EXECUTIVE DIRECTIVE NO. 2000-10

July 1, 2000

TO: ALL DEPARTMENTS, COMMISSIONS, APPOINTED OFFICERS AND EMPLOYEES OF THE CITY

SUBJECT: PROPER USE OF CITY MAIL

The Department of General Services (GSD) is responsible for the pickup of City mail, including inter-office mail, U.S. mail, parcel post and express delivery. General Services is also responsible for the distribution of intra-City mail. GSD will continue to monitor, provide and use the most economical and efficient means for providing the City's mail service. Departments are encouraged to contact GSD's Mail and Messenger Services Division for information regarding their mailing needs. To ensure that City mail costs are kept within budgeted funds, City departments are to adhere to the following:

FOR ALL CITY DEPARTMENTS:

Under no circumstances will City departments use U.S. mail to transmit inter- or intra-office correspondence, when City messenger service is available. In addition, employees are to use City messenger service or their departmental paid U.S. postage only for official City business.

FOR ALL CITY DEPARTMENTS EXCEPT AIRPORTS, HARBOR AND WATER AND POWER:

Departments wishing to send any mail for overnight delivery must fill out all pertinent forms and information before the City Mail Room can process it. Department heads will be responsible for ensuring that their personnel use the most cost effective mail service.
Next day delivery service is provided by either Express Mail (U.S. Postal Service) and Airborne Express. To guarantee that Express Mail reaches its destination, mail must be received by the City Hall Mail Room by 12:00 noon. Airborne Express next day service mail must be delivered to the City Hall Mail Room by 3:30 PM. If departments cannot deliver overnight mail to the Mail Room by the designated times, they may deliver it directly to the U.S. Postal Service or Airborne Express Office. Departments should contact the U.S. Postal Service at (800) 275-8777 or Airborne Express at (800) 247-2676 for time schedules and drop boxes.

United Parcel Service (UPS) is available for package/parcel shipments for next day, 2-day, 3-day, etc. ground transportation. All packages for UPS processing must be delivered to the City Hall Mail Room by 3:30 PM. Packages and parcels received after 3:30 PM will be processed the next day.

Richard J. Riordan
Mayor