



## Response to Questions on the FY 2010 County's Line of Business & Schools Program Review Processes Fall 2008

**Request By:** Supervisor Smyth

**Question:** How much does Interoffice Mail cost?

**Response:** The County's Mail Services, which is managed by the Department of Cable Communications and Consumer Protection, distributed 4,354,068 pieces of Inter-Office mail in FY 2008. Inter-Office distribution includes the sorting and delivering of agency-to-agency mail, newsletters, Archives and Records storage boxes containing retention files and building plans, completed Print Shop job orders, as well as special deliveries for the Board of Supervisors, the County Executive, the County Attorney, and the Clerk to the Board of Supervisors. Additionally, courier services are provided for items such as the Board of Supervisors packages, audio visual equipment, communication devices, phonebooks, and maps.

The cost associated with providing Inter-Office distribution is primarily within the sorting function as Mail Services incorporates Inter-Office distribution into the regular mail delivery routes. It is estimated that the mailroom spends a total of 4 staff-hours per day sorting Inter-Office deliveries. Based on an average mail services staff salary of \$30,035 and fringe benefits of \$8,671, sorting of Inter-Office mail costs approximately \$19,353 annually or 0.5 SYE.

Mail Services currently delivers daily to over 200 County locations. In FY 2008, an additional 2,988,809 pieces of incoming U.S. Mail were delivered along with the Inter-Office distribution. While Inter-Office distribution decreased 5 percent from FY 2007, it continues to be a cost-effective method for mail distribution and special deliveries to all County locations.