

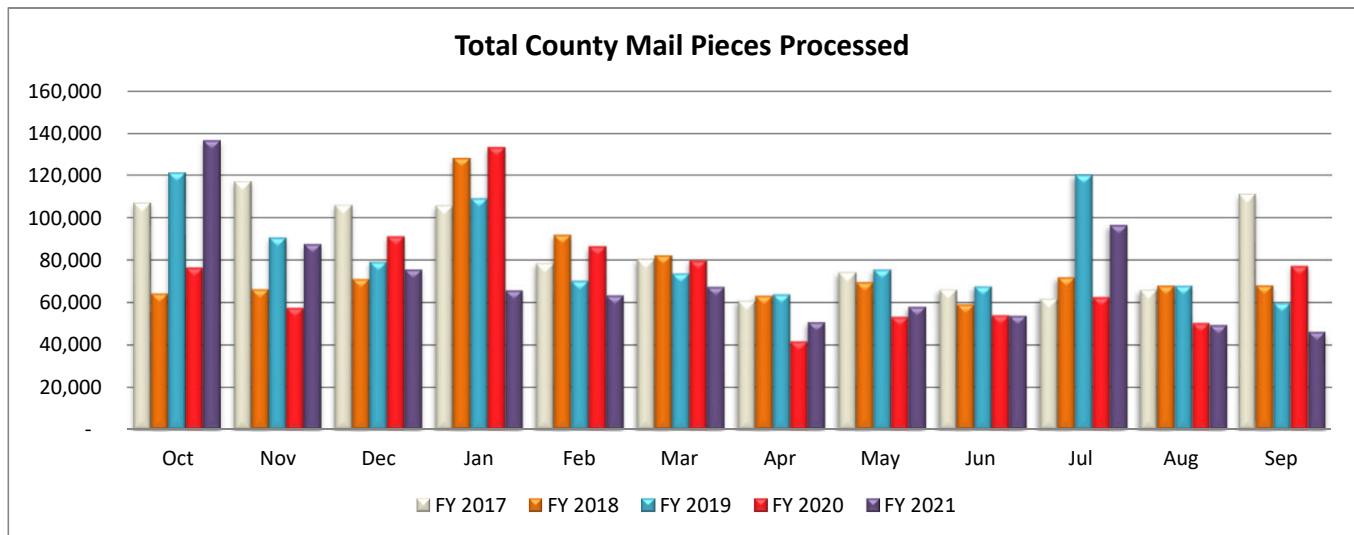
## FY 2021 Support Services

### **Metering & Sorting**

Support Services sorts mail received to deliver to each office and sorts outgoing mail by the first 3 digits in the zip code to get discounted rates. Mail is metered and boxed for delivery to the post office. Special items including larger parcels are metered on site prior to delivery.

