

12-478

History/Background

The Summit County Fiscal Office is responsible for the processing and printing of property tax bills on a semi-annual basis. The information to print these bills is resident on a Unix based platform in a relational database format under Oracle. The bills are a two-sided document. These bills are printed twice a year in January and June. Approximately 170,000 parcels are printed semi-annually. Approximately 13,000 escrow coupon parcels as well as approximately 3,000 Delinquent Contracts are also mailed.

The Summit County Fiscal Office is responsible for processing and printing the delinquent property tax billing. The information to print these bills is resident on a Unix based platform in a relational database under Oracle. These bills are printed once a year in October. There are approximately 18,000 parcels.

The Summit County Fiscal Office is responsible for processing and printing the dog license billing. These bills are printed once a year in December. There are approximately 45,000 licenses.

The Fiscal Office, in the past, has received approval to outsource the printing and mailing process with satisfactory results. The Fiscal Office wishes to continue outsourcing this project.

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SUMMIT COUNTY FISCAL OFFICE
TREASURER DIVISION

MAILING

QUANTITY

Semi Annual General Tax Billing Mailing-Singles

Time: January	170,000 bills
Time: June	170,000 bills
Time: January	13,000 insert letter for escrow
Time: June	13,000 insert letter for escrow

Semi Annual General Tax Bill mailing-Multiples

Time: January	60,000 bills
Time: June	60,000 bills

Semi Annual Escrow Coupon mailing

Time: December	13,000 bills
Time: July	13,000 bills
Time: December	13,000 insert letter
Time: July	13,000 insert letter
Time: December	13,000 insert labels
Time: July	13,000 insert labels

Semi Annual Delinquent Coupon mailing

Time: December	3,000 bills
Time: June	3,000 bills

Delinquent Billing

Time: October	18,000 bills
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Dog License

Time: December	45,000 bills
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INVENTORY

Window envelope-Important Notice	25,000
Buff Remit envelope	25,000
Pink Remit envelope	6,000
Green Remit envelope	6,000
Blank perforated tax forms	90,000
Fast Forwards	1,000

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Billing	Annual Quantity		
Semi Annual General Tax Bill-Singles	340,000	.52	\$176,800
Semi Annual General Tax Bill-Multiples	120,000	.07	8,400
Semi Annual Escrow Coupon	26,000	.52	13,520
Semi Annual Delinquent Coupon	3,000	.52	1,560
Delinquent Bill	18,000	.52	9,360
Dog License	45,000	.52	23,400

INSERTS

Semi Annual Escrow Coupon Letter	26,000	.14	3,640
Semi Annual Escrow Coupon Letter	26,000	.14	3,640
Semi Annual Escrow Coupon Labels	26,000	.14	3,640

INVENTORY

Blank perforated tax forms	90,000	\$25/thousand	2,250
Fast Forwards	1,000	.35	<u>350</u>
TOTAL PER YEAR			\$246,560