

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



**ITEM: 3.44
(ID # 11529)**

MEETING DATE:
Tuesday, January 28, 2020

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 2020/21 Rates for Central Mail Services and Approval of Capital Asset Plan for FY20/21-24/25, All Districts [\$115,500 - Department Budget 100%] (4/5th Required)

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the FY20/21 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 and the reserve plan for capital asset purchases for FY20/21-FY24/24 (Attachment C).

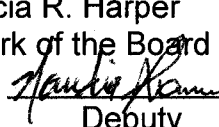
ACTION: 4/5 Vote Required, Policy


Teresa Summers, Director of Purchasing 12/21/2019

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel 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 28, 2020
xc: Purchasing

Kecia R. Harper
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	\$ 0	\$ 115,500	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS Departmental Funds 100%			Budget Adjustment:	No
			For Fiscal Year: 20/21-24/25	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

This Form 11 is for the purpose of establishing Central Mail Services' rates for fiscal year 2020/21 and the approval of the Five Year Capital Asset Plan.

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 FY 20/21 estimated customer charges reflect an increase of \$125,728. The increase includes an increase of postal charges of \$79,286, which is a straight pass-thru cost, and a net increase in operational costs of \$46,444 or 1.52%.

Central Mail is not requesting the use of unrestricted net assets in FY20/21, however the department requests approval of the attached 5-year capital asset plan.

Attachment: Attachment A – Proposed FY 2020/21 Rates for Central Mail
Attachment B – Estimated costs per Department
Attachment C – Five Year Capital Asset Plan

Impact on Citizens and Businesses

N/A

Additional Fiscal Information

N/A

Contract History and Price Reasonableness

N/A




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

ATTACHMENTS:

Attachment A – Proposed FY2020/21 Rates for Central mail

Attachment B – Estimated Costs per Department

Attachment C – Five Year Capital Asset Plan


Douglas Ardonez Jr. 1/8/2020

County of Riverside
Purchasing
FY 2018/2019 actual
For Use in FY 2020/2021
Central Mail

Attachment A - Rate Sheet

Proposed Rate	For Use in FY	
	Prior Year	2020/2021
Metered Mail:		
Letter 1 oz.	0.1264	0.1277
Flat 1 oz.	0.7261	0.7303
Certified	1.5917	1.6194
Package	2.1272	2.1552
Delivery Rate:		
Delivery Fee Per Location	\$ 9.70	\$ 10.32
Daily Sort Fee per Mail Stop	\$ 1.57	\$ 1.66

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County of Riverside
Purchasing
FY 2018/2019 actual
For Use in FY 2020/2021

