

RESOLUTION NO. R-10-224

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA, ESTABLISHING FEES FOR DEVELOPMENT REVIEW SOFTWARE ACCESS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Matrix Study identified necessary improvements to increase the efficiency of the development review process including information system based changes; and

WHEREAS, the Planning Task Force identified workflow and permit application software program called *Buzzsaw* as a highly desirable tool to improve customer service and increase staff efficiency; and

WHEREAS, the software provides applicants and reviewers with a means to submit development and similar plans electronically, staff to share and review same collaboratively, with all authorized parties being able to track the status of the review process remotely; and

WHEREAS, the software will enable County departments and other Development Review Committee members and agencies to cut down on paperwork and to increase efficiency by delivering project responses faster and more economically; and

WHEREAS, the new software is the latest in a series of steps Manatee County has taken to improve customer service and response time and to become a more environmentally friendly organization; and

WHEREAS, the software is accompanied by annual license fees per individual user account which currently exceed \$300.00; and

WHEREAS, the Planning Department wishes to offer private persons or entities who frequently submit and wish to track development plans the opportunity to be a licensed user, which would allow full unlimited access to the program's submittal and tracking tools; and

WHEREAS, to do so, the Department must assess these persons or entities an annual fee which offsets the County's cost of adding another licensed user of the software; and

WHEREAS, this option will in no way impede persons or small entities who do not regularly submit development plans or interact with the Planning Department on such matters from being able to submit plans for review in alternative manners; and

WHEREAS, the Board of County Commissioners finds that it is in the best interests of the County to authorize a fee for access to the software described above.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MANATEE COUNTY, FLORIDA:

SECTION 1. A Development Plan Software Annual Unlimited Access Fee of \$350.00 is hereby established and may be assessed for those persons or entities seeking full unlimited access to this program. Nothing herein shall be deemed to deprive the Administration of the ability to decline or revoke access for any person or entity who fails to comply with established County computer security standards or otherwise misuses the access rights granted.

SECTION 2. If any part, section, subsection, or other portion of this Resolution, or any application thereof to any person or circumstance is declared to be void, unconstitutional or invalid for any reason, such part, section, subsection, or other portion shall be severable, and the remaining provision of this Resolution, and all applications thereof not having been declared void, unconstitutional or invalid, shall remain in full force and effect. This Resolution shall not be codified.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

ADOPTED, with a quorum present and voting, by the Board of County Commissioners of Manatee, Florida, this 14 day of December, 2010.

**BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA**

By: 
Chairman

ATTEST:
R.B. SHORE
Clerk of the Circuit Court

By: 
Deputy Clerk



MANATEE COUNTY GOVERNMENT

AGENDA MEMORANDUM

SUBJECT	Resolution R-10-224 – Adopting Development Review Software Access Fees	TYPE AGENDA ITEM	Consent
DATE REQUESTED	December 14, 2010	DATE SUBMITTED/REVISED	December 3, 2010
BRIEFINGS? Who?	None	CONSEQUENCES IF DEFERRED	The County will not be able to recuperate external users costs
DEPARTMENT/DIVISION	Planning Department / Administration	AUTHORIZED BY TITLE	John Osborne, Planning Director
CONTACT PERSON TELEPHONE/EXTENSION	Steve Kollar/708-7484 ext. 7218	PRESENTER/TITLE TELEPHONE/EXTENSION	John Osborne/ Planning Director / 748-4501 ext. 6825

SK

ADMINISTRATIVE APPROVAL

ACTION DESIRED
INDICATE WHETHER 1) REPORT; 2) DISCUSSION; 3) FORM OF MOTION; OR 4) OTHER ACTION REQUIRED

Adopt Resolution R-10-224

ENABLING/REGULATING AUTHORITY
Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy

BACKGROUND/DISCUSSION

- Proposed is adoption of a new fee to recover the costs for various external users to access the Development Review Software (Buzzsaw).
- The established fee for the external users will be set at \$350 annually and shall take effect immediately upon its adoption. We feel this fee will be supported by the development and building community as the use of this software will save them far more than the fee in reduced submittal costs.
- Matrix Study identified necessary improvements to increase the efficiency of the development review process, which this will improve customer service and increase staff efficiency.

COUNTY ATTORNEY REVIEW	
Check appropriate box	
<input checked="" type="checkbox"/>	REVIEWED Written Comments: <input checked="" type="checkbox"/> Attached <input type="checkbox"/> Available from Attorney (Attorney's initials: <u> </u>)
<input type="checkbox"/>	NOT REVIEWED (No apparent legal issues.)
<input type="checkbox"/>	NOT REVIEWED (Utilizes exact form or procedure previously approved by CAO.)
<input type="checkbox"/>	OTHER

ATTACHMENTS: (List in order as attached)		INSTRUCTIONS TO BOARD RECORDS:	
1. Memo from County Attorney Office (RLS-10-372) 2. Resolution R-10-224		None	
COST:	\$350.00 per user	SOURCE (ACCT # & NAME):	1070020702-552005/Transportation Systems Management Division Software
COMMENTS:	None	AMT./FREQ. OF RECURRING COSTS: (ATTACH FISCAL IMPACT STATEMENT)	N/A



Office of
**MANATEE COUNTY
ATTORNEY**

Tedd N. Williams, Jr., County Attorney

James A. Minix, Chief Deputy County Attorney
Maureen S. Sikora, Deputy County Attorney*
Robert M. Eschenfelder, Deputy County Attorney
Rodney C. Wade, Deputy County Attorney*
William E. Clague, Deputy County Attorney
James R. Cooney, Deputy County Attorney
Sarah A. Schenk, Deputy County Attorney*

MEMORANDUM

TO: John Osborne—Planning Director

FROM: Robert Michael Eschenfelder—Deputy County Attorney *RM*

THROUGH: Tedd N. Williams—County Attorney *TNW 11/22/10*

DATE: 22 November 2010

RE: Establishing Development Review Software Access Fee (RLS 10-372) (CAO File: 1110-263)

In URGENT RLS 10-372, assigned to me November 19, 2010, you indicate that your department has acquired a new software program with the capacity of allowing developers to submit development plans on line. This program also has the ability to allow all County staff associated with moving projects/applications through the review process to interact with the application, which will speed response times and allow for more staff interaction on comments.

You state that given the high cost of user licenses associated with full access to the software, Planning desires to recover the costs for the various external users with such access. You further state that while access “charges” will be assessed to other County departments as an administrative function with relevant fund transfers coming from those departments needing access (a matter not requiring Commission approval), a fee for outside/private-sector users must be established. These private users are likely the larger developers who submit frequent and more complex plans for review, and who have expressed interest and desire in having on line access to the review process. Such access would, for instance, allow near instant status updates, and allow greater ability to quickly submit follow up documents or information staff may need. You assure that this access won’t displace the more traditional methods smaller “mom and pop” developers may wish to use for their more limited or one-time projects. Paying the annual access fee would be the option of the developer.

As requested, I have drafted Resolution 10-224, which establishes the annual \$350 fee, which you indicate is the approximate current cost to the County for each license it must acquire to provide a user access. I advise that there are no other legal issues or concerns not dealt with in the resolution, and it is in suitable form to present to the Commission for consideration and adoption.

I trust this response has addressed your request for service. If I may be of further assistance, please feel free to contact me.

c: Ed Hunzeker—County Administrator

* Board Certified City, County & Local Government Law