

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



ITEM: 3.13
(ID # 12738)

MEETING DATE:
Tuesday, June 16, 2020

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 2020/21 Revised 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 revised 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 6/4/2020

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Hewitt, seconded by Supervisor Jeffries 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: June 16, 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

On January 28, 2020 (Item 3.44), the Board of Supervisors approved the establishment of FY 20/21 rates for Supply Services and the approval of the Five-Year Capital Asset Plan. On May 6, 2020 the department was directed by the Executive Office to take reductions in response to the pandemic. The department reduced the Central Mail operational budget accordingly.

The department will be reducing staffing by one position, which is currently filled by a Temporary Assistance Pool (TAP) employee. On a regular basis the mail operations is impacted by absences due to injuries (Worker’s Compensation Claims), sick vacation, childcare, etc. Nine staff will make it more difficult to meet the same day pick up and processing of outgoing mail, as mail routes will need to be modified. The department modifies routes to every other day when there is not enough staff. The department strives to meet customer departments’ urgent demands when mail routes are modified due to absences, however, these urgent requests may increase as routes will be modified more frequently. This will result in the department not being able to guarantee response to these same day requests.

Central Mail is not requesting the use of unrestricted net assets in FY20/21; however, the department requests approval of the attached Five-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

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

N/A

Contract History and Price Reasonableness

N/A

ATTACHMENTS:

Attachment A – Proposed FY2020/21 Rates for Central mail

Attachment B – Estimated Costs per Department

Attachment C – Five Year Capital Asset Plan


Douglas Ordóñez Jr. 6/11/2020

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

Central Mail

Attachment A - Rate Sheet

Proposed Rate		Prior Year	For Use in FY 2020/2021
Metered Mail:	Letter 1 oz.	0.1264	0.1230
	Flat 1 oz.	0.7261	0.7163
	Certified	1.5917	1.5493
	Package	2.1272	2.0619
Delivery Rate:	Delivery Fee Per Location	\$ 9.70	\$ 9.81
	Daily Sort Fee per Mail Stop	\$ 1.57	\$ 1.58

