

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



ITEM: 3.13  
(ID # 26887)

**MEETING DATE:**  
Tuesday, January 14, 2025

**FROM :** PURCHASING AND FLEET SERVICES

**SUBJECT:** PURCHASING AND FLEET SERVICES: Approval of the Central Mail Internal Services Fund Allocation and Equivalent Rates for FY 25/26 and Approval of 5 Years Capital Asset Plan for FY 25/26 - FY 29/30, All Districts. [\$725,047, 100% Departmental Budget]

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

1. Approve the Central Mail Internal Services Fund allocation for FY 25/26 as shown in Attachment A.
2. Approve the Central Mail Internal Services Fund rates for FY 25/26 for External Customers as shown in Attachment B.
3. Approve the update of the Capital Asset Plan for Central Mail Service, - \$725,047 for the use of restricted net position, designated for capital asset replacements, as permitted by the department's available budget for FY 25/26 – FY 29/30 as shown in Attachment C.

**ACTION:4/5 Vote Required**

  
Meghan Hahn, Director of Procurement 12/27/2024

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: January 14, 2025  
xc: Purchasing

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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<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	\$ 365,047	\$ 725,047	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Departmental Budget 100%			<b>Budget Adjustment:</b>	No
			<b>For Fiscal Year:</b>	25/26-29/30

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

**BACKGROUND:**

**Summary**

This item is for the purpose of establishing the Central Mail Services allocation for internal customers and equivalent rates for external customers for FY 25/26. Purchasing is also requesting 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 moved to an allocation-based revenue collection for services in FY 24/25. Costs are allocated to user departments based on the number of billable days per mail stop, with billing for internal users processed on monthly basis for 1/12th of each department's proposed allocation. Postal charges remain as a pass-through expense and are provided as projections 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.

In addition to its FY 25/26 allocation and rate plan, Central Mail Services is requesting the approval of the attached Five-Year Capital Asset Plan (FY25/26 to FY29/30). This request includes the purchase of a delivery van to replace an existing van and the purchase of meter mail machines as it is required by USPS regulations to update our current machines. Any remaining unrestricted net assets at the end of FY 25/26 will close to Central Mail's Capital Asset Plan.

**Impact on Residents and Businesses**

There is no direct impact on residents and businesses as these rates are relative to County departments and external political subcontractors.

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**ATTACHMENTS:**

**Attachment A – Proposed FY 25/26 Central Mail Services Allocation**

**Attachment B – Proposed FY 25/26 Central Mail Services Rates for External Customers  
Only**

**Attachment C – Central Mail Services Five-Year Capital Asset Plan**

  
Veronica Santillan, Principal Management Analyst 1/7/2025

**County of Riverside**  
**Purchasing & Fleet Services Department**  
**FY25/26 Central Mail Department**  
**Attachment A - Allocation**

Dept	DeptName	FY25/26 Total Proposed 2800 Shared Allocation Amounts
10001	BOARD OF SUPERVISORS	33,532
11001	EXECUTIVE OFFICE	8,383
11301	HUMAN RESOURCES	62,873
12001	ASSESSOR	41,916
13001	AUDITOR CONTROLLER	4,192
14001	TREASURER-TAX COLLECTOR	12,575
15001	COUNTY COUNSEL	16,766
17001	REGISTRAR OF VOTERS	4,192
19001	ECONOMIC DEVELOPMENT	12,575
20001	EMERGENCY MANAGEMENT DEPT.	4,192
22001	DISTRICT ATTORNEY	25,149
23001	CHILD SUPPORT SERVICES	16,766
24001	PUBLIC DEFENDER	20,958
25001	SHERIFF	167,662
26002	PROBATION	71,256
27002	FIRE	25,149
28001	AGRICULTURAL COMMISSIONER	12,575
31002	TLMA	41,916
41004	RUHS-BEHAVIORAL HEALTH	477,837
42001	PUBLIC HEALTH	4,192
42004	ENVIRONMENTAL HEALTH	29,341
42006	DEPARTMENT OF ANIMAL SERVICES	12,575
43001	RUHS MEDICAL CENTER	58,682
45001	DEPARTMENT OF WASTE RESOURCES	4,192
51001	DPSS	117,363
53001	OFFICE OF AGING	12,575
54001	VETERANS SERVICES	2,367
55001	HOUSING, HOMELESS, WRKFRCE SOL	54,490
72001	FACILITIES MANAGEMENT	37,724
73005	PURCHASING & FLEET SERVICES	26,974
74001	INFORMATION TECHNOLOGY	12,575
931104	REGION PARKS & OP SP	4,192
938002	CHILDREN & FAMILIES FIRST COMM	20,958
947200	FLOOD CONTROL	4,192
		-
<b>Total County Departments</b>		<b>1,462,851</b>

*\* Passthrough (postage) cost will be directly billed to department on monthly invoice statement. Departments should continue to budget for this cost in addition to allocation.*

**County of Riverside  
Purchasing & Fleet Services Department  
FY25/26 Central Mail Department**

**Attachment B - Rate Sheet**

**\*\*\*(For External Customers ONLY)\*\*\***

		Prior Year	Proposed Rate	Inc/(Dec)
<b>Metered Mail:</b>	Letter 1 oz.	0.1121	0.1019	(0.01)
	Flat 1 oz.	0.6289	0.6584	0.03
	Certified	1.4267	1.2444	(0.18)
	Package	1.5696	1.1609	(0.41)
<b>Delivery Rate:</b>	Delivery Fee Per Location	\$ 11.65	\$ 13.47	1.82
	Daily Sort Fee per Mail Stop	\$ 2.03	\$ 2.18	0.15

**County of Riverside  
Purchasing & Fleet Services Department  
FY25/26 Central Mail Department**

**Attachment C - Five-Year Capital Asset Plan**

	1	2	3	4	5	
<b>Capital Asset</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>FY 2028-29</b>	<b>FY 2029-30</b>	<b>Total 5 Years</b>
Vehicles for Central Mail Delivery	\$180,000	\$90,000	\$90,000	\$90,000	\$90,000	<b>\$540,000</b>
Compliance - Meter Machines	\$161,736					<b>\$161,736</b>
Compliance - Meter Machines (Sub/SLA)	\$23,311					<b>\$23,311</b>
<b>Total</b>	<b>\$365,047</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$90,000</b>	<b>\$725,047</b>