

## Agenda Item 1.2.2

### BOARD OF COUNTY COMMISSIONERS BRIEFING PAPER

#### Topic: Request for \$10,000 Increase in Postage Budget

Presented by: Jerry DiTullio, Treasurer/ Public Trustee

Date: 5/20/2025

☐ For Information

☐ For Discussion/Board Direction

☒ Consent to  
Place on Business/  
Hearing Agenda

#### Issue:

The Treasurer's Office is requesting a \$10,000 increase in the postage line item, raising it from \$106,000 to \$116,000. This appeal is necessary to accommodate mailing volumes and rising postage costs. The budget has not been adjusted for postage in over five years, despite a steady upturn in the number of tax notices and delinquency mailings. Without this boost in budget, the Treasurer's Office may face challenges in meeting its statutory obligation to notify taxpayers promptly and accurately.

#### Background:

The Treasurer's Office is responsible for mailing property tax statements to all taxpayers, ensuring compliance with statutory requirements. Each year, thousands of statements are mailed, notifying property owners of their tax obligations. The current postage budget was based on prior mailing volumes and costs. However, due to increased tax statement mailings and rising postal rates, the existing budget is insufficient to cover the full cost of this year's mailings.

#### Discussion:

The postage costs for tax-related mailings have increased each year due to both a higher volume of parcels and periodic postal rate adjustments. Over the past five years, the total Property Identification Number (PIN) count has grown from 232,714 in 2021 to 241,680 in 2025. Additionally, the cost of the January tax notice mailing alone has inflated from \$69,610 in 2021 to \$97,502 in 2025, a 40% increase. This demonstrates a clear upward trend in expenses. Historically, the Treasurer's Office has absorbed these rising costs without seeking additional funds. However, maintaining the same postage budget despite escalating costs is no longer feasible. A \$10,000 increase would offset rising postage costs and ensure continued compliance with statutory mailing requirements. Given the consistent growth of postage rates, this increase is a necessary adjustment to maintain efficient operations and taxpayer communication.

**Fiscal Impact:** ☒ yes ☐ no

An ongoing increase starting with the 2025 Budget in expenditures for a total of \$10,000. Expenditures will be funded through the General Fund. There are sufficient funds available to fund this increase in expenditure.

- Year(s) of impact: 2025 onward
- Requested in adopted budget: Currently, there is \$106,000 included in the adopted budget and \$10,000 in addition is being requested.
- Ongoing or one-time: Ongoing
- General Fund impact: Yes
- Mandate/Contractual obligation: Yes, Statutory requirement CRS §39-10-103

**SPA Review:** SPA supports with concern. Recommend any request for ongoing budget increase be accommodated through the budget development process. Sheneé Taylor 4/28/2025.

**County Attorney Review:** Approved no fiscal impact. Kurtis Behn, 4/29/2025.

**Facilities Review:** No fiscal impact. Mark Dannar, 4/28/2025.

**BIT Review:** No fiscal impact. Kara Dorobek, 4/28/2025.

**Fleet Review:** No fiscal impact. Janice Mayer, 4/28/2025.

**Recommendations:** Staff recommends that an agenda item be brought to a future hearing requesting that the Board of County Commissioners supplement the appropriations for the 2025 Budget for the Treasurer's Office in the General Fund for the ongoing amount of \$10,000.

**Originator:** Natalie Townsend, Treasury Operations Manager

**Contacts for Additional Information:** Jerry DiTullio, Jefferson County Treasurer/Public Trustee