



AGREEMENT

AGREEMENT dated Sept. 28, 2004 between, City of Glen Cove, a municipal corporation with offices at 9 Glen Street Glen Cove NY 11542, (Hereafter referred to as ~~Town, Village or City~~) and Fundamental Business Service Inc., 14 Front Street, Hempstead, New York 11550, (Hereafter referred to as FBS).

WHEREAS, the City of Glen Cove wishes to engage the services of a company providing a special dunning program referred to as Compliance Max 200~~3~~⁴, and

WHEREAS, FBS has been selected to perform these services, now therefore

IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

That the fee paid to FBS for this program service will be

"Compliance Max 200~~3~~⁴" program fee of \$ 7,000.00.

ATTACHED HERETO, is the schedule of action items outlining the service as well as the materials required for program performance.

In addition, all costs of operations incurred by FBS in furtherance of the services enumerated will be at the sole cost of FBS.

BE IT ALSO AGREED that all terms and conditions of the original Agreement entered into for data processing and collection services remain in full force and effect.

DATED: FUNDAMENTAL BUSINESS SERVICE, INC.

BY: [Signature]

DATED: 10/5/04 (~~Town, Village, or City~~) :

BY: [Signature]

Memo

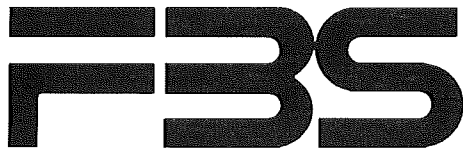
To: Mayor/City Council/Controller/City Attorney
From: Deputy Mayor
Date: June 13, 2003
Subject: Parking Ticket Fine Collection

Dennis Farrell of Fundamental Business Services, Inc., which oversees the collection of parking ticket fines issued within the City, has recommended that the City adopt an outreach program designed to enhance code compliance and revenue recovery,

This program involves the mailing of the attached letter on City Attorney letterhead to all persons with one or two outstanding parking tickets going back to 1997. As of this date, there are approximately 3,500 individuals who fit this category. (Persons with three or more outstanding tickets fall into the scofflaw program in which we participate with the State of New York.)

Dennis states that the outstanding fines amount to \$580,000 and estimates that we would collect approximately 30% or \$170,000 through this program. His fee would be \$6,500 up front.

In conjunction with the above, we are actively recruiting for two part-time Parking Enforcement Officers who will concentrate their efforts in the downtown area, the garages, and crowded areas such as the hospital and shopping centers.



FUNDAMENTAL BUSINESS SERVICE, INC

June 16, 2003

Ms. Carolyn Wilson
Deputy Mayor
City of Glen Cove
200 East Sunrise Highway
Lindenhurst, NY 11757

Re: Compliance Program

Dear Ms. Carolyn Wilson:

This is to follow-up our discussion on June 13, 2003, and to provide information regarding your interest to implement the Compliance Max 2003 Program in early September, 2003.

The Compliance Program projects potential revenue for the City of Glen Cove of approximately \$160,000 - \$170,000.

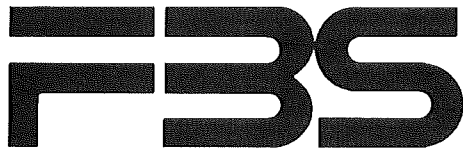
Costs to run this program, in addition to the contractual 30%, are estimated at \$6,000 - \$7,000. This additional fee covers the costs of all special ordered materials, additional preparatory work performed by FBS, mailing services, and postage.

Please don't hesitate to call with any questions or comments; I can be reached at 516-486-3120.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Dennis J. Farrell', is written over a printed name and title.

Dennis J. Farrell
President



FUNDAMENTAL BUSINESS SERVICE, INC

MEMORANDUM

TO: City of Glen Cove
Carolyn Wilson, Deputy Mayor

FROM: Dennis J. Farrell, President

SUBJECT: COMPLIANCE MAX 2003

DATE: May 27, 2003

This is to follow up our discussions in connection with an outreach program designed to enhance code compliance and revenue recovery.

FBS Compliance Max 2003 addresses open and unanswered summonses returnable to the jurisdiction, as well as previously active summonses that have not reached final disposition.

This "designer" follow up program offers a perfect opportunity to clear up outstanding issuances and to generate significant revenue for the City of Glen Cove. Compliance-MAX 2003 will encompass approximately 2000 summonses valued at \$ 330,000 dollars.

Please contact me at 516.486.3120 at your earliest convenience. As the attached outline of Action Items indicates, groundwork for the program takes time and preparation.

I look forward to your questions and comments. As always, FBS appreciates working with you in the service of the City of Glen Cove.

