

Date June 27, 2011

Request from Council Member Christine Hensley, to speak regarding Post Office locations downtown.

Moved by \_\_\_\_\_ to receive, file and refer to the City Manager for review and recommendation.

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
COLEMAN				
GRIESS				
HENSLEY				
MAHAFFEY				
MEYER				
MOORE				
TOTAL				

MOTION CARRIED

APPROVED

\_\_\_\_\_  
Mayor

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_  
City Clerk

# DRAPER AND KRAMER

OF IOWA INCORPORATED

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**TO:** Downtown Community Neighbors  
**FROM:** Draper & Kramer of Iowa, Inc  
**DATE:** June 14, 2011  
**SUBJECT:** US Post Office-Capital Square Station

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Please find attached an important letter and questionnaire from the United States Post Office. There is conversation to close the ground floor office in Capital Square because this location is considered a station versus an actual post office; the only notable difference to us is that there is not a postmaster. I have spoken with the representative and was informed that they are in the process of conducting a study determining if service will be affected if the location closes. The study generally takes 7-9 months to conduct and they are in the second month.

There is an information meeting being held on June 22 at the North Side Library from 4:30-5:30. If the Capital Square Station is a service that your company takes advantage of, we strongly encourage you to complete the attached questionnaire and attend the meeting.

The questionnaire can be mailed to:

PO Review  
7700 68<sup>th</sup> Street  
Milan IL 61264-9997

I intend to notify nearby buildings and offices, please also spread the word.  
Thank you for taking the time.

  
Kate Oline

Property Manager - Capital Square  
DRAPER AND KRAMER  
(515) 282-5505 Phone  
[clinek@draperandkramer.com](mailto:clinek@draperandkramer.com)

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06/03/2011

POSTAL CUSTOMER  
CAPITOL SQUARE STATION  
DES MOINES, IA 50309

Dear Postal Service Customer:

As the Postal Service manager responsible for all Post Offices in your area, I would like your opinion concerning a possible change in the way your postal service is provided. The recommended change is tentative and will not lead to a formal proposal unless we conclude that it will provide a maximum degree of regular and effective service.

The Office is being studied for possible closing or consolidation for the following reasons: Study for discontinuance request based on minimal workload, revenue, need for more operational efficiency and the ability for the Postal Service to provide effective and regular service by an alternate means.

Briefly, we would like to provide pickup and delivery of your mail, as well as the sale of stamps and all other customary postal services, by independent post office emanating from the Des Moines Post Office.

Retail services are also available at the Des Moines Post Office, located 1.0 miles away. Hours of service at this office are 07:30 18:00, Monday through Friday, and Closed on Saturday. Post Office box service is available at this location at decreased fees.

I invite you to think about a possible change to independent post office. Please return the enclosed questionnaire by 06/22/2011 using the pre-addressed envelope provided. Please be aware that, if we formalize a proposal, your questionnaire will become part of an official record and will be available for public viewing.

You may, of course, want to discuss this form of service with us before drawing any conclusions. Postal representatives will be at the NorthSide Library in meeting room on Wednesday, June 22, 2011 from 4:30 to 5:30 to answer questions and provide information about our service. You may wish to discuss and submit your questionnaire at that time.

If you have any questions, you may call Karen Lenane at (319) 399-2902.

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read "June Martindale".

JUNE MARTINDALE  
Manager, Post Office Operations  
PO Box 9998  
Cedar Rapids, Iowa, 52406-9998

Enclosures:  
Questionnaire and return envelope Summary of Post Office Change Regulations,  
Carrier delivery information CBU information sheet (when appropriate)



Postal Service Customer Questionnaire

1. Please check the appropriate box to indicate whether you use the CAPITOL SQUARE Post Office for each of the following:

Postal Services	Daily	Weekly	Monthly	Never
a. Buying Stamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Mailing Letters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Mailing Parcels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Pick up Post Office box mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Pick up general delivery mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Buying money orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Obtaining special services, including Certified Mail, Registered Mail, Insured Mail, Delivery Confirmation, or Signature Confirmation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Sending Express Mail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Buying stamp-collecting material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Postal Services

- a. Entering permit mailings  YES  NO
- b. Resetting/using postage meter  YES  NO

Nonpostal Services

- a. Picking up government forms (such as tax forms)  YES  NO
- b. Using for school bus stop  YES  NO
- c. Assisting senior citizens, persons with disabilities, etc.  YES  NO

If yes, please explain:

\_\_\_\_\_

- d. Using public bulletin board  YES  NO
- e. Other  YES  NO

If yes, please explain:

\_\_\_\_\_

2. Do you pass another Post Office during business hours while traveling to or from work, or shopping, or for personal needs?

- YES  NO

If yes, please explain:

\_\_\_\_\_

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3. If you have carrier delivery, there will be no change to your delivery service — proceed to question 4. If you currently receive Post Office box service or general delivery service, complete this section. How will the proposed service compare to current service?

- Better
- Just as Good
- No Opinion
- Worse

If yes, please explain:  
\_\_\_\_\_

4. For which of the following do you leave your community? (Check all that apply.) Where do you go to obtain these services?

- Shopping \_\_\_\_\_
- Personal needs \_\_\_\_\_
- Banking \_\_\_\_\_
- Employment \_\_\_\_\_
- Social needs \_\_\_\_\_

5. Do you currently use local businesses in the community?

- Yes  No

If yes, would you continue to use them if the Post Office is discontinued?

- Yes  No

### Mailing Address

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Please add any additional comments on a separate piece of paper and attach it to this form. Thank you for taking the time to complete this questionnaire.