

# Board of County Commissioners

## Jefferson County, Florida

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Stephen G. Fulford  
District 1

Eugene C. Hall  
District 2

Hines F. Boyd  
District 3

Felix "Skeet" Joyner  
District 4

Danny Monroe, III  
District 5, Chair

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### Regular Session Agenda October 21, 2010 at the Courthouse 1 Courthouse Circle Monticello, FL 32344

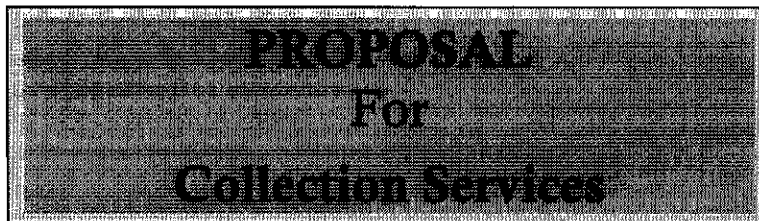
1. **6:00 P.M. – Call to Order, Invocation, Pledge of Allegiance**
2. **Public Announcements, Presentations, & Awards**
3. **Consent Agenda**
  - a) **Minutes – September 16, 2010 Regular Session**
  - b) **Minutes – October 7, 2010 Regular Session**
4. **Citizens Request & Input on Non-Agenda Items**  
(3 Minute Limit, No Commissioner Discussion.)
5. **General Business**
  - a) **Fire Rescue Billing – Harve Platig w/ NCSPlus Incorporated**
  - b) **Request for Grant to Purchase Ambulance**
  - c) **Request to Purchase Motor Grader**
  - d) **Road Name Change – Bill Tellefsen**
  - e) **Fall Park Activities – Mike Holm**
  - f) **Planning Contract w/ LLT – Kirk Reams**
  - g) **County Legislative Priorities – Dick Bailar**
6. **County Coordinator's Report**
  - a) **Department Head Reports**
7. **Citizen's Forum**  
(3 Minute Limit, Discussion Allowed.)
8. **Commissioner Discussion Items**
9. **Adjourn**

From the manual "Government in the Sunshine", page 40:

Paragraph C. Each board, commission or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that if a person decides to appeal any decision made by the board, agency or commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and for such purpose he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



*Our Only Business is Putting Money Into your Business*



PREPARED FOR:

**Pasco County**

**NCSPPlus Cash Recovery System**

**Comprehensive Collections Program**

PREPARED BY:

**Harve Platig**  
**National Account Executive**  
**NCSPPlus, Inc.**  
**(321) 332-7578**  
[hplatig@ncsplus.com](mailto:hplatig@ncsplus.com)

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## Attachments

- Attachment 1 – Certifications of Insurance
- Attachment 2 – HIPAA
- Attachment 3 – Senior Management Support
- Attachment 4 – Financial Statement
- Attachment 5 – Acknowledgement of Addenda
- Attachment 6 – NCSPlus Service Agreement
- Attachment 7 – Client Progress Reports
- Attachment 8 – Basic Service Price List

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## Executive Summary

### Corporate Experience and Capacity

1. *The number of years in the debt collection business. If the firm has more than one office location, information should be provided for Florida offices and the Corporate headquarters.*
  - NCSPlus opened its doors in 1984 and has been in the debt collection business for 25 years.
  - The firm has a strong base of field managers and representatives in Florida. All debt collection work is done out of the New York City corporate headquarters. Account management, training and account service functions are provided by the Florida team with strong support from Corporate Offices.
  - Corporate Headquarters: 117 East 24<sup>th</sup> Street 5<sup>th</sup> Floor. New York, New York, 10010
  - NCSPlus Account Service for County: 7200 Westpointe Blvd #1523, Orlando, FL 32835
  - Other Florida locations include: Oviedo, Jacksonville, Naples, Windermere, Bradenton, Melbourne, Tampa
2. *Listing of key staff members that will be actively working on collection efforts. Details should include title, years and specific type of collection experience, and any collection industry certifications, honors, or affiliations currently held.*
  - Christopher Rehkow – President of NCSPlus. Mr. Rehkow has over 30 years of experience in the debt collection industry, including starting the nation's leading fixed fee collections company, NCSPlus. He maintains active membership in the American Collectors Association, including all the continuing education certification requirements pertaining thereto. Regarded as an expert in all aspects of debt collection, Mr. Rehkow is actively involved in the daily supervision of all aspects of NCSPlus.
  - Gary Winston – Director of Association Service Department at NCSPlus. Mr. Winston has over 25 years of experience in the debt collection industry. He has been with NCSPlus since its founding in 1984. Mr. Winston is responsible for providing premium collection services exclusively to associations and nonprofits such as The Florida Association of Counties and The New York City Water Department (see attachment 7).

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- Bill Spencer – Assistant Director of Association Marketing. Mr. Spencer has been with the company for 6 years, providing services to associations, government agencies, and non-profit entities.
  - Eric Carpenter – Vice President of Collections. Mr. Carpenter comes to NCSPlus from years of collections work at Bank of America. He is knowledgeable in all aspects of collections and provides liaison between clients, attorneys, and NCSPlus executive management, particularly in Phase II and litigation matters.
  - Jonathan Rios – Operations Director at NCSPlus. Jonathan has been with NCSPlus for 5 years and has extensive experience in operational details of the NCSPlus Cash Recovery System. Jonathan supervises the processing of letters, calls, credit reports, and skip traces along with record keeping and data security protocols.
  - Harve Platig – National Account Executive at NCSPlus. Harve has over 30 years of experience in all aspects of account and relationship management in many settings from field sales to Board of Director and top executive positions in a large worldwide non-profit corporation. Harve has provided account management for large clients such as Walmart Corporate and Federal Express Corporate. Harve's accomplishments with NCSPlus include providing a well received 45 minute continuing education course to The Business Law Section of The Florida Bar called "Collecting Receivables in Today's Economy." Mr. Platig was responsible for winning the exclusive endorsement of The Florida Homebuilders Association for NCSPlus. Harve has also fostered a vendor relationship with the National Governmental Collectors Association, a nonprofit formed in cooperation with the National Center for State Courts.
3. *Listing of key management positions in Florida including title, years and type of collection experience, along with collection industry certifications, honors, and affiliations currently held.*
- Lawrence Scott King – Florida Regional Manager for NCSPlus. Mr. King is responsible for the Florida Region and has served in this capacity for nearly 3 years. Mr. King's full career in the US Army and extensive business background prepared him for a leadership role with NCSPlus. Mr. King's accomplishments with NCSPlus include winning the exclusive endorsement of The Florida Medical Association for NCSPlus as well as hiring and training account executives and managers in the state of Florida.
  - Harve Platig – National Account Executive and Field Trainer at NCSPlus. Harve will be the executive directly responsible for all aspects of account service, training and account management for County. Mr. Platig coordinates a team of account managers and support staff in Central Florida. Located in Orlando, Harve is the account executive responsible for working with the Florida Association of Counties on behalf of NCSPlus.

4. *Listing of all collection industry certifications and affiliations the firm currently holds.*
  - Members of American Collector's Association (ACA)
  - Members of New York Collector's Association (NYCA)
  - Licensed and Bonded in All States where required Nationwide
  - Endorsed by over 500 Business and Professional Associations including Connecticut State Medical Society, Ohio State Medical Association, The Florida Medical Association, and The Florida Homebuilders Association
  
5. *Listing of any non-profit organizations with which the vendor may have partnerships or working relationships.*
  - Working relationship with The National Governmental Collectors Association
  - Over 20 Years of Service to New York University (see attachment 7)
  - Numerous non-profit Universities and Health Care Providers
  
6. *Copy of the firm's most recent annual (audited, if available) financial statement. At a minimum, the financial statement must include the balance sheet, statement of income and retained earnings and footnotes, if applicable.*
  - Financial Statement included as Attachment 4.
  
7. *Each vendor is required to make three basic commitments incorporated into the FAC Administrative Agreement to ensure the overall success of the program. (Summation: Corporate Commitment, Pricing Commitment, Sales Commitment)*
  - NCSP Plus fully commits to each aspect of the FAC Administrative Agreement and all commitments described in attached sample agreement

- NCSPlus fully commits to each aspect of the FAC Master Agreement as described throughout RFP 09-154 and all attachments thereto
- NCSPlus fully commits to all details of FAC Cooperative Purchasing Agreement

## Methodology and Cost

1. *Provide a description of how the firm intends to provide each of the services specified in the Scope of Work (Section 3). List and provide such description for each. Include information regarding how many phone calls will be placed, how many letters will be sent, when skip tracing will be employed, what type of payment system will be used, and other pertinent information.*

NCSPlus has over 25 years of experience in fixed fee collections. Our service to the County will include collection letters, an attorney demand letter, an optional thank you letter, telephoning, and credit reporting to all three national credit bureaus, all as part of a Phase I service of approximately 120 days. All letters and calls are in the name of County as exclusive payee. Phase II service will include intensive collections activity on a contingency basis, including litigation when warranted at County's discretion and with no additional out of pocket expense to County. Services for the County will include each of the following actions performed as described:

### Collection Letters:

Day 1 – The first letter sent on behalf of the County will be selected from one of the following three choices: Audit Letter (more diplomatic), Bad Check Letter, or Strong Collection Letter. County may choose separately for each delinquent account placed for collection through use of secure website NCSPlus will build for County, or by bulk submission of claims via spreadsheets or other formats.

Day 30 – A second collection letter is sent on behalf of County by NCSPlus, notifying them of credit reporting of non-paying debtors. All collection letters in Phase I (approximately 120 days) instruct debtors to remit directly to County.

Day 42 – Third collection letter is sent on behalf of County. Each letter has a different look and size from the previous. Varying the look of letters is more effective at motivating debtors to open, read, and respond with payment.

