

# 2009 Non-Mandated Expenditures

## Department Response

**Department: Hamilton County Clerk of Courts**  
**Elected Official: Gregory P. Hartmann**  
**OCA Title: 460352 Mail Center**

1. Are there elements of the BSI non-mandated services that you believe are mandated? If so, provide the specific Ohio Revised Code (ORC) citation, Code of Federal Regulation (CFR) and/or relevant case law information. Please be especially diligent if there is a specific service or staffing level prescribed by law.

The Mail Center is not mandated.

2. Who are the recipients of the service or activity for the non-mandated service? How many recipients? Please note any internal customers, other county departments, jurisdictions, businesses, etc. If the service is geographic specific (i.e., a satellite probation office), please identify the neighborhood, township or municipality.

Recipients of the services provided by the Mail Center are any county agency wishing to use the service. At present, there are 35 agencies and 72 OCAs using the Mail Center.

3. Are there county revenues associated with the non-mandated services? If so, please provide the methodology for any lost revenues. Please consider state or federal reimbursements, grants, fees, etc. Please note if the service or activity is included in the county's indirect cost plan.

No.

4. If the county did not provide the non-mandated service, is there the potential for increased expenditures in another jurisdiction within Hamilton County? If so, please list the specific municipality and/or township.

All the agencies that benefit would have to internalize the service or contract elsewhere to receive the services. Duplicate equipment would have to be purchased by the agencies involved. Agencies would have to dedicate an employee to deal with the mail. Internal mail that is currently moved for free would either go by US Mail at a cost or hand delivered by an agency's own employee. Most regular mail would cost \$0.42/piece instead of the current rate of \$0.346/piece.

5. Does the non-mandated service include Board of County Commissioner policy via resolution or motion?

Yes, the Board of County Commissioners passed a resolution on December 3, 1998 that acknowledges the Mail Center. See image 2675. It is believe that there is a prior resolution that actually established the Mail Center circa 1994, but the actual resolution cannot be found.

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6. Are there contracts or agreements that preclude the elimination of a non-mandated service? If so, please provide the specific language as to termination and/or amendment terms.

No.

7. What are the equipment/non-personnel expenditure considerations with discontinuing a non-mandated service? (i.e., surplus equipment).

Equipment utilization would be substantially less and efficiencies would be lost. Each agency would need to lease, purchase, or contract with outside vendors to process daily outgoing mail.

8. Do any of the non-mandated services include employees represented by a bargaining unit? If so, please note the union and provide information as to reduction-in-force and job abolishment considerations.

No.

9. For positions within non-mandated services, are there are special circumstances that preclude a traditional job abolishment process? Separation costs will be addressed centrally including leave balance payouts, unemployment compensation and severance (based on current Commission policy).

Yes, Mail Center employees are classified.

10. In addition to positions associated with non-mandated services, the Budget Office included a review of management layers, support staff, and currently vacant positions. Please comment on the impact of eliminating these positions.

N/A.

11. What is the performance impact of not providing the non-mandated service? For example, wait times, waiting lists, case loads, operating hours and other consequences of not providing the service.

See the answer to question number 4.

12. Are there any alternatives that result in savings to the general fund?

No.

13. Are there more efficient ways to deliver a mandated service that may allow for the savings to offset the cost of a non-mandated service?

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The Clerk of Courts routinely seeks out ways to provide mandated and non-mandated services in ways that create savings or avoid costs. The Clerk implemented electronic certified mail in order to save close to \$2,000,000 over the next decade.

14. Is there an opportunity to transfer any non-mandated expenditures to another funding source (i.e., restricted fund or grant)?

No.

15. Does your department have any fees that could be raised to offset the cost of a mandated service?

No.

### **Other Considerations and Comments:**

Since 1998, the Central Services division of the Clerk of Courts, which include Microfilm and the Records Center, has reduced the number of employees from 34 to 20.