

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



ITEM  
3.48  
(ID # 8897)

MEETING DATE:

Tuesday, January 29, 2019

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 2019/20 Rates for Central Mail Services and Approval of Capital Asset Plan for FY19/20-23/24, All Districts. [\$115,500- Departmental Funds 100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the FY19/20 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 \$115,500 for capital assets and the reserve plan for capital asset purchases for FY19/20-FY23/24 (Attachment C).

ACTION: 4/5 Vote Required, Policy


  
Teresa Summers, Director of Purchasing 1/15/2019

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MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 29, 2019  
xc: Purchasing

Kecia Harper  
Clerk of the Board  
By:   
Deputy

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

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 0	\$ 115,500	\$ N/A
<b>NET COUNTY COST</b>	\$ N/A	\$ N/A	\$ N/A	\$ N/A
<b>SOURCE OF FUNDS</b> Departmental Funds 100%			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	19/20-23/24

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

This Form 11 is for the purpose of establishing Central Mail Services rates for fiscal year 2019/20, 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.

The FY19/20 rate submittal reflects a budget of \$3,521,602, which is an increase of \$55,560 from the current FY18/19 budget of \$3,466,042 (1.60%) to reflect full cost recovery. Retirement costs, worker's compensation costs, and other ISF costs, along with vehicle financing costs for financing of vehicles due to an aging fleet, and changes to the piece count are impacting the budget. Revenue for new services, as requested by departments, are reflected in the budget as well as a change in staffing that resulted in salary reductions. The net impact reduces the overall amount of the requested increase.

Central Mail is not requesting the use of unrestricted net assets in FY19/20, however the department requests approval of the 5-year capital asset plan.

**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 FY2019/20 Rates for Central mail

Attachment B – Estimated Costs per Department

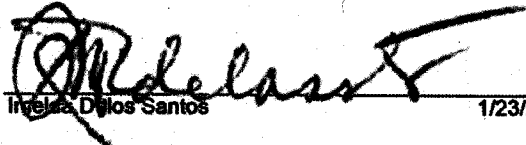
Attachment C – Five Year Capital Asset Plan

  
Misley Wang, Supervising Accountant

1/16/2019

  
Paul A. Angulo, County Auditor-Controller

1/17/2019

  
Irvela D. Santos

1/23/2019

**Attachment A  
Central Mail Rate Structure**

Mail and Shipping Services	FY 19/20	FY 18/19	FY 17/18
<b>Handling Charge:</b>			
Letter	\$ 0.126	\$ 0.091	\$ 0.091
Flat	\$ 0.726	\$ 0.620	\$ 0.620
Certified, Registered	\$ 1.592	\$ 1.065	\$ 1.065
Package (including FedEx and Other Delivery Services)	\$ 2.127	\$ 1.418	\$ 1.418
Post Office Boxes	Cost	Cost	Cost
Business Reply Mail	Cost	Cost	Cost
<b>Interoffice Pick-up and Delivery Services</b>			
Delivery			
Cost per location per day of delivery per customer	\$ 9.70	\$ 9.18	\$ 9.18
Sorting			
Cost per mail stop per day	\$ 1.57	\$ 1.50	\$ 1.50