Central Mail

Attachment B - Estimated Costs per Department

Dept	Dept Name	Pass Through FY19/20		Mail FY19/20		Estimated Costs FY19/20		Pass Through FY20/21		Mail FY20/21		Estimated Costs FY20/21		Net \$ Change	Net % Change
		6,945	938	12,740	20,623	4,628	924	13,522	19,075	-1,548	-7.51%				
10001	Board of Supervisors	2,328	596	2,796	5,720	2,097	566	2,969	5,632	-87	-1.53%				
11001	Executive Office	977	224	2,796	3,996	766	197	2,969	3,933	-63	-1.58%				
11044	Grand Jury Admin	2	1	2,796	2,798	17	5	2,969	2,992	193	6.91%				
11301	Human Resources	72,100	5,396	18,721	96,217	78,904	6,278	19,872	105,054	8,837	9.18%				
11303	HR Air Quality Division	250	9	389	649	327	15	411	752	104	16.02%				
11308	HR Workers Compensation	15,442	5,173	779	21,393	5,346	1,356	822	7,524	-13,869	-64.83%				
11310	HR Liability Insurance	544	191	779	1,513	646	219	822	1,687	174	11.51%				
11313	HR Safety Loss Control	1,370	300	3,185	4,855	1,318	282	3,381	4,980	126	2.55%				
11318	HR Temporary Assistance	1,665	451	2,796	4,912	1,952	502	2,969	5,424	512	10.42%				
11320	HR Exclusive Provider Option	73,414	22,291	2,796	98,501	73,416	21,921	2,969	98,307	-194	-0.20%				
11322	HR EAS	0	0	2,796	2,796	0	0	2,969	2,969	173	6.19%				
11329	HR Occupational Health & Wellness	3,412	748	2,796	6,956	6,161	1,364	2,969	10,494	3,538	50.87%				
12001	Assessor	98,401	5,293	8,387	112,081	54,507	2,737	8,908	66,152	-45,929	-40.98%				
12002	County Clerk-Recorder	105,198	14,340	14,757	134,295	93,714	13,501	12,700	119,914	-14,381	-10.71%				
12003	RMAP	3	1	2,796	2,799	1	1	2,969	2,971	172	6.13%				
12004	ACR Property Tax Group	402	32	389	823	322	21	411	754	-70	-8.44%				
13001	Auditor Controller	60,759	18,149	8,387	87,296	57,255	16,706	8,908	82,869	-4,427	-5.07%				
13003	Auditor Controller	0	0	0	0	0	0	0	0	0	100.00%				
14001	Treasurer Tax Collector	43,330	11,745	8,387	63,462	41,688	11,029	8,908	61,625	-1,837	-2.90%				
15001	County Counsel	0	0	11,183	11,184	0	0	11,878	11,878	694	6.21%				
17001	Registrar of Voters	15,197	5,570	2,796	23,562	32,950	11,006	2,969	46,925	23,363	99.15%				
19001	EDA	1,088	282	3,987	5,358	1,170	312	5,513	6,995	1,637	30.56%				
19002	EDA Community Development Block Grant	884	306	997	2,187	837	286	1,058	2,181	-5	-0.25%				
19003	EDA Workforce Development	1,291	441	6,783	8,515	1,732	461	7,203	9,395	880	10.34%				
19007	County Free Library	15	4	0	18	16	4	0	20	1	8.05%				
19010	EDA Marketing	40	12	0	52	18	6	0	24	-28	-53.64%				
19107	EDA Aviation Unit	1,547	391	5,592	7,529	1,565	377	5,939	7,881	352	4.68%				
19201	EDA National Date Festival	1,191	419	2,796	4,406	1,089	296	2,969	4,355	-51	-1.15%				
20001	Emergency Management Dept	5,901	828	2,796	9,525	2,354	744	2,969	6,068	-3,457	-36.29%				
22001	District Attorney	31,612	9,968	19,960	61,540	33,943	10,757	18,228	62,928	1,388	2.26%				
23001	Child Support Services	149,961	69,563	5,981	225,505	168,291	76,166	6,350	250,806	25,301	11.22%				
24001	Public Defender	11,526	4,142	14,368	30,036	11,434	4,143	15,258	30,836	800	2.66%				
25001	Sheriff	2,710	985	2,796	6,491	3,945	1,269	2,969	8,184	1,692	26.07%				
25002	Sheriff Support	30,378	6,229	9,940	46,548	49,839	8,843	10,551	69,233	22,686	48.74%				
25003	Sheriff Patrol	15,506	5,301	41,092	61,899	17,203	5,646	43,630	66,478	4,580	7.40%				

County of Riverside
Purchasing
FY 2018/2019 actual
For Use in FY 2020/2021
Central Mail

