

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



ITEM: 3.11
(ID # 29656)

MEETING DATE:
Tuesday, January 13, 2026

FROM : PURCHASING AND FLEET SERVICES

SUBJECT: PURCHASING AND FLEET SERVICES: Approval of the Central Mail Internal Services Fund Allocation and Equivalent Rates for FY 26/27 and Approval of the Five-Year Capital Asset Plan for FY 26/27 - FY 30/31, All Districts. [\$431,000, 100% Departmental Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Central Mail Internal Services Fund allocation for FY 2026/27 as shown in Attachment A.
2. Approve the Central Mail Internal Services Fund rates for FY 2026/27 for External Customers as shown in Attachment B.
3. Approve the update of the Capital Asset Plan for Central Mail Service: \$431,000 for the use of restricted net position, designated for capital asset replacements, as permitted by the department's available budget for FY 2026/27 – FY 2030/31 as shown in Attachment C.

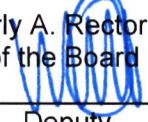
ACTION:Policy


Meghan Hahn, Director of Procurement 12/29/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Washington 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 13, 2026
xc: Purchasing

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$251,000	\$431,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Departmental Budget 100%			Budget Adjustment: No	
			For Fiscal Year: 26/27-30/31	

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 26/27 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. Services include interoffice mail delivery, departmental pickup, and mail processing, including USPS-related services. Central Mail will continue the allocation methodology implemented in FY 2025/26, with no increase to the overall allocation for FY 2026/27. Costs for internal users are allocated based on billable days per mail stop (aligned with the Auditor Controller Office's payroll calendar), ensuring an equitable distribution of expenses. Departments are billed monthly at one-twelfth of their approved annual allocation, with postal charges billed separately based on actual usage. External users are billed separately at the rates identified in Attachment B to recover the full cost of services provided. Maintaining flat allocation rates for internal users will not result in full cost recovery for FY 2026/27; however, Central Mail will absorb the shortfall through internal efficiencies and workload management. While essential mail services will continue to be provided, the lack of full cost recovery may result in some service impacts, including reduced flexibility to respond to workload increases, lack of coverage to supplement long-term staff absences, potential delays in non-critical service enhancements, and limited capacity to accelerate equipment upgrades or process improvements.

Central Mail also requests approval of the attached Five-Year Capital Asset Plan and authorization to retain excess unrestricted net assets to support its implementation. Upon approval of both items, reserves will be established as funding permits to advance the Capital Asset Plan. The plan encompasses routine replacement/repair of vehicles and mail equipment to maintain reliable operations.

Impact on Residents and Businesses

There is no direct impact on residents and businesses as these rates are internal to County departments.

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ATTACHMENTS:

Attachment A – Proposed FY 26/27 Central Mail Services Allocation

Attachment B – Proposed FY 26/27 Central Mail Services Rates for External
Customers Only

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

Rene Casillas
Rene Casillas, Internal Audits Chief

12/30/2025

Veronica Santillan
Veronica Santillan, Principal Management Analyst

1/5/2026

County of Riverside
Purchasing & Fleet Services Department
FY26/27 Central Mail Division Rates and Allocation

