7,132
25007	Sheriff Ben Clark Training	1,310	402	2,649	4,361	1,199	363	2,649	4,211	(150)
25010	Sheriff Coroner West	2,936	799	5,297	9,032	3,513	1,023	5,297	9,833	801
25011	Sheriff Public Administrator	5,857	1,223	372	7,451	5,565	1,271	372	7,208	(244)

**Attachment B
Central Mail Services
Estimated Costs per Department**

Dept	Dept Name	Pass Through FY17/18	Handling Charges FY17/18	Mail Stops FY17/18	Estimated Costs FY17/18	Pass Through FY18/19	Handling Charges FY18/19	Mail Stops FY18/19	Estimated Costs FY18/19	Increase / (Decrease)
25051	Sheriff Cal ID	568	339	2,649	3,556	551	347	2,649	3,546	(10)
25053	Sheriff Cal-Photo	0	0	-	1	-	-	-	-	(1)
26001	Probation Juvenile	7,361	1,629	7,946	16,935	5,335	1,268	10,595	17,198	263
26002	Probation	26,302	6,078	40,474	72,853	24,168	6,118	40,474	70,760	(2,093)
26007	Probation Admin & Support	10,415	1,933	2,649	14,997	10,315	1,997	2,649	14,962	(35)
27002	Fire Department	7,470	1,774	18,540	27,785	5,865	883	15,892	22,640	(5,145)
27004	Fire Department Contract Services	-	-	2,649	2,649	-	-	2,649	2,649	-
28001	Agricultural Commissioner	8,610	1,871	10,967	21,447	8,767	1,914	10,967	21,647	200
29001	LAFCO	635	174	2,649	3,457	404	117	2,649	3,170	(287)
31002	TLMA	5,114	1,096	1,510	7,720	4,748	719	2,207	7,675	(45)
31003	TLMA Transportation Counter Services	3,588	1,191	3,021	7,800	2,615	1,067	530	4,212	(3,588)
31101	TLMA Building & Safety	5,211	1,010	3,772	9,993	4,044	738	2,737	7,519	(2,474)
31201	TLMA Planning	17,471	3,534	3,393	24,398	12,017	2,658	1,854	16,529	(7,868)
31301	TLMA Transportation	5,786	1,074	8,690	15,549	7,198	1,672	4,875	13,745	(1,805)
31302	TLMA Transportation Surveyor	316	108	-	425	268	33	-	301	(124)
31307	TLMA Transportation Equipment	57	11	2,649	2,717	64	9	3,973	4,046	1,329
31308	TLMA ALUC	3,002	931	-	3,933	3,927	1,102	-	5,030	1,097
31401	TLMA Code Enforcement	39,431	7,003	15,118	61,552	54,703	9,877	8,034	72,615	11,062
41001	RUHS Behavioral Health-Public Guardian	9,107	1,789	5,111	16,007	7,770	2,028	1,127	10,926	(5,081)
41002	RUHS Behavioral Health-Treatment	20,860	4,187	124,538	149,585	17,793	3,736	120,896	142,424	(7,161)
41003	RUHS Behavioral Health-Detention	2,516	666	13,243	16,425	5,519	1,190	11,536	18,244	1,819
41004	RUHS Behavioral Health-Administration	46,786	6,225	25,281	78,292	29,956	4,517	26,761	61,234	(17,058)
41005	RUHS Behavioral Health-Substance Abuse	4,425	836	25,326	30,587	3,648	826	31,648	36,122	5,536
42001	RUHS Public Health	73,862	15,898	6,041	95,801	63,591	16,955	2,649	83,194	(12,607)
42002	California Childrens Services	32,309	12,899	-	45,208	32,054	13,734	-	45,787	580
42004	Environmental Health	31,422	6,715	18,540	56,677	47,877	10,253	18,540	76,671	19,993
42006	Animal Control	123,636	11,468	5,210	140,315	144,268	11,530	4,763	160,561	20,247
42007	RUHS Fed Qualified Health Ctrs	9,133	1,787	-	10,919	8,608	1,739	-	10,347	(572)
43001	RUHS	117,211	27,093	7,946	152,250	99,661	23,748	7,946	131,355	(20,895)
43002	RUHS Med Indigent Services	9,579	1,847	4,301	15,728	7,857	2,090	4,078	14,025	(1,703)
45001	Waste Resources	5,641	1,498	2,649	9,787	3,998	1,049	2,649	7,697	(2,091)
51001	DPSS	15,586	11	27,840	43,437	5,391	3	25,192	30,586	(12,851)
52001	DCA Administration	6,385	870	3,021	10,275	2,654	960	3,021	6,635	(3,641)
52002	DCA Local Initiative	13,616	4,148	-	17,764	20,429	7,014	-	27,443	9,679
53001	Office on Aging	7,098	2,092	5,297	14,487	9,513	2,463	5,297	17,273	2,786
54001	Veterans Services	7,518	2,248	7,946	17,712	6,729	2,077	7,946	16,752	(960)
63001	Cooperative Extension	-	-	5,669	5,669	-	-	5,669	5,669	-
72001	EDA Facilities Administration	3,380	706	3,973	8,059	3,687	797	3,973	8,457	397
72002	EDA Custodial	-	-	1,324	1,324	-	-	1,324	1,324	-
72003	EDA Maintenance	-	-	13,494	13,494	-	-	14,335	14,335	841

