

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



ITEM: 3.14
(ID # 14283)

MEETING DATE:
Tuesday, February 02, 2021

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY21/22 Rates for Central Mail Services and Approval of Capital Asset Plan for FY21/22-25/26; ISF Rates, All Districts [\$115,500 -Departmental Budget] (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; and
2. Approve the Waiver of Board Policy B-28 for the use of unrestricted net assets in the amount of \$115,500 and reserve plan for capital assets purchases for FY 20/21-25/26.

ACTION:Policy


Tina Grande, Director of Purchasing 1/4/2021

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Hewitt 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: February 2, 2021
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: 21/22-25/26	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

This Form 11 is for the purpose of establishing Central Mail Services' rates for fiscal year 2021/22 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.

The FY 21/22 rates remain flat from FY 20/21. Postal charges are straight pass-thru and based on estimated usage; therefore, any increase is based on current trends. Departments are billed actuals.

Impact on Citizens and Businesses

N/A

Additional Fiscal Information

N/A

Contract History and Price Reasonableness

N/A

ATTACHMENTS:

- Attachment A – Proposed FY21/22 Rates for Central Mail
- Attachment B – Estimated Costs per Department
- Attachment C – Five Year Capital Asset Plan

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


Douglas Cordonez Jr.




1/26/2021

**County of Riverside
Purchasing
FY 2019/2020 actual
For Use in FY 2021/2022**

Central Mail

Attachment A - Rate Sheet

Proposed Rate		Prior Year	For Use in FY	
			2021/2022	
Metered Mail:	Letter 1 oz.	0.1230		0.1322
	Flat 1 oz.	0.7163		0.7446
	Certified	1.5493		1.6393
	Package	2.0619		2.1913
Delivery Rate:	Delivery Fee Per Location	\$ 9.81	\$	9.81
	Daily Sort Fee per Mail Stop	\$ 1.58	\$	1.58

Business Unit PUARC

Central Mail Five-Year Capital Asset Plan

Fund-DeptID 45620-7300600000

Capital Asset	FY21/22	FY22/23	FY23/24	FY24/25	FY25/26	Total 5 Years
Postage Meters		\$ 108,000				\$ 108,000
Equipment/Furnishings/Hand Trucks		\$ 7,500				\$ 7,500
						\$ -
Total	\$ -	\$ 115,500	\$ -	\$ -	\$ -	\$ 115,500