Attachment B - Estimated Costs per Department

Dept	Dept Name	Pass		Mail		Estimated Costs		Pass Through		Handling Charges		Mail Stops		Estimated Costs		Net \$		Net %		
		FY19/20	FY19/20	FY19/20	FY19/20	FY19/20	FY19/20	FY19/20	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21
25004	Sheriff Corrections	9,156	3,871	11,183	24,210	9,979	3,838	11,878	25,695	1,485	6.13%									
25005	Sheriff Court Services	65,425	18,361	6,370	90,156	84,858	23,182	6,761	114,802	24,646	27.34%									
25007	Sheriff Ben Clark Training	847	362	2,796	4,005	517	300	2,969	3,786	-220	-5.48%									
25010	Sheriff Coroner West	2,772	1,035	5,592	9,399	3,472	1,159	5,939	10,570	1,171	12.46%									
25011	Sheriff Public Administrator	6,730	1,966	389	9,086	7,752	2,197	411	10,360	1,274	14.02%									
25051	Sheriff Cal ID	441	356	2,796	3,593	413	318	2,969	3,701	108	3.00%									
25052	Sheriff	0	0	0	0	7	3	0	9	9	100.00%									
26001	Probation Juvenile	6,459	1,999	11,183	19,641	4,297	1,305	11,878	17,480	-2,161	-11.00%									
26002	Probation	18,526	6,470	42,715	67,712	19,777	6,499	42,395	68,671	960	1.42%									
26007	Probation Admin & Support	10,451	2,851	2,796	16,097	8,412	2,379	2,969	13,761	-2,337	-14.52%									
27002	Fire Department	6,325	1,963	16,775	25,063	6,424	1,968	14,847	23,239	-1,824	-7.28%									
27004	Fire Department Contract Services	0	0	2,796	2,796	0	0	2,969	2,969	174	6.21%									
28001	Agricultural Commissioner	10,281	2,703	11,572	24,556	9,509	2,626	12,289	24,424	-133	-0.54%									
29001	LAFCO	515	176	2,796	3,487	226	89	2,969	3,284	-203	-5.81%									
31002	TLMA	3,213	1,042	1,398	5,653	3,432	1,070	1,485	5,987	334	5.91%									
31003	TLMA Transportation Counter Services	4,412	1,761	1,957	8,130	2,260	981	2,079	5,319	-2,811	-34.57%									
31101	TLMA Building & Safety	5,000	864	3,355	9,219	3,185	646	3,563	7,394	-1,825	-19.80%									
31201	TLMA Planning	13,734	3,767	1,957	19,458	7,388	2,041	2,079	11,508	-7,950	-40.86%									
31301	TLMA Transportation	7,133	1,391	5,142	13,666	4,347	760	5,459	10,566	-3,100	-22.68%									
31302	TLMA Transportation Surveyor	112	52	1,398	1,562	259	74	1,485	1,818	257	16.45%									
31307	TLMA Transportation Equipment	126	3	2,796	2,924	59	10	2,969	3,039	114	3.91%									
31308	TLMA ALUC	2,272	969	0	3,241	2,443	935	0	3,378	137	4.23%									
31390	TLMA Community & Business Services	552	164	0	716	3,085	825	0	3,910	3,194	446.02%									
31401	TLMA Code Enforcement	27,261	7,112	7,549	41,921	29,612	7,324	8,018	44,954	3,032	7.23%									
41001	RUHS Behavioral Health-Public Guardian	10,457	2,435	2,990	15,883	9,177	2,202	3,175	14,553	-1,329	-8.37%									
41002	RUHS Behavioral Health-Treatment	15,326	4,394	130,808	150,528	15,657	4,488	123,872	144,016	-6,512	-4.33%									
41003	RUHS Behavioral Health-Detention	6,554	1,855	14,368	22,777	8,765	2,398	15,258	26,421	3,644	16.00%									
41004	RUHS Behavioral Health-Administration	24,212	7,317	24,090	55,620	27,539	13,162	25,811	66,513	10,893	19.58%									
41005	RUHS Behavioral Health-Substance Abuse	3,654	954	37,393	42,001	4,188	1,079	38,786	44,052	2,051	4.88%									
42001	RUHS Public Health	35,490	12,117	2,796	50,402	36,725	12,473	2,969	52,167	1,765	3.50%									
42002	California Childrens Services	24,463	11,494	0	35,958	27,105	12,223	0	39,328	3,370	9.37%									
42004	Environmental Health	40,091	12,533	19,570	72,194	38,816	12,268	20,786	71,870	-324	-0.45%									
42006	Animal Control	184,017	17,637	5,028	206,681	192,559	20,266	5,340	218,166	11,484	5.56%									
43001	RUHS	116,922	36,011	17,553	170,486	102,660	34,579	18,639	155,878	-14,608	-8.57%									
43002	RUHS Med Indigent Services	20,502	7,617	4,335	32,454	32,111	8,490	4,602	45,203	12,749	39.28%									
43006	RUHS Fed Qualified Health Ctrs	7,085	2,299	2,796	12,180	26,832	7,255	2,969	37,057	24,877	204.24%									

