

## I. RESPONSIVENESS TO COMMUNITY POSTAL NEEDS

The Postal Service is proposing to close the Ward, CO Post Office and provide delivery and retail services by highway contract route service under the administrative responsibility of the Jamestown Post Office, located 12.0 miles away.

The office is being studied for possible closing or consolidation due to the following reasons; Due to declining office workload, which may indicate that maintaining this facility is not warranted. Over the past several years, this office has experienced a steady decline in revenue and/or volume.

The Ward Post Office provides retail service from 715 to 1200 - 1230 to 1545 Monday through Friday and 845 to 1045 on Saturday. Revenue has seen a slight increase over the last several years. The revenue trend is as follows: FY 07 \$ 17,568, FY 08 \$ 18,514, FY 09 \$ 23,044 and FY 10 \$ 24,220.

On September 06, 2011, representatives from the Postal Service were available at Union Congregational Church, 41 Murdoc St., Ward, CO from 7 PM to 8:30 PM to answer questions and provide information to customers.

On or about August 21, 2011, questionnaires were distributed to customers of the Ward Post Office. Questionnaires were also available over the counter for retail customers at the Ward Post Office.

If this proposal is implemented, delivery and retail services will be provided by the Jamestown Post Office, an EAS-13 level office. Window service hours at the Jamestown Post Office are from 800 to 1200 - 1300 to 1700, Monday through Friday, and 900 to 1130 on Saturday.

### Some advantages of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Customers opting for carrier service will have 24-hour access to their mail.
3. Savings for the Postal Service contribute in the long run to stable postage rates and savings for customers.
4. CBUs can offer the security of individually locked mail compartments. Parcel lockers provide convenient parcel delivery for customers.
5. Customers opting for carrier service will not 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 of the proposal are:

1. The loss of a retail outlet and a postmaster position in the community. Retail services may be provided by the rural or contract delivery carrier.
2. Meeting the rural or contract delivery carrier at the box to transact business. However, it is not necessary to be present to conduct most Postal Service transactions.
3. A change in the mailing address. The community name will continue to be used in the new address. A carrier route address will be assigned.

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

## II. EFFECT ON COMMUNITY

Ward is an unincorporated community located in Boulder County. The community is administered politically by Ward Town Hall. Police protection is provided by the Joe Pelle Boulder County Sherriff. Fire protection is provided by the Indian peaks Fire Protection Distirct . The community is comprised of Retirees, commuters, self-employed and those who commute to work at nearby communities and may work in local businesses.

Businesses and organizations include: Marrocco's Restaurant, Utica Street Market, Mill Site Bar & Restaurant, . Residents may travel to nearby communities for other supplies and services.

Nonpostal services provided at the Ward Post Office will be available at the Jamestown Post Office. Government forms normally provided by the Post Office will also be available at the Jamestown Post Office or by contacting your local government agency.

This Ward Post Office is not listed as a historic landmark. The community name will be maintained for customer addressing, and the Zip Code is not expected to change.

Based on the information obtained in the course of this discontinuance study, the Postal Service concludes this proposal will not adversely affect the community and every effort will be made to maintain the identity.

## III. EFFECT ON EMPLOYEES

There is currently a Postmaster assigned to this unit. The Postmaster may be moved to another facility if possible. Finally there are 1 PMR(s) assigned to this unit. The PMR(s) may be separated from the Postal Service.

IV. ECONOMIC SAVINGS

The Postal Service estimates a ten year savings of \$ 655,139 with a breakdown as follows:

Building Maintenance	\$ 0
Utilities	\$ 14,738
Transportation	\$ -92,859
EAS Craft & Labor	\$ 899,639
Contracts	\$ 129
Rent	\$ 33,830
Relocation One-Time Cost	\$ 0
<b>Total Ten Year Savings</b>	<b>\$ 655,139</b>

V. OTHER FACTORS

The Postal Service will solicit throughout the community for interest in the possible establishment of a Village Post Office.

VI. SUMMARY

The Postal Service is proposing to close the Ward, CO Post Office and provide delivery and retail services by highway contract route service under the administrative responsibility of the Jamestown Post Office, located 12.0 miles away.

The Postmaster assigned to this unit may be moved to another facility if possible. The 1 PMR(s) assigned to this unit may be separated from the Postal Service. The mail volume has declined. Effective and regular service will continue to be provided by highway contract route service.

The Ward Post Office provided delivery and retail service to 158 PO Box or general delivery customers and 163 delivery route customers.

There will no longer be a retail outlet in the community. However, delivery and retail services may be available from a rural or contract delivery carrier, which could alleviate the need to travel to a Post Office for service. The Postal Service will save an estimated \$ 655,139 over the next ten years. A disadvantage to some may be in meeting the rural or contract delivery carrier to transact business. However, it is not necessary to be present to conduct most Postal Service transactions with rural or contract delivery carrier.

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

VII. NOTICES

- A. Support Materials. Copies of all materials upon which this proposal is based are available for public inspection at the Ward Post Office and Jamestown Post Office during normal office hours.
- B. This is a proposal. It is not a final determination to close this post office. If a final determination is made to close this post office, after public comments on this proposal are received and taken into account, a notice of that final determination will be posted in this office.

The final determination will contain instructions on how affected customers may appeal that decision to the Postal Regulatory Commission. Any such appeal must be received by the commission within 30 days of the posting of the final determination.

09/30/2011 Date

CATHERINE WRIGHT  
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