Day 56 – Attorney Demand Letter. Debtors receive attorney contact via this letter. Provision of an Attorney Demand Letter in Phase I is an unparalleled value to NCSPlus clients.

Day 70 – Final Notice Collection Letter. The fifth letter informs debtors who have not paid that unless they pay County what is owed, they will be reported to all three national credit bureaus - Experian, Equifax, and Trans Union. (In the event County would choose not to credit report a debtor for any reason, a collection letter without mention of credit reporting is used.)

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Optional Thank You Letter. At County's option, a Thank You Letter will be sent on behalf of County once final payment is received from debtor. This is done for no additional charge.

Additional facts regarding NCSPlus letters: NCSPlus has the finest letter set in the industry. Letters are printed on high quality paper using state of the art ceramic print head technology. The high quality level increases likelihood that debtors will read carefully and take action to pay what is owed. Letters can be marked with client reference data in a user defined field of 26 alphanumeric characters. County may choose to utilize this feature for its own internal reference. Custom wording can be requested on orders above 2000 claims. The NCSPlus letter set is fully compliant with all applicable laws. Days given for sending of letters are approximate.

### Collections Telephone Calls

During Phase I, three collections telephone calls will be placed to each debtor on behalf of County. Calls are made in name of County as direct payee of the debt. These are not automated voice calls but rather live collectors making personal, professional, and courteous contact with each debtor.

NCSPlus telephone collectors use predictive dialing technology and calls are placed during days, nights, and weekends, maximizing use of collection call hours that are allowed by law. All procedures are fully compliant with The Fair Debt Collection Practices Act and all applicable laws related to collections and collections calls. Our aim in all communications is to educate, not alienate debtors. During Phase I, telephone collectors instruct debtors to remit directly to County to avoid further action.

Additional facts regarding NCSPlus collections calling: In July of 2009 NCSPlus installed the TeleAdvantage Digital PBX telephone system. This system enhances call capabilities and exceeds current federal recording and documentation requirements for collections calls. The advantage to the County is that NCSPlus is using cutting edge call recording procedures and technology for all collections activity, maximizing both collections and accountability.

### Credit Reporting

NCSPlus reports debtors who do not pay in Phase I to all three national credit bureaus - Experian, Equifax, and Trans Union. Debtors who know they will be credit reported have a much greater incentive to pay what they owe in order to avoid being reported. Debtors who have been credit reported have a much greater incentive to pay the debt in order to repair their credit. By providing credit reporting of non-paying debtors as an included feature of Phase I service, all at a fixed fee, NCSPlus makes maximum use of precious time while debt is most collectable.

### Skip Tracing

NCSPlus has strong skip tracing capability for locating debtors who have left with no forwarding address. Up to 12 data sources are used to seek out debtors who have skipped. A proprietary system is used by NCSPlus to combine available data into one report for our collectors, maximizing their speed of locating and re-contacting debtors. When a skip trace produces a new address in Phase I, letters will restart at Letter 1, providing County with full Phase I service from that date.



At County's option during Phase I of the service, if mail is returned, NCSPlus will investigate and locate the debtor and restart the collections service. The charge for this service is \$3 per occurrence. At County's option, known mail return accounts may also be skip traced prior to Phase I service for a cost of \$4 each. Use of this option allows County to re-bill the debtor if preferred prior to placing them for collections with NCSPlus, thus reducing County's out of pocket expense.

### Phase II Collections

NCSPlus offers County the strongest follow-through in the industry to collect from debtors who do not pay in Phase I. Our senior collectors continue letters and calls and also employ asset searches and advanced skip tracing in Phase II. Due to the comprehensive nature of our Phase I work, Phase II collections begin at a more advanced point with each debtor. Since debtors have already received phone calls, an attorney letter, and they know they have been credit reported, they begin Phase II with clear knowledge that County is serious about pursuing this debt until payment is made. All Phase II collections are made on a straight 50% contingency basis.

### Litigation is Included with Phase II Collections

NCSPlus partners with outstanding Florida attorneys for Phase II litigation services. When appropriate, litigation services are provided at County's discretion and NCSPlus' expense.

### NCSPlus Claims Do Not Expire

NCSPlus claims have no expiration date. This feature maximizes value to County in that higher volumes of claims can be ordered to lower pricing and reduce County's out of pocket costs.

### Online System and Claim Submission

NCSPlus will build a secure website for County providing the following functionality:

Claims may be submitted through use of the online system. Claims may be placed individually or in bulk by forwarding spreadsheets or other formats to NCSPlus. Formats supported include the following:

- MS Word
- MS Excel
- Standard Unix/Linux
- ASCII files
- Standard CSV files with file layout provided.
- Files may be transmitted to NCSPlus via secure FTP server or via encrypted e-mail submission as preferred by Client.
- File confirmations available upon request.
- A specifically designed MS Excel spreadsheet is offered by NCSPlus as a preferred means of bulk submissions

The most commonly used submission method after initial bulk of claims are loaded is by entering claims into online system through web portal. NCSPlus is very flexible in working with clients' preferred formats and can readily customize use of applications for County's convenience. Weekly payment updates may also be processed on the above specified criteria.

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County has numerous options at time of claim submission including selection of first letter type (Audit Letter, Bad Check Letter, or Strong Collection Letter), and option to withhold credit reporting of any individual debtor if desired.

Online reporting is continuous from the time a claim is placed. Online system provides progress reporting that can be updated, reviewed, and printed at any time. This highly secure system can be accessed by County's authorized employees via password protection from any computer with internet access. Online progress report details are as follows:

- Online Progress Report- This report displays collections to date by each individual debtor payment received and includes the following information:
  - Claim number and debtor name
  - Balance due
  - Date claim placed
  - Last action date
  - Last letter sent
  - Current collection status
  - County's own reference line of 26 alphanumeric characters
- This report also identifies the number and dollar amount of claims in the following areas:
  - Claims purchased
  - Claims submitted for collection
  - Claims paid in full
  - Claims with partial payments made
  - Claims with payment arrangements made
  - Claims settled in full
  - Performance - collected to date
  - Average balance of claims submitted
  - Skip and mail returned claims
  - Service complete for initial placement
  - Disputed or bankrupt claims

#### Florida Based Account Team

NCSPlus has a Florida based account team to serve County's needs under the direction of National Account Executive, Harve Platig. Live onsite visits, telephone support, online monitoring of progress, e-mail support, and training will be provided.

#### Toll Free Hotline

A toll free hotline for County will be provided for account service to maximize support for County's effective use of NCSPlus service. Details of toll free hotline for debtors will be customized to meet County's collection needs.

#### Fax Number

A designated fax number for support, ordering, and other requests will be provided to County.

#### E-mail Support

A designated e-mail address will be provided for general inquiries, online ordering, and account service. E-mail address provided for account service will be closely monitored to produce

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excellent response times for all questions or needs. Every effort will be put forth to provide fast, reliable, and effective support to County with all debt collection matters. Details of designated e-mail address for debtors' use will be customized to meet County's collection needs.

### Receiving and Processing of Correspondence and Communications

NCSPlus will receive, process, and record all debtor communications as appropriate.

### Records

Records will be maintained at all times including auditable financial records where appropriate. Logging and recording of debtor calls and communications are included in service as described throughout this agreement.

### On Site Training

One full day of training will be provided by Florida account management with additional on site training and follow up visits as needed in order to maximize County's recoveries through knowledgeable use of system.

### Payment System

Payments from debtors will be made directly to County throughout Phase I. In Phase II, remittance to County will be made monthly by NCSPlus. Payments made directly to County in Phase II will be invoiced per contingency agreement.

Payment of fixed fee to NCSPlus may be made by County via credit card, ACH, or check.

Phase II payments made by debtors may also be made via credit card, ACH, or check.

### Guaranteed Results

NCSPlus has the strongest collection guarantee in the industry.

“ In accordance with the Cash Recovery System service agreement, if the service fails to return at least 400% on your investment within 120 days from the date the last claim form from your system is received, keep what you have collected, and submit the money back guarantee for a full refund.”

See attached exhibit with this proposal for copy of service agreement referenced above.

### Virtually Complaint-Free Collections Process

The design of the NCSPlus Cash Recovery System avoids the complaints that are common in the collections industry. Reasons for this are respectful and professional communications combined with a Phase I fixed fee period during which all letters and calls instruct debtors to pay the County directly. Excellent community relations on behalf of County are always maintained. Even in Phase II during which contingency collections are conducted, the more comprehensive nature of our Phase I work allows us to avoid the complaints commonly found in contingency or lighter Phase I fixed fee companies. All this is due to clear and complete communications at the earliest stages of the collections process coupled with a highly developed ethic of respect in communications.

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**NCSPPlus Fully Complies with Each Detail of Solicitation**

NCSPPlus fully complies, and will fully comply with each detail of solicitation found in Section 4.

**Why Choose NCSPPlus for Fixed Fee Collections?**

The average US collections agency has a 15% success rate and charges fees of 30-50%. NCSPPlus has an average success rate of 56% in its Phase I service alone at a fee of typically less than 10% and often as low as 1% and 2%. The fixed fee debt collections model is a more effective and affordable means of debt collection. The NCSPPlus fixed fee process provides benefits offered by no other fixed fee collections agency. Please consider that even if another agency offered a lower per claim price, but provided only a 200% ROI Guarantee, then the guaranteed result would be lower per dollar spent regardless of unit price. \$1 spent with them guarantees a \$2 return, while \$1 spent with NCSPPlus brings at least a \$4 return. By putting greater weight of action into our Phase I service, NCSPPlus assures greater recoveries in Phase I where money is paid directly to County. This approach favors the County rather than the collections agency. Lighter fixed fee offerings weight the recoveries into Phase II where the collections agency makes more money but the County receives less. Contingency agencies may add large collections fees to debtor's bills, but recovery rates are lower as a result, reducing monies received by County and increasing losses and write-offs. At NCSPPlus, we recover more, charge less, and guarantee our work like no one else.