**Attachment B
Central Mail Services
Estimated Costs per Department**

Dept	Dept Name	Pass Through FY17/18	Handling Charges FY17/18	Mail Stops FY17/18	Estimated Costs FY17/18	Pass Through FY18/19	Handling Charges FY18/19	Mail Stops FY18/19	Estimated Costs FY18/19	Increase / (Decrease)
72004	EDA Real Property	876	155	-	831	1,362	435	-	1,797	966
72005	EDA Project Management	598	120	-	718	937	201	-	1,138	421
72006	EDA Energy	838	185	-	1,023	864	187	-	1,052	29
72007	EDA Parking	115	24	5,297	5,436	13	3	5,297	5,314	(123)
72012	EDA Community Park and Centers	-	-	-	-	-	-	2,649	2,649	2,649
73001	Purchasing Services	1,222	165	2,649	4,035	300	17,491	2,649	20,440	16,405
73003	Printing Services	188	20	372	580	108	-	-	108	(472)
73004	Supply Services	3,192	381	372	3,945	4,034	17,928	1,510	23,473	19,528
73005	Fleet Services	653	147	19,656	20,456	487	17,840	20,795	39,122	18,666
74001	RCIT	2,311	186	5,669	8,166	792	134	3,973	4,899	(3,268)
74006	RCIT Communications Solutions	3,021	61	2,649	5,730	3,171	55	4,345	7,571	1,840
74009	RCIT GIS	303	20	-	323	238	3	-	240	(82)
915202	CSA Administration	146	34	-	180	143	56	-	198	19
931119	Parks District	11	3	-	14	9	3	-	12	(1)
931184	Parks	-	-	1,281	1,281	-	-	-	-	(1,281)
931190	Parks - Drop Zone General	10	2	1,281	1,293	-	-	-	-	(1,293)
931210	Parks Planning	-	-	-	-	5	2	-	7	7
931235	Parks Headquarters	5,799	574	2,649	9,022	1,373	356	2,649	4,378	(4,644)
931400	Major Parks	-	-	372	372	-	-	372	372	-
931710	Parks District	78	17	-	95	11	3	-	14	(81)
935001	Habitat Conserv Agency-JPA	8	6	2,649	2,663	14	7	2,649	2,670	7
935100	RCA Operations	909	174	-	1,083	963	219	-	1,182	99
935200	RCA Operations	-	-	2,649	2,649	-	-	2,649	2,649	-
938002	Children & Families Commission	-	-	372	372	-	-	372	372	-
946001	Salton Sea Authority	-	-	-	372	-	-	372	372	-
947200	Flood Control Administration	4,695	1,293	2,649	8,637	4,562	1,315	2,649	8,526	(111)
960001	Law Library	-	-	5,297	5,297	-	-	5,297	5,297	-
Non-County	Housing Authority	-	-	5,297	5,297	-	-	5,297	5,297	-
Non-County	Riv County Transportation Commission	-	-	2,649	2,649	-	-	2,649	2,649	-
Non-County	United Public Employees (LUNA)	-	-	2,649	2,649	-	-	2,649	2,649	-
Non-County	Murrieta Police	-	-	1,281	1,281	-	-	1,057	1,057	(224)
Non-County	Superior Court	211,696	54,760	54,461	320,917	210,693	61,110	54,833	326,635	5,718
Non-County	Western Riv Council of Governments	-	-	2,649	2,649	-	-	2,649	2,649	-
Total		\$ 1,911,751	\$ 374,005	\$ 817,080	\$ 3,102,836	\$ 1,759,259	\$ 434,884	\$ 784,981	\$ 2,979,124	\$ (123,712)

NOTES:
1. Pass through charges are based on current USPS prices.
2. Handling charges are estimates only. Charges may change based on actual pieces of mail.

Attachment C
 Central Mail Services
 Five Year Capital Asset Needs/Reserve Plan

Capital Asset	FY18/19	FY19/20	FY20/21	FY21/22	FY22/23	Total 5 Years
Postage Meters				\$ 108,000		\$ 108,000
Equipment/Furnishings/Hand Trucks				\$ 7,500		\$ 7,500
Fold/Insert Machine	\$ 20,000					\$ 20,000
						\$ -
						\$ -
						\$ -
Total	\$ 20,000	\$ -	\$ -	\$ 115,500	\$ -	\$ 135,500