

Lane County - Service Option Sheet - FY 19-20 Adopted

SOS C8: **Mail Room**
 Dept: CAO - Operations
 Contact: Steven Nelson 682-6508

Service Category: General Government

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Provides mail and courier services for the County. There is one mail clerk. Incoming mail is picked up from the post office, sorted and delivered to all County departments; outgoing mail is picked up and returned to the Public Service Building (PSB) to be weighed, postage affixed, and delivered to the post office for all County departments.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	\$83,331	\$88,106	\$4,775	1.00

There is 1.0 FTE mail clerk for all of Lane County; the clerk picks up boxes and bundles of County mail from the main post office, then returns to the PSB to sort for delivery to County departments. While delivering incoming mail, outgoing mail is picked up, sorted, and prepared to be sent out. The mail clerk performs the courier run to all Eugene area County locations, distributing and picking up mail. Mail is sorted between courier and outgoing, then sorted by department for billing, weighed, postaged and prepared for delivery to the USPS. Mail clerk prepares postage billing for the departments.

State/Federal Mandate

None

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$0	into other non Discretionary County Funds
_____ \$0	directly to community members (child support payments)