**Comprehensive Fee Schedule**

**NCSPPlus Level I Service for Pasco County (Includes all actions of Phase I activity described in this proposal and the ability to transfer to Phase II at no additional out of pocket expense)**

<b>Number of Claims</b>	<b>Unit Price</b>	<b>Total Price</b>
100	\$20	\$2,000
250	\$16	\$4,000
500	\$14	\$7,000
1,000	\$13	\$13,000
2,000	\$12.50	\$25,000
5,000	\$12	\$60,000
10,000	\$11.50	\$115,000
25,000	\$11.00	\$275,000

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### Guaranteed Results

“ In accordance with the Cash Recovery System service agreement, if the service fails to return at least 400% on your investment within 120 days from the date the last claim form from your system is received, keep what you have collected, and submit the money back guarantee for a full refund.”

See attached exhibit with this proposal for copy of service agreement referenced above.

### Annual Service Maintenance Fee Waived for County

Annual Service Maintenance Fee for County is waived for the five year period of contract due to County's affiliation with the Florida Association of Counties.

### Cumulative Pricing

NCSPlus offers County complete flexibility and volume buying power by extending to County cumulative pricing. County may place an initial order for as many or few claims as desired with an initial order of as few as 100 claims. NCSPlus will continue to lower pricing as per price list given in this document on the cumulative total of County's purchases within each year of contract. Utilization of this method allows County to make a very small initial out of pocket investment and then fund future purchases out of the proceeds from collections provided.

For instance, If County chooses to make an initial order of only 100 claims at a total price of \$2,000, and then on a later date decides to also purchase another 150 claims, the second order of 150 claims will be sold to County at the reduced 250 quantity price of \$16 per claim due to the cumulative total of 250 purchased, a savings of \$4 per claim. All additional orders made by County in that contract year will benefit from the lower price, and will keep dropping until the 25,000 quantity \$11 per claim price given on price list in this proposal is reached.

**Example 1:** County makes initial purchase of 100 claims, then a second purchase of 400 claims.

First purchase is at \$20 per claim. Second purchase is at \$14 per claim (the 500 claim price). This option offers the lowest initial start-up. All future purchases in that year will begin from this point providing even more savings.

**Example 2:** County makes an initial purchase of 1000 claims and a later second purchase of 4000 claims.

First purchase is at \$13 per claim. Second purchase is at \$12 per claim (the 5000 claim price). This option offers a moderate start-up cost with volume benefits from the outset. All future purchases in that year will begin from this point providing even more savings.

**Example 3:** County makes an initial purchase of 5000 claims, a later second purchase of 5000 claims, and a third purchase is made for 15,000 claims.

The first purchase is at \$12 per claim. The second purchase is at \$11.50 per claim. The third purchase is at \$11.00 per claim (the 25,000 claim price). This option offers maximum volume benefit with a larger but very affordable start up cost. All future purchases in that year will begin from this point providing even more savings.

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**Example 4:** County makes an initial purchase of 10,000 claims to collect ambulance bills. At a later date, another department within County needs to collect on 100 hotel/motel tax accounts.

Since the County's current price is based on the initial 10,000 order, the hotel/motel tax accounts can be collected at a price of only \$11.50 each. This option uses a higher startup cost to achieve low unit pricing right away. All future purchases in that year will begin from this point providing even more savings.

#### Payment Terms

- ✓ Payment for each order and reorder is due net thirty days from day order is placed
- ✓ Orders will be accepted with an authorized purchase order agreement
- ✓ Work will commence upon receipt of an authorized purchase order from County
- ✓ Payment terms are negotiable

#### Invoicing Methodology

- ✓ Initial order is placed using service agreement (see attachment 6)
- ✓ Reorders are placed using a new service agreement for each batch of claims
- ✓ Reorder service agreements will reflect cumulative pricing for County
- ✓ All service agreements may be submitted via fax, mail, or email
- ✓ Cumulative pricing for County will be supervised by Harve Platig to assure that each reorder receives full credit for price breaks as described in proposal
- ✓ Due to NCSPlus' high level of technological sophistication, custom ordering methodologies may be developed and utilized at County's request

**Legal and Contract Challenges**

1. *List by case name and case number all pending litigation in which offeror is involved as a party or offeror's officers are involved as parties in their official capacity. Include cases pending in any Federal or State jurisdiction, court, commission, regulatory body or other authority having the power to determine the rights of parties appearing before it. Also list all arbitrations offeror is involved in as a party and include name and address of the arbitrator(s) for each listing.*

Offeror hereby affirms that no such cases exist.

2. *Within the last three (3) years, have any of your firm's contracts for debt collection services been considered in default, suspended or terminated for cause? If so, please attach an explanation of the matter(s), included the name of the client and contact information.*

Offeror affirms that no such matters have occurred.

3. *Within the last three (3) years, has your firm been debarred or suspended for any reason by any federal, state or local government procurement agency or refrained from bidding on a public project due to an agreement with such procurement agency? If so, please attach a full explanation.*

Offeror hereby affirms that no such debarments or suspensions have occurred.

## Summary and Conclusion

NCSPlus is dedicated to meeting collection needs of County in the most effective and affordable manner possible. NCSPlus is excited to offer County maximum flexibility and volume pricing advantages by offering cumulative pricing. By this means, County may begin collections for as little as \$2,000 of initial expenditure if out of pocket cost is most at issue, or may begin with an initial purchase of \$115,000 if reaching the lowest unit price is top priority, or may begin at any point in between to strike the greatest balance for specific needs of County. NCSPlus commits to working closely with County to maximize effectiveness and affordability as all of County's collection needs become known. County will find the NCSPlus Cash Recovery System easy to understand and use having been fine tuned and continuously improved throughout the 25 year history of NCSPlus in fixed fee collections. Having seen the revenue advantages enjoyed by public sector clients, such as New York City Water Department and many others who utilize our service, NCSPlus is eager to put our full capability to work on County's behalf to make a significant impact in the recovery of County's funds. **Start Date:** NCSPlus is ready to begin service to County immediately and can easily meet a December 1, 2009 start date or a January 1, 2010 start date as outlined in Addendum 2.

## Additional Points for Consideration

- Wherever allowed by law, NCSPlus clients may add a collection charge when placing claims for collection. By adding this charge in the amount of the per claim price, cost to collect may be further reduced.
- NCSPlus offers a "Basic" service that provides 5 letters including an attorney demand and credit reporting, but without telephone calls. Though outside the statement of work described in the RFP, this level could be a valid consideration for County's needs to collect smaller balances such as library fines. Unit prices of these claims are as low, and often lower than all known prices of competitors who offer a "letters only" Phase I service, even though NCSPlus includes an attorney letter and credit reporting in this service at no additional charge. NCSPlus Basic Service is also backed by our 400% ROI Guarantee. Fee schedule for Basic Service follows as attachment 8 to this document. Our offer of cumulative pricing is good for Basic Service as well. Basic Service is recommended to County for smaller balances (less than \$110).



**References**

Each of the following clients is happy to share their experiences with NCSPlus with representatives of County. Please see Attachment 7 for detailed progress reports showing collections results. Each entity paid approximately the same prices being offered to County in this proposal, but without some of the advantages of cumulative pricing that are specially extended to County in this proposal. ROI's given are based upon current prices but without calculating cumulative pricing benefits as this is uniquely offered to County and PPA's for this proposal.

**New York City Department of Environmental Protection (Water Bills)**

Deputy Commissioner Joseph Singleton, Jr.  
59-17 Junction Boulevard  
Flushing, NY  
718-595-6650

**New York City Water Department Progress Report Summary**

903 claims used at a unit price of \$13 per claim  
Price to City of claims used: \$11,739  
Phase I Collections as of progress report: \$755,891.36  
ROI: 6,439%

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**Seals Ambulance Service**

Marie Seals  
P.O. Box 175  
Fortville, IN 46040  
317-485-5881

**Seals Ambulance Service Progress Report Summary**

771 claims used at a unit price of \$12.50 per claim  
Price of claims used: \$9,637.50  
Phase I Collections as of progress report: \$90,149.47  
ROI: 935%

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**Orlando Orthopedic Centers**

Carmen Lopez  
100 W. Gore Street  
Orlando, FL 32806  
407-849-6867

**Orlando Orthopedic Centers Progress Report Summary**

1000 claims used at a unit price of \$13 per claim  
Price of claims used: \$13,000  
Phase I Collections as of progress report: \$83,744.40 (these debts were up to 2 years old!)  
ROI: 644%

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*Our Only Business is Putting Money Into your Business*



PREPARED FOR:

**Jefferson Fire/Rescue**

**NCSP Plus Cash Recovery System**

**Comprehensive Collections Program**

**Based on Pasco County RFP 09-154 awarded to NCSP Plus 1/26/10**

**PREPARED BY:**

**Harve Platig**

**National Account Executive**

**NCSP Plus, Inc.**

**(321) 332-7578**

**[hplatig@ncsplus.com](mailto:hplatig@ncsplus.com)**

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### **Current Situation**

Up to 40% in delinquent patient balances annually  
Approx 700+ delinquent Accounts per year  
Average Delinquent Account = Approx \$300

### **Proposed Solution with Projections**

Piggyback on Pasco Agreement (See attached Pasco Proposal as awarded\*)  
1,000 claim initial purchase\*\*  
Total Batch Value to be collected = \$300,000  
Average Delinquent Account = \$300  
Total Estimated Recoveries = \$60,000  
Percent Recovery = 20%  
Estimated Fees = \$11,700  
Netback on Recovery = \$48,300  
More Recovery = Phase II Collections (optional)

### **Guaranteed Results**

1,000 claim initial purchase  
Total Batch Value to be collected = \$300,000  
Average Delinquent Account = \$300  
Total Guaranteed Recoveries = \$46,800  
Recovery of 400% of Purchase Price  
Estimated Fees = \$11,700  
Guaranteed Netback on Recovery = \$35,100  
More Recovery = Phase II Collections (optional)

### **NCSPlus Level I Service**

Level I Service to Include at minimum:  
Five Letter Set  
Employment Verification Letter  
User controlled web portal  
Payments Directly to County (Phase I)  
Continuous reporting functions  
Attorney Demand Letter  
Credit Reporting  
3 phone calls (includes nights, weekends, predictive dialing technology, professional collectors)  
400% ROI Guarantee in Phase I  
Transfer to Phase II for contingency collection of uncollected balances  
Special FAC Cumulative Pricing for Jefferson County

\* Pricing sheets attached are most recent and are lower than initial Pasco proposal.

