

### The County of El Dorado

Chief Administrative Office

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Date:	May 19, 2014
To:	Board of Supervisors
From:	Kim Kerr, Assistant Chief Administrative Officer Chief Administrative Office
Subject:	Marshall Cancer Resource Center Funding – Agenda Item #14-0323

### **Recommendation**:

The Chief Administrative Office recommends that if the Board elects to support the Marshall Cancer Resource Center with funding that the Board identifies the funding in FY 2014-2015 as follows:

- 1. Tobacco Settlement Funds Department 40 \$480,000
- 2. Economic Development Department 11 \$320,000 inclusive of any incentives or fee waivers or refunds

### Background:

#### Tobacco Settlement Funds

The Chief Administrative Office (CAO) projects \$1,403,631 in Tobacco Settlement fund balance in FY 2014-2015 that includes \$146,748 revenues projected. Health and Human Services Agency is requesting that the Board appropriate \$921,288 in FY 2014-15 for their operations. During the annual budget discussions, the Board appropriates the funding for the Tobacco Settlement fund. If the Board approves the requested budget, then there is \$482,343 projected fund balance available to program in FY 2014-15.

#### County Health Facility Needs

Previously the Chief Administrative Office, Facilities Division, reported to the Board on the County's facility needs (See Attachment A, Agenda Item #13-1325, January 27, 2014). During the report, staff identified \$6,107,468 in County health facility needs as follows:

- 1. Psychiatric Hospital Facility \$1,401,303
- 2. Senior Day Care Center \$699,784
- 3. Health Department \$450,027
- 4. Community Services/Senior Nutrition \$3,556,354

Improvements to these facilities are scheduled in FY 2018-2019 and beyond, but there is no identified funding source at this time.

#### *Economic Development*

Based on the County's General Plan Economic Development, the County's goal is to assist with business retention and expansion.

### **OBJECTIVE 10.1.5: BUSINESS RETENTION AND EXPANSION**

Assist in the retention and expansion of existing businesses through focused outreach and public and private incentive programs and target new industries which diversify and strengthen our export base.

With the Marshall Cancer Resource Center in Cameron Park, Marshall Medical Center's project will initially add seven jobs and approximately \$1M in payroll. The services provided will generate approximately \$2M in revenue and protect Marshall Medical Center's market share.

With the economic impact, Marshall Cancer Resource Center is eligible to participate in the Board's Policy B-2 Fee Waiving (Attachment B) and Policy J-7 Economic Development Incentives (Attachment C). The Economic Development Incentives Policy provides assistance to businesses through various incentives, such as property tax or sales tax refunds, if applicable. Marshall Medical Center is a California non-profit and does not pay property taxes for property used for their operations. Marshall Medical Center leases property at 3581 and 3501 Palmer Drive, Cameron Park, and property taxes are collected based on the facilities being leased to for-profit operations. However, there are other potential incentives that may apply. The Fee Waiving Policy allows the County to waive building permit fees for non-profits. After discussions with Marshall Medical Center and Community Development Agency, Development Services Division, Marshall Medical Center would be responsible to pay approximately \$35,000 in building permit fees.

Additionally, it appears that Marshall Medical Center has not previously taken advantage of the County's Fee Waiving Policy in the past. From August 201 through August 2013, Marshall Medical Center paid \$28,213.14 on nine building permits (See Attachment D). If Marshall Medical Center had applied for a waiver pursuant to Board Policy B-2 Fee Waiving, then Marshall Medical Center would have been eligible to have \$23,260.04 waived in building permit fees. Traffic Impact Mitigation Fees and state mandated fees, such as Strong Motion Institute and Green Building Fees, are not eligible to be waived.

Economic Development Department 11 is projecting to carryover \$790,000 from FY 2013-2014 into FY 2014-15 for future projects. There are funds available within Economic Development to

contribute up to \$320,000 inclusive of any fee waivers or refunds or incentives pursuant to Board Policy B-2 and J-2.

### Summary:

The Chief Administrative Office is not making a recommendation on whether to fund the Marshall Cancer Resource Center project, but is providing a recommendation if the Board elects to fund the project.

