

State of Alaska FY2004 Governor's Operating Budget

Department of Administration Central Mail Component Budget Summary

Component: Central Mail

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Component Mission

To provide state agencies located in Juneau with daily sorting, delivery, insertion, and posting services on a fee basis and to maintain continuity and control of statewide administrative forms.

(Mission statement for this component was not provided in CH124, SLA2002).

Component Services Provided

Central Mail Services

- Daily mail posting and post office delivery.
- Daily interagency mail receipt, sorting, and distribution.
- Scheduled volume inserting and posting services for warrants from the following systems: AKSAS, AKPAY, PERS and TRS Payroll, ACPE Billing Statements and the Permanent Fund Dividend.
- Scheduled volume folding.
- Scheduled volume addressing.
- Scheduled volume document processing for insertion and posting.

Forms Management

- Maintain and sell an inventory of centralized administrative forms.
- Coordinate the revision of forms with responsible agency.
- Maintain Forms Catalog and downloadable forms on Forms Management Web site.

Component Goals and Strategies

PROVIDE COST EFFECTIVE CENTRALIZED MAIL SERVICES FOR STATE AGENCIES

- Maximize the use of mail handling and processing resources to capture volume discounts for State agencies.
- Expand marketing of new addressing/labeling and pressure seal systems.
- Install new insertion equipment to improve document integrity and ensure reduced equipment maintenance downtime.
- Expand customer agency's use of bar coding to realize more postage savings on mail outs.

FORMS MANAGEMENT

- Reduce the need for hardcopy forms through the use of technology.

Key Component Issues for FY2003 – 2004

Continue to improve the State's ability to reduce postage costs and processing resources:

- Provide centralized mail services.
- Provide advice and consultation to decentralized agency mail operations on mail methods (sorting, bulk mail, and bar coding).
- Market new addressing and pressure seal systems.
- Reduce the cost of statewide forms by working with the Divisions of Finance and Personnel and Property Division to create electronic online interactive and/or downloadable forms.
- Install new insertion systems and implement new integrity solutions. New equipment will replace 15 year old equipment, improve equipment downtime, and increase reliability and integrity of mail services.
- Successful implementation of the ACPE billing statements, borrower reduction letters and 1098E tax documents.

Major Component Accomplishments in 2002

- Initiated pick-up/delivery and posting services for Department of Education and Early Development. This resulted in savings for the Department of Education and all other State of Alaska agencies through economies of scale.
- Realized cost savings through use of new Addressing System. The new Addressing System barcodes mail outs which were not previously receiving postage discounts, thus reducing postage and processing costs.
- Improved process for PFD batch cards. PFD now uses the Central Mail Services Pressure Seal System and can include more information to the customer. This results in better service for Alaskan citizens.
- Successful transition for W2 and 1099misc tax forms and implementation of new Pressure Seal Equipment. The processing changed from impact forms to pressure seal forms.
- Successful implementation of automating the Alaska Business Licenses through utilizing Central Mail production folding and stuffing equipment.

Statutory and Regulatory Authority

AS 44.21.020 (1), (6) Duties of Department

Central Mail
Component Financial Summary

All dollars in thousands

	FY2002 Actuals	FY2003 Authorized	FY2004 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	242.3	241.9	253.0
72000 Travel	2.7	0.8	0.8
73000 Contractual	797.1	864.6	1,062.1
74000 Supplies	31.0	32.2	32.2
75000 Equipment	0.0	0.0	0.0
76000 Land/Buildings	0.0	0.0	0.0
77000 Grants, Claims	0.0	0.0	0.0
78000 Miscellaneous	0.0	0.0	0.0
Expenditure Totals	1,073.1	1,139.5	1,348.1
Funding Sources:			
1007 Inter-Agency Receipts	1,073.1	1,139.5	1,348.1
Funding Totals	1,073.1	1,139.5	1,348.1

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Proposed Changes in Levels of Service for FY2004

None.

Summary of Component Budget Changes
From FY2003 Authorized to FY2004 Governor

All dollars in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2003 Authorized	0.0	0.0	1,139.5	1,139.5
Adjustments which will continue current level of service:				
-Annualize FY2003 COLA Increase for General Government and Supervisory Bargaining Units	0.0	0.0	3.6	3.6
Proposed budget increases:				
-Additional Mailroom Services	0.0	0.0	205.0	205.0
FY2004 Governor	0.0	0.0	1,348.1	1,348.1

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Personal Services Information

	Authorized Positions		Personal Services Costs	
	<u>FY2003</u> <u>Authorized</u>	<u>FY2004</u> <u>Governor</u>		
Full-time	5	5	Annual Salaries	179,371
Part-time	0	0	Premium Pay	0
Nonpermanent	2	2	Annual Benefits	76,321
			<i>Less 1.05% Vacancy Factor</i>	(2,692)
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	253,000

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Manager I	0	0	1	0	1
Mail Svcs Courier	0	0	2	0	2
Mail Svcs Lead Courier	0	0	2	0	2
Mail Svcs Trainee	0	0	2	0	2
Totals	0	0	7	0	7