

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



ITEM: 3.13  
(ID # 23788)

**MEETING DATE:**  
Tuesday, January 09, 2024

**FROM :** PURCHASING AND FLEET SERVICES:

**SUBJECT:** PURCHASING AND FLEET SERVICES: Approval of the Central Mail Internal Services Fund Allocation and Equivalent Rates for FY 24/25 and Approval of 5 Years Capital Asset Plan for FY 24/25 - FY 28/29, All Districts. [\$53,000 - 100% Departmental Budget]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the Central Mail Internal Services Fund allocation for FY 24/25 as shown in Attachment A.
2. Approve the Central Mail Internal Services Fund rates for FY 24/25 for External Customers as shown in Attachment B.
3. Approve the Capital Asset Replacement Plan for Central Mail Service, which includes a reserve of \$53,000 for FY 24/25 for the purchase of a new Central Mail delivery vehicle, as shown in Attachment C.

**ACTION:** 4/5 Vote Required, Policy

  
Meghan Hahn, Director of Procurement 12/26/2023

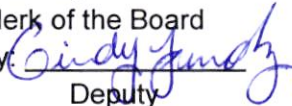
---

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Perez, 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 Gutierrez  
Nays: None  
Absent: None  
Date: January 9, 2024  
xc: Purchasing

Kimberly A. Rector  
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	\$ 53,000	\$ 53,000	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS: Departmental Budget 100%</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 24/25-28/29</b>	

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

**BACKGROUND:**

**Summary**

This item is for the purpose of establishing Central Mail Service allocation and equivalent rates for external customers for FY 24/25 and the approval of the Five-Year Capital Asset Plan.

Central Mail operates as an Internal Service Fund (ISF) and recovers its operating costs through charges to its customers. The cost of interoffice mail delivery, departmental pickup, and processing of letters, flats, packaging, and other specialty products via the USPS are all included in the Central Mail Allocation. 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.

Central Mail Services proposes the change from individual rates for mail stop and handling charges to a cost allocation in FY 24/25. The costs are allocated to user departments based on a two-year average of actual spend by each county department utilizing mailing services. Billing for internal users will be processed on monthly basis for 1/12th of each department's proposed allocation. Postal charges remain as pass-thru expense and based on estimated usage; therefore, any departmental increase is based on current trends. Departments are billed actuals on these passthrough costs. External users are billed at a separate rate as noted in attachment B.

Central Mail Services is requesting the approval of the attached Five-Year Capital Asset Plan (FY 24/25 to FY 28/29). This request includes the purchase of a delivery van to replace for the old vehicle. As of the end of FY 22/23, Central Mail Services has \$17,687 in excess working capital which will be reserved over the next year to replace vehicles past their useful life.

**Impact on Citizens and Businesses**

N/A

**Additional Fiscal Information**

N/A

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

Contract History and Price Reasonableness

N/A

ATTACHMENTS:

Attachment A–Proposed FY 24/25 Central Mail Services Allocation

Attachment B – Rates for External Customers Only

Attachment C – Five Years Capital Replacement Plan

*Tanya Harris*  
Tanya Harris, Assistant Auditor Controller 12/28/2023

*Veronica Santillan*  
Veronica Santillan, Principal Management Analyst 1/2/2024

*Dave Rogers*  
Dave Rogers, Chief Administrative Officer 1/3/2024

**RIVERSIDE COUNTY INFORMATION TECHNOLOGY FY 24/25 RATE SCHEDULE**

<i>PRODUCT OR SERVICE</i>	<i>UNIT</i>	<i>FY 24/25</i>	<i>FY 23/24</i>	<i>VARIANCE</i>	<i>% incr/decr</i>
Enterprise IT Services (All)	see Cost Allocation				
Laserfiche (Designated)	per License/per Month	\$ 36.93	\$ 47.52	\$ (10.59)	-22%
Standard Server Rack Unit (upon request)	per Unit/per Month	\$ 60.16	\$ 60.16	\$ -	0.00%
3-Phase Server Rack Unit (upon request)	per Unit/per Month	\$ 81.76	\$ 81.76	\$ -	0.00%
Application Developer (upon request)	actual cost			\$ -	0.00%
Business System Analyst (upon request)	actual cost			\$ -	0.00%
Database Administrator (upon request)	actual cost			\$ -	0.00%