Attachment A

DeptID	DeptName	Division	FY26/27 Proposed Shared Allocation Amounts
1000100000	BOARD OF SUPERVISORS	Board Of Supervisors	32,606
1100100000	EXECUTIVE OFFICE	Executive Office	8,151
1130100000	HUMAN RESOURCES	Human Resources	52,984
1131300000	HUMAN RESOURCES	Safety Division	3,320
1200100000	ASSESSOR	Assessor	40,757
1300100000	AUDITOR-CONTROLLER	Auditor-Controller	4,076
1400100000	TREAS TAX COLLECTOR	Treasurer-Tax Collector	12,227
1500100000	COUNTY COUNSEL	County Counsel	16,303
1700100000	REGISTRAR OF VOTERS	Registrar Of Voters	4,076
1901000000	OFFICE OF ECONOMIC DEVELOPMENT	Economic Development	8,151
2000100000	EMERGENCY MNGT DEPT	Emergency Management Department	4,076
2200100000	DISTRICT ATTORNEY	District Attorney	24,454
2300100000	RIV CO DEP_CHILD SRV	Riv Co Dep Of Child Supt Svcs	8,151
2400100000	PUBLIC DEFENDER	Public Defender	20,379
2500100000	SHERIFF	Sheriff Administration	4,076
2500200000	SHERIFF	Sheriff Support	20,379
2500300000	SHERIFF	Sheriff Patrol	85,590
2500400000	SHERIFF	Sheriff Correction	16,303
2500500000	SHERIFF	Sheriff Court Services	16,303
2500700000	SHERIFF	Ben Clark Training Center	12,227
2501000000	SHERIFF	Sheriff Coroner	4,076
2501100000	SHERIFF	Public Administrator	4,076
2505100000	SHERIFF	Sheriff Cal-Id	4,076
2600200000	PROBATION	Probation	73,363
2700200000	FIRE PROTECTION	Fire Protection	20,379
2800100000	AGRICULTURAL COMMISS	Agricultural Commissioner	12,227
3100200000	TLMA	TLMA Administrative Services	8,151
3100300000	TLMA	Consolidated Counter Services	4,076
3110100000	BUILDING & SAFETY	Building & Safety	4,076
3120100000	PLANNING	Planning	4,076
3130100000	TRANSPORTATION	Transportation	12,227
3140100000	CODE ENFORCEMENT	Code Enforcement	16,303
4100400000	RUHS-BEHAVIORAL HEALTH	MH Administration	508,627
4200100000	RUHS-PUBLIC HEALTH	Public Health	4,076
4200400000	ENVIRONMENT HEALTH	Environmental Health	28,530
4200600000	ANIMAL CONTROL SERVICES	DAS - Operations	10,699
4300100000	RUHS-MEDICAL CENTER	RUHS	59,607
4300600000	RUHS-MEDICAL CENTER	Correctional Health Systems	8,151
4500100000	WASTE RESOURCES	Department of Waste Resources	4,076
5100100000	DPSS	Administration DPSS	118,196
5300100000	OFFICE ON AGING	Office On Aging-Title III	12,227
5400100000	VETERANS SERVICES	Veterans Services	3,385
5500100000	HOUSING AND WORKFORCE SOLUTIONS	Housing, Homeless, Wrkfrce Sol	4,076
5500400000	HOUSING AND WORKFORCE SOLUTIONS	Workforce Development	12,227
5500500000	HOUSING AND WORKFORCE SOLUTIONS	Local Initiative Admin DCA	21,315
5600100000	HOUSING AUTHORITY	Housing Authority	8,151
7200100000	FACILITIES MANAGEMNT	FM-Administration	40,757
7300100000	PURCHASING & FLEET	Purchasing	4,076
7300500000	PURCHASING & FLEET	Fleet Services	8,151
7400100000	INFORMATN TECHNOLOGY	Information Technology	12,227
7400600000	PUBLIC SAFETY ENTERPRISE COMMUNICATION - SHERIFF	PSEC Sheriff ISF	4,076
931235	REGION PARKS & OP SP	Business Operations	4,076
938001	CHILDREN & FAM FIRST	RCCFC - Agency	20,379
947200	FLOOD CONTROL AND WATER CONSERVATION DISTRICT	Administration	4,076
		Total County Departments	1,462,856

** 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
FY26/27 Central Mail Department Allocation**

Attachment B - Rate Sheet

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

		Prior Year	Proposed Rate	Inc/(Dec)
Metered Mail:	Letter 1 oz.	0.1019	0.1096	0.01
	Flat 1 oz.	0.6584	0.8990	0.24
	Certified	1.2444	1.3559	0.11
	Package	1.1609	1.6893	0.53
Delivery Rate:	Delivery Fee Per Location	\$ 13.47	\$ 13.52	0.05
	Daily Sort Fee per Mail Stop	\$ 2.18	\$ 2.29	0.11

**County of Riverside
Purchasing & Fleet Services Department
FY26/27 Central Mail Division Rates and Allocation**

Attachment C

Capital Asset	FY26/27	FY27/28	FY28/29	FY29/30	FY30/31	Total 5 Years
Vehicles for Central Mail Delivery	\$90,000	\$45,000	\$45,000	\$45,000	\$45,000	\$270,000
New & Replacement Mail Equipment	\$161,000					\$161,000
						\$0
Total	\$251,000	\$45,000	\$45,000	\$45,000	\$45,000	\$431,000