\*\* Due to cumulative pricing, all subsequent orders in contract year begin at low 1000 claim price for any agency of Jefferson County. A smaller initial order is available if you prefer.



***Our Only Business is Putting Money into your Business***

**Some Key Facts:**

**Historically, the average collections company has around a 17% success rate**

**For over 25,000 clients, NCSPlus has averaged a success rate of 56%**

**The typical collections approach costs from 20% to 50% in fees**

**NCSPlus collects for typically less than 10%**

**Now more than ever - Although all collection rates are down in the current economy, NCSPlus is still 2-4 times *more effective* than the conventional approach to recovering debt**

**New York City based NCSPlus is a fully licensed national collections company with a 26 year history of serving A-List clients all over the United States. We are licensed and bonded in every state that requires it. We are members of the American Collectors Association. We are endorsed by over 500 business and professional associations nationwide including Connecticut State Medical Society, Ohio State Medical Association, The Florida Homebuilders Association, The National Association of Residential Property Managers, The Florida Medical Association, and we recently became the collections partner of The Florida Association of Counties.**

**We are a fixed fee collections company with the only Phase I service in the country that includes collection letters, attorney letters, telephoning, and credit reporting. Our strong but diplomatic approach not only collects more money for less, it also does not alienate debtors. We do not skim, score, or cherry pick your accounts. Every account is treated with the same systematic, user controlled approach through our web-based system. We do all the work, and the money is paid directly to you.**

**A Sampling of Our National Clients:**

**NY City Water Department, Microsoft, Federal Express, American Electric Power, WalMart, Pacific Gas and Electric, Columbia Gas, Harvard, Yale, Marriott, AT&T, Time/Warner, Hewlett Packard, IBM, Mayo Clinic, Columbia-Presbyterian Hospital, NYU Medical, Cardinal Health, Humana, Blue Cross/Blue Shield, Seals Ambulance, Nationwide Ambulance**

**Florida Clients Include:**

**EMS, Medical, City Governments, Realty, Property Management, Dental Offices, Sign Companies, Marinas, Banks, Attorneys and many more**

**We give guaranteed results to our users. We form multi-decade relationships due to our effective service and low rates.**

**We provide local and attentive account service combined with the unparalleled strength and results of our national collections agency, NCSPlus.**

***Links to some of our outstanding Florida Affiliations and Sponsorships***

**Florida Association of Counties**

[http://www.fl-counties.com/pages/Member\\_Services/Products\\_and\\_Services/Finance/Government\\_Debt\\_Recovery\\_Program.aspx](http://www.fl-counties.com/pages/Member_Services/Products_and_Services/Finance/Government_Debt_Recovery_Program.aspx)

**Florida Medical Association**

[http://www.fmaonline.org/Layout\\_1Column.aspx?pageid=2924](http://www.fmaonline.org/Layout_1Column.aspx?pageid=2924)

**Florida Homebuilders Association**

<http://www.fhba.com/docs/vendorchoiceprogram.pdf>

**Our Only Business is Putting Money into your Business – Full Service Cash Flow Management**



*Our Only Business is Putting Money Into your Business*



PREPARED FOR:

**Jefferson Fire/Rescue**

**NCSP Plus Cash Recovery System**

**Comprehensive Collections Program**

**Based on Pasco County RFP 09-154 awarded to NCSP Plus 1/26/10**

PREPARED BY:

**Harve Platig**

**National Account Executive**

**NCSP Plus, Inc.**

**(321) 332-7578**

**[hplatig@ncsplus.com](mailto:hplatig@ncsplus.com)**

---

### **Current Situation**

Up to 40% in delinquent patient balances annually  
Approx 700+ delinquent accounts per year  
Average Delinquent Account = Approx \$300

### **Proposed Solution with Projections**

Piggyback on Pasco Agreement (See attached Pasco Proposal as awarded\*)  
500 claim initial purchase\*\*  
Total Batch Value to be collected = \$150,000  
Average Delinquent Account = \$300  
Total Estimated Recoveries = \$30,000  
Percent Recovery = 20%  
Estimated Fees = \$6,300  
Netback on Recovery = \$23,700  
More Recovery = Phase II Collections (optional)

### **Guaranteed Results**

500 claim initial purchase  
Total Batch Value to be collected = \$150,000  
Average Delinquent Account = \$300  
Total Guaranteed Recoveries = \$25,200  
Recovery of 400% of Purchase Price  
Estimated Fees = \$6,300  
Guaranteed Netback on Recovery = \$18,900  
More Recovery = Phase II Collections (optional)

### **NCSPlus Level I Service**

Level I Service to Include at minimum:  
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Payments Directly to County (Phase I)  
Continuous reporting functions  
Attorney Demand Letter  
Credit Reporting  
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**Florida Homebuilders Association**

<http://www.fhba.com/docs/vendorchoiceprogram.pdf>

## NCSPlus Price List for FAC

### Basic Service Prices

Number of Claims	Unit Price	Total Price
100	\$13.50	\$1350
250	\$10.80	\$2700
500	\$9.45	\$4725
1000	\$8.33	\$8330
2000	\$7.88	\$15,760
5000	\$7.43	\$37,150
10,000	\$6.97	\$69,700
15,000	\$6.52	\$97,800
25,000	\$6.07	\$151,750
50,000	\$5.63	\$281,500
100,000	\$5.18	\$518,000

***Our Only Business is Putting Money Into your Business***



# NCSPlus Price List for FAC

## Level 1 Prices

<b>Number of Claims</b>	<b>Unit Price</b>	<b>Total Price</b>
100	\$18	\$1800
250	\$14.40	\$3600
500	\$12.60	\$6300
1000	\$11.70	\$11,700
2000	\$11.25	\$22,500
5000	\$10.80	\$54,000
10,000	\$10.35	\$103,500
25,000	\$9.90	\$247,500

***Our Only Business is Putting Money Into your Business***

XXXXXXXXX COUNTY, FLORIDA  
INTER-OFFICE MEMORANDUM

---

TO: Honorable Chairman and  
Members of the Board of  
County Commissioners

DATE: XXXXX/2010 FILE: XXXXXXXX

THRU: SUBJECT: Contracted Debt Collection Services—  
NCSPlus, Inc.

FROM: XXXXXXXXXXXXXXXX  
Purchasing Director

REFERENCE: Pasco County BCC  
Bid No. 09-154

---

It is recommended that the data herein presented be given formal consideration by the Board of County Commissioners (BCC).

DESCRIPTION AND CONDITIONS:

Pursuant to Section XX-XX, *Purchasing Ordinance*, authorization is requested to utilize (“piggyback”) a contract awarded by the Pasco County Board of County Commissioners for debt collection services. This contract was awarded to NCSPlus, Inc. by the Pasco Board of County Commissioners on January 23, 2010 after conducting a competitive RFP process. Pasco County partnered with the Florida Association of Counties (FAC) to offer this service to local governments as one of FAC’s Enterprise Programs.

The XXXXXXXX Department requests authorization to utilize the above-referenced award to collect debts owed to the county. Because of the direct effect that collection of funds owed to the county has on revenue, these services are viewed as essential to supporting the county’s operations.

Considering the urgency of the need and the impact on revenue, the Purchasing Department finds that utilizing the above-referenced Pasco County award is timely, in the County’s best interest and represents the best value. The manner in which Pasco County solicited and evaluated the competitive sealed bids in this case appears reasonable and consistent with the process prescribed in the XXXXX *County Purchasing Ordinance*.

ALTERNATIVE AND ANALYSIS:

1. Approve staff’s recommendation.
2. Disapprove staff’s recommendation whereby specifications will be developed and bids solicited for this service.

**RECOMMENDATION AND FUNDING:**

The Purchasing Department, with concurrence from the [REDACTED] Department, recommends that process prescribed in Section No. [REDACTED] *Purchasing Ordinance*, be waived and a purchase order in the amount of [REDACTED] be issued to NCSPlus, Inc., for the services described in Pasco County RFP 09-154.

The Purchasing Department further requests authorization to increase the resulting blanket purchase order, if necessary, without further BCC approval, contingent upon the BCC's appropriation of funds.

Funds for these services are available in Account No. [REDACTED] for the 2009-10 Fiscal Year Budget and will be requested in the 2010-11 Fiscal Year Budget, contingent upon the appropriation of funds by the BCC.

**ATTACHMENTS:**

1. Pasco County Master Agreement with Attachments
2. NCSPlus HIPAA Compliance Form

cc:

**MEMORANDUM**

**TO:** Jefferson County Board of County Commission  
**FROM:** William "Bill" Tellefsen, County Planning Official  
**SUBJECT:** Road Name Change Request  
**DATE:** October 8, 2010

---

Mr. and Mrs. Steve Allen have requested a Change Order to change the name of "Triston Trail" to "EM Pig Trail". They have provided signatures from all landowners that will be affected by the road name change. They are in agreement with the request to change the name to "EM Pig Trail".

(see attached Street Name Request / Change Order.)

The proposed name change will not be a repeat of this road name nor be similar to any other road name in the county. Therefore, renaming this road to EM Pig Trail will not cause confusion to emergency response by the sheriff, fire or ambulance services.

