

ALASKA DEPARTMENT OF ADMINISTRATION

DEPARTMENT OVERVIEW

Presentation to

**House Finance
Subcommittee**

February 11, 2016

Deputy Commissioner Leslie Ridle
Deputy Commissioner John Boucher
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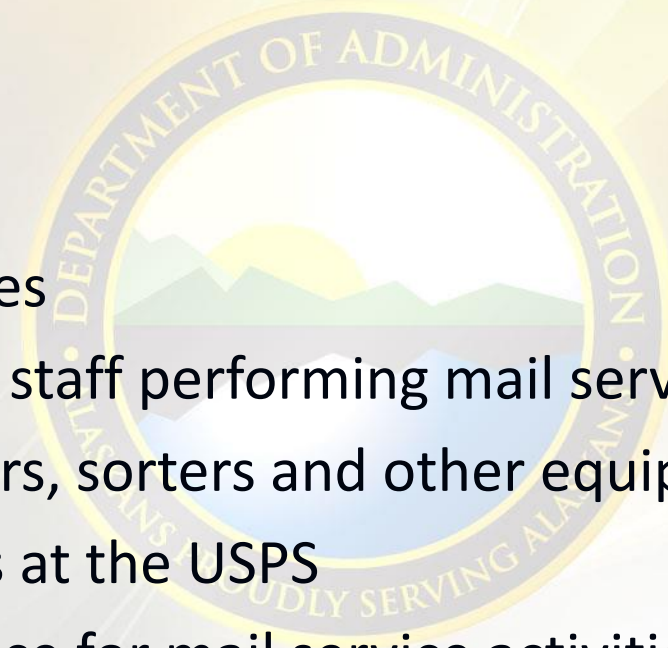
CENTRAL MAIL SERVICE (CMS)



CMS HISTORY

DGS Mission Statement: *“To provide services that help agencies accomplish their public mission.”*

- Centralized Mail Service in the Juneau area in 2004
- Anchorage and Fairbanks were originally included in the centralization plan but were never centralized
- Each agency in Juneau area
 - Had staff performing mail services
 - Had at least one vehicle used by staff performing mail services
 - Some had postage meters, sealers, sorters and other equipment
 - Had individual PO Box addresses at the USPS
 - Had dedicated space in their office for mail service activities



CMS CURRENT STATE

- Staffing levels
 - One manager
 - Five couriers
 - Administrative support staff
- Equipment
 - Three vehicles from the State Equipment Fleet
 - 3-Connect Plus mail posting machines
 - 2-Mail inserters
 - 1-Folder
 - 1-Sealer
- Mail Stops
 - Providing pickup and delivery services to 105 service addresses
 - Pickup/Delivery is 1-3 times per day based on agency request



CMS SERVICES PROVIDED

- Postage and metering
- Mail receipt and sorting
- Interagency mail
- Mail delivery to the post office
- Same day secured AKPAY warrant service
- Two day secured AKSAS vendor warrant service
- Agency pickup and delivery
- Other large planned and unforeseen mailings such as PFD, F&G Licensing, DOL-UI, Retirement checks, etc.
- Other services such as folding, inserting, mail out processing, and labeling on a project by project basis

CMS HOW IT WORKS

- CMS provides services requested by each customer agency
- All costs are tracked by agency
- Each year, agencies are initially billed based on their prorata share of projected costs
- A “true up” is performed in February and June of each year to ensure each agency is billed for the services provided to that agency
- In the process of reviewing our billing methodology through the shared services initiative to streamline and make the process simpler and more efficient

CMS BUDGET

FY15 EXPENDITURES

Central Mail Services	FY2015 Actuals	FY2016 Projected	FY16 % of Total Projected	Change
Personal Services	638.1	601.6	23.00%	-36.5
Travel	0	.8	0.03%	.8
Contractual	2,053.0	1,949.1	74.60%	-103.9
Commodities	44.4	61.3	2.37%	13.6
TOTAL	2,735.5	2,612.5		-123.0

FY16 Projected Contractual Cost Breakdown % of Cont. Cost

Postage and Permits	1,595.6	81.8%
Equipment	201.1	10.4%
Core Services	98.0	5.0%
State Equipment Fleet	47.1	2.4%
Other	7.3	.4%

CMS BUDGET

FY15 FUNDING BY SOURCE

Central Mail Services	FY2015 Actuals	FY2016 Projected	Change
Interagency Receipts	2,709.1	2,612.8	-96.6
UGF	39	0	-39.0
TOTAL	2,735.5	2612.8	-122.7



FY15 CMS STATISTICS

- In FY15, the Central Mail Service unit processed a total of 2,629,509 pieces of mail:
 - By Quarter:
 - 1st 752,702
 - 2nd 708,807
 - 3rd 611,265
 - 4th 556,735
- Summarizing, this equates to:
 - 438,251 pieces per staff member per year or 36,520 pieces per staff member per month