County of Riverside

Purchasing

FY 2019/2020 actual

For Use in FY 2021/2022

Central Mail

Attachement B - Estimated Costs per Department

FULL

Dept	Dept Name	Pass Through FY20/21	Handling Charges FY20/21	Mail Stops FY20/21	Estimated Costs FY20/21	Pass Through FY21/22	Handling Charges FY21/22	Mail Stops FY21/22	Estimated Costs FY21/22	Net \$ Change	Net % Change
10001	Board of Supervisors	4,628	890	12,857	18,376	5,114	1,292	10,558	16,964	-1,411	-7.68%
10002	Clerk of the Board	2,097	546	2,824	5,466	2,317	585	2,859	5,762	295	5.40%
11001	Executive Office	766	191	2,824	3,781	847	214	2,859	3,920	138	3.66%
11044	Grand Jury Admin	17	5	2,824	2,845	19	5	2,859	2,883	37	1.30%
11301	Human Resources	78,904	6,077	18,895	103,876	87,186	22,026	13,021	122,233	18,358	17.67%
11303	HR Air Quality Division	327	14	391	732	361	91	396	848	117	15.96%
11308	HR Workers Compensation	5,346	1,302	782	7,430	5,908	1,492	793	8,193	763	10.27%
11310	HR Liability Insurance	646	212	782	1,639	713	180	793	1,687	48	2.92%
11313	HR Safety Loss Control	1,318	270	3,214	4,802	1,456	368	396	2,220	-2,582	-53.76%
11318	HR Temporary Assistance	1,952	481	2,824	5,257	2,157	545	2,859	5,561	304	5.79%
11320	HR Exclusive Provider Option	73,416	21,159	2,824	97,398	81,123	20,494	2,859	104,476	7,077	7.27%
11322	HR EAS	0	0	2,824	2,824	0	0	0	0	-2,824	-100.00%
11329	HR Occupational Health & Wellness	6,161	1,306	2,824	10,290	6,808	1,720	2,859	11,386	1,096	10.65%
12001	Assessor	54,507	2,641	8,471	65,619	60,229	15,216	5,068	80,513	14,894	22.70%
12002	County Clerk-Recorder	93,714	13,095	12,076	118,884	103,551	26,160	15,087	144,798	25,914	21.80%
12003	RMAP	1	1	2,824	2,825	1	0	0	1	-2,824	-99.96%
12004	ACR Property Tax Group	322	20	391	733	355	90	396	841	109	14.85%
13001	Auditor Controller	57,255	16,100	8,471	81,825	63,265	15,983	2,859	82,106	281	0.34%
14001	Treasurer Tax Collector	41,688	10,628	8,471	60,786	46,064	11,637	8,577	66,277	5,491	9.03%
15001	County Counsel	0	0	11,294	11,294	0	0	11,435	11,435	141	1.25%
17001	Registrar of Voters	32,950	10,652	2,824	46,425	36,409	9,198	2,859	48,465	2,040	4.40%
19001	EDA	1,170	300	5,242	6,712	1,293	327	2,859	4,479	-2,233	-33.27%
19002	EDA Community Development Block Grant	837	276	1,006	2,119	924	234	0	1,158	-961	-45.35%
19003	EDA Workforce Development	1,732	443	6,849	9,023	1,913	483	0	2,397	-6,626	-73.44%
19007	County Free Library	16	4	0	20	18	4	0	22	2	12.51%
19010	EDA Marketing	18	6	0	24	20	5	1,019	1,044	1,020	4300.98%
19107	EDA Aviation Unit	1,565	363	5,647	7,575	1,730	437	5,718	7,884	309	4.08%
19201	EDA National Date Festival	1,089	286	2,824	4,199	1,204	304	2,859	4,367	168	3.99%
20001	Emergency Management Dept	2,354	719	2,824	5,897	2,601	657	2,859	6,117	221	3.74%
22001	District Attorney	33,943	10,380	17,332	61,655	37,506	9,475	17,549	64,531	2,876	4.66%
23001	Child Support Services	168,291	74,238	6,038	248,567	185,957	46,978	7,264	240,199	-8,368	-3.37%
24001	Public Defender	11,434	4,005	14,508	29,947	12,634	3,192	14,690	30,516	569	1.90%
25001	Sheriff	3,945	1,221	2,824	7,990	4,359	1,101	2,859	8,319	329	4.12%
25002	Sheriff Support	49,839	8,522	10,032	68,393	55,071	13,913	10,159	79,143	10,749	15.72%
25003	Sheriff Patrol	17,203	5,447	41,485	64,135	19,009	4,802	45,263	69,074	4,939	7.70%
25004	Sheriff Corrections	9,979	3,696	11,294	24,968	11,026	2,786	11,435	25,247	279	1.12%

