



# REPORT TO APC

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<b>ITEM NAME:</b>	PPT Mailing
<b>MEETING DATE:</b>	7/18/23
<b>PRESENTING COMMITTEE:</b>	APC
<b>COMMITTEE CONTACT:</b>	
<b>STAFF CONTACT:</b>	Lisa Kerstner
<b>PREPARED BY:</b>	Lisa Kerstner

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**ISSUE:** Cost & time of mailing tax bills.

**OBJECTIVES:** Hire ABT to print & mail out tax bills in December.

**ISSUE BACKGROUND/PREVIOUS ACTIONS:**

**PROPOSAL:**

**ADVANTAGES:** Save money & time (last year 6 people (2 volunteers) took 4 days (\$2,880) to fold, stuff and mail out (postage \$1,800).

**DISADVANTAGES:**

**ITEMIZE ALL ANTICIPATED COSTS (Direct or Indirect, Start-Up/One-Time, Capital, Ongoing & Annual, Debt Service, etc.)** Bases on 3,000 tax bills – ABT \$2,940, Mailing Unlimited - \$1,670, Rocket - \$1,394.30 & UMS - \$1,593.

**RECOMMENDED ACTION:** Approve using ABT for tax bills in December.

**OTHER OPTIONS CONSIDERED:**

**TIMING REQUIREMENTS/CONSTRAINTS:**

**FUNDING SOURCE(s) – Must include Account Number/Description/Budgeted Amt CFY/% Used CFY/\$**

Remaining CFY

Account Number:

Description:

Budgeted Amount:

Spent to Date:

Percentage Used:

Remaining:

**ATTACHMENTS (describe briefly):** Quotes & Emails