

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

Meeting Date: May 17, 2011

Consent **Regular**
 Public Hearing **Workshop**

Department:

Submitted by: Information Systems Services
Submitted for: Countywide GIS

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to authorize:

- A) participation in the United States Postal Service County Project at no cost to the County; and
- B) delegation of signature authority to the Director of ISS or his designee for all necessary forms associated with the Postal Service Addressing Project.

Summary:

The United States Postal Service has instituted a program, referred to as the County Project, to work with county and municipal addressing authorities to improve address quality in their computerized systems. The Countywide GIS Coordinator is working with various agencies on the creation and maintenance of a countywide addressing system. Countywide GIS will facilitate the technical work necessary to download the Postal Service data, identify discrepancies, and upload data back to the Postal Service site. There is at no additional cost to the County to participate, and the County will benefit by having more accurate zip-code information. In addition, the Postal Service will notify postal customers of the proper address requirement for ensuring timely delivery of their mail. Countywide (PK)

Background and Justification:

In order to participate in the Postal Service project, a County Project Web Access Request Form must be completed in order to gain access to the Postal Service system. The Countywide GIS Coordinator will act as the Manager, and technical staff has been identified to complete the User Responsibility Statement necessary to complete the work. This program is an opportunity for the County and the Postal Service to work together for the mutual benefit of better quality data and more accurate address information. Accurate addresses ensure efficient delivery of services by first responders and the postal delivery, as well as supporting analysis of information based on geographic locations.

Attachments:

- 1. Overview of U.S. Postal Service County Project
 - 2. PS Form 5118
 - 3. Sample Postal Service correspondence
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Recommended by: Steve Bordelon 4/27/11
Department Director Date

Approved by: [Signature] 5/5/11
County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	2011	2012	2013	2014	2015
Capital Expenditures	\$ 0	\$0	0	0	0
Operating Costs	0	0	0	0	0
External Revenues	\$ 0	0	0	0	0
Program Inc (County)	0	0	0	0	0
In-Kind Match (County)	0	0	0	0	0
NET FISCAL IMPACT	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
# Additional FTE Positions (Cumulative)	0	0	0	0	0

Is Item Included in Current Budget Yes ___ No ___

Budget Account Number(s): Fund ___ Dept. ___ Unit ___ Object ___

B. Recommended Sources of Funds / Summary of Fiscal Impact

C. Department Fiscal Review: John C. Buel 4/28/14

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

W. D. ... 5/2/2011 OFMB
Dr. J. Jacob ... 5/3/11 Contract Administration

B. Legal Sufficiency:

Paul F. ... 5/4/11
 Assistant County Attorney

C. Other Department Review:

 Department Director

County Project

The United States Postal Service National Customer Support Center (NCSC) located in Memphis, TN is currently working with local county and municipal addressing authorities to improve address quality in both our databases by resolving addresses that differ and reviewing congressional and county code differences. This project, referred to as the County Project, has great benefits:

Important Links

[County Project SOP](#)

[AMS County Name Table](#)

[AMS Congressional Table](#)

- The service is **free**. County addressing authority may submit their file up to once a year at no cost.
- Identifies "No match" address records that do not match the Address Management System (AMS) database.
- Identifies congressional district variance records which provide the opportunity to identify specific records where the congressional district requires review by both the addressing authority and the USPS for possible correction.
- Identifies county variance records which provide the opportunity to identify specific records where the county data requires review by both the addressing authority and the USPS for possible correction.
- Returns all matched addresses in USPS standardized address format including the ZIP+4 ultimately reducing the mailing costs associated with Undeliverable-As-Addressed (UAA) mail.

The Process

- County addressing authority completes PS Form 5118, County Project Web Access Request Form, and faxes to the NCSC.
- NCSC confirms requester as official local addressing authority with local AMS office.
- NCSC processes approved applications and provides requester with access information.
- County uses the access information to upload files through the RIBBS® website.
- NCSC sends email notification when processed files are complete.
- County downloads files through the RIBBS website.

What's Returned

Processed files will contain the following:

https://ribbs.usps.gov/countyproject/countyproject_print.cfm

4/27/2011

ATTACHMENT # 1

- Matched, standardized addresses
- No Match list
- Congressional variances
- County variances
- Missing and Invalid Secondary files

Getting Started

Send completed PS Form 5118 to NCSC for processing. Use the access information provided after your application is processed to begin uploading files. The County Project SOP link located above under Important Links provides step by steps instructions for this process.