County of Riverside

Purchasing

FY 2019/2020 actual

For Use in FY 2021/2022

FULL

Central Mail

Attachement B - Estimated Costs per Department

Dept	Dept Name	Pass Through FY20/21	Handling Charges FY20/21	Mail Stops FY20/21	Estimated Costs FY20/21	Pass Through FY21/22	Handling Charges FY21/22	Mail Stops FY21/22	Estimated Costs FY21/22	Net \$ Change	Net % Change
	25005 Sheriff Court Services	84,858	22,289	6,429	113,576	93,766	23,688	6,114	123,568	9,992	8.80%
	25007 Sheriff Ben Clark Training	517	291	2,824	3,631	571	144	3,255	3,970	339	9.34%
	25010 Sheriff Coroner West	3,472	1,118	5,647	10,237	3,836	969	5,718	10,523	286	2.79%
	25011 Sheriff Public Administrator	7,752	2,112	391	10,255	8,566	2,164	396	11,126	871	8.49%
	25051 Sheriff Cal ID	413	311	2,824	3,547	456	115	2,859	3,431	-117	-3.29%
	25052 Sheriff	7	3	0	9	7	2	0	9	0	-0.18%
	26001 Probation Juvenile	4,297	1,257	11,294	16,849	4,749	1,200	8,577	14,525	-2,324	-13.79%
	26002 Probation	19,777	6,265	40,311	66,353	21,853	5,521	43,279	70,653	4,300	6.48%
	26007 Probation Admin & Support	8,412	2,294	2,824	13,530	9,295	2,348	2,859	14,502	972	7.19%
	27002 Fire Department	6,424	1,898	14,118	22,439	7,098	1,793	14,294	23,186	747	3.33%
	27004 Fire Department Contract Services	0	0	2,824	2,824	0	0	2,859	2,859	35	1.25%
	28001 Agricultural Commissioner	9,509	2,525	11,685	23,719	10,507	2,655	11,832	24,994	1,274	5.37%
	29001 LAFCO	226	86	2,824	3,136	250	63	2,859	3,171	36	1.14%
	31002 TLMA	3,432	1,037	1,412	5,881	3,793	958	1,429	6,180	299	5.09%
	31003 TLMA Transportation Counter Services	2,260	952	1,976	5,188	2,497	631	2,001	5,129	-59	-1.14%
	31101 TLMA Building & Safety	3,185	625	3,388	7,198	3,519	889	3,431	7,838	640	8.89%
	31201 TLMA Planning	7,388	1,966	1,976	11,331	8,164	2,062	2,001	12,228	897	7.92%
	31301 TLMA Transportation	4,347	735	5,191	10,273	4,803	1,213	5,256	11,273	1,000	9.73%
	31302 TLMA Transportation Surveyor	259	72	1,412	1,743	287	72	1,429	1,788	46	2.62%
	31307 TLMA Transportation Equipment	59	9	2,824	2,892	66	17	2,859	2,941	49	1.68%
	31308 TLMA ALUC	2,443	907	0	3,350	2,699	682	0	3,381	31	0.94%
	31390 TLMA Community & Business Services	3,085	795	0	3,880	3,409	861	0	4,270	390	10.04%
	31401 TLMA Code Enforcement	29,612	7,022	7,623	44,257	32,721	8,266	10,578	51,565	7,307	16.51%
	41001 RUHS Behavioral Health-Public Guardian	9,177	2,130	3,019	14,325	10,140	2,562	3,057	15,759	1,433	10.00%
	41002 RUHS Behavioral Health-Treatment	15,657	4,329	117,781	137,767	17,300	4,371	109,988	131,659	-6,108	-4.43%
	41003 RUHS Behavioral Health-Detention	8,765	2,297	14,508	25,570	9,685	2,447	14,690	26,822	1,252	4.90%
	41004 RUHS Behavioral Health-Administration	27,539	12,643	24,541	64,724	30,430	7,688	27,715	65,833	1,109	1.71%
	41005 RUHS Behavioral Health-Substance Abuse	4,188	1,038	36,879	42,105	4,627	1,169	34,483	40,279	-1,826	-4.34%
	42001 RUHS Public Health	36,725	12,059	2,824	51,607	40,580	10,252	2,859	53,690	2,083	4.04%
	42002 California Childrens Services	27,105	11,889	0	38,994	29,950	7,566	0	37,517	-1,478	-3.79%
	42004 Environmental Health	38,816	11,840	19,765	70,420	42,890	10,835	20,012	73,738	3,317	4.71%
	42006 Animal Control	192,559	19,476	5,078	217,113	212,773	53,753	5,148	271,674	54,561	25.13%
	43001 RUHS	102,660	33,169	17,723	153,552	113,437	28,658	18,342	160,436	6,885	4.48%
	43002 RUHS Med Indigent Services	32,111	8,178	4,376	44,664	35,482	8,964	4,440	48,885	4,220	9.45%
	43006 RUHS Fed Qualified Health Ctrs	26,832	6,992	2,824	36,647	29,648	7,490	2,859	39,997	3,350	9.14%
	45001 Waste Resources	4,494	1,428	2,824	8,745	4,966	1,254	2,859	9,079	334	3.82%

County of Riverside
Purchasing
FY 2019/2020 actual
For Use in FY 2021/2022
Central Mail
Attachement B - Estimated Costs per Department