**Additional Information:**

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

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

Dept	3-Digit	Dept Name	Pass Through FY18/19	Handling Charges FY18/19	Mail Stops FY18/19	Estimated Costs FY18/19	Pass Through FY19/20	Handling Charges FY19/20	Mail Stops FY19/20	Estimated Costs FY19/20	Net \$ Change	Net % Change
10001	100	Board of Supervisors	6,819	885	14,358	22,063	6,945	938	12,740	20,823	(1,440)	-6.53%
10002	100	Clerk of the Board	2,153	511	372	3,038	2,328	598	2,796	5,720	2,684	88.41%
11001	110	Executive Office	1,312	337	2,649	4,298	977	224	2,796	3,996	(302)	-7.02%
11044	110	Grand Jury Admin			2,649	2,649	2	1	2,796	2,798	150	5.65%
11301	113	Human Resources	50,098	4,053	22,305	76,458	72,100	5,398	18,721	96,217	19,761	25.85%
11303	113	HR Air Quality Division	267	10	372	650	250	9	389	649	(1)	-0.18%
11308	113	HR Workers Compensation	14,344	4,117	744	19,205	15,442	5,173	779	21,393	2,188	11.39%
11310	113	HR Liability Insurance	568	197	744	1,510	544	191	779	1,513	3	0.23%
11313	113	HR Safety Loss Control	1,053	172	3,021	4,246	1,370	300	3,185	4,855	609	14.34%
11318	113	HR Temporary Assistance	1,800	440	2,649	4,888	1,685	451	2,796	4,912	24	0.49%
11320	113	HR Exclusive Provider Option	52,991	12,870	2,649	68,510	73,414	22,291	14,757	98,501	29,991	43.78%
11322	113	HR EAS	4	1	2,649	2,654	0	0	2,796	2,796	142	5.35%
11329	113	HR Occupational Health & Wellness	2,310	380	372	3,062	3,412	748	2,796	6,956	3,894	127.15%
12001	120	Assessor	86,201	5,825	7,946	79,971	98,401	5,293	8,387	112,081	32,110	40.15%
12002	120	County Clerk-Recorder	173,393	14,804	11,711	199,908	105,198	14,340	14,757	134,295	(65,612)	-32.82%
12003	120	RMAP			2,649	2,649	3	1	2,796	2,799	151	5.69%
12004	120	ACR Property Tax Group	608	23	372	1,003	402	32	389	823	(180)	-17.91%
13001	130	Auditor Controller	52,071	11,263	7,946	71,280	60,759	18,149	8,387	87,296	16,016	22.47%
13003	130	Auditor Controller	18,609	2,863		21,272					(21,272)	-100.00%
14001	140	Treasurer Tax Collector	44,993	9,771	7,946	62,710	43,330	11,745	8,387	63,462	752	1.20%
15001	150	County Counsel	1	1	10,595	10,597	0	0	11,183	11,184	587	5.54%
17001	170	Registrar of Voters			2,649	2,649	15,197	5,570	2,796	23,562	20,914	789.61%
19001	190	EDA	930	392	3,780	5,101	1,988	282	3,987	5,358	256	5.02%
19002	190	EDA Community Development Block Grant	2,320	405	945	3,670	884	306	997	2,187	(1,484)	-40.42%
19003	190	EDA Workforce Development	974	502	6,428	7,904	1,291	441	6,783	8,515	611	7.73%
19007	190	County Free Library	60	17		77	15	4		18	(58)	-76.20%
19010	190	EDA Marketing					40	12		52	52	100.00%
19107	191	EDA Aviation Unit	1,557	349	5,297	7,203	1,547	391	5,592	7,529	326	4.53%
19201	192	EDA National Date Festival	1,829	378	2,649	4,856	1,191	419	2,796	4,406	(451)	-9.28%
20001	200	Emergency Management Dept	8,040	474	2,649	11,163	5,901	828	2,796	9,525	(1,638)	-14.68%
22001	220	District Attorney	26,356	6,793	18,912	52,061	31,612	9,968	19,960	61,540	9,479	18.21%
23001	230	Child Support Services	183,728	69,392	5,669	258,390	149,961	69,563	5,981	222,505	(32,885)	-12.73%
24001	240	Public Defender	13,407	4,131	13,615	31,153	11,526	4,142	14,368	30,036	(1,117)	-3.58%
25001	250	Sheriff	1,929	528	2,649	5,105	2,710	985	2,796	6,491	1,386	27.14%
25002	250	Sheriff Support	21,632	3,740	9,082	34,434	30,378	6,229	9,940	48,248	12,114	35.18%
25003	250	Sheriff Patrol	21,638	5,354	39,313	66,305	15,606	5,301	41,092	61,899	(4,406)	-6.65%
25004	250	Sheriff Corrections	8,482	2,649	10,695	21,725	9,156	3,871	11,183	24,210	2,485	11.44%
25005	250	Sheriff Court Services	70,425	14,927	8,318	93,370	65,425	18,361	6,370	90,156	(3,214)	-3.44%
25007	250	Sheriff Ben Clark Training	1,199	363	2,649	4,211	347	362	2,796	4,005	(205)	-4.88%
25010	250	Sheriff Coroner West	3,513	1,023	5,297	9,833	2,772	1,035	5,592	9,399	(434)	-4.41%
25011	250	Sheriff Public Administrator	5,565	1,271	372	7,208	6,730	1,966	389	9,088	1,878	26.05%
25051	250	Sheriff Cal ID	551	347	2,649	3,646	441	358	2,796	2,893	47	1.33%
26001	260	Probation Juvenile	5,335	1,268	10,595	17,198	6,459	1,999	11,183	19,641	2,443	14.21%
26002	260	Probation	24,168	6,118	40,474	70,760	19,526	6,470	42,715	67,712	(3,049)	-4.31%
26007	260	Probation Admin & Support	10,315	1,997	2,649	14,962	10,451	2,851	2,796	16,097	1,136	7.59%
27002	270	Fire Department	5,865	883	15,892	22,640	6,325	1,963	16,775	25,063	2,423	10.70%

