

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



ITEM: 3.21
(ID # 20923)

MEETING DATE:

Tuesday, January 24, 2023

FROM : PURCHASING AND FLEET SERVICES:

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of FY 23/24 Central Mail Internal Services Fund Rates, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Central Mail Internal Service Fund rates for FY 23/24 as shown in Attachment A.

ACTION: 4/5 Vote Required, Policy

Sarah Franco

Sarah Franco, Director of Procurement & Fleet 12/27/2022

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: January 24, 2023
xc: Purchasing and Fleet

Kimberly Rector
Clerk of the Board

By: *Kimberly Rector*

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	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Departmental Budget 100%			Budget Adjustment:	No
			For Fiscal Year: 23/24	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

This item is for the purpose of establishing Central Mail Service rates for FY 23/24.

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

The FY 23/24 metered mail rates remain the same as the current FY 22/23 rates, as volume is anticipated to remain consistent. Postal charges are a pass-thru expense and based on estimated usage; therefore, any departmental increase is based on current trends. Departments are billed actuals.

The FY 23/24 delivery rates per mail stop will remain the same as the current FY 22/23 rates. There has been no significant change in the total number of mail stops in the County.

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 FY 23/24 Rates for Central Mail Services

Attachment B – Estimated Costs per Department

County of Riverside

Purchasing

For use in

FY2023/2024

Central Mail

Attachment A - Rate Sheet

Proposed Rate		Prior Year	For use in FY2023/2024
Metered Mail:			
	Letter 1 oz.	0.1145	0.1145
	Flat 1 oz.	0.6916	0.6916
	Certified	1.3772	1.3772
	Package	1.8351	1.8351
Delivery Rate:			
	Delivery Fee Per Location	\$ 10.30	\$ 10.30
	Daily Sort Fee per Mail Stop	\$ 1.67	\$ 1.67

Attachment B - Estimated Costs Per Department

23/24 Estimated Costs Per Department

TOTALS	2,878,401	2,878,401	-
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Central Mail

Department	Dept ID	FY 22/23	FY 23/24	Variance
		Central Mail	Central Mail	Central Mail
Agricultural Commissioner	2800100000	27,553	27,553	-
Animal Services	4200600000	122,438	122,438	-
Assessor-Clerk Recorder	1200100000	168,725	168,725	-
Auditor - Controller	1300100000	73,981	73,981	-
Board Of Supervisors/Clerk of the Board	1000100000	21,319	21,319	-
Children & Families First Comm	938001	-	-	-
Cooperative Extension	6300100000	-	-	-
CORAL	925001	-	-	-
County Counsel	1500100000	21,165	21,165	-
County Facilities Districts	1150100000	-	-	-
County Service Areas	900101	437	437	-
Department of Child Support Services	2300100000	232,582	232,582	-
Department Of Public Social Services	5100100000	57,281	57,281	-
Desert Expo Center	1920100000	-	-	-
District Attorney	2200100000	50,775	50,775	-
Edward Dean Museum	1930100000	-	-	-
Emergency Management Department	2000100000	16,025	16,025	-
Environmental Health	4200400000	75,232	75,232	-
Executive Office	1100100000	6,076	6,076	-
Facilities Management	7200100000	33,006	33,006	-
Fire Protection	2700200000	31,742	31,742	-
Flood Control & Water Conservation District	947200	6,665	6,665	-
Habitat Consvr Agency-JPA	935001	-	-	-
Housing and Workforce Solutions	5500100000	45,473	45,473	-
Human Resources	1130100000	344,621	344,621	-
IHSS Public Authority	985101	-	-	-
Information Technology	7400100000	5,507	5,507	-
Law Library	960001	5,195	5,195	-
Local Agency Formation Comm	2900100000	4,333	4,333	-
Office of Economic Development	1900100000	8,143	8,143	-
Office of Economic Development - Perris Valley Cemetery	980501	-	-	-
Office On Aging	5300100000	13,133	13,133	-
Probation**	2600200000	81,397	81,397	-
Public Defender	2400100000	25,653	25,653	-
Purchasing and Fleet Services	7300100000	21,092	21,092	-
Regional Parks & Open Space District	931104	3,906	3,906	-
Registrar Of Voters	1700100000	2,597	2,597	-
RUHS - Behavioral Health	4100100000	266,450	266,450	-
RUHS - Community Health Centers	4300600000	39,110	39,110	-
RUHS - Correctional Health Systems	4300300000	-	-	-
RUHS - Medical Center	4300100000	471,648	471,648	-
RUHS - Public Health	4200100000	160,717	160,717	-
Salton Sea Authority	946001	6	6	-
Sheriff**	2500100000	198,995	198,995	-
Sheriff - Public Safety Enterprise Communication	7400600000	6,656	6,656	-
Transportation & Land Management Agency	3100200000	128,885	128,885	-
Treasurer-Tax Collector	1400100000	71,006	71,006	-
Veterans Services	5400100000	12,524	12,524	-
Waste Resources	4500100000	13,680	13,680	-
West Riv Co Regional Cons Auth	935100	2,672	2,672	-