FULL

Dept	Dept Name	Pass Through FY20/21	Handling Charges FY20/21	Mail Stops FY20/21	Estimated Costs FY20/21	Pass Through FY21/22	Handling Charges FY21/22	Mail Stops FY21/22	Estimated Costs FY21/22	Net \$ Change	Net % Change
51001	DPSS	44,588	119	26,712	71,419	49,268	12,447	27,060	88,776	17,357	24.30%
52001	DCA Administration	1,514	639	3,214	5,368	1,673	423	3,255	5,351	-17	-0.32%
52002	DCA Local Initiative	15,470	6,054	0	21,524	17,094	4,318	0	21,412	-112	-0.52%
53001	Office on Aging	7,385	2,430	5,647	15,461	8,160	2,061	8,577	18,798	3,336	21.58%
54001	Veterans Services	5,631	1,996	8,471	16,098	6,222	1,572	8,577	16,371	273	1.69%
55001	EDA - Housing, Homelessness Prevention and WS	0	0	0	0	0	0	1,185	1,185	1,185	100.00%
55004	EDA - Workforce Development	0	0	0	0	0	0	6,935	6,935	6,935	100.00%
55009	EDA - CDBG	0	0	0	0	0	0	1,019	1,019	1,019	100.00%
63001	Cooperative Extension	0	0	391	391	0	0	396	396	5	1.40%
72001	EDA Facilities Administration	2,533	665	4,235	7,433	2,799	707	5,718	9,224	1,790	24.09%
72002	EDA Custodial	0	0	1,412	1,412	0	0	1,429	1,429	18	1.25%
72003	EDA Maintenance	0	0	13,677	13,677	0	0	13,831	13,831	153	1.12%
72004	EDA Real Property	2,216	498	0	2,714	2,448	619	0	3,067	353	13.01%
72005	EDA Project Management	359	137	0	496	396	100	0	496	0	0.08%
72006	EDA Energy	0	0	0	0	0	0	0	0	0	100.00%
72007	EDA Parking	0	0	5,647	5,647	0	0	5,718	5,718	71	1.25%
72012	EDA Community Park and Centers	0	0	2,824	2,824	0	0	0	0	-2,824	-100.00%
73001	Purchasing Services	479	95	1,607	2,181	530	134	1,628	2,291	110	5.05%
73004	Supply Services	1,316	298	2,824	4,437	1,454	367	0	1,821	-2,616	-58.96%
73005	Fleet Services	384	163	19,330	19,877	425	107	19,746	20,278	401	2.02%
74001	RCIT	1,776	178	4,235	6,189	1,962	496	4,288	6,746	557	9.00%
74006	RCIT Communications Solutions	6,582	107	4,626	11,316	7,273	1,838	4,685	13,796	2,480	21.92%
74009	RCIT GIS	293	2	0	295	324	82	0	406	110	37.39%
914301	CSA 143 Rancho CA Park & Recr	0	0	0	0	0	0	0	0	0	100.00%
915202	CSA Administration	128	52	0	180	141	36	0	177	-3	-1.59%
931119	Parks District	0	0	0	0	0	0	0	0	0	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	29	9	0	38	32	8	0	40	2	5.03%
931235	Parks Headquarters	627	232	2,824	3,682	693	175	2,859	3,726	44	1.20%
931400	Major Parks	0	0	391	391	0	0	396	396	5	1.40%
931401	Park Events-Weddings	0	0	0	0	0	0	0	0	0	100.00%
931710	Parks District	31	19	0	50	34	9	0	43	-7	-14.41%
935001	Habitat Consvr Agency-JPA	1	1	2,824	2,826	1	0	0	2	-2,825	-99.94%
935100	RCA Operations	1,040	238	0	1,278	1,149	290	0	1,440	161	12.62%
935200	RCA Operations	0	0	2,824	2,824	0	0	2,859	2,859	35	1.25%

County of Riverside

Purchasing

FY 2019/2020 actual

For Use in FY 2021/2022

Central Mail

Attachement B - Estimated Costs per Department

FULL

Dept	Dept Name	Pass Through FY20/21	Handling Charges FY20/21	Mail Stops FY20/21	Estimated Costs FY20/21	Pass Through FY21/22	Handling Charges FY21/22	Mail Stops FY21/22	Estimated Costs FY21/22	Net \$ Change	Net % Change
	938002 Children & Families Commission	0	0	391	391	0	0	2,378	2,378	1,987	508.37%
	946001 Salton Sea Authority	0	0	391	391	0	0	396	396	5	1.40%
	947200 Flood Control Administration	4,371	1,648	2,824	8,843	4,830	1,220	2,859	8,909	66	0.75%
	960001 Law Library	0	0	5,647	5,647	0	0	5,718	5,718	71	1.25%
Non-County	Housing Authority	0	0	5,647	5,647	0	0	5,718	5,718	71	1.25%
Non-County	Riv County Transportation Commission	0	0	2,824	2,824	0	0	2,859	2,859	35	1.25%
Non-County	United Public Employees (LIUNA)	0	0	2,824	2,824	0	0	2,859	2,859	35	1.25%
Non-County	Murrieta Police	0	0	1,082	1,082	0	0	1,116	1,116	35	3.20%
Non-County	Superior Court	242,525	79,322	61,248	383,095	267,983	67,701	62,166	397,851	14,756	3.85%
Non-County	Western Riv Council of Governments	0	0	2,824	2,824	0	0	2,859	2,859	35	1.25%
Total		1,827,068	472,433	820,756	3,120,257	2,018,859	510,027	803,347	3,332,233	211,976	1