County of Riverside

Purchasing

FY 2018/2019 actual

For Use in FY 2020/2021

Central Mail

Attachement B - Estimated Costs per Department

Dept	Dept Name	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	Net \$ Change	Net % Change
10001	Board of Supervisors	6,945	938	12,740	20,623	4,628	890	12,857	18,376	-2,248	-10.90%
10002	Clerk of the Board	2,328	596	2,796	5,720	2,097	546	2,824	5,466	-253	-4.43%
11001	Executive Office	977	224	2,796	3,996	766	191	2,824	3,781	-215	-5.38%
11044	Grand Jury Admin	2	1	2,796	2,798	17	5	2,824	2,845	47	1.68%
11301	Human Resources	72,100	5,396	18,721	96,217	78,904	6,077	18,895	103,876	7,659	7.96%
11303	HR Air Quality Division	250	9	389	649	327	14	391	732	83	12.80%
11308	HR Workers Compensation	15,442	5,173	779	21,393	5,346	1,302	782	7,430	-13,963	-65.27%
11310	HR Liability Insurance	544	191	779	1,513	646	212	782	1,639	126	8.31%
11313	HR Safety Loss Control	1,370	300	3,185	4,855	1,318	270	3,214	4,802	-53	-1.09%
11318	HR Temporary Assistance	1,665	451	2,796	4,912	1,952	481	2,824	5,257	345	7.02%
11320	HR Exclusive Provider Option	73,414	22,291	2,796	98,501	73,416	21,159	2,824	97,398	-1,103	-1.12%
11322	HR EAS	0	0	2,796	2,796	0	0	2,824	2,824	27	0.97%
11329	HR Occupational Health & Wellness	3,412	748	2,796	6,956	6,161	1,306	2,824	10,290	3,334	47.93%
12001	Assessor	98,401	5,293	8,387	112,081	54,507	2,641	8,471	65,619	-46,462	-41.45%
12002	County Clerk-Recorder	105,198	14,340	14,757	134,295	93,714	13,095	12,076	118,884	-15,411	-11.48%
12003	RMAP	3	1	2,796	2,799	1	1	2,824	2,825	26	0.91%
12004	ACR Property Tax Group	402	32	389	823	322	20	391	733	-91	-11.02%
13001	Auditor Controller	60,759	18,149	8,387	87,296	57,255	16,100	8,471	81,825	-5,471	-6.27%
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	10,628	8,471	60,786	-2,676	-4.22%
15001	County Counsel	0	0	11,183	11,184	0	0	11,294	11,294	111	0.99%
17001	Registrar of Voters	15,197	5,570	2,796	23,562	32,950	10,652	2,824	46,425	22,862	97.03%
19001	EDA	1,088	282	3,987	5,358	1,170	300	5,242	6,712	1,354	25.28%
19002	EDA Community Development Block Grant	884	306	997	2,187	837	276	1,006	2,119	-68	-3.10%
19003	EDA Workforce Development	1,291	441	6,783	8,515	1,732	443	6,849	9,023	508	5.97%
19007	County Free Library	15	4	0	18	16	4	0	20	1	7.15%
19010	EDA Marketing	40	12	0	52	18	6	0	24	-28	-54.08%
19107	EDA Aviation Unit	1,547	391	5,592	7,529	1,565	363	5,647	7,575	46	0.61%
19201	EDA National Date Festival	1,191	419	2,796	4,406	1,089	286	2,824	4,199	-207	-4.69%
20001	Emergency Management Dept	5,901	828	2,796	9,525	2,354	719	2,824	5,897	-3,628	-38.09%
22001	District Attorney	31,612	9,968	19,960	61,540	33,943	10,380	17,332	61,655	115	0.19%
23001	Child Support Services	149,961	69,563	5,981	225,505	168,291	74,238	6,038	248,567	23,062	10.23%
24001	Public Defender	11,526	4,142	14,368	30,036	11,434	4,005	14,508	29,947	-89	-0.30%
25001	Sheriff	2,710	985	2,796	6,491	3,945	1,221	2,824	7,990	1,499	23.09%
25002	Sheriff Support	30,378	6,229	9,940	46,548	49,839	8,522	10,032	68,393	21,846	46.93%
25003	Sheriff Patrol	15,506	5,301	41,092	61,899	17,203	5,447	41,485	64,135	2,236	3.61%

County of Riverside
Purchasing
FY 2018/2019 actual
For Use in FY 2020/2021
Central Mail
Attachement B - Estimated Costs per Department