### **Goals & Objectives**

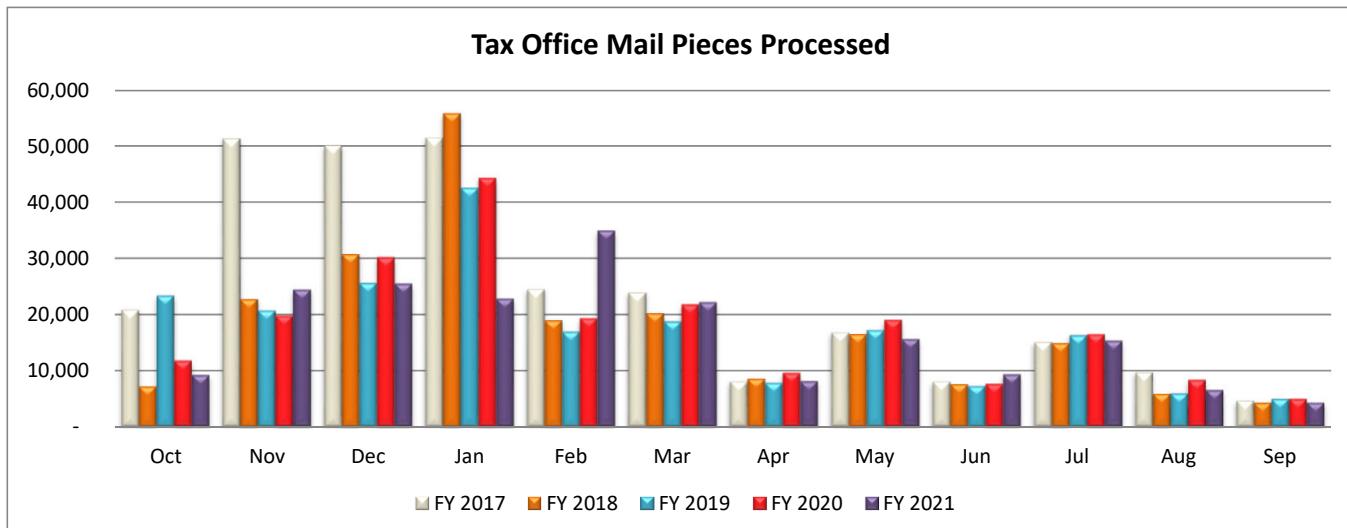
1. To work with departments and use presorted rate for over 75% of County mailings.
2. To provide next business day delivery on all outgoing mail 98% of the time.



*Total of all County mail pieces handled by month.*

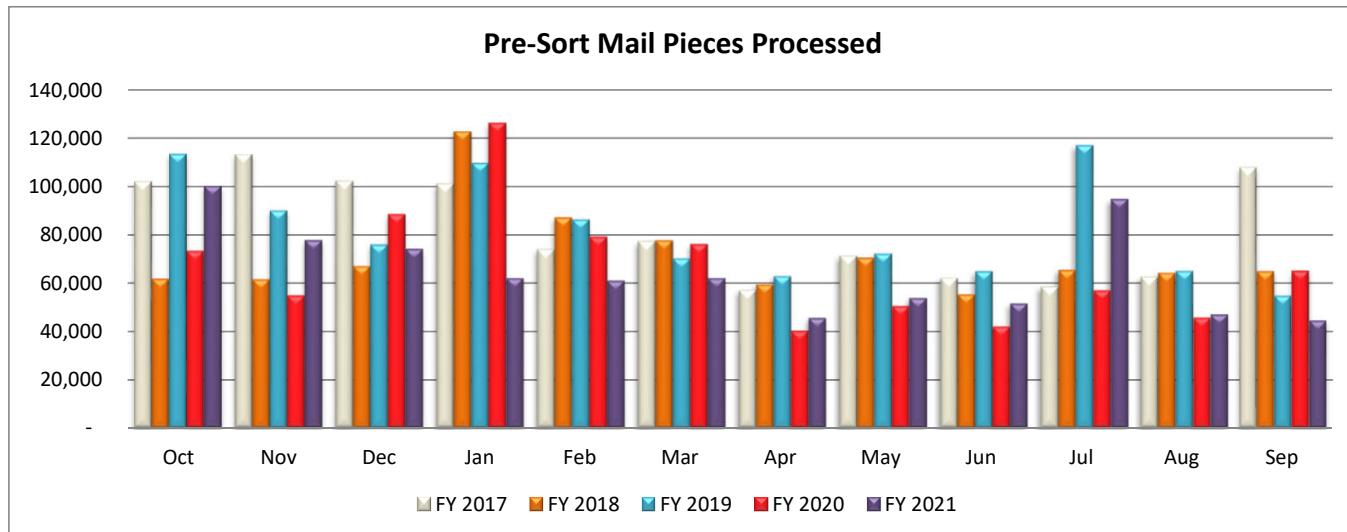
	Q1	Q2	Q3	Q4
<b>FY 2017</b>	329,768	264,360	201,265	238,688
<b>FY 2018</b>	201,912	302,165	192,077	208,133
<b>FY 2019</b>	290,998	253,024	207,212	248,148
<b>FY 2020*</b>	225,222	299,537	149,036	190,177
<b>FY 2021</b>	299,504	196,411	162,638	191,956

## FY 2021 Support Services



Total of all mail pieces handled from the Tax Office by month.