<b>Add-On Rates</b>					
<i>PRODUCT OR SERVICE</i>	<i>UNIT</i>	<i>FY 24/25</i>	<i>FY 23/24</i>	<i>VARIANCE</i>	<i>% incr/decr</i>
Access Support	per User/per Month	\$ 163.76	\$ 163.76	\$ -	0%
Device Support	per Device/per Month	\$ 82.13	\$ 82.13	\$ -	0%
Public Device Support	per Device/per Month	\$ 31.01	\$ 31.01	\$ -	0%
Physical Server Support	per Server/per Month	\$ 2,334.70	\$ 2,334.70	\$ -	0%
Virtual Server Support	per Instance/per Month	\$ 773.57	\$ 773.57	\$ -	0%

<b>Additional Expert Time - Direct Billing based on Actual cost</b>					
<i>SERVICE</i>	<i>DEFINITION</i>	<i>FY 24/25</i>	<i>FY 23/24</i>	<i>VARIANCE</i>	<i>% incr/decr</i>
Application Expert Time	Business Process Analyst and Web Developer			\$ -	0%
Application Expert Time Overtime	Business Process Analyst and Web Developer after-hours			\$ -	0%
Engineering Expert Time	Communication Analyst, Data Engineer, Network Administrator, Infrastructure Engineer and System Administrator			\$ -	0%
Engineering Expert Time Overtime	Communication Analyst, Data Engineer, Network Administrator, Infrastructure Engineer and System Administrator after-hours			\$ -	0%
Technical Support Expert Time	System Operator, Telephone Coordinator, Telephone Technician and User Technician			\$ -	0%
Technical Support Expert Time Overtime	System Operator, Telephone Coordinator, Telephone Technician and User Technician after-hours			\$ -	0%
GIS Expert Time	Includes mapping, analysis, research, plotting, scanning, addressing, exhibits, queries, etc. of geographical information	\$ 65.50	\$ 57.38	\$ 8.12	14%
GIS Expert Time Overtime	Includes mapping, analysis, research, plotting, scanning, addressing, exhibits, queries, etc. of geographical information on weekends and after-hours	\$ 98.25	\$ 86.07	\$ 12.18	14%

**Outside Agencies (Non-County Departments)**

<i>SERVICE</i>	<i>DEFINITION</i>	<i>FY 24/25</i>	<i>FY 23/24</i>	<i>VARIANCE</i>	<i>% incr/decr</i>
Analog Line (per Month)	Analog line used for faxes, modems and TDD (Telecommunications Device for the Deaf).	3.62	3.62	\$ -	0%
Analog Port - Auto Attendant (per Port per Month)	A device which answers callers with a digital recording and allows callers to route themselves to an extension through a touch tone input, in response to a voice prompt.	20.52	20.52	\$ -	0%
Cisco Analog Line (per Month)	Analog line used for faxes, modems polycom conference phones, POS (point of Sale) and TDD (Telecommunications Device for the Deaf).	3.19	3.19	\$ -	0%
Cisco Analog Phone (per Month)	Analog Phone Instrument.	9.57	9.57	\$ -	0%
Cisco User Phone - Non Core (per Month)	A VoIP phone that is not assigned to a staff member (lobby phone, kitchen, wall phone, a count that is above what the COR is covering)	15.96	15.96	\$ -	0%
Cornet Connectivity (per Desktop per Month)	Per PC charge for CORNET access and support.	24.47	24.47	\$ -	0%
Norstar Phone (per Month)	Instruments: M7310, M7208, M7316, 7324, 7406 (Cordless).	1.26	1.26	\$ -	0%
Norstar Voice Mailbox (per Month)	An electronic storage medium associated with the Norstar Key Telephone System. Voice mail provides the means to answer, page, notify "out of office" and store messages.	0.25	0.25	\$ -	0%
PeopleSoft Financials (per Transaction)	PeopleSoft financial rate is based on transaction lines entered into the financial system.	6.38	6.38	\$ -	0%
PeopleSoft HRMS (per Warrant)	PeopleSoft HRMS rate is based on the payroll warrants counted each pay period.	14.53	14.53	\$ -	0%
Phone-Digital (per Month)	Instrument: 213	38.80	38.80	\$ -	0%
Security Services (per Month)	Per PC charge for security services.	10.88	10.88	\$ -	0%
Voice Mailbox (per Month)	integrated with the Cisco/VOIP. Voice mail provides the means to answer, page, notify	0.34	0.34	\$ -	0%
VPN - Remote Access (per Account per Month)	Per remote access account to log into the Counties network (CORNET) remotely via virtual private network.	4.66	4.66	\$ -	0%
Website Hosting, Static Content (per site per Month)	Hosting services for static content websites.	247.93	247.93	\$ -	0%

