

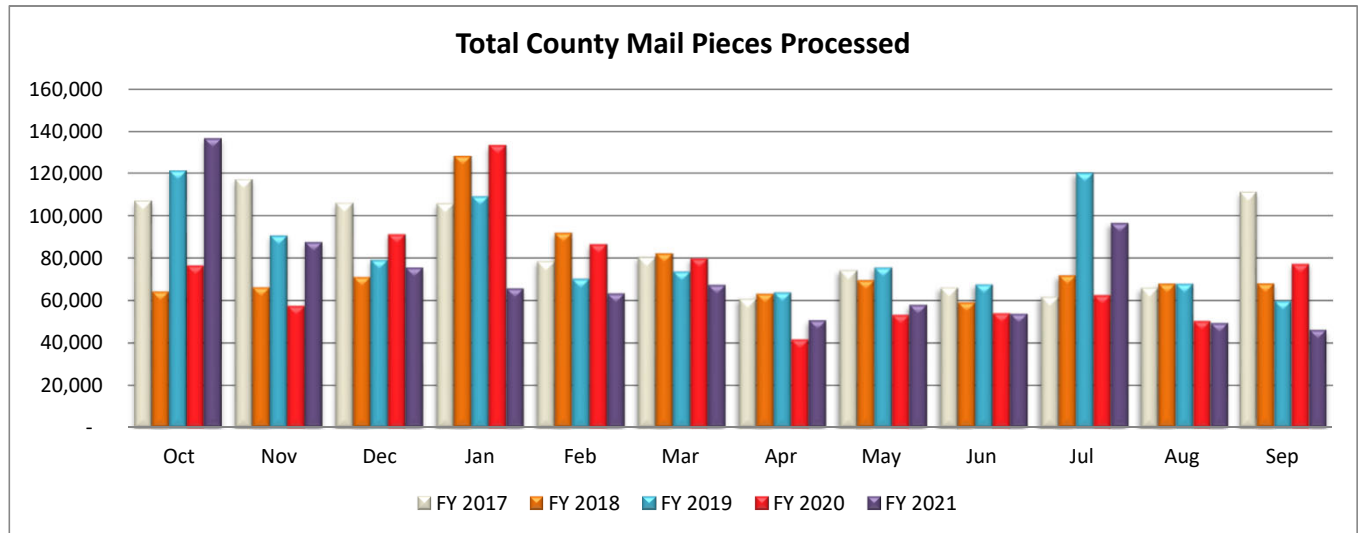
FY 2021 Support Services

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

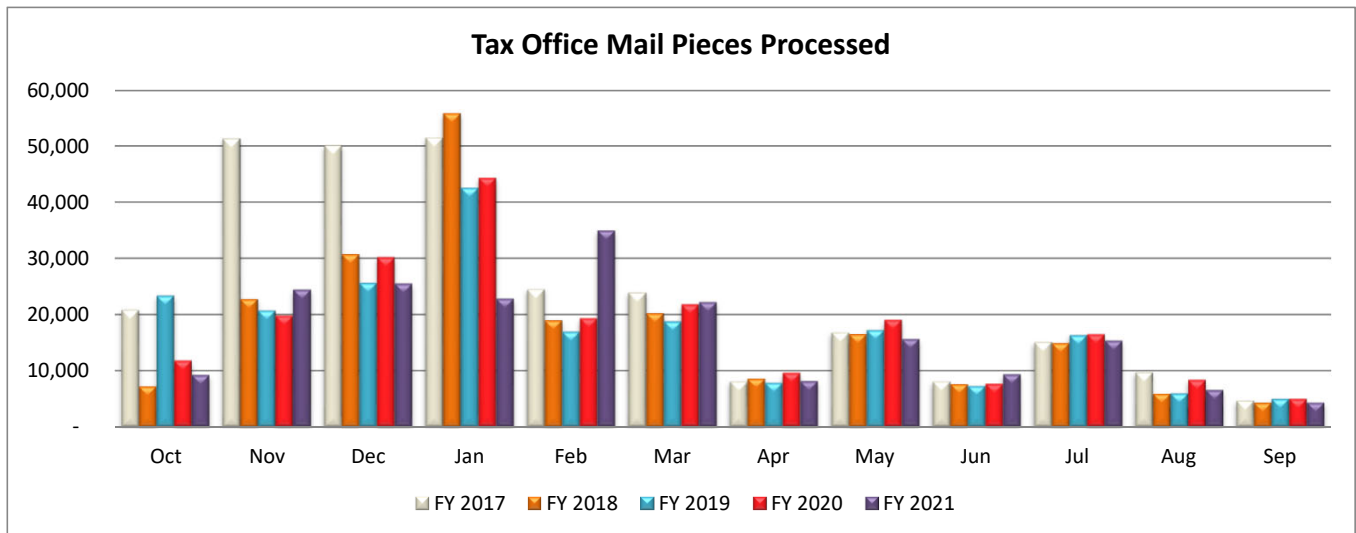
1. To work with departments and use presorted rate for over 75% of County mailings.
2. To provide next business day delivery on all outgoing mail 98% of the time.



Total of all County mail pieces handled by month.