**Attached:**

Signed Street Name Request / Change Order

**RESOLUTION**

**NO. \_\_\_\_\_**

**RESOLUTION OF THE JEFFERSON COUNTY BOARD OF COUNTY  
COMMISSIONERS PROVIDING FOR  
THE NAMING OF EM PIG TRAIL**

**WHERE AS**, the Board of County commissioners of Jefferson County, Florida, did establish a uniform street naming and property numbering system to facilitate E-911; and

**WHERE AS**, the Jefferson County Building and Planning Department has finished the process of assigning numbers to structures; and

**WHERE AS**, in the process of assigning numbers for structures and names on new roads, the citizens have requested changes of names on some roads; and

**WHERE AS**, the residents on roads seeking a name change have agreed on a proposed name; and

**WHERE AS**, there is a resolution process to change a name on roads in the future; and

**WHERE AS**, it is in the best interest of the citizens of Jefferson County to have an official road map;

**NOW THEREFORE, BE IT RESOLVED** by the Board of County commissioners of Jefferson County, Florida, that:

I. All the owners on the road "Triston Trail" have agreed to change the name to "EM Pig Trail". In keeping with the County Ordinance, the County by this document officially changes the road name to "EM Pig Trail".

II. The effective date of this resolution shall be the date it is approved by the Board of county commissioners of Jefferson County, Florida, in regular session.

**DULY ADOPTED** in public meeting this \_\_\_\_\_ day of \_\_\_\_\_ 2010.

\_\_\_\_\_  
Chairman, Jefferson County Board  
of County Commissioners

**ATTEST:**

\_\_\_\_\_  
Clerk to the Board of County Commissioners

**JEFFERSON COUNTY**  
**BUILDING & PLANNING DEPARTMENT**  
 445 WEST PALMER MILL ROAD □ MONTICELLO, FLORIDA 32344  
 Phone: (850) 342-0223 Fax: (850) 342-0225

**Street Name Request / Change \***

The undersigned have agreed to change the name of the street from Triston Trail

# to (Opt #1) EMPEG Trail (Opt #2) E.M.B. Rd  
 (Opt #3) Box Blade Ad (\*\*911 Coordinator Circle Approved Name\*\*)

Include homeowners' signatures below:

<u>Quinn Register</u>	<u>Rosemary Parker</u>	This is my sign I did not sign the paper to re The Road Triston Trail my phone numbr is 229-221-6 You can call me.
<u>Sheffield Peterson</u>	<u>Steve Allen</u>	
<u>Joseph Duff Anderson</u>	<u>Sherry Allen</u>	
<u>Phil Ly</u>	<u>Jim D. R</u>	
<u>H. R. Lee</u>		

If more room for signatures is needed please continue on the back of this sheet.

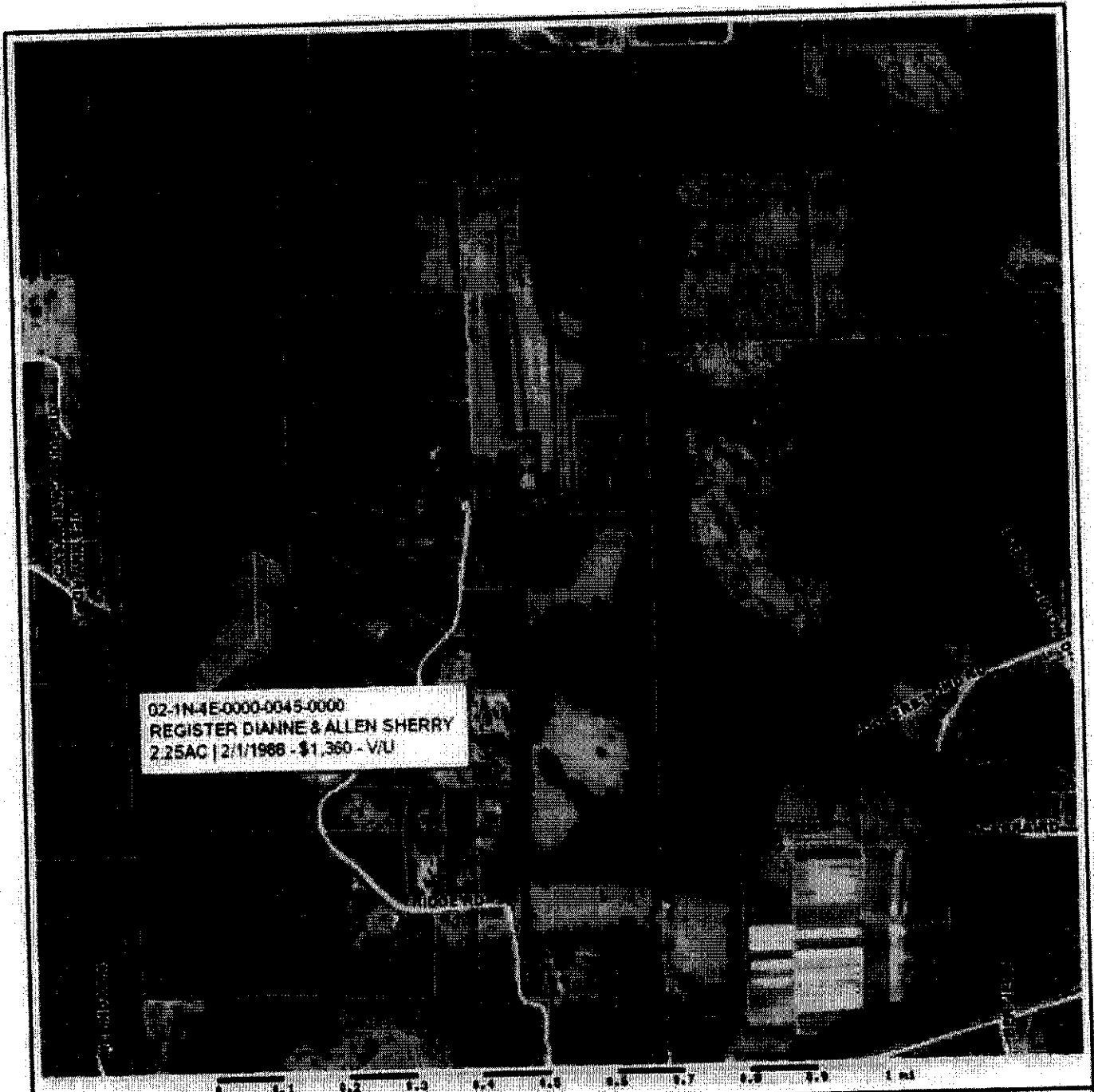
\*A CHANGE will require a \$150.00 fee payable to: Jefferson Board of County Commissioners

Please return this form to the Planning Department along with your payment. If you have any questions please call 342-0223.

911 Coordinator Approval

Planning Official Approval

<u>Grace Thomas</u>	<u>10.8.2010</u>	<u>Phil Ly</u>	<u>10/08/10</u>
Signature	Date	Signature	Date



**Jefferson County Property Appraiser**  
 Angela Gray - Monticello, Florida 32344 | 850-307-3350

**PARCEL: 02-1N-4E-0000-0045-0000 - RIGHTS-OF- (009400)**  
 2.25 ACRES (EASEMENT) IN E1/2 OF NE1/4 (RD R-W) ORB 414 P 450 & 414 P 447 & 414 P 444  
**Name: REGISTER DIANNE & ALLEN SHERRY**  
**Site:** & PARKER BRANCH ROSE MARY  
**Mail:** 855 N OLIVE ST  
 MONTICELLO, FL 32344  
**Sales info:** 6/23/1988 \$100.00 V/U  
 2/1/1988 \$1,360.00 V/U

2009 Certified Values	
Land	\$675.00
Blgd	\$0.00
Ased	\$675.00
Exmpt	\$0.00
Taxbl	Other: \$675   Sctd: \$675

NOTES:



This information, updated 10/1/2010, was derived from data which was compiled by the Jefferson County Property Appraiser's Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein. It is used at its interpretation. Although it is periodically updated, this information may not reflect the data currently on file in the Property Appraiser's office. The assessed values are NOT certified values and therefore are subject to change before being finalized for all valuation assessment purposes.

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 @msatyl.org:0060



**County**

# **Cook Off**

**October 30, 2010**

**1800 Mamie Scott Drive - Monticello, FL**

**Starts at 6:00 pm**

**Great Tasting Chili**

**\$5.00 Judging Bowl**

**\$1.00 Sample Cups**

**Registration Fee**

**\$10.00 per Table**

**Prizes for:**

**Judges Choice 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Place**

**People Choice**

**Any Questions Contact**

**Mike Holm**

**Office: (850)342-0240, Cell: (850)519-6640**



# Jefferson County Parks and Recreation

## Cook Off Rules

1. Official signed chili cook-off registration forms must be received with a nonrefundable \$10.00 entry fee by October 25, 2010. Onsite registration will be accepted with a non-refundable \$5.00 late registration fee through 9:00am October 29, 2010. Space is limited.
2. A chili entrant team will consist of 2 people: 1 person to dispense chili into tasting cups and 1 person to serve the public.
3. Set up of your assigned area must be complete and chili ready to serve to official judges by 6:00 pm. County staff will be on site at 4:30pm. Entrants may begin setting up their booths at 4:30pm.
4. Appropriate "themed" decoration of your area and related costuming is encouraged.
5. Jefferson County will provide an assigned table, testing cups, spoons and bowls for the public, tickets and a ballot box to contestants.
6. Chili must be cooked from scratch at home and brought on site the day of the cook-off. Each cook must prepare 1 – 3 gallons of chili to be judged by the public.
7. All meat and poultry must be obtained from USDA approved sources. Please note: Home canned and home prepared foods are not allowed.
8. A listing of ingredients used to make the chili must be displayed. Quantities do not need to be included.
9. The chili container must be a crock-pot or electric roaster to maintain the chili at a temperature of 140 degrees or higher. Contestants may also bring their own camp stove and pot if they prefer to use them, again maintaining a temperature of 140 degrees or higher. It is recommended that contestants also bring extension cords.
10. Contestants will provide a food thermometer to check internal temperatures of chili to assure proper temperature for serving. Jefferson County will have a thermometer on site for use, if necessary, and will be monitoring food temperature periodically throughout the event.
11. Contestants will provide multiple sets of utensils to be changed out in case of contamination.
12. Jefferson County will provide one power strip and a limited number of extension cords, buckets containing sanitizing solution for cleaning work surfaces and spills.
13. All food, equipment and utensils must be stored at least six inches off the floor on pallets, tables or shelving protected from contamination.
14. No bare hand contact with food is allowed. Hand washing facilities are available in the recreation hall.