**RCIT FY 24/25 Department Allocation**  
**Summary of Services by Department**

Department	% based on 2-year average	Enterprise				Dedicated Staff & Specialized Applications			FY 24/25 Total	FY 23/24 Total	Variance Increase/(Decrease)	% Increase(+)/Decrease(-)
		525840		Increase/(Decrease)	% Increase(+)/Decrease(-)	525810	525890	FY 24/25 Total Dedicated Staff & Specialized Applications				
		FY 24/25 TOTAL ENTERPRISE	FY 23/24 TOTAL ENTERPRISE			Dedicated Staff	Laserfiche Allocation					
<b>Account</b>		<b>81,555,057</b>	<b>74,376,742</b>	<b>7,178,315</b>	<b>9.65%</b>							
Agricultural Commissioner	0.15%	121,733	110,714	11,019	9.95%	-	1,773	1,773	123,506	113,082	10,424	9.22%
Animal Services	1.26%	1,024,443	931,713	92,730	9.95%	-	-	-	1,024,443	952,796	71,647	7.52%
Assessor/Co Clerk-Recorder	1.13%	919,491	847,462	72,029	8.50%	-	-	-	919,491	859,931	59,560	6.93%
Auditor-Controller	0.45%	363,093	330,227	32,866	9.95%	-	443	443	363,536	333,291	30,245	9.07%
Clerk of the Board/BOS	0.80%	651,324	595,943	55,381	9.29%	-	-	-	651,324	600,880	50,444	8.39%
County Counsel	0.46%	371,969	338,298	33,671	9.95%	-	-	-	371,969	341,724	30,245	8.85%
Crest	0.05%	42,736	39,102	3,634	9.29%	-	39,889	39,889	82,624	90,424	(7,800)	-8.63%
DCSS	2.54%	2,074,163	1,886,414	187,749	9.95%	179,858	4,432	184,290	2,258,453	2,084,729	173,724	8.33%
District Attorney	1.95%	1,587,018	1,443,365	143,653	9.95%	-	-	-	1,587,018	1,454,045	132,973	9.15%
DPSS	32.24%	26,295,779	24,067,701	2,228,078	9.26%	4,397,263	11,523	4,408,787	30,704,566	28,341,668	2,362,898	8.34%
Emergency Management	0.94%	763,697	694,569	69,128	9.95%	18,301	-	18,301	781,997	722,975	59,022	8.16%
Environmental Health	2.10%	1,713,046	1,557,986	155,060	9.95%	183,005	886	183,892	1,896,938	1,916,783	(19,845)	-1.04%
Executive Office	0.29%	232,564	211,513	21,051	9.95%	77,746	6,648	84,394	316,959	224,417	92,542	41.24%
Facilities Mgmt	2.79%	2,277,357	2,083,046	194,311	9.33%	179,858	-	179,858	2,457,215	2,429,465	27,750	1.14%
Fire	0.60%	485,625	441,667	43,958	9.95%	-	-	-	485,625	528,470	(42,845)	-8.11%
First Five	0.27%	217,073	198,616	18,457	9.29%	-	3,102	3,102	220,175	210,870	9,305	4.41%
Flood	1.90%	1,546,466	1,406,484	139,982	9.95%	455,961	-	455,961	2,002,428	1,863,304	139,124	7.47%
Housing Workforce Solutions	1.96%	1,597,739	1,461,886	135,853	9.29%	208,303	-	208,303	1,806,043	1,677,369	128,674	7.67%
Human Resources	3.06%	2,496,364	2,270,399	225,965	9.95%	692,828	39,889	732,717	3,229,081	3,010,639	218,442	7.26%
Law Library	0.00%	2,174	1,977	197	9.96%	-	-	-	2,174	1,977	197	9.96%
Office of Economic Development	0.59%	479,983	463,079	16,904	3.65%	-	-	-	479,983	489,553	(9,570)	-1.95%
Office on Aging	0.45%	365,139	332,088	33,051	9.95%	-	-	-	365,139	357,680	7,459	2.09%
