



DISTRICT MANAGER  
CUSTOMER SERVICE AND SALES  
CENTRAL PLAINS DISTRICT  
P O BOX 249500  
OMAHA, NE 68124-9500

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination  
Statehouse, KS 66612-9998

The final determination to discontinue the subject classified station is attached, along with a Postal Bulletin announcement form to be completed and returned to this office by the district.

POSTAL BULLETIN - POST OFFICE CHANGE ANNOUNCEMENT

Complete the attached Postal Bulletin post office change announcement form in its entirety and send it to this office (in triplicate). One form will be used to document the official record, one sent to the Accounting Systems Development office, and the third copy will be forwarded to the Headquarters Address Management for the post office change announcement. Please note that Headquarters Address Management will not announce any post office closing or consolidation except when requested in writing by this office. Announcement form mailing instructions are provided at the bottom of the form.

NATIONAL FIVE-DIGIT ZIP CODE AND POST OFFICE DIRECTORY UPDATE

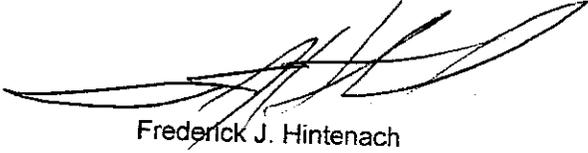
Please coordinate with your Address Management System (AMS) unit to make sure that the Address Management System Report is updated according to existing Headquarters Address Management instructions.

OFFICIAL RECORD

Chronologically file this memorandum in your copy of the official record. All final determination documents must be added to that record. Do not send them to headquarters. The official record should be archived at the district by the post office review coordinator after the post office change announcement has appeared in the Postal Bulletin.

If further assistance is needed, please contact Kim Matalik at (202) 268-5083.

Thank you for your assistance.

A handwritten signature in black ink, appearing to read 'F. Hintenach', with a long horizontal flourish extending to the left.

Frederick J. Hintenach

Attachments (2)

cc: Vice President, Area Operations, Western Area  
Headquarters Library  
Headquarters Historian

FINAL DETERMINATION TO CLOSE  
THE SUSPENDED  
STATEHOUSE, KS CLASSIFIED STATION  
AND CONTINUE TO PROVIDE  
CITY DELIVERY SERVICE

DOCKET NUMBER 66612

**I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS**

The Postal Service has determined to close the suspended Statehouse, KS Clasified Station and provide city delivery service administered by the Topeka, KS Post Office, located one mile away.

The Postal Service was unable to negotiate an acceptable lease with the lessor. No suitable alternate quarters were available; therefore, service was suspended on April 1, 2002.

The Statehouse Clasified Station provided service Monday through Friday, however, the number of customers and hours of service are unknown. Retail services included the sale of stamps, stamped paper, and money orders; special services such as registered mail, certified, insured, COD, and Express Mail; and the acceptance and dispatch of all classes of mail. Daily retail window transactions and office receipts for the last three years are unknown. There were no permit mailers or postage meter customers.

Since the suspension of service, customers have received delivery and retail services from city delivery emanating from the Topeka Post Office, an EAS-24 level office, located one mile away. Window service hours at Topeka are from 8 a.m. to 5 p.m., Monday through Friday and 9 a.m. to 12 noon on Saturday. There are 1500 post office boxes available.

**Some advantages to the final determination are:**

1. Carrier delivery service is beneficial to some senior citizens, the handicapped, and working people since customers will no longer need to travel to the post office to pick up their mail.
2. The carrier provides retail services, alleviating the need to go to the post office. Stamps by Mail order forms are provided for customer convenience.
3. Customers opting for carrier service will have 24-hour access to their mail.
4. A savings for the Postal Service, which contributes in the long run to stable postage rates and savings for customers.
5. Customers opting for carrier service will no longer have to pay post office box fees.
6. Saves time and energy for customers who drive to the post office to pick up mail.

**Some disadvantages to the final determination are:**

1. The loss of a retail outlet in the immediate area.
2. Traveling further to obtain retail services.
3. A change in mailing address. The community name and the ZIP Code will continue to be used in the new address.

Taking all available information into consideration, the Postal Service concludes this final determination will provide a maximum degree of effective and regular postal services to the community.

**II. EFFECT ON COMMUNITY**

Statehouse Station is located in the incorporated city of Topeka. The area is administered politically by a Mayor and City Council form of government. Police and fire protection, is provided by the City of Topeka.

There are numerous religious institutions, schools and businesses located in the city of Topeka and its outlying area's. Customers enjoy all the benefits of the city.

Nonpostal services provided at the Statehouse Station will be available at the Topeka Post Office. Government forms normally provided by the station will also be available at the Topeka Post Office or by contacting your local government agency.

To help preserve identity, the community's name and ZIP Code will be retained in the mailing address. It will continue to be listed in the National Five-Digit ZIP Code and Post Office Directory.

Based on information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community. Carrier service has been in effect since the suspension of the Statehouse Classified Station on April 1, 2002.

**III. EFFECT ON EMPLOYEES**

The career clerk and city carrier, were reassigned to the Main Post Office and maintain bidding status within that office.

**IV. ECONOMIC SAVINGS**

The Postal Service, estimates an annual savings of \$13,525.00 with a breakdown as follows:

Clerk Salary (PS-5, No COLA)	\$15,000.00
Fringe Benefits @33.5%	5,025.00
Rental Costs, Excluding Utilities	<u>+3,500.00</u>
Total Annual Costs	\$23,525.00
Less Cost of Replacement Service	-10,000.00
Total Annual Savings	\$13,525.00

**V. OTHER FACTORS**

The Postal Service has identified no other factors for consideration.

**VI. SUMMARY**

The Postal Service has determined to close the suspended Statehouse Classified Station and provide city delivery service administered by the Topeka Post Office, located one mile away.

Operations were suspended on April 1, 2002 due to termination of the lease. There were no suitable alternate quarters available. The career clerk and carrier were reassigned to the main post office. No other employee was adversely affected.

Carrier service will continue to provide effective and regular service to the community. There will no longer be a retail outlet in the area. However, delivery and retail services will be available from the carrier, alleviating the need to travel to a post office for service. Customers opting for carrier delivery will have 24-hour access to their mail. To help preserve community identity, the community name and ZIP Code will be retained in the mailing address. The Postal Service will save an estimated \$13,525.00 annually. A disadvantage to some may be in meeting the carrier to transact business. However, it is not necessary to be present to conduct most postal transactions.

Taking all available information into consideration, the Postal Service has determined that the advantages outweigh the disadvantages and this final determination is warranted.

**VII. NOTICES**

Notify customers of the permanent discontinuance of the Statehouse Classified Station and advise them of the hours of operation and services available at the Topeka Post Office. Explain specific information on address changes and why the change is necessary.



Frederick J. Hintenach  
Manager, Customer Service Operations

8/17/04  
Date