Based on the above information, the Chief Administrative Office recommends that if the Board elects to fund the Marshall Cancer Resource Center project that the Board authorizes the funding in FY 2014-2015 as follows:

- 1. Tobacco Settlement Funds Department 40 \$480,000; and
- 2. Economic Development Department 11 \$320,000 inclusive of any incentives or fee waivers or refunds.

### **Follow Up Actions**:

- 1. If the Board directs staff to fund \$800,000 for Marshall Cancer Resource Center, then staff will program the funds into the FY 2014-15 budget per the direction provided;
- 2. Chief Administrative Office will work with Marshall Medical Center to develop an agreement between the parties to reflect the Board's direction regarding fee waiver for the Marshall Cancer Resource Center construction project and County contribution up to \$800,000; and
- 3. Chief Administrative Office will work with the Community Development Agency, Development Services Division, to confirm permit fees paid from August 2011 to August 2013 to process a refund, if the Board directs the refund.

#### Attachments

Attachment A - Agenda Item #13-1325, January 27, 2014

- Attachment B Board Policy B-2 Fee Waiving
- Attachment C Board Policy J-7 Economic Development Incentive
- Attachment D Marshall Medical Center Permit Information for APN 083-454-031

# Attachment A – Agenda Item #13-1325

### January 27, 2014

# Facilities Capital Improvement Program







Fiscal Year 2013/2014

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# Today's Items

- Approve, in concept, years two through five of the deferred maintenance Capital Improvement Plan for Fiscal Year 2013/2014
- 2) Approve the priority of the proposed facility replacements

# **County Facilities**

Consisting of:

- A number of administrative offices
- Several Libraries
- Two Jails
- Two Juvenile Detention Centers
- Senior and Community Centers
- Two Animal Shelters
- Over 20 Ancillary Facilities

Overall, more than 70 buildings totaling over 746,000 SF

# **County Facilities**

<b>Gross SF</b>	<b>Correctional Facilities:</b>	<b>Gross SF</b>
153,553	Sheriff Admin/Sally Port	22,154
38,292	Juvenile Hall	7,308
9,644	Main Jail (Placerville)	85,920
21,916	South Lake Tahoe Jail	63,388
12,574	SLT Juvenile Center	26,180
18,976	Sub Total:	204,950
7,776		
21,775		
22,343		
18,543		
12,221		
: 337,613		
	38,292 9,644 21,916 12,574 18,976 7,776 21,775 22,343 18,543	153,553   Sheriff Admin/Sally Port     38,292   Juvenile Hall     9,644   Main Jail (Placerville)     21,916   South Lake Tahoe Jail     12,574   SLT Juvenile Center     18,976   Sub Total:     7,776   Image: Sub Total:     18,543   Image: Sub Total:     12,221   Image: Sub Total:

Total Square Feet: 542,563

# **Building Systems**

**Site Utilities** 

**Exterior Lighting** 

Paving

Landscape and Irrigation

**Building Structural Systems** 

Roofing

ADA

**Exterior Envelope** 

**Interior Systems** 

Plumbing

HVAC

Electrical

Fire & Safety

Building:	100 - Building A
Address:	330 Fair Lane Road, Placerville
Square Footage:	38,987
Number of Floors:	2
Year Built:	1976/1992 Addition
Occupants: Board of Supervisors, Ch	nief Administrative Office, County
Counsel, Economic Development, Hu and Recreation, Risk	iman Resources, 911, OES, Parks
Replacement Cost:	\$11,270,000
Alternate Site Replacement Cost:	\$13,670,000
Deferred Maintenance:	\$4,088,424
Deferred Maintenance as % of Repla	acement Cost: 37.3%

### **Staff Comments:**

The Conditions Assessment Report (CAR) sights numerous building conditions requiring attention. Staff concurs with the report and has prioritized the repairs over 5 years. Priority will be given to the modernization of the Fire and Safety systems and ADA upgrades, followed by critical systems and structural concerns. The timing of certain improvements associated with Building A will be a function of the availability of temporary accommodations for displaced agencies during the process.

### **Staff Recommendations:**

While deferred maintenance as a percentage of replacement value is high, Staff feels an investment to preserve the asset is advisable. Building A serves as a valuable component of the government campus. The unique nature of the Building A use, location and operations would make obtaining a suitable replacement site problematic. The useful life of the asset could extended significantly with proper planning and investment.