Parks	0.52%	427,529	388,829	38,700	9.95%	-	-	-	427,529	415,681	11,848	2.85%
Probation	5.06%	4,130,124	3,756,274	373,850	9.95%	537,008	-	537,008	4,667,132	4,349,493	317,639	7.30%
PSEC	0.17%	137,596	125,142	12,454	9.95%	-	-	-	137,596	137,787	(191)	-0.14%
Public Defender	1.91%	1,556,853	1,415,930	140,923	9.95%	-	-	-	1,556,853	1,425,124	131,729	9.24%
Purchasing and Fleet	0.67%	548,027	498,420	49,607	9.95%	347,917	-	347,917	895,944	672,054	223,890	33.31%
RCA	0.03%	24,325	22,124	2,201	9.95%	-	-	-	24,325	22,124	2,201	9.95%
Registrar of Voters	1.06%	867,097	788,610	78,487	9.95%	284,489	-	284,489	1,151,586	1,048,342	103,244	9.85%
RUHS - Behavioral Health	4.06%	3,308,824	3,009,317	299,507	9.95%	-	-	-	3,308,824	3,132,267	176,557	5.64%
RUHS - Care Clinics	0.70%	573,935	521,984	51,951	9.95%	-	-	-	573,935	521,984	51,951	9.95%
RUHS - Medical Center	11.07%	9,026,437	8,209,386	817,051	9.95%	-	-	-	9,026,437	8,602,895	423,542	4.92%
RUHS - Public Health	1.63%	1,332,660	1,212,031	120,629	9.95%	-	57,617	57,617	1,390,278	1,320,984	69,294	5.25%
Sheriff	10.99%	8,963,392	8,152,046	811,346	9.95%	-	-	-	8,963,392	8,555,027	408,365	4.77%
TLMA	4.46%	3,637,563	3,296,655	340,908	10.34%	1,248,079	33,241	1,281,319	4,918,882	4,758,778	160,104	3.36%
Treasurer-Tax Collector	0.43%	347,839	316,354	31,485	9.95%	-	-	-	347,839	322,173	25,666	7.97%
Veterans Services	0.07%	58,777	53,457	5,320	9.95%	-	-	-	58,777	54,464	4,313	7.92%
Waste Resources	1.21%	985,103	895,934	89,169	9.95%	454,366	4,432	458,798	1,443,901	1,366,936	76,965	5.63%
<b>Total</b>	<b>100.00%</b>	<b>81,555,057</b>	<b>74,376,742</b>	<b>7,178,315</b>		<b>9,264,982</b>	<b>203,876</b>	<b>9,468,858</b>	<b>91,023,914</b>	<b>85,312,183</b>	<b>5,711,731</b>	<b>6.70%</b>
RCIT RC3, RivcoTV and Other Revenue									9,183,759	4,465,717	4,718,042	
<b>Total Budget</b>									<b>100,207,673</b>	<b>89,777,900</b>	<b>10,429,773</b>	<b>11.62%</b>

Crosscheck -

Note(s):

\* Dedicated staff is an estimate based on top step for recruitment purposes; Departments will be billed based on actual filled positions only.

\*\* Business and Community Services changed name to Office of Economic Development

**RCIT Five-Year Capital Asset Plan**  
**Business Unit:** ITARC  
**Fund-Dept ID:** 45500-7400101000

<b>Project Title</b>	<b>FY23/24</b>	<b>FY24/25</b>	<b>FY25/26</b>	<b>FY26/27</b>	<b>FY27/28</b>	<b>Total</b>
RCIT End Of Life Equipment	\$1,291,400	\$502,400	\$502,400	\$502,400	\$0	\$2,798,600
Hardware	\$509,589	\$54,700	\$4,700	\$4,700	\$4,700	\$578,389
Software	\$1,048,011	\$475,000	\$200,000	\$200,000	\$200,000	\$2,123,011
<b>Total</b>	<b>\$2,849,000</b>	<b>\$1,032,100</b>	<b>\$707,100</b>	<b>\$707,100</b>	<b>\$204,700</b>	<b>\$5,500,000</b>