**REMINDER:** Contestants must wash their hands after using toilet facilities, coughing/sneezing and handling soiled equipment, etc.

15. All food-handling personnel shall maintain a high degree of personal cleanliness by wearing clean outer garments and hair restraints (cap, hat or hair net).

16. At the discretion of the representative from the Health Department or Jefferson County Staff, Chili Cook-off cooks may be required to taste their own chili prior to serving or at anytime so requested during the event.

17. All food must be covered when not in use to protect from customer handling, coughing, sneezing or other contamination.

18. NO Smoking, eating or drinking will be allowed by people handling food while in the food preparation and service area. NO non-working, unauthorized persons will be allowed in the food preparation and service area.

19. All personal belongings must be stored in a designated area away from food, equipment, utensils, etc.

20. No deliberate sabotage to another contestant or their entry will be tolerated and such an act would lead to automatic disqualification.

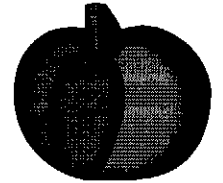
Signature \_\_\_\_\_ Date \_\_\_\_\_

Awards for:  
Judges Choice, 1<sup>st</sup> Place, 2nd Place and 3rd Place  
People's Choice

2ND ANNUAL



# Boo Fest



## OCTOBER 30TH, 2010

Jefferson County Recreation Park  
1380 Mamie Scott Dr  
Monticello, Florida

**Haunted  
Hayride**

**\$10.00** All activities\*

**\$5.00** Hayride only  
Age 3 and under free

**Boo  
Train**

Join the costume contest and  
receive \$1.00 off entrance fee

Carnival Games, Activities, Costume Contest, Inflatables,  
Pumpkin Painting, Food, Drinks and More!!!

### Schedule of Events

- 4:00pm Horseshoe Tournament (\*separate entrance fee, benefits Jefferson Co. Rec. Park)
- 6:00pm Chili Cookoff (\*separate entrance fee, benefits Jefferson Co. Rec. Park)
- 6—9pm Carnival Games
- 7:00pm Costume Contest
- 7:30pm Haunted Hayride Begins



### **FUN FOR ALL AGES!**

Proceeds to benefit Hayley's Angels, Inc., a non-profit organization.

For more information, or to volunteer, please contact us at [info@hayleysangels.org](mailto:info@hayleysangels.org) or  
(850)251-7946. To find out more about Hayley's Angels, visit [www.hayleysangels.org](http://www.hayleysangels.org)



Jefferson County  
1 Courthouse Circle  
Monticello, FL 32344

October 18, 2010

Dear Mr. Reams:

We understand that Jefferson County would like to perform renovations to the existing Old Historic Monticello High School. You have asked us for a proposal to proceed with the Planning Process for this project. We understand that building design and building permitting would begin once the planning process has been completed. Below I have summarized the objective, activities, duration, and anticipated cost for reaching these milestones:

**Task 1 – Planning Stage**

*Objective:* To obtain a well-defined list of Jefferson County's operational requirements for the existing building and formulate a design program. This phase will work towards finalizing the operational needs for Jefferson County, as well as the programmatic needs of the court system.

*Activities:*

Team Meetings to allow the end users the opportunity to provide their input on the layout of the rooms and locations.

Provide interior and exterior color renderings to illustrate the proposed final interior hallways, new courtroom and exterior north paver walkway.

Perform soil borings in the proposed locations for the new column foundations that will support the roof structure in the courtroom.

Perform surveying of the existing topography and to locate the existing underground utilities on the site.

Apply termite treatment to provide protection to the existing wood structure.

Additional coordination with Jefferson County based on Team meeting comments and conditions

*Duration:* 1 month

*Estimated cost:* \$46,615.56



## Task 2 – Design Phase

*Objective:* To obtain necessary Permits for the property, including Environmental Management Permit. Work with the Historical Review Board to confirm requirements to preserve historical items. This should include two separate reviews for which the Review Board is granted 30 days for their comments. The documents prepared at this stage will provide all details needed to begin construction on the site and begin the interior renovations.

*Activities:*

Complete Construction Documents  
Obtain necessary permits  
Submit documents to Historical Review Board (2)  
Provide design estimates

*Duration:* 4-5 months

*Estimated cost:* \$TBD

## Task 3 – Construction Phase

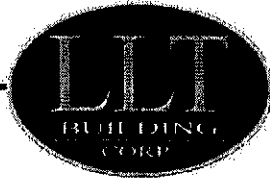
*Objective:* To construct a new courtroom on the second floor of the building. Other areas to be constructed for the courtroom include a jury room, judge's office, and prisoner holding cells (3). Additional work to include new HVAC/electrical/plumbing services for the building, installation of an elevator, eliminating the leaks in the basement, and reinstallation of original wood wainscot and wood flooring.

*Activities:*

Waterproof basement  
Abatement of Boiler  
Interior Renovations

*Alternates: (Based on funding, there is the possibility of the following items being added to the project.)*

New asphalt parking lot at the corner of West Palmer Mill Road  
Additional interior build-out of first floor offices  
New asphalt parking lot on the north east corner across the street  
New paver courtyard on the north side of the building



Removal of covered porch on the east side of the building  
Installation of a salley port

*Duration:* 8 months

*Estimated cost:* Project Budget \$1.5M- \$2.5M

Please note that the original time frame of two months for the planning has been shortened by one month based on Jefferson County's request. By shortening the schedule to complete the planning process sooner, some overtime hours have been included to produce the rendering in the appropriate time. The building design process would be estimated to take four to five months due to the restrictions placed by the Historical Review Board of two separate 30 day review cycles.

Please let us know if you would like further information or have any questions. Thank you for the opportunity. We look forward to continuing our relationship with Jefferson County.

Sincerely,

A handwritten signature in black ink, appearing to read "John Daum", is written over a large, light-colored circular mark.

John Daum  
Project Manager

Cc: Dennis Tribble

# Budget Summary

**PROJECT DESCRIPTION:** Old Historic Monticello High School Renovation

Facility/Space Type	Net Area (NASF)	Gross Area (GSF)	Unit Cost (Cost/GSF)	Total Cost
TBD				
<b>TOTALS</b>				

Planning      Design      Construction      Equipment      Total

## SCHEDULE OF PROJECT COMPONENTS

### 1. Construction Components (Basic Construction Cost)

a. Construction Cost (from above)					
b. Site Development and Improvements					
c. Telecommunications					

**(1) Total Basic Construction Costs**      \$ -      \$ -      \$ -      \$ -      \$ -

### 2. Other Project Components (Other Project Costs)

a. Bond issuance Cost					
b. Professional Fees (D/B)	\$ 25,706.00				
Planning Services	\$ 13,484.56				
Basic Services (Group D)					
Design Contingency (10% Bas. Serv.)					
c. Preconstruction Services (1%)					
d. Fire Marshal Fees (.0025)					
e. Inspection Services					
Commissioning + LEED					
Threshold Inspection					
Roof Inspection					
Construction Review Architect					
Plans Review/Inspection					
f. Insurance Consultant					
g. Surveys & Tests					
Surveys: Topography	\$ 3,520.00				
Site Utility Investigation	\$ 2,380.00				
Geotechnical Investigation	\$ 1,025.00				
Termite Pre-treatment	\$ 500.00				
Stormwater Compliance					
Testing and Lab Analysis during Construction					
h. Permit/Impact/Environmental Fees					
i. Furnishings, Equipment, Signage					
j. Telecommunications					
k. Project Contingency 5.8%					

**(2) Total - Other Project Costs**      \$ 46,615.56      \$ -      \$ -      \$ -      \$ -

**ALL COSTS (1) + (2)**      \$ 46,615.56      \$ -      \$ -      \$ -      \$ -

18 October 2010

Mr. Dennis Tribble, President  
LLT Building Corporation  
1632-A Metropolitan Circle  
Tallahassee, FL 32308

RE: Historic Monticello High School Courthouse Annex Renovation  
EMI Proposal #880

Dear Mr. Tribble:

Thank you for this opportunity to propose professional services fees for the **Planning Portion** of the above referenced project.

In accordance with your request, we are proposing fees associated with the Planning / Conceptual portion of the design process only. Professional Services associated with Schematic thru the Construction Administration Phases shall be addressed at a later date based on the Jefferson County Commission's scope and authorization to proceed beyond Planning Phase of the Project.

#### **1. BASIC SERVICES FEE PROPOSAL AND DISTRIBUTION**

We have done everything on our part to develop this proposal as rapidly as possible, in good faith, based upon an understanding of the anticipated project. For the purpose of this proposal, we have assumed the project program will consist of renovation of the entire existing Historic Monticello High School, consisting of two partial basement floors, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor and site work adjacent to the building.

Based on preliminary measured drawings, the existing building is approximately 16,500 gross square feet. Since an estimated construction cost has not yet been determined the scope of services and work will need to be modified before proceeding beyond the Planning/Concept Phase.