### 2013/2014 Activities:

The list of actions proposed by the Facilities Division for FY 13/14 includes, but is not limited to, the following:

- 1) Solicit design proposals and initiate the design of the Building A/B Mechanical Renovation Project.
- 2) Solicit design proposals and initiate the design of the Building A Interior ADA upgrade project.
- 3) Begin construction for the Building A/B Generator Replacement Project.
- 4) Solicit design proposals and initiate the design of the Exterior Structural Retrofit project.
- 5) Begin various exterior ADA upgrades.

### Executive Summary Details Staff Supplemental Conditions Report

	the state the state	Implementation Year					
Item	1	2	3	4	5	6 - 15	Total
100 Building A							
1 Fire & Safety Modernization							
Emergency and Exit Lighting	\$12,890						\$12,890
Fire Alarm	\$12,890	\$12,890	\$12,890	\$12,890			\$51,560
Ramps, Stairs & Guardrails	\$19,044						\$19,044
Stairs and Handrails	\$1,058						\$1,058
Wet Type System	\$25,780	\$25,780	\$25,780	\$25,780			\$103,121
2 ADA Enhancements							
Cabinets	\$6,084						\$6,084
Site Access	\$99,188						\$99,188
Toilet Rooms		\$148,120					\$148,120
Windows	\$1,389						\$1,389
3 Structural							
Structural Framing			\$128,547				\$128,547
4 Building Integrity							
Access Hatches	\$1,984						\$1,984
Built-up Roofing						\$372,152	\$372,152
Doors, frames and hardware	\$1,818						\$1,818
Fascia			\$39,675				\$39,675
Windows and Frames						\$107,123	\$107,123

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CAO 2013-14 Facilities Capital Budget							
Descriptions:	Amount:	Funding Source:					
West Slope Animal Shelter	\$5,674,272	General Fund Contribution (Previously Tobacco Settlement)					
Vanir Facilities Assessment	\$4,537,340	Designation for Capital Projects					
Countywide Maintenance Pool	\$2,162,285	Accumulated Capital Outlay Fund					
Future Expansion Space – in Due Diligence	\$1,125,000	Accumulated Capital Outlay Fund					
		Designation for Capital Projects					
Criminal Justice Projects in-progress or planning	\$1,305,500	Criminal Justice Special Revenue Fund					
Court Construction Projects	\$415,445	Court Construction Special Revenue Fund					
Miscellaneous Insurance & Move Projects	\$485,000	Miscellaneous reimbursements					
Total 2013-14 Facilities Capital Budget	\$16,829,842						

# Budget

### **Deferred Maintenance – Subsequent Years**

Current Fund balance remaining is Designation for Capital Projects:	\$7,115,793
Accumulated Capital Outlay Fund Balance:	\$2,011,831
Accumulated Capital Outlay Fund - annual contribution (45%):	\$500,000
Criminal Justice Special Revenue Fund Balance:	\$258,628
Criminal Justice Special Revenue Fund – annual contributions:	\$275,000

### Conditions Summary Report By Facility

Implementation Year Will not be								
Facility	1	2	3	4	5	6~15	Expended	Total
100 Building A	\$438,666	\$1,212,995	\$834,765	\$626,372		\$975,627		\$4,088,424
110 Building B	\$722,110	\$677,247	\$1,151,231	\$625,669	\$837,269	\$1,253,700		\$5,267,225
115 Building C	\$139,651	\$334,151	\$87,438			\$3,474,188		\$4,035,427
120 Sheriff Administration	\$46,597	\$178,491	\$44,283				\$2,822,216	\$269,371
123 Juvenile Hall	\$55,736	\$615,824	\$485,094	\$264,097	\$149,934	\$287,952		\$1,858,637
126 Main Jail	\$999,071	\$950,752	\$709,656	\$1,553,335	\$345,503	\$4,147,841		\$8,706,159
160 Main Library	\$331,984	\$32,556	\$20,256	\$20,256	\$20,256	\$3,282,852		\$3,708,162
221 District Attorney	\$88,094	\$52,900					\$1,269,093	\$140,994
330 DOT Administration - Headquarters	\$66,788	\$113,008	\$2,381			\$792,892		\$975,068
362 Cameron Park Library	\$14,011	\$64,075	\$107,470			\$501,350		\$686,905
440 PHF	\$223,767		\$92,575			\$1,401,303		\$1,717,645
440A Sr Day Car Center	\$116,535	\$141,772				\$699,784		\$958,091
441 Health Department	\$206,147	\$145,211				\$450,027		\$801,385
470 Community Services / Sr Nutrition	\$529,656	\$167,296	\$12,696			\$3,556,354		\$4,266,002
600 South Lake Tahoe Administration	\$231,943	\$607,318	\$476,396	\$102,705		\$709,013		\$2,127,375
610 South Lake Tahoe El Dorado Center	\$23,788	\$9,919					\$3,864,941	\$33,707
620 South Lake Tahoe Juvenile Treatment	\$5,150		\$65,827			\$15,275		\$86,252
621, 622 & 631 South Lake Tahoe Jail	\$223,994	\$40,551	\$67,646	\$483,668	\$279,603	\$4,253,413	\$22,912	\$5,348,875
760 South Lake Tahoe Library	\$73,653	\$32,325	\$145,750	\$154,415		\$911,354		\$1,317,496
Grand Total	\$4,537,340	\$5,376,389	\$4,303,463	\$3,830,517	\$1,632,566	\$26,712,925	\$7,979,163	\$46,393,200