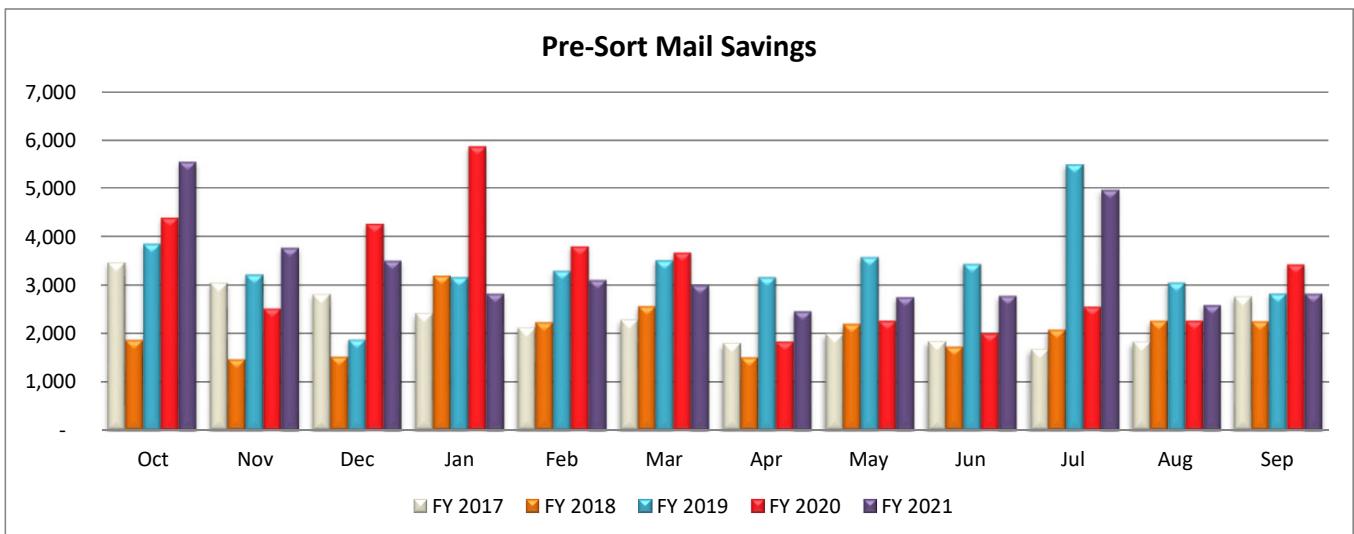
	Q1	Q2	Q3	Q4
<b>FY 2017</b>	122,343	100,066	33,050	29,579
<b>FY 2018</b>	61,019	95,299	33,068	25,470
<b>FY 2019</b>	69,778	78,368	32,492	27,391
<b>FY 2020*</b>	61,686	85,415	36,302	29,776
<b>FY 2021</b>	59,053	79,947	33,058	26,169



Total of all presort mail pieces handled by month including postcards.

	Q1	Q2	Q3	Q4
<b>FY 2017</b>	317,408	252,206	190,609	229,099
<b>FY 2018</b>	191,051	287,658	185,914	195,011
<b>FY 2019</b>	279,281	266,247	200,212	236,921
<b>FY 2020*</b>	216,505	281,511	132,652	167,855
<b>FY 2021</b>	251,885	185,147	151,065	186,346

## FY 2021 Support Services



*Total savings achieved by presorting mail each month.*

	Q1	Q2	Q3	Q4
<b>FY 2017</b>	\$9,303	\$6,812	\$5,624	\$6,259
<b>FY 2018</b>	\$4,846	\$7,980	\$5,425	\$6,585
<b>FY 2019</b>	\$8,964	\$9,988	\$10,193	\$11,377
<b>FY 2020*</b>	\$11,172	\$13,332	\$6,116	\$8,258
<b>FY 2021</b>	\$12,807	\$8,935	\$7,991	\$10,373