Contact Information:

County Project

Chuck Pruitt charles.d.pruitt@usps.gov (901) 681-4632

Wanda Key wanda.l.key@usps.gov (901) 681-4647

Page updated: 03/10/2011



County Project Web Access Request Form

This form will be used to create a Web-based account with the National Customer Support Center (NCSC) which will be utilized to send/receive (*upload/download*) files for County Project to/from the RIBBS® website. Please complete this form and return via United States Postal Service® mail to the address at the bottom of this form. A representative will contact you by phone with details regarding your approved access.

A. Customer Information

1. Name		
2. Job Title		3. Telephone Number (<i>include area code</i>)
4a. County Name	4b. State	5. Email Address
6. Business Address		7. Corporate HQ Location (<i>if different from your Business Address</i>)

B. Customer Computer Access Authorization

User Responsibility Agreement Statement: I am responsible for Logon/Logoff, all actions pertaining to the use of my assigned logon ID, and will not provide my logon ID to another person. I agree that access to computer data or files not authorized to me is prohibited. I understand my logon ID may be suspended indefinitely if I violate security procedures or fail to provide update information for the information listed above whenever I change job positions. I agree that misuse of a USPS® computer system may result in disciplinary action and/or criminal prosecution. I understand that any detected misuse of a computer system will be reported to the Inspection Service.

Requester's Signature	Date
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Manager Responsibility Agreement Statement: I agree that this logon ID will be used for authorized USPS work within the scope of my organization. I also agree that upon termination or transfer of the user, I will advise the Computer Systems Security Officer in writing as to the disposition of the computer files and/or data and logon ID. I will periodically review the use of the assigned logon ID and computer files and/or data.

1. Name	2. Date
3. Signature	4. Telephone Number (<i>include area code</i>)

If you have any questions regarding this Web access request form, please contact the AEC Department at 800-238-3150 or via e-mail at aec@usps.gov; otherwise, forward by mail or fax this completed form to:

ADDRESS QUALITY PROGRAMS
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001
FAX: 901-681-4582

NCSC Use Only

NCSC Business Affiliation	
ID Assigned	
Date Called Customer	Initials
Comments	

ATTACHMENT # 2

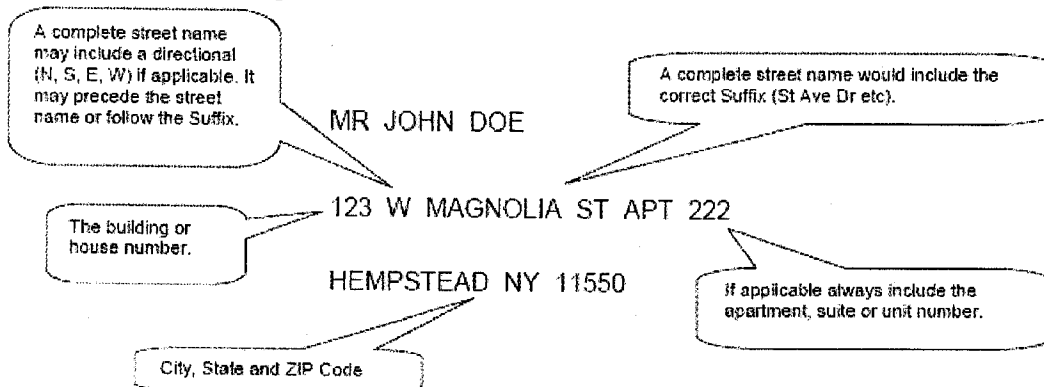
Postal Customer
812 SW 9TH STREET CIR APT 101
BOCA RATON FL 33486

Dear Valued Postal Customer,

The United States Postal Service is committed to giving you the very best service possible. That means doing everything we can to provide you with mail delivery that is both prompt and accurate.

High-speed electronic scanning equipment is employed to process over 595 million mailpieces per day. This technology is most effective when correct and complete addresses are used. As more mail is sorted by automation, the absence of a complete address may hinder our ability to deliver your mail as quickly and as efficiently as possible. By providing complete and correct addresses, you will help ensure that the delivery of your mail will be consistently prompt and accurate.

As a minimum, a complete address includes:



Our records show your complete mailing address with proper placement of all address elements is:

812 SW 9TH STREET CIR APT 101
BOCA RATON FL 33486

Your assistance in applying complete and correct address information to your mailpieces will go a long way in ensuring that your mail receives the timely delivery to which it is entitled.

For more information, please visit the United States Postal Service website at www.usps.com or call 305-470-0355 and ask to speak to an addressing specialist.

Thank you for using your correct address.

ATTACHMENT # 3