Dept	Dept Name	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	Net \$ Change	Net % Change
25004	Sheriff Corrections	9,156	3,871	11,183	24,210	9,979	3,696	11,294	24,968	758	3.13%
25005	Sheriff Court Services	65,425	18,361	6,370	90,156	84,858	22,289	6,429	113,576	23,420	25.98%
25007	Sheriff Ben Clark Training	847	362	2,796	4,005	517	291	2,824	3,631	-374	-9.34%
25010	Sheriff Coroner West	2,772	1,035	5,592	9,399	3,472	1,118	5,647	10,237	838	8.91%
25011	Sheriff Public Administrator	6,730	1,966	389	9,086	7,752	2,112	391	10,255	1,170	12.87%
25051	Sheriff Cal ID	441	356	2,796	3,593	413	311	2,824	3,547	-46	-1.27%
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	1,257	11,294	16,849	-2,793	-14.22%
26002	Probation	18,526	6,470	42,715	67,712	19,777	6,265	40,311	66,353	-1,358	-2.01%
26007	Probation Admin & Support	10,451	2,851	2,796	16,097	8,412	2,294	2,824	13,530	-2,567	-15.95%
27002	Fire Department	6,325	1,963	16,775	25,063	6,424	1,898	14,118	22,439	-2,623	-10.47%
27004	Fire Department Contract Services	0	0	2,796	2,796	0	0	2,824	2,824	28	0.99%
28001	Agricultural Commissioner	10,281	2,703	11,572	24,556	9,509	2,525	11,685	23,719	-837	-3.41%
29001	LAFCO	515	176	2,796	3,487	226	86	2,824	3,136	-351	-10.07%
31002	TLMA	3,213	1,042	1,398	5,653	3,432	1,037	1,412	5,881	228	4.03%
31003	TLMA Transportation Counter Services	4,412	1,761	1,957	8,130	2,260	952	1,976	5,188	-2,942	-36.19%
31101	TLMA Building & Safety	5,000	864	3,355	9,219	3,185	625	3,388	7,198	-2,021	-21.92%
31201	TLMA Planning	13,734	3,767	1,957	19,458	7,388	1,966	1,976	11,331	-8,127	-41.77%
31301	TLMA Transportation	7,133	1,391	5,142	13,666	4,347	735	5,191	10,273	-3,393	-24.83%
31302	TLMA Transportation Surveyor	112	52	1,398	1,562	259	72	1,412	1,743	181	11.59%
31307	TLMA Transportation Equipment	126	3	2,796	2,924	59	9	2,824	2,892	-32	-1.09%
31308	TLMA ALUC	2,272	969	0	3,241	2,443	907	0	3,350	108	3.35%
31390	TLMA Community & Business Services	552	164	0	716	3,085	795	0	3,880	3,164	441.84%
31401	TLMA Code Enforcement	27,261	7,112	7,549	41,921	29,612	7,022	7,623	44,257	2,336	5.57%
41001	RUHS Behavioral Health-Public Guardian	10,457	2,435	2,990	15,883	9,177	2,130	3,019	14,325	-1,557	-9.81%
41002	RUHS Behavioral Health-Treatment	15,326	4,394	130,808	150,528	15,657	4,329	117,781	137,767	-12,761	-8.48%
41003	RUHS Behavioral Health-Detention	6,554	1,855	14,368	22,777	8,765	2,297	14,508	25,570	2,793	12.26%
41004	RUHS Behavioral Health-Administration	24,212	7,317	24,090	55,620	27,539	12,643	24,541	64,724	9,103	16.37%
41005	RUHS Behavioral Health-Substance Abuse	3,654	954	37,393	42,001	4,188	1,038	36,879	42,105	104	0.25%
42001	RUHS Public Health	35,490	12,117	2,796	50,402	36,725	12,059	2,824	51,607	1,205	2.39%
42002	California Childrens Services	24,463	11,494	0	35,958	27,105	11,889	0	38,994	3,037	8.45%
42004	Environmental Health	40,091	12,533	19,570	72,194	38,816	11,840	19,765	70,420	-1,774	-2.46%
42006	Animal Control	184,017	17,637	5,028	206,681	192,559	19,476	5,078	217,113	10,432	5.05%
43001	RUHS	116,922	36,011	17,553	170,486	102,660	33,169	17,723	153,552	-16,934	-9.93%
43002	RUHS Med Indigent Services	20,502	7,617	4,335	32,454	32,111	8,178	4,376	44,664	12,210	37.62%
43006	RUHS Fed Qualified Health Ctrs	7,085	2,299	2,796	12,180	26,832	6,992	2,824	36,647	24,467	200.88%

County of Riverside
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Central Mail
Attachement B - Estimated Costs per Department