### Conditions Summary Report By Category

	Implementation Year						Will not be	
Category	1	2	3	4	5	6~15	Expended	Total
1 Fire & Safety Modernization	\$729,306	\$187,587	\$320,934	\$810,958	\$60,526	\$966,062	\$294,626	\$3,075,372
2 ADA Enhancements	\$377,600	\$735,135	\$330,493	\$37,030	\$109,768	\$5,052	\$443,368	\$1,595,077
3 Structural	\$794	\$0	\$646,025	\$0	\$0	\$2,765,371	\$1,482,824	\$3,412,189
4 Building Integrity	\$220,272	\$207,236	\$162,668	\$154,415	\$7,056	\$4,448,374	\$1,082,776	\$5,200,019
5 Finishes	\$284,657	\$223,066	\$243,503	\$296,676	\$95,114	\$1,607,671	\$468,985	\$2,750,687
6 Mechanical	\$1,757,729	\$3,188,861	\$1,892,631	\$1,598,978	\$1,108,110	\$7,424,415	\$2,307,954	\$16,970,723
7 Electrical	\$862,732	\$256,083	\$144,029	\$575,465	\$166,163	\$7,935,939	\$1,196,745	\$9,940,410
8 Civil	\$148,470	\$423,960	\$418,765	\$298,806	\$14,548	\$1,055,535	\$602,460	\$2,360,084
9 Miscellaneous	\$155,781	\$152,279	\$144,417	\$58,190	\$71,283	\$504,507	\$99,426	\$1,086,457

## Budget Anticipated Shortfalls

Year:	1	2	3	4	5	6~15
Funding required	\$4,537,340	\$5,376,389	\$4,303,463	\$3,830,517	\$1,632,566	\$26,712,925
Designation for CIP	4,537,340	2,330,930	3,528,463	1,256,400		
ACO Fund Balance		2,011,831				
Criminal Justice FB		258,628				
Annual Criminal Justice Funds		275,000	275,000	275,000	275,000	2,750,000
45% Annual ACO Funds		500,000	500,000	500,000	500,000	5,000,000
Shortfall:				\$1,799,117	\$857,566	\$18,962,925

# Acquisitions / Dispositions Facilities at End of Life







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# **Facility Replacement Priority**

Sheriff Administration
El Dorado Center
District Attorney Facility

# Today's Items

- Approve, in concept, years two through five of the deferred maintenance Capital Improvement Plan for Fiscal Year 2013/2014
- 2) Approve the priority of the proposed facility replacements

### **Attachment B**

### **Board Policy B-2 Fee Waiving**

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Subject:	Policy Number B-2	Page Number: 1 of 3
FEE WAIVING	Date Adopted: 11/08/1988	Revised Date: 02/07/1989

### Background:

In September 1981, the Board of Supervisors adopted policies and procedures regarding consideration of requests for waiver of County fees, permit charges, and other administrative costs. The policy is being amended at this time to give special consideration for emergency projects by local public agencies, and for life threatening fire safety needs being addressed for the public by private agencies. The Chief Administrative Officer is authorized to waive fees according to established procedure and report said waivers to the Board.