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

Dept	3-Digit	Dept Name	Pass Through FY18/19	Handling Charges FY18/19	Mail Stops FY18/19	Estimated Costs FY18/19	Pass Through FY19/20	Handling Charges FY19/20	Mail Stops FY19/20	Estimated Costs FY19/20	Net \$ Change	Net % Change
27004	270	Fire Department Contract Services			2,649	2,649			2,796	2,796	147	5.55%
28001	280	Agricultural Commissioner	8,767	1,914	10,967	21,647	10,281	2,703	1,572	24,566	2,909	13.44%
29001	290	LAFCO	404	117	2,649	3,170	515	176	2,796	3,487	317	9.99%
31002	310	TLMA	4,748	719	2,207	7,675	3,213	1,042	1,398	5,853	(2,022)	-26.34%
31003	310	TLMA Transportation Counter Services	2,615	1,967	530	4,212	4,412	1,761	1,967	8,130	3,918	93.00%
31101	311	TLMA Building & Safety	4,044	738	2,737	7,519	5,000	864	3,365	9,219	1,701	22.62%
31201	312	TLMA Planning	12,017	2,658	1,854	16,529	13,734	3,767	1,957	19,458	2,928	17.72%
31301	313	TLMA Transportation	7,198	1,672	4,875	13,745	7,133	1,391	5,142	13,666	(79)	-0.57%
31302	313	TLMA Transportation Surveyor	268	33		301	112	52	1,398	1,562	1,261	419.09%
31307	313	TLMA Transportation Equipment	64	9	3,973	4,046	126	3	2,796	2,924	(1,121)	-27.72%
31308	313	TLMA ALUC	3,927	1,102		5,030	2,272	989		3,241	(1,789)	-35.56%
31390	313	TLMA Community & Business Services					552	164		716	716	100.00%
31401	314	TLMA Code Enforcement	54,703	9,877	8,034	72,615	27,261	7,112	7,549	41,921	(30,693)	-42.27%
41001	410	RUHS Behavioral Health-Public Guardian	7,770	2,028	1,127	10,926	10,457	2,435	2,990	15,883	4,957	45.37%
41002	410	RUHS Behavioral Health-Treatment	17,793	3,736	120,896	142,424	15,326	4,394	130,808	159,528	8,104	5.69%
41003	410	RUHS Behavioral Health-Detention	5,519	1,190	11,536	18,244	6,554	1,855	14,368	22,777	4,533	24.85%
41004	410	RUHS Behavioral Health-Administration	29,956	4,517	26,761	61,234	24,212	7,317	24,090	55,620	(5,614)	-9.17%
41005	410	RUHS Behavioral Health-Substance Abuse	3,648	826	31,648	36,122	3,654	954	37,393	42,001	5,879	16.27%
42001	421	RUHS Public Health	63,591	16,955	2,649	83,194	35,490	12,117	2,796	50,402	(32,792)	-39.42%
42002	422	California Childrens Services	32,054	13,734		45,787	24,463	11,494		35,958	(9,830)	-21.47%
42004	424	Environmental Health	47,877	10,253	18,640	76,871	40,091	12,583	19,570	72,194	(4,476)	-5.84%
42006	426	Animal Control	144,268	11,530	4,763	160,561	184,017	17,637	5,028	208,681	46,120	28.72%
43001	430	RUHS	99,661	23,748	7,946	131,355	116,922	36,011	17,553	170,486	39,131	29.79%
43002	430	RUHS Med Indigent Services	7,857	2,090	4,078	14,025	20,502	7,617	4,335	32,454	18,429	131.40%
43006	430	RUHS Fed Qualified Health Ctrs	8,608	1,739		10,347	7,085	2,298	2,796	12,180	1,833	17.71%
45001	450	Waste Resources	3,999	1,049	2,649	7,697	4,555	1,583	2,796	8,904	1,208	15.69%
51001	510	DPSS	5,391	3	25,192	30,586	43,579	23	26,509	70,111	39,525	129.22%
52001	520	DCA Administration	2,654	960	3,021	6,635	3,283	1,781	3,185	8,249	1,614	24.33%
52002	520	DCA Local Initiative	20,429	7,014		27,443	15,705	6,804		22,510	(4,933)	-17.98%
53001	530	Office on Aging	9,513	2,463	5,297	17,273	7,243	2,875	5,592	15,709	(1,564)	-9.06%
54001	540	Veterans Services	6,729	2,077	7,946	16,752	6,552	2,597	8,387	17,536	784	4.68%
63001	630	Cooperative Extension			5,669	5,669			5,981	5,981	312	5.50%
72001	720	EDA Facilities Administration	3,667	797	3,973	8,457	3,517	900	4,194	8,611	154	1.82%
72002	720	EDA Custodial			1,324	1,324			1,398	1,398	74	5.55%
72003	720	EDA Maintenance			14,335	14,335			15,198	15,198	803	5.60%
72004	720	EDA Real Property	1,362	435		1,797	1,697	407		2,104	307	17.08%
72005	720	EDA Project Management	937	201		1,138	425	158		583	(556)	-48.81%
72006	720	EDA Energy	864	187		1,052	11	3		14	(1,038)	-98.69%
72007	720	EDA Parking	13	3	5,297	5,314			5,592	5,592	278	5.23%
72012	720	EDA Community Park and Centers			2,649	2,649			2,796	2,796	147	5.55%
73001	730	Purchasing Services	300	17,491	2,649	20,440	232	47	1,593	1,872	(18,568)	-90.84%
73004	730	Supply Services	4,034	17,928	1,510	23,473	1,229	196	2,796	4,220	(19,252)	-82.02%
73005	730	Fleet Services	487	17,840	20,796	39,122	641	167	21,942	22,749	(16,372)	-41.85%
74001	740	RCIT	792	134	3,973	4,899	2,125	176	4,194	6,495	1,596	32.59%
74006	740	RCIT Communications Solutions	3,171	55	4,345	7,571	7,146	140	4,583	11,670	4,299	56.78%
74009	740	RCIT GIS	238	3		240	288	18		306	66	27.39%