**County of Riverside
Purchasing
FY 2018/2019 actual
For Use in FY 2020/2021**

Central Mail

Attachment B - Estimated Costs per Department

Dept	Dept Name	FY19/20			FY19/20			FY20/21			Net \$ Change	Net % Change
		Pass Through FY19/20	Handling Charges FY19/20	Mail Stops FY19/20	Estimated Costs FY19/20	Pass Through FY20/21	Handling Charges FY20/21	Mail Stops FY20/21	Estimated Costs FY20/21			
45001	Waste Resources	4,555	1,553	2,796	8,904	4,494	1,483	2,969	8,947	42	0.47%	
51001	DPSS	43,579	23	26,509	70,111	44,588	123	28,095	72,807	2,696	3.84%	
52001	DCA Administration	3,283	1,781	3,185	8,249	1,514	661	3,381	5,556	-2,694	-32.65%	
52002	DCA Local Initiative	15,705	6,804	0	22,510	15,470	6,247	0	21,717	-793	-3.52%	
53001	Office on Aging	7,243	2,875	5,592	15,709	7,385	2,514	5,939	15,838	129	0.82%	
54001	Veterans Services	6,552	2,597	8,387	17,536	5,631	2,060	8,908	16,600	-936	-5.34%	
63001	Cooperative Extension	0	0	5,981	5,981	0	0	411	411	-5,570	-93.13%	
72001	EDA Facilities Administration	3,517	900	4,194	8,611	2,533	690	4,454	7,678	-933	-10.84%	
72002	EDA Custodial	0	0	1,398	1,398	0	0	1,485	1,485	87	6.21%	
72003	EDA Maintenance	0	0	15,138	15,138	0	0	14,384	14,384	-753	-4.98%	
72004	EDA Real Property	1,697	407	2,104	2,104	2,216	519	0	2,734	631	29.98%	
72005	EDA Project Management	425	158	0	583	359	141	0	500	-83	-14.18%	
72006	EDA Energy	11	3	0	14	0	0	0	0	-14	-100.00%	
72007	EDA Parking	0	0	5,592	5,592	0	0	5,939	5,939	347	6.21%	
72012	EDA Community Park and Centers	0	0	2,796	2,796	0	0	2,969	2,969	174	6.21%	
73001	Purchasing Services	232	47	1,593	1,872	479	98	1,690	2,268	396	21.17%	
73004	Supply Services	1,229	196	2,796	4,220	1,316	311	2,969	4,596	376	8.90%	
73005	Fleet Services	641	167	21,942	22,749	384	167	20,329	20,881	-1,869	-8.21%	
74001	RCIT	2,125	176	4,194	6,495	1,776	185	4,454	6,415	-80	-1.23%	
74006	RCIT Communications Solutions	7,146	140	4,583	11,870	6,582	112	4,865	11,560	-310	-2.61%	
74009	RCIT GIS	288	18	0	306	293	2	0	295	-11	-3.48%	
914301	CSA 143 Rancho CA Park & Recr	11	2	0	14	0	0	0	0	-14	-100.00%	
915202	CSA Administration	975	307	0	1,282	128	54	0	182	-1,100	-85.84%	
931119	Parks District	46	16	0	62	0	0	0	0	-62	-100.00%	
931184	Parks	0	0	0	0	0	0	0	0	0	100.00%	
931190	Parks - Drop Zone General	0	0	0	0	0	0	0	0	0	100.00%	
931210	Parks Planning	13	4	0	17	29	10	0	39	21	124.40%	
931235	Parks Headquarters	1,132	496	2,796	4,423	627	240	2,969	3,836	-588	-13.28%	
931400	Major Parks	0	0	389	389	0	0	411	411	22	5.60%	
931401	Park Events-Weddings	7	2	0	8	0	0	0	0	-8	-100.00%	
931710	Parks District	72	29	0	101	31	20	0	50	-50	-49.91%	
935001	Habitat Consvr Agency-JPA	48	18	2,796	2,861	1	2	2,969	2,972	111	3.87%	
935100	RCA Operations	1,471	340	0	1,811	1,040	248	0	1,288	-523	-28.87%	
935200	RCA Operations	0	0	2,796	2,796	0	0	2,969	2,969	174	6.21%	
938002	Children & Families Commission	0	0	389	389	0	0	411	411	22	5.60%	
946001	Salton Sea Authority	0	0	389	389	0	0	411	411	22	5.60%	

County of Riverside
Purchasing
FY 2018/2019 actual
For Use in FY 2020/2021

Central Mail

Attachment B - Estimated Costs per Department

Dept	Dept Name	Pass Through		Handling Charges		Mail Stops		Estimated Costs		Pass Through		Handling Charges		Mail Stops		Estimated Costs		Net \$ Change	Net % Change
		FY19/20	FY19/20	FY19/20	FY19/20	FY19/20	FY19/20	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21	FY20/21		
947200	Flood Control Administration	4,235	1,736	2,796	8,767	4,371	1,710	2,969	9,051	283	3.23%								
960001	Law Library	0	0	5,592	5,592	0	0	5,939	5,939	347	6.21%								
Non-County	Housing Authority	0	0	5,592	5,592	0	0	5,939	5,939	347	6.21%								
Non-County	Riv County Transportation Commission	0	0	2,796	2,796	0	0	2,969	2,969	174	6.21%								
Non-County	United Public Employees (LIUNA)	0	0	2,796	2,796	0	0	2,969	2,969	174	6.21%								
Non-County	Murrieta Police	0	0	1,071	1,071	0	0	1,137	1,137	67	6.21%								
Non-County	Superior Court	195,642	71,039	60,658	327,338	242,525	82,051	64,414	388,991	61,653	18.83%								
Non-County	Western Riv Council of Governments	0	0	2,796	2,796	0	0	2,969	2,969	174	6.21%								
Total		1,747,784	458,056	847,691	3,053,531	1,827,068	488,998	863,192	3,179,258	125,728									

Central Mail Rates FY20/21

Attachment C - Five-Year Capital Asset Needs/Reserve Plan

Central Mail

Capital Asset	FY20/21	FY21/22	FY22/23	FY23/24	FY24/25	Total 5 Years
Postage Meters	\$	108,000				\$ 108,000
Equipment/Furnishings/Hand Trucks	\$	7,500				\$ 7,500
						\$ -
Total	\$ -	\$ 115,500	\$ -	\$ -	\$ -	\$ 115,500