### Policy:

- County departments and offices shall charge all public agencies and non-profit organizations the same filing fees and other costs as those charged to private citizens, where those fees are levied to offset the County's costs to provide related services.
- Fees <u>may</u> be waived for building permits, encroachment permits, variances, zone reclassifications, administrative permits, or use permits only if the Chief Administrative Officer makes any one of the affirmative findings as specified below:

The Chief Administrative Officer finds that --

- a. The levying of the fee in question would result in extreme financial hardship to the requesting entity;
- b. The applicant has been delayed due to actions taken by the County;
- c. A facility or project proposed by a non-profit corporation or special district will provide a substantial public benefit;



Subject:	Policy Number B-2	Page Number: 2 of 3
FEE WAIVING	Date Adopted: 11/08/1988	Revised Date: 02/07/1989

- d. There is no actual cost to the County for the expense in question. For example, if the Building Department is required to inspect a structure, the fee related to providing this service will be levied. However, if inspection is not required, the fee may be waived;
- e. The project is being carried out by a local public agency and is an emergency project;
- f. The project is being carried out by a private agency primarily to address unresolved life threatening and/or fire safety issues for the public.
- 3. A fee for appeal of a decision of the approving authority may not be waived.

### Procedure:

An entity applying for a fee waiver shall present a request in writing to the department head of the department that charges the fee in question. The request shall contain a description of the project in question along with a statement as to why the applicant believes the fee should be waived. The department head will review the request and present it to the Chief Administrative Officer. The Chief Administrative Officer will approve or disapprove the request for fee waiver in accordance with provisions set forth in this policy and report said waivers to the Board of Supervisors.

#### Primary Department:

Chief Administrative Officer Community Development Department of Transportation



Subject:	Policy Number B-2	Page Number: 3 of 3
FEE WAIVING	Date Adopted: 11/08/1988	Revised Date: 02/07/1989

**References:** 

None

### Attachment C

### **Board Policy J-7**

### Economic Development Incentive

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Subject:	Policy Number:	Page Number		
ECONOMIC DEVELOPMENT INCENTIVES	J-7	1 of 4		
	Date Adopted: 2/11/14	Effective Date: 2/11/14		

#### I. PURPOSE

The Economic Development element of the County General Plan adopted by the Board on July 19, 2004 includes policies to encourage economic development and specifically provides for the development of incentives to encourage development of particular business sectors.

The purpose of this policy is to:

- A. Identify targeted business sectors that have the highest potential for growth and will offer the highest economic impact through the use of incentives.
- B. Identify economic incentive options.
- C. Establish a formalized analysis, fair process, and transparent review of economic development incentives for businesses starting in, expanding in, or locating to El Dorado County.
- D. Ensure any and all incentives offered to job-creating firms in El Dorado County offer benefit to the goals of the County as well as the business.

#### II. POLICY

#### A. Targeted Business Sectors

The primary focus for economic incentives will be on business sectors that generate high economic impact and provide a variety of employment opportunities for County residents. Examples of these sectors include:

- 1. Advanced manufacturing
- 2. Research & Development
- 3. Alternative Energy / Green Technology
- 4. Health & Wellness
- B. Incentive Options
  - 1. Sales or Property Tax Rebate/Reduction

The purpose of a rebate or reduction to either the sales or property tax paid by a business is to encourage job creation, particularly in business sectors targeted by the County. Applications for this incentive will receive more comprehensive review, and



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ECONOMIC DEVELOPMENT INCENTIVES	J-7	2 of 4		
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approvals will include key conditions to ensure employment levels assured by the business will be met.

a. Sales Tax Rebate/Reduction

A portion of a business' sales tax obligation to the County, or on sales tax paid to the County for investment in new equipment, machinery, or Research & Development materials and/or equipment, could be rebated on an annual, semiannual, or one-time basis. Rebate term could be for 5-10 years, and contingent upon employment levels identified in the original agreement, not to exceed a preestablished limit.

The tax rebate may be applied based on number of net new jobs created by the business. Additionally, there may be a "local bonus" – and additional rebate offered to the business for hiring employees who reside within El Dorado County.

b. Property Tax Rebate/Reduction

A portion of a business' increased property tax obligation (tax increment) to the County could be rebated on an annual, semi-annual, or one-time basis. Rebate term could be for 5-10 years, and contingent upon employment levels identified in the original agreement, not to exceed a pre-established limit.