Planning/Concept Design Services equates to a **Lump Sum Fee of \$25,706.00**. The balance of the design fees will be established upon approval of the Planning/Concept Design.

#### **2. SCOPE OF WORK**

Planning/Concept Design Services for the purpose of this proposal will consist of the following:

1. Conduct workshops with Jefferson County Representatives, Judicial Representatives and LLT to refine the conceptual floor plan parameters.
2. Present options for possible floor plan relationships within the existing building structural limitations.
3. Participate in and organize four working design charrettes with Jefferson County and Judicial Representatives to formulate the conceptual plan.
4. Provide four computer generated renderings as follows for Owner's use:
  - a) Exterior rendering of stairs on Hwy 90 (close to curb) looking at the 'donator paver' walkway with north building elevation in background (looking from Hwy90 southward at north building elevation).
  - b) Interior rendering of Courtroom showing Judge's bench, jury box, witness stand, etc.
  - c) Interior rendering of 1st Floor Main Entrance looking towards door (looking south)

ELLIOTT  
MARSHALL  
INNES  
P.A.



ARCHITECTURE  
PLANNING  
INTERIOR

LICENSE #A  
AA C000409  
IB C000153

251 E 7TH AVE.  
TALLAHASSEE  
FLORIDA 32303  
(850) 222-7442  
FAX 222-7446



- d) Interior rendering of 1st Floor looking west towards secure doors and stair.
- 5. Consult with LLT as necessary to assist in the development of their cost opinion, including meeting with Civil and Structural Engineers.

**CAVEATS:**

- 1. Fee for Planning/Concept Schematics is based upon scope of work outlined herein.
- 2. Some Additional Services that may be required and/or desired at a later time include:
  - Topographic survey
  - Additional color renderings, models, computer animations beyond the 4 renderings included above.
  - Geo-technical Engineering
  - Any other services not otherwise listed.
- 3. Consultations with Civil and Structural Engineers will be conducted in the Concept Schematic Phase. Mechanical, Electrical and Plumbing Engineers will be consulted in later phases.
- 4. Planning/Concept work will be delivered on 16 December 2010 for submission to Jefferson County Commission Meeting on 18 December 2010.
- 5. Payments, schedule and deliverables:

<i>Payments</i>		<i>Cal. Days to Deliver from NTP w/phase</i>	<i>Deliverables</i>
Conceptual Meeting & Floor Plan Layout	50% Complete	10	2 FI Plans 11x17
Planning/Concept	100% Complete	27	4 renderings + 8 sets of plans

At the completion of the Planning/Concept Phase, we will provide one copy of each rendering mounted on foam core and 8 sets of the planning/conceptual drawings (22"x34").

In order to meet the needed time schedule we request that authorization be given by 22 October 2010 and that a charrette occur on 28 or 29 October 2010.

Thank you for the opportunity to serve you on this project. Should you need any additional information, please do not hesitate to call.

Sincerely,

ELLIOTT MARSHALL INNES, P.A.



William Robert Elliott, Jr., AIA

Approved

LLT Building Corporation

Dennis Tribble

WFD/pc

Enclosures

xc:

William F. Douglas, NCARB

Richard B. Marshall, R.A

**ELLIOTT MARSHALL INNES, PA**

**FEE PROPOSAL FOR  
HISTORIC MONTICELLO HIGH SCHOOL  
COURTHOUSE ANNEX RENOVATION**

<b>TASK</b>	<b>HRS</b>	<b>PERSONNEL</b>	<b>RATE</b>	<b>FEE</b>
Meetings/Floor Plan Design	24	Stockholder	\$190	\$ 4,560.00
Design Charrettes w/ Owner	16	Stockholder	\$190	\$ 3,040.00
Consultation w/ LLT, Civil, Structural	24	Stockholder	\$190	\$ 4,560.00
Renderings (Site Photos)	10	Stockholder	\$190	\$ 1,900.00
Rendering Computer Graphics	104	Tech Level III	\$ 90	\$ 9,360.00
Drafting:	16	Tech Level III	\$ 90	\$ 1,440.00
Clerical	2	Tech Level I	\$ 55	\$ 110.00
Accounting	2	Tech Level II	\$ 70	\$ 140.00
Subtotal				<u>\$25,110.00</u>
Rendering Plotting/Printing Costs (4@140)				\$ 560.00
8 Sets of Drawings (24 sheets @ \$1.50)				\$ 36.00
Subtotal				<u>\$ 596.00</u>
 <b>TOTAL LUMP SUM FEE</b>				 <b>\$25,706.00</b>

ELLIOTT MARSHALL INNES, P.A.  
STANDARD BILLING RATES FOR  
2010

ELLIOTT  
MARSHALL  
INNES  
P.A.



ARCHITECTURE  
PLANNING  
INTERIORS

- A. HOURLY BILLING RATES: Compensation for services rendered by Stockholders and employees shall be based on the following hourly rates:
1. STOCKHOLDER'S time at the fixed hourly rate of One Hundred Ninety and 00/100 Dollars (\$190.00) per hour. For the purposes of this Article, the stockholders are: William Robert Elliott, Jr., AIA, Richard B. Marshall, R. A., Brad Innes, AIA, and William F. Douglas, R.A., NCARB.
  2. SUPERVISORY time at the fixed rate of One Hundred Twenty-Five and 00/100 Dollars (\$125.00) per hour. For the purposes of this Article, Supervisory Personnel include those in the following positions: Associate, Project Manager, or Registered Personnel other than Stockholders.
  3. TECHNICAL LEVEL III time at the fixed rate of Ninety and 00/100 Dollars (\$90.00) per hour. For the purposes of this Article, Technical Level III Personnel include those in the following positions: Graduates, Senior Drafters, Senior Interior Designers, and Construction Administrator.
  4. TECHNICAL LEVEL II time at the fixed rate of Seventy and 00/100 Dollars (\$70.00) per hour. For the purposes of the Article, Technical Level II Personnel include those in the following positions: Technicians, Administrative Assistant and Computer Operator.
  5. TECHNICAL LEVEL I time at the fixed rate of Fifty-Five and 00/100 Dollars (\$55.00) per hour. For the purposes of this Article, Technical Level I Personnel include those in the following positions: Junior Interior Designer and Clerical.
  6. EXPERT WITNESS time shall be invoiced at Two Hundred Twenty and 00/100 Dollars (\$220.00) per hour for all testimony, depositions and preparation time. Travel time associated with hearings shall be invoiced at One Hundred Ninety Five and 00/100 Dollars (\$190.00) per hour.
- B. FOR SERVICES OF CONSULTANTS including, but not limited to, structural, mechanical, electrical, civil, geotechnical, and surveying consultants, One and Two Tenths (1.2) times the amounts billed to the Architect for such services.
- C. FOR REIMBURSABLE EXPENSES One and Fifteen Hundredths (1.15) times the amounts expended by the Architect, the Architect's Employees and consultants in the interest of the Project.
- D. PAYMENTS FOR BASIC SERVICES, ADDITIONAL SERVICES AND FOR REIMBURSABLE EXPENSES are due upon presentation of the Architect's Invoice. Payments not made within fifteen (15) days of the date the invoice was presented, shall bear interest at the rate of One and One-half Percent (1.5%) per month from the date of the invoice until payment has been satisfied.
- E. Rates shall automatically increase by 5% (five percent) every January.

MIBILLRATE 2010.wpd

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AA 0000409  
IB 0000155

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TALLAHASSEE  
FLORIDA 32303  
(850) 222-7142  
FAX 222-7145

## LLT Planning Services

	Rate	Hours	Cost
Project Executive (DT)	\$ 169.97	24	\$ 4,079.28
Project Manager (JD)	\$ 109.26	48	\$ 5,244.48
Estimator (AB)	\$ 59.44	70	\$ 4,160.80
	Total		\$ 13,484.56

## Planning Additional Services

	Units	Rate	Total
Surveying- Topography			
Survey Field Chief	16 \$	85.00	\$ 1,360.00
Survey Project Manager	16 \$	85.00	\$ 1,360.00
Survey Field Technician	16 \$	50.00	\$ 800.00
			<u>\$ 3,520.00</u>
Site Utility Investigation			
Survey Field Chief	14 \$	85.00	\$ 1,190.00
Survey Project Manager	14 \$	85.00	\$ 1,190.00
			<u>\$ 2,380.00</u>
Geotechnical Services			
Density Test	8 \$	20.00	\$ 160.00
Trip Charges	2 \$	40.00	\$ 80.00
Lab Testing- Proctor	1 \$	85.00	\$ 85.00
Engineering (Site Visit)	2 \$	100.00	\$ 200.00
Preliminary Report	1 \$	500.00	\$ 500.00
			<u>\$ 1,025.00</u>
Termite Treatment			\$ 500.00

**BOARD OF COUNTY COMMISSIONERS**  
**Jefferson County 2011 Legislative Priorities**

The BOCC directs the Jefferson County Legislative Committee to pursue the following priorities during the 2011 Florida Legislative Session:

- Secure full funding for Fiscally Constrained Counties
- Secure PILOT for tax revenue lost from Amendment 1
- Secure PILOT for tax revenue lost from Amendment 4
- Restore full funding of Small County Solid Waste Grant
- Seek re-funding of SHIP Affordable Housing G
- Seek refunding of the SCRAP program
- Seek refunding of SCOP program for unpaved roads
- Seek funding to complete Industrial Park infrastructure
- Seek funding for a new Fire / EMS facility
- Seek funding for Solid Waste/recycling building
- Seek funding for an Agricultural Center
- Monitor the implications of Florida Septic Tank Code

**Jefferson County Cooperative Extension Office  
Monthly Report – Board of County Commissioners  
Sept, 2010 (submitted to County Coordinator, Oct 7)**

