





## **Engineering Division MEMORANDUM**

**To:** Dave Koppel, County Engineer

**From:** Elizabeth Wood, Sr. Administrator – Sewer Projects

**Date:** 8/9/2007

**Re:** Necessity for Web-Based Payment Tracking Tool,  
Big Coppitt and Duck Key

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On July 17, 2007, a meeting was held to discuss collection of system development fee prepayments and non-ad valorem tax assessments for Big Coppitt and Duck Key. The WW Dept was under the impression that prepayments could be collected by the Monroe County Clerk, but learned at the meeting that was not possible.

WW Dept. approached FKAA about accepting payments since they currently receive payments from water customers. Since several clerks in different locations may receive payments, a web-based tracking tool is recommended. GSG provided a demo for County review and an estimated cost of \$18K to develop. The annual cost to manage will be negotiated as this tool will minimize manual corrections to the tax roll.

On August 8, 2007, a demo of the web-based tool was provided to Kerry Shelby at FKAA. He was pleased with the data management tool and agreed to collect payments on behalf of Monroe County provided that an ILA for service identifying approximately \$1 in collection costs per transactions was executed between County and FKAA.

WW Dept. will work with County Attorney to draft ILA.