Regards,

Dennis

Enclosures



COMPLIANCE MAX ACTION ITEMS

1. Designation of Compliance Max program for your jurisdiction.
2. Designation of tickets to be included (from/to issuance dates) returnable to the jurisdiction.
3. Board approves Compliance Max and amends FBS Agreement to include additional compensation for compliance program.
4. Jurisdiction provides Public Notice
5. Compliance Max Program materials needed:
 - 8 1/2 x 11 letter (continuous form)
 - #10 Window Envelope
 - Pre-addressed # 9 return envelope
6. Review and approval of language and content of notification letter
7. Compliance Max notification materials to printer for preparation
8. Proofs to jurisdiction for approval and sign-off
9. Printing of letters and envelopes
10. Review and update jurisdictional parking database as necessary
11. Department of Motor Vehicles Interface
12. *Selection of eligible summonses and printing of notices
13. FBS Burst, fold, insert, meter, and mail Compliance Max notices in accordance with target date
14. FBS provide special services to facilitate Compliance Max Program, i.e.; telephone response and data entry

*Recommend printing FBS 800 Number on notices to direct bulk of telephone traffic to FBS.

DRAFT

Justice's Name
And Title

JURISDICTION
LOGO
HERE

Court
Address
Here

Court Clerk's Name
And Title

RE: COMPLIANCE MAX 2003

License Plate # **AMOUNT DUE**

Please be advised that the records of the Justice Court indicate the following overdue and outstanding summons(es) issued to you.

IMMEDIATE PAYMENT OF THESE DELINQUENT ISSUANCES IS DUE AND OWING.

Please make your check or money order payable to the Court listing the summonses paid and your license plate number.

In the event that you do not comply in a timely manner, all appropriate enforcement and collection procedures will be implemented by the Court, which may include:

- ✓ Vehicle Impounded – Vehicle booted or towed and impounded
- ✓ Registration Bar – Non-renewal and suspension of registration
- ✓ Default Judgment – Lien on real property and notification of credit bureaus
- ✓ Civil Warrant – Notification to Nassau County Warrant Squad

FOR FURTHER INFORMATION CALL 1-800-272-1635

PLEASE RETURN THIS PORTION WITH YOUR REMITTANCE FOR PROPER CREDIT

09/24/04

REPORT DATE

FBSB0410 FUNDAMENTAL BUSINESS SERVICE, INC.
PARKING VIOLATION MANAGEMENT PROGRAM

105 MONTH ANALYSIS 01/96 THRU 09/04

CLIENT 2800 GLEN COVE CITY COURT

| SUM. COURT | TOTAL FINE AMT | TOTAL (PEN) AMT | TOTAL PAID COUNT | PAID AMOUNT | OVER PAID | ADJUD. COUNT | ADJUD. AMOUNT | INTER. COUNT | INTER. AMOUNT | REDUCT. AMOUNT | OPEN COUNT | OPEN TOTAL |
|------------|----------------|-----------------|------------------|-------------|-----------|--------------|---------------|--------------|---------------|----------------|------------|------------|
| 1,712 | 60,691 | 133,492 | 586 | 45,415 | 270 | 160 | 63 | 5,685 | 55,470 | 793 | 87,453 | |
| 3,152 | 152,755 | 171,825 | 1,978 | 123,995 | (50) | 631 | 70 | 13,355 | 110,335 | 473 | 76,945 | |
| 4,004 | 185,915 | 192,435 | 2,622 | 152,940 | (150) | 734 | 82 | 14,000 | 123,420 | 566 | 87,535 | |
| 3,901 | 180,630 | 184,246 | 2,439 | 134,560 | (35) | 740 | 79 | 12,290 | 115,223 | 643 | 102,383 | |
| 3,159 | 151,620 | 163,850 | 1,905 | 114,295 | (70) | 656 | 140 | 19,875 | 104,145 | 477 | 76,945 | |
| 4,080 | 200,400 | 204,582 | 2,466 | 150,000 | (85) | 891 | 200 | 15,595 | 132,357 | 632 | 106,915 | |
| 2,704 | 138,990 | 142,532 | 1,619 | 96,155 | | 556 | 245 | 13,795 | 98,907 | 446 | 72,420 | |
| 3,188 | 184,885 | 170,033 | 1,965 | 119,770 | | 636 | 195 | 14,415 | 131,163 | 498 | 89,375 | |
| 1,876 | 116,865 | 88,875 | 1,114 | 68,105 | | 348 | 1,105 | 7,125 | 66,170 | 370 | 63,235 | |
| TOTAL | 27,776 | 1,372,751 | 1,451,870 | 16,694 | 1,005,235 | (250) | 5,462 | 722 | 116,135 | 937,190 | 4,898 | 763,206 |

*Passivists
for
11/11/04*

*Passivists
for
11/11/04*

11

*Volume
11*