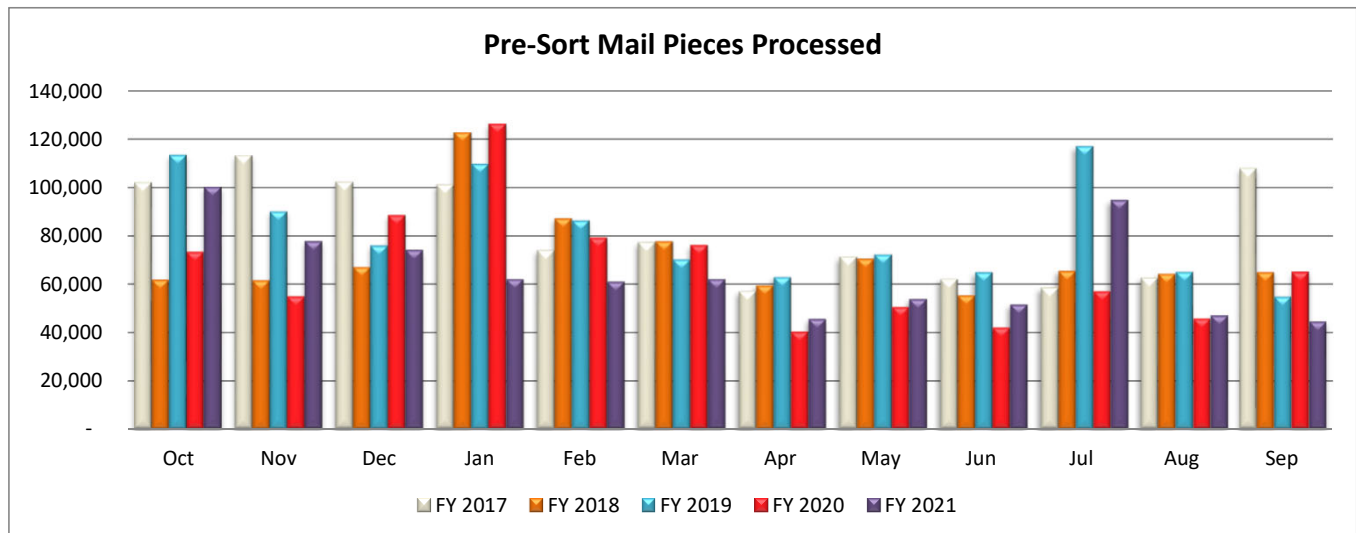
	Q1	Q2	Q3	Q4
FY 2017	329,768	264,360	201,265	238,688
FY 2018	201,912	302,165	192,077	208,133
FY 2019	290,998	253,024	207,212	248,148
FY 2020*	225,222	299,537	149,036	190,177
FY 2021	299,504	196,411	162,638	191,956

FY 2021 Support Services



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

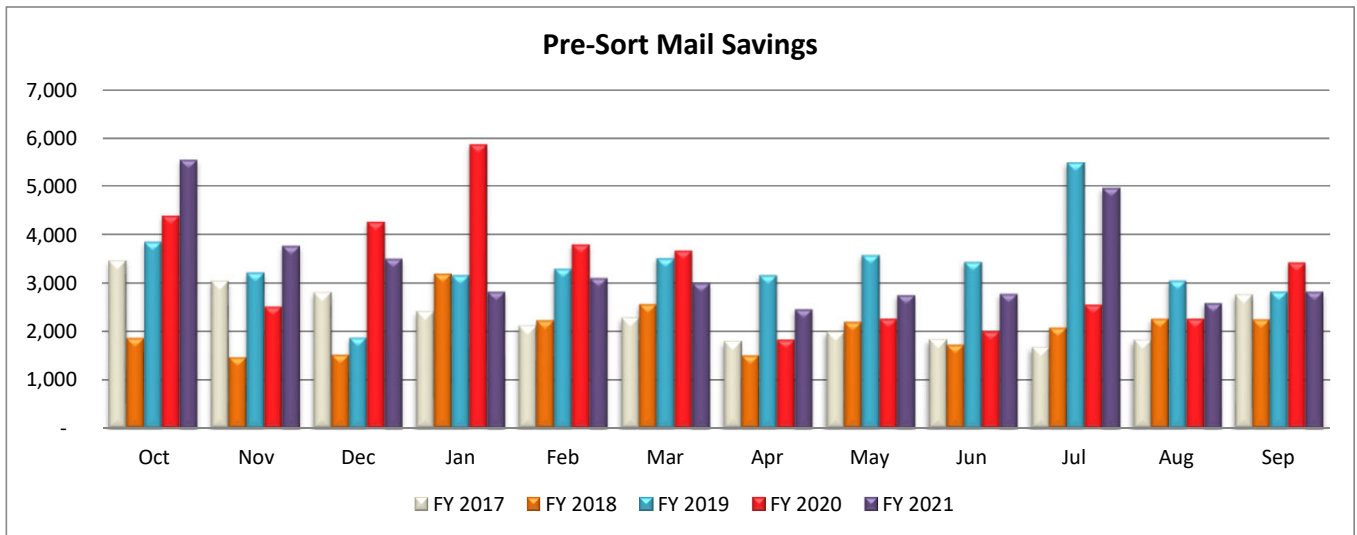
	Q1	Q2	Q3	Q4
FY 2017	122,343	100,066	33,050	29,579
FY 2018	61,019	95,299	33,068	25,470
FY 2019	69,778	78,368	32,492	27,391
FY 2020*	61,686	85,415	36,302	29,776
FY 2021	59,053	79,947	33,058	26,169



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

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

FY 2021 Support Services



Total savings achieved by presorting mail each month.

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

*Disaster Declaration issued by County Judge March 16,2020 due to COVID-19