Dept	Dept Name	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	Net \$ Change	Net % Change
45001	Waste Resources	4,555	1,553	2,796	8,904	4,494	1,428	2,824	8,745	-159	-1.79%
51001	DPSS	43,579	23	26,509	70,111	44,588	119	26,712	71,419	1,308	1.87%
52001	DCA Administration	3,283	1,781	3,185	8,249	1,514	639	3,214	5,368	-2,881	-34.93%
52002	DCA Local Initiative	15,705	6,804	0	22,510	15,470	6,054	0	21,524	-986	-4.38%
53001	Office on Aging	7,243	2,875	5,592	15,709	7,385	2,430	5,647	15,461	-247	-1.58%
54001	Veterans Services	6,552	2,597	8,387	17,536	5,631	1,996	8,471	16,098	-1,438	-8.20%
63001	Cooperative Extension	0	0	5,981	5,981	0	0	391	391	-5,590	-93.47%
72001	EDA Facilities Administration	3,517	900	4,194	8,611	2,533	665	4,235	7,433	-1,177	-13.67%
72002	EDA Custodial	0	0	1,398	1,398	0	0	1,412	1,412	14	0.99%
72003	EDA Maintenance	0	0	15,138	15,138	0	0	13,677	13,677	-1,460	-9.65%
72004	EDA Real Property	1,697	407	0	2,104	2,216	498	0	2,714	610	29.00%
72005	EDA Project Management	425	158	0	583	359	137	0	496	-87	-14.89%
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	5,647	5,647	56	0.99%
72012	EDA Community Park and Centers	0	0	2,796	2,796	0	0	2,824	2,824	28	0.99%
73001	Purchasing Services	232	47	1,593	1,872	479	95	1,607	2,181	309	16.53%
73004	Supply Services	1,229	196	2,796	4,220	1,316	298	2,824	4,437	216	5.13%
73005	Fleet Services	641	167	21,942	22,749	384	163	19,330	19,877	-2,872	-12.63%
74001	RCIT	2,125	176	4,194	6,495	1,776	178	4,235	6,189	-306	-4.70%
74006	RCIT Communications Solutions	7,146	140	4,583	11,870	6,582	107	4,626	11,316	-554	-4.67%
74009	RCIT GIS	288	18	0	306	293	2	0	295	-11	-3.50%
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	52	0	180	-1,102	-85.96%
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	9	0	38	21	122.16%
931235	Parks Headquarters	1,132	496	2,796	4,423	627	232	2,824	3,682	-741	-16.75%
931400	Major Parks	0	0	389	389	0	0	391	391	1	0.38%
931401	Park Events-Weddings	7	2	0	8	0	0	0	0	-8	-100.00%
931710	Parks District	72	29	0	101	31	19	0	50	-51	-50.38%
935001	Habitat Conserv Agency-JPA	48	18	2,796	2,861	1	1	2,824	2,826	-35	-1.23%
935100	RCA Operations	1,471	340	0	1,811	1,040	238	0	1,278	-533	-29.43%
935200	RCA Operations	0	0	2,796	2,796	0	0	2,824	2,824	28	0.99%
938002	Children & Families Commission	0	0	389	389	0	0	391	391	1	0.38%
946001	Salton Sea Authority	0	0	389	389	0	0	391	391	1	0.38%

County of Riverside

Purchasing

FY 2018/2019 actual

For Use in FY 2020/2021

Central Mail

Attachement B - Estimated Costs per Department

Dept	Dept Name	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	Net \$ Change	Net % Change
947200	Flood Control Administration	4,235	1,736	2,796	8,767	4,371	1,648	2,824	8,843	76	0.87%
960001	Law Library	0	0	5,592	5,592	0	0	5,647	5,647	56	0.99%
Non-County	Housing Authority	0	0	5,592	5,592	0	0	5,647	5,647	56	0.99%
Non-County	Riv County Transportation Commission	0	0	2,796	2,796	0	0	2,824	2,824	28	0.99%
Non-County	United Public Employees (LIUNA)	0	0	2,796	2,796	0	0	2,824	2,824	28	0.99%
Non-County	Murrieta Police	0	0	1,071	1,071	0	0	1,082	1,082	11	0.99%
Non-County	Superior Court	195,642	71,039	60,658	327,338	242,525	79,322	61,248	383,095	55,757	17.03%
Non-County	Western Riv Council of Governments	0	0	2,796	2,796	0	0	2,824	2,824	28	0.99%
Total		1,747,784	458,056	847,691	3,053,531	1,827,068	472,433	820,756	3,120,257	66,726	

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