

State of Alaska FY2005 Governor's Operating Budget

Department of Administration Central Mail Component Budget Summary

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Component: Central Mail

Contribution to Department's Mission

Provide state agencies located in Juneau, Anchorage, and Fairbanks with daily sorting, delivery, insertion, and posting services.

Core Services

Central Mail Services

Juneau:

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 document processing for insertion and posting.

Anchorage:

Daily mail posting and post office delivery.
 Daily interagency mail receipt, sorting, and distribution.
 Scheduled volume document processing for insertion and posting.

Fairbanks:

Daily mail posting and post office delivery.
 Daily interagency mail receipt, sorting, and distribution.
 Scheduled volume document processing for insertion and posting.

Statewide:

Guidance, consultation and direction regarding e-business solutions and other mail processing cost reduction opportunities provided to agencies not participating in mail consolidation initiative implemented in major urban areas of the state.

End Results	Strategies to Achieve Results
<p>(1) Consolidate State Mail Services.</p> <p><u>Target:</u> Reduce state agency mail processing costs by \$500.0 from FY2003. <u>Measure:</u> The amount of reduction of overall mail processing costs in FY2005 as compared to FY2003.</p> <p><u>Target:</u> 60% increase in the number of non-consolidated agency offices using e business solutions to reduce mail costs. <u>Measure:</u> Percent increase in the number of non-consolidated agency offices using e business solutions.</p> <p><u>Target:</u> Timely delivery of mail. <u>Measure:</u> Percent of mail delivered and picked up on time according to published schedules.</p>	<p>(1) Consolidate state office mail services in Juneau, Anchorage and Fairbanks.</p> <p><u>Target:</u> Complete consolidation in Juneau by February 2004; Anchorage by May 2004 and Fairbanks by July 2004. <u>Measure:</u> Percent of agencies consolidated in each community by the target date.</p> <p>(2) Transition agency offices which aren't consolidated to e business solutions for mail processing needs.</p> <p><u>Target:</u> 60% reduction in the number of postage meters. <u>Measure:</u> Percent reduction in the number of postage meters purchased/leased by state agencies.</p>

FY2005 Resources Allocated to Achieve Results

FY2005 Component Budget: \$2,246,900	Personnel:	
	Full time	7
	Part time	0
	Total	7

Performance Measure Detail

(1) Result: Consolidate State Mail Services.

Target: Reduce state agency mail processing costs by \$500.0 from FY2003.

Measure: The amount of reduction of overall mail processing costs in FY2005 as compared to FY2003.

Target: 60% increase in the number of non-consolidated agency offices using e business solutions to reduce mail costs.

Measure: Percent increase in the number of non-consolidated agency offices using e business solutions.

Target: Timely delivery of mail.

Measure: Percent of mail delivered and picked up on time according to published schedules.

(1) Strategy: Consolidate state office mail services in Juneau, Anchorage and Fairbanks.

Target: Complete consolidation in Juneau by February 2004; Anchorage by May 2004 and Fairbanks by July 2004.

Measure: Percent of agencies consolidated in each community by the target date.

(2) Strategy: Transition agency offices which aren't consolidated to e business solutions for mail processing needs.

Target: 60% reduction in the number of postage meters.

Measure: Percent reduction in the number of postage meters purchased/leased by state agencies.

Key Component Challenges

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, etc.).

Install new insertion systems and implement new integrity solutions.

Successful implementation of consolidated mail services in Juneau, Anchorage and Fairbanks.

Significant Changes in Results to be Delivered in FY2005

Reduction in state agency mail processing costs.

Major Component Accomplishments in 2003

· Deployment of new high speed production insertion and mail finishing machinery. This resulted in mail processing time savings and created excess capacity required for mail consolidation

Statutory and Regulatory Authority

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

Contact Information
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**Central Mail
Component Financial Summary**

All dollars shown in thousands

	FY2003 Actuals	FY2004 Authorized	FY2005 Governor
Non-Formula Program:			
Component Expenditures:			
71000 Personal Services	278.8	257.7	361.9
72000 Travel	0.6	0.8	0.8
73000 Contractual	1,072.5	1,062.1	1,832.0
74000 Supplies	14.1	32.2	52.2
75000 Equipment	7.3	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	1,373.3	1,352.8	2,246.9
Funding Sources:			
1007 Inter-Agency Receipts	1,373.3	1,352.8	2,246.9
Funding Totals	1,373.3	1,352.8	2,246.9

Estimated Revenue Collections

Description	Master Revenue Account	FY2003 Actuals	FY2004 Authorized	FY2005 Governor
Unrestricted Revenues				
None.		0.0	0.0	0.0
Unrestricted Total		0.0	0.0	0.0
Restricted Revenues				
Interagency Receipts	51015	1,373.3	1,352.8	2,246.9
Restricted Total		1,373.3	1,352.8	2,246.9
Total Estimated Revenues		1,373.3	1,352.8	2,246.9

**Summary of Component Budget Changes
From FY2004 Authorized to FY2005 Governor**

All dollars shown in thousands

	<u>General Funds</u>	<u>Federal Funds</u>	<u>Other Funds</u>	<u>Total Funds</u>
FY2004 Authorized	0.0	0.0	1,352.8	1,352.8
Adjustments which will continue current level of service:				
-Changes to Retirement and Other Personal Services Rates	0.0	0.0	10.1	10.1
Proposed budget increases:				
-Central Mail Service Juneau Consolidation	0.0	0.0	884.0	884.0
FY2005 Governor	0.0	0.0	2,246.9	2,246.9

**Central Mail
Personal Services Information**

Authorized Positions		Personal Services Costs		
	FY2004 Authorized	FY2005 Governor		
Full-time	5	7	Annual Salaries	241,409
Part-time	0	0	Premium Pay	0
Nonpermanent	2	0	Annual Benefits	126,697
			<i>Less 1.69% Vacancy Factor</i>	<i>(6,206)</i>
			Lump Sum Premium Pay	0
Totals	7	7	Total Personal Services	361,900

Position Classification Summary

Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Administrative Manager I	0	0	1	0	1
Mail Svcs Courier	0	0	5	0	5
Mail Svcs Lead Courier	0	0	1	0	1
Totals	0	0	7	0	7