

Lane County, Oregon

FY 08-09 Service Options Sheet

Service: **Mail Room**
 Dept: Management Services
 Program Contact: Dan Banducci
 Contact Phone: 682-4419

BCC Service Priorities:
 Fund: 124 Dept. Org ID: 5570240
 Dept. Priority: 12 of 12
 Fund Priority: of

Executive Summary

Mailroom provides mail service by picking up mail from the post office, sorting, distributing through courier at the Courthouse/ Public Service building, affixing postage to outgoing mail.

State/Federal Mandate

Outcome Measure/s

Cut cost from mail service by decreasing hand written addresses that don't read in the scanner - Tracked on invoice.

Service Level Descriptions. Level 1 (very bottom) = Threshold Level Below Which Service Cannot Be Provided

X=Funded	Proposed Service Funding >>	Other Funds	Expense	Total	General Fund	FTE
		76,667	79,824	3,157	1.00	
X	Level 1:	76,667	79,824	3,157	1.00	
Picks up mail from the post office, sorting, distributing through courier at the Courthouse/ Public Service building, affixing postage to outgoing mail. Mail service is adequately staffed at this time for the level of service provided.						

Ver: 12/18/07d-ji

- "Shall" Mandate
- Related Mandate
- No Clear Mandate
- Highly Leveraged to County provided service (100% return or greater)
- Leverages Funds to County
- Leverages Funding for Citizens and/or Community Organizations

Leverage Details

At the FY 07-08 level of service, the	\$0	back to the General Fund
GF portion of this program leverages:	\$0	into other County Funds
	\$0	directly or via subcontract to community orgs
	\$0	directly to citizens via services provided
	0.00%	County Funds Leverage Ratio

For the purpose of this comparison, only include leveraged funds that are dependent on General Fund revenue. Do not include funds that would still be leveraged if the General Fund portion of the service were decreased or eliminated.

Please use this space to explain the Proposed Service Level Funding impact on leverage of the varying levels of service described above.