



DISTRICT MANAGER
CUSTOMER SERVICE AND SALES
VAN NUYS DISTRICT
28201 FRANKLIN PARKWAY
SANTA CLARITA, CA 91383-9990

ATTENTION: Post Office Review Coordinator

SUBJECT: Final Determination
Universal City, CA 91608-9998

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, Pacific Area
Headquarters Library
Headquarters Historian

FINAL DETERMINATION TO CLOSE
THE SUSPENDED
UNIVERSAL CITY, CA CLASSIFIED STATION
AND CONTINUE TO PROVIDE
POST OFFICE BOX SERVICE AT THE
STUDIO CITY, CA CLASSIFIED STATION

DOCKET NUMBER 91608

I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service has determined to close the suspended Universal City, CA Classified Station and provide delivery and retail services through the Studio City, CA Classified Station, located two miles away. The Postal Service is also trying to establish a contract station in the local business area, but have not been successful.

A contract station is established on a contractual basis. The Postal Service solicits bids from the public for the operation of a postal facility. Award of the contract is based on evaluation of criteria including annual monetary amount, contractor ability and background, and the quality and location of the facility. The successful bidder must be bonded and will be trained, administered and supervised by the Postal Service. A contract station provides the same services as an independent post office except permit mail acceptance and postage meter setting.

The Postal Service was unable to negotiate an acceptable lease with the lessor and the Postal Service was evicted from the facility. No suitable alternate quarters were available; therefore, service was suspended on June 1, 2004.

The Universal City Station provided service 40 hours a week from 8:30 a.m. to 4:30 p.m., Monday through Friday, and closed on Saturday to 588 post office box customers. 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. Office receipts for two years were: \$1,024,565.00 (3252 revenue units) in 2002; and \$741,567.00 (2335 revenue units) in 2004. There were no permit mailers or postage meter customers.

Since the suspension of service, customers have received delivery and service from the Studio City Classified Station, an EAS-20 level office, located two miles away. Window service hours at Studio City are from 8:30 a.m. to 5 p.m., Monday through Friday and 9 a.m. to 5 p.m. on Saturday.

Some advantages to the final determination are:

1. Maintains a postal facility and retail outlet in the area.
2. Customers will continue to use the same mailing address and ZIP Code.
3. The unit will continue to provide nonpostal services, a community gathering place, and an information center.
4. Provides the same retail service.
5. A savings for the Postal Service, which contributes in the long run to stable postage rates and savings for customers.
6. Customer service will be enhanced by a newer facility, improved customer parking and vending equipment.

Some disadvantages to the final determination are:

1. Loss of a retail unit in the area.
2. Some customers will have further to travel to obtain retail services and pick up post office box mail.

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

Universal City Classified Station is located in the incorporated city of North Hollywood. The area is administered politically by a mayor and city council form of government. Police and fire protection, is provided by the City of North Hollywood.

Nonpostal services provided at Universal City will be available at the Studio City Classified Station.

Based on information the Postal Service obtained, it was determined that growth in the area will be handled by the other classified units in the area.

To help preserve community identity, the community's name and ZIP Code will be retained in the mailing address.

Based on information obtained in the course of this discontinuance study, the Postal Service concludes this final determination will not adversely affect the community. Post office box service has been in effect since the suspension of the Universal City Classified Station on June 1, 2004.

III. EFFECT ON EMPLOYEES

There were three career clerks. One retired and two became unassigned regular window relief clerks at nearby classified units.

IV. ECONOMIC SAVINGS

The Postal Service, estimates an annual savings of \$145,250.00 with a breakdown as follows:

Clerk Salary's (PS-5, Minimum, No COLA)	\$120,000.00
Fringe Benefits @33.5%	40,250.00
Rental Costs, Excluding Utilities	<u>+10,000.00</u>
Total Annual Costs	\$170,250.00
Less Cost of Replacement Service	-\$25,000.00
Total Annual Savings	\$145,250.00

V. OTHER FACTORS

The Postal Service has identified no other factors for consideration.

VI. SUMMARY

The Postal Service has determined to close the suspended Universal City Classified Station and provide post office box delivery through the Studio City Classified Station, located two miles away.