**4-H Youth Activities**

- JGL - Extension Professional Association of Florida Conference - Sept. 1 & 2
- JGL – Safe and Nurturing Environment Committee Meeting - Sept. 7
- JGL - Post Camp Wildlife Day Camp Meeting - Sept. 10
- JGL - Report of Accomplishment & Plan of work In-service Training - Sept 11
- JGL – 4-H County Council Meeting - Sept. 13
- JGL – Whole Child Meeting - Sept. 14
- JGL – Ag Day Planning Meeting – Sept. 15
- JGL - 5<sup>th</sup> Grade 4-H Club Meeting – Sept. 15
- JGL - 3<sup>rd</sup> Grade 4-H Club Meeting - Sept. 16
- JGL - 4<sup>th</sup> Grade 4-H Club Meeting - Sept. 17
- JGL – Adult Leaders Council Meeting – Sept. 20
- JGL – 4-H Explorers Club Meeting – Sept. 20
- JGL – State 4-H Camp Advisory Committee Meeting – Sept. 21
- JGL – 4-H Program Implementation Team Meeting – Sept. 22
- JGL - 4-H Recruitment Day, Jefferson Middle/High School – Sept. 23
- JGL – School Gardening Project Meeting – Sept. 23
- JGL – State 4-H Advisory Committee Meeting – Sept 24
- JGL – Jefferson Farm Bureau Dinner – Sept. 28
- JGL – Safe and Nurturing Environment Committee Meeting – Sept. 28
- JGL – Ag Adventure Day, North Florida Research Center- Sept. 29 – Oct 1

**Family & Consumer Sciences**

- **Position Pending**

**Agriculture and Natural Resources Activities**

- JED - Extension Professional Association of Florida; Orlando – Aug. 30 – Sept. 3
- JED - Florida –Georgia Wildlife Update (White-tailed Deer Management Field day); Perry, FL Sept 10
- JED - Pasture Weed ID and Control Training- Marianna – Sept. 14
- JED -Protected Agriculture Training – Sept. 21
- JED - Planning Meeting for NOV 5 Cow-Calf Best Management Practices and Grazing Management Program – Sept. 24
- JED- Cotton and Soybeans” at Ag Adventures – Quincy September 28-30
- JED – Ongoing -Planning for Ag Day October 23

Field visits for forage management and weed identification

Soil test interpretations, fertilizer and pesticide recommendations, insect identification

**Administrative and Other Activities, Faculty and Staff**

- JGL – Interviewed Candidates for Family and Consumer Science Position at UF – Sept. 8
- JGL – Extension Staff Meeting – Sept. 13
- JGL - BOCC Budget Hearing – Sept. 16
- JGL – County Dept. Heads Meeting – Sept. 20
- JGL - BOCC Budget Hearing – Sept. 28

**JEFFERSON  
COUNTY ROAD  
DEPARTMENT**

# Memo

**To:** Jefferson County Board of County Commissioners

**From:** David R. Harvey, Road Superintendent

**Date:** October 12, 2010

**Re:** Informational Item – Road Department Summary of Monthly Activities for September - 2010

---

## General Roadway and Drainage Maintenance

- A) Limited road surface grading, stabilization and ditch maintenance activities were conducted on 100 County Roads. Work on many roads was conducted up to 2 times during the month.
- B) Right-of-way brushing and trimming on 12 Roads. Mowing on 57 roads.
- C) Patching also occurred on 2 roadways.

## Driveway Connections

A total of 5 driveways were inspected. Need to review process driveways without approval!

## Roadway and Drainage Reconstruction

### **Pulling Ditches Making Crowns On All Roads**

Installation of the gas pipe in Jefferson County complete/punch list.

NRCS projects on going, possible 3 new projects

Rock Quarry producing 23,841 tons

Jefferson County Institute will no longer provide an inmate guard, Suggest we buy one?

Roadside mowing started May 3, 2010 continues until frost. Dry may wait until rain.

Brush cutting started 6-1-10 continues until frost. Having difficulty with parts, one machines down.

Re-Bidding Motor Graders



**JEFFERSON COUNTY/CITY OF MONTICELLO**  
**BUILDING INSPECTION AND CONTRACTOR LICENSING**  
 445 WEST PALMER MILL ROAD (\*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223  
 Fax: (850) 342-0225

MONTHLY REPORT			
September 2010		September 2009	
Building	16	Building	10
Electrical	15	Electrical	14
Plumbing	7	Plumbing	2
Mechanical	7	Mechanical	13
Mobile Homes	5	Mobile Homes	3
Relocate	0	Relocate	0
Demolish	0	Demolish	1
Miscellaneous	6	Miscellaneous	0
City Permit	8	City Permits	13
City Fees	\$486.60	City Fees	\$962.14
County Permits	48	County Permits	30
County Fees	\$9,719.92	County Fees	\$4,195.72
<b>Total</b>		<b>Total</b>	
City/County Permits	56	City/County Permits	43
City/County Fees	\$10,206.52	City/County Fees	\$5,157.86

<b>September 2010</b>		<b>September 2009</b>	
Radon Fee	\$1,260.86	Radon Fee	\$321.59
Building Permit Fee	\$7,645.66	Building Permit Fee	\$4,121.27
Mobile Home Permit Fee	\$1,300.00	Mobile Home Permit Fee	\$715.00
Home Inspections Fee	\$0.00	Home Inspections Fee	\$0.00
Contractor Licenses Fee	\$270.00	Contractor Licenses Fee	\$60.00
Business & Home Occup Fee	\$4,050.00	Business & Home Occup Fee	\$4,750.00
<b>Total</b>	<b>\$14,526.52</b>	<b>Total</b>	<b>\$9,967.86</b>

<b>September 2010</b>		<b>September 2009</b>	
<b>New Construction Permits (Residential)</b>	6	<b>New Construction Permits (Residential)</b>	2
<b>Commercial Permits (Non-Residential)</b>	1	<b>Commercial Permits (Non-Residential)</b>	0
<b>Mobile Home Permits</b>	5	<b>Mobile Home Permits</b>	3
<b>Repair &amp; Addition Permits</b>	38	<b>Repair &amp; Addition Permits</b>	38
<b>Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)</b>	6	<b>Miscellaneous Permits (Sheds, Workshop, Signs, Barns, Pools)</b>	0
<b>Total</b>	56	<b>Total</b>	43
<b>Valuation</b>		<b>Valuation</b>	
<b>Valuation Home Permits</b>	\$868,763	<b>Valuation Home Permits</b>	\$403,842
<b>Valuation Commercial Permits</b>	\$29,000	<b>Valuation Commercial Permits</b>	\$0
<b>Valuation Other Permits (Including Additions, Re-roof, &amp; Non-Residential Structures)</b>	\$475,571	<b>Valuation Other Permits (Including Additions, Re-roof, &amp; Non-Residential Structures)</b>	\$102,967

# JEFFERSON COUNTY PLANNING AND ZONING DEPARTMENT

445 WEST PALMER MILL ROAD (\*) MONTICELLO, FLORIDA 32344

Phone: (850) 342-0223  
Fax: (850) 342-0225

September 2010		September 2009	
Zoning Verification Fee	\$0.00	Zoning Verification Fee	\$0.00
Simple Lot Split Fee	\$100.00	Simple Lot Split Fee	\$0.00
Family Subdivision Fee	\$200.00	Family Subdivision Fee	\$0.00
Minor Development Fee	\$0.00	Minor Development Fee	\$0.00
Major Development Fee	\$0.00	Major Development Fee	\$0.00
Variance Fee	\$0.00	Variance Fee	\$0.00
Minor Re-plat Fee	\$100.00	Minor Re-plat Fee	\$0.00
Comp Plan Amendment Fee	\$0.00	Comp Plan Amendment Fee	\$0.00
Development Permits Fee (Mobile Homes)	\$1,425.00	Development Permits Fee (Mobile Homes)	\$720.00
Development Permits Fee (Residential)	\$4,818.14	Development Permits Fee (Residential)	\$2,464.79
Development Permits Fee (Commercial)	\$0.00	Development Permits Fee (Commercial)	\$0.00
Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use )	\$1,110.00	Development Permits Fee (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	\$300.00
<b>Total</b>	<b>\$7,753.14</b>	<b>Total</b>	<b>\$3,484.79</b>

September 2010		September 2009	
Simple Lot Splits (No. Lots Created _____)	1	Simple Lot Splits (No. Lots Created _____)	0
Family Subdivisions (No. Lots Created _____)	2	Family Subdivisions (No. Lots Created _____)	0
Minor Development (No. Lots Created _____)	0	Minor Development (No. Lots Created _____)	0
Major Development (No. Lots Created _____)	0	Major Development (No. Lots Created _____)	0
Variance	0	Variance	0
Minor Replats	1	Minor Replats	0
Comp. Plan Amendments	0	Comp. Plan Amendments	0
Development Permits (Mobile Homes)	5	Development Permits (Mobile Homes)	3
Development Permits (Residential)	6	Development Permits (Residential)	2
Development Permits (Commercial)	0	Development Permits (Commercial)	0
Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	6	Development Permits (Misc: Sheds, Workshop, Signs, Barns, Pools, Septic, Temp RV, Temp Use)	3
<b>Total</b>	<b>21</b>	<b>Total</b>	<b>8</b>

<b>September 2010</b>		<b>September 2009</b>	
Emergency Medical Impact Fee	\$618.60	Emergency Medical Impact Fee	\$247.44
Fire/Rescue Impact Fee	\$481.60	Fire/Rescue Impact Fee	\$192.64
Transportation Impact Fee	\$0.00	Transportation Impact Fee	\$0.00
Law Enforcement Impact Fee	\$0.00	Law Enforcement Impact Fee	\$0.00
911 Address Fee	\$900.00	911 Address Fee	\$600.00
Driveway Permit Fee	\$424.00	Driveway Permit Fee	\$371.00
<b>Total</b>	<b>\$2,424.20</b>	<b>Total</b>	<b>\$1,411.08</b>