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

Dept	3-Digit	Dept Name	Pass Through FY18/19	Handling Charges FY18/19	Mail Stops FY18/19	Estimated Costs FY18/19	Pass Through FY19/20	Handling Charges FY19/20	Mail Stops FY19/20	Estimated Costs FY19/20	Net \$ Change	Net % Change
914301	914	CSA 143 Rancho CA Park & Recr	-	-	-	-	11	2	-	14	14	100.00%
915202	915	CSA Administration	143	56	-	198	975	307	-	1,282	1,084	546.23%
931119	931	Parks District	9	3	-	12	46	16	-	62	49	401.22%
931210	931	Parks Planning	5	2	-	7	13	4	-	17	10	131.48%
931235	931	Parks Headquarters	1,379	356	2,649	4,378	1,132	486	2,796	4,423	45	1.04%
931400	931	Major Parks	-	-	372	372	-	-	389	389	17	4.67%
931401	931	Park Events-Weddings	-	-	-	-	7	2	-	8	8	100.00%
931710	931	Parks District	11	3	-	14	72	29	-	101	87	606.78%
935001	935	Habitat Consvr Agency-JPA	14	7	2,649	2,670	48	18	2,796	2,861	192	7.18%
935100	935	RCA Operations	963	219	-	1,182	1,471	340	-	1,811	629	53.25%
935200	935	RCA Operations	-	-	2,649	2,649	-	-	2,796	2,796	147	5.55%
938002	938	Children & Families Commission	-	-	372	372	-	-	389	389	17	4.67%
946001	946	Sailon Sea Authority	-	-	372	372	-	-	389	389	17	4.67%
947200	947	Flood Control Administration	4,562	1,315	2,649	8,526	4,235	1,736	2,796	8,767	241	2.83%
960001	960	Law Library	-	-	5,297	5,297	-	-	5,592	5,592	294	5.55%
Non-County	NC0500	Housing Authority	-	-	2,649	2,649	-	-	2,796	2,796	294	5.55%
Non-County	NC1500	Riv County Transportation Commission	-	-	5,297	5,297	-	-	5,592	5,592	294	5.55%
Non-County	NC2000	United Public Employees (LIUNA)	-	-	2,649	2,649	-	-	2,796	2,796	147	5.55%
Non-County	NC2500	Murrieta Police	-	-	1,057	1,057	-	-	1,071	1,071	14	1.29%
Non-County	NC5000	Superior Court	210,693	61,110	54,833	326,635	195,642	71,039	60,658	327,338	703	0.22%
Non-County	NC6000	Western Riv Council of Governments	-	-	2,649	2,649	-	-	2,796	2,796	147	5.55%
<b>Total</b>			<b>\$ 1,759,151</b>	<b>\$ 434,884</b>	<b>\$ 784,981</b>	<b>\$ 2,979,016</b>	<b>\$ 1,747,784</b>	<b>\$ 458,056</b>	<b>\$ 847,691</b>	<b>\$ 3,053,531</b>	<b>\$ 74,515</b>	<b>2.50%</b>

**NOTES:**

1. Pass through charges are based on FY17/18 usage and USPS prices.
2. Handling charges are estimates only based on FY17/18 usage. Actual charges for pieces of mail will be billed.

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

Capital Asset	FY19/20	FY20/21	FY21/22	FY22/23	FY23/24	Total 5 Years
Postage Meters			\$ 108,000			\$ 108,000
Equipment/Furnishings/Hand Trucks			\$ 7,500			\$ 7,500
<b>Total</b>	\$ -	\$ -	\$ 115,500	\$ -	\$ -	\$ 115,500