The rebate may be applied based on number of net new jobs created by the business. Additionally, there may be a "local bonus" – and additional rebate offered to the business for hiring employees who reside within El Dorado County.

- 2. Permit Process Assistance
  - a. Priority Permit Processing
  - b. One-Stop Permit Pre-Meeting
- 3. Deferral/Reduction of Permit or Impact Fees
- 4. Small Business and Micro-Enterprise Assistance

Through the County's Community Development Block Grant (CDBG) funding, both financial and technical assistance may be offered to very small businesses and microenterprises (5 or fewer employees). This may include short- or long-term business loans, or technical assistance from subject matter experts.



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#### 5. State Programs

The State of California offers a variety of financing programs for economic development, including direct loans for new construction for businesses, and off- and on-site infrastructure needed for construction of new industrial facilities.

6. Workforce Development Assistance

The County may provide the following workforce development services to businesses, resulting in both direct and indirect cost-saving to a business.

- a. Recruitment and Hiring
- b. On-the-Job Training (OJT) Assistance
- c. Employment Training Panel ETP (Customized Training)
- d. Work Opportunity Tax Credit (WOTC)

#### III. PROCEDURE

The Chief Administrative Office will develop detailed administrative procedures for a defined application and evaluation process for economic development incentives, to include a thorough cost-benefit analysis.

Any tax or fee related incentives provided to a business shall be submitted to the Board of Supervisors for approval.

#### IV. REFERENCES

General Plan – Economic Development Element Objective 10.1.5, Policy 10.1.2.2

Board of Supervisors Policy J-2, "Economic Development – Priority Industrial and Commercial Properties"

#### V. RESPONSIBLE PARTIES

Chief Administrative Office Community Development Agency Health & Human Services Agency



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ECONOMIC DEVELOPMENT INCENTIVES	J-7	4 of 4		
	Date Adopted:	Effective Date:		
	2/11/14	2/11/14		

### VI. DATES APPROVED AND REVISED

Approval Date:	02/11/2014
Revised Date:	N/A

**VII. SUNSET DATE:** 02/10/2015

#### ATTACHMENT D

Marshall Medical Center, 3581 and 3501 Palmer Drive, Cameron Park Permits for APN 083 454 03 1

	PERMIT							
	APPLICATION	PERMIT ISSUE	PERMIT		TOTAL FEES		FEES ELIGIBLE	
PERMIT PROJECT DESCRIPTION	DATE	DATE	FINAL DATE	STATUS	PA	ID	FO	R WAIVER
219171-1 BUILDG-CNVRTO-HLTHCR	08/06/2013	10/28/2013		ISSUED	\$	11,698.90	\$	11,435.30
218925-1 BUILDG-EXPAND-TOWR-C	07/24/2013			PENDING	\$	175.00	\$	175.00
217857-1 BUILDG-REMODL-HLTHCR	06/18/2013	08/28/2013	09/13/2013	FINALED	\$	113.50	\$	112.50
211067-1 BUILDG-EXPAND-TOWR-C	11/13/2012	03/21/2013	05/03/2013	FINALED	\$	182.25	\$	181.25
208572-1 BUILDG-REMODL-OFFICE	08/22/2012	11/16/2012	02/12/2013	FINALED	\$	356.47	\$	350.43
208571 - 1 BUILDG-REMODL-OFFICE	08/22/2012	11/16/2012	01/09/2013	FINALED	\$	192.72	\$	189.38
207159-1 BUILDG-EXPAND-HLTHCR	05/24/2012	07/02/2012	12/07/2012	FINALED	\$	10,344.08	\$	5,772.80
203298-1 BUILDG-CNVRTO-HLTHCR	08/29/2011	09/27/2011	02/02/2012	FINALED	\$	3,697.12	\$	3,618.38
203168-1 BUILDG-REMODL-HLTHCR	08/22/2011	09/07/2011	01/12/2012	FINALED	\$	1,453.10	\$	1,425.00
TOTAL FEES COLLECTED					\$	28,213.14	\$	23,260.04

#### NOTE:

Permit data obtained from LMIS and Permit Information