October 20, 2026 - Regular Meeting

Subject
Public Comment and Workflow Modernization, David Morehead, Business Services Support Manager

Category
REPORTS

Briefings
Briefing Provided Upon Request

Contact and/or Presenter Information
Presenter: David Morehead, Business Services Support Manager, ext. 3622
Contact: Virginia Mullins, Business Systems Support Analyst, ext. 6884

Action Requested
No Action Required

Enabling/Regulating Authority
N/A

Applicable Advisory Board
N/A

Background Discussion
Our Agenda Team processes high volumes of public communications for published Board of County Commissioners (BOCC) agendas. Historically, public comments have arrived from a wide variety of decentralized sources. These comments can often number in the hundreds of individual submissions. Collecting, formatting, and compiling these submissions into an organized document for publication has been an entirely manual, decentralized, and cumbersome process requiring hours of intensive staff labor.

To address these inefficiencies, Arthur Dorvil, an intern within our summer internship program, proposed and developed a transformative process improvement project. Arthur was able to create a prototype that demonstrated how centralizing comment intake and utilizing automation can help gain back valuable staff labor hours.

- Preservation of Traditional Access: All standard avenues for citizens to contact elected officials and submit public records remain entirely intact and unaffected. This change applies solely to communications specifically intended to be published as part of the official meeting agenda package.

See attached agenda update memo 10.15.26

- Automation & Efficiency: The new intake form powers an automated backend process that automatically routes comments to their intended agenda items, compiles related submissions, and formats the documents for publication.
- Staff Oversight and Control: While the vast majority of the workflow is now automated, our skilled agenda management team retains full administrative control.

Prior to the conclusion of his internship, Mr. Dorvil successfully designed and stood up a working prototype of the form and automation workflow. County staff have since refined that prototype, integrated additional enhancements, and scaled the tool up for full-time public deployment. This initiative successfully reduces administrative bottlenecks, optimizes staff resources, and increases public transparency and engagement.

Attorney Review
Not Reviewed (No apparent legal issues)

Instructions to Board Records
None

Cost and Funds Source Account Number and Name
N/A

Amount and Frequency of Recurring Costs
N/A

October 20, 2026 - Regular Meeting

Subject
Updates to Agenda - October 15, 2026

Category
ANNOUNCEMENTS

Briefings
None

Contact and/or Presenter Information
Bobbi Roy, Agenda Division Supervisor, ext 6878

Action Requested
Updates incorporated appropriately

Enabling/Regulating Authority
N/A

Applicable Advisory Board
N/A

Background Discussion
Below are agenda updates (dated 10/15/26) for the meeting of October 20, 2026:

GENERIC PUBLIC COMMENTS
- This agenda item was updated with additional comments.

CONSENT AGENDA
Community and Veterans Services
Item 20, Approval and Execution of Modification of Mortgage between Manatee County and Blue CASL 41, LLC., Tracie Adams, Community and Veterans Services Department - District 4
- This agenda item was updated with a minor revision to the Cover Sheet deleting [PD1.1] from the Background Discussion (in strikethrough/underline format).

Financial Management
Item 25, Execution of Agreement No. 26-R090658TC for Street Sweeping Services for Property Management Department, Carmine DeMilio, Property Management Deputy Director, and Jeff Bare, Property Management Contracts Manager - Countywide
- This agenda item was updated with a public comment.

Natural Resources

Item 30, Approval of Tree Trust Fund Application for Robinson Preserve NEST; and Adoption of Budget Amendment Resolution B-27-012, Michael Elswick, Resource Management Division Manager - District 3

- This agenda item was updated with Budget Amendment Resolution B-27-012.

Property Management

Item 39, Execution of Conveyance and Construction Agreement between North River Village GEC, LLC and Manatee County, for property located at 6100 US 301 North, Ellenton, Florida 34222 - Peter Morrow, Property Acquisition Division Manager - District 1

- This agenda item was updated to revise the title of an attachment from Partially Executed Agreement w New Exhibit F to Partially Executed Conveyance and Construction Agreement (the agreement was not revised).

Item 63, Execution and Recording of Easement to Florida Power and Light (FPL) for property located at 3009 Lena Road Bradenton, Florida, 34211, Peter Morrow, Property Acquisition Division Manager - District 5

- This agenda item was added to the Agenda.

Utilities

Item 50, Adoption of Resolution R-26-137, approving the Pipeline Resiliency Project Facilities Plan, Patrick Shea, Utilities Director, and Chad Butzow, Chief Utilities Engineer

- This agenda item was updated with a revision to the Cover Sheet correcting the acronym for SAHM (in strikethrough/underline format).

REGULAR

Property Management

Item 57, Execution of Contract for Sale and Purchase from the Shelley N. Chilton Trust for Bunker Hill Preserve (Environmental Lands Candidate Property previously referred to as Taylor Grade Road Property); Adoption of Budget Amendment Resolution B-27-016; and Adoption of Budget Amendment Resolution B-27-017, Kara Koenig, Environmental Lands Program Manager - District 1

- This agenda item was updated with the revised Contract for Sale and Purchase.

Item 58, License Agreement with SEMA Construction, Inc., concerning a portion of County Property located in Cortez, Florida 34215, Peter Morrow, Property Acquisition Division Manager - District 3

- This agenda item was updated with public comments and finalized attachments (Location Map, SEMA Anticipated Uses and SEMA License Agreement).

REPORTS

Development Services

Item 64, Public Comment and Workflow Modernization, David Morehead, Business Services Support Manager

- This agenda item was added to the Agenda.

COMMISSIONER AGENDA ITEMSI

Items for Discussion

Item 61, County Administrator Contract

- This agenda item was updated with a public comment.

Attorney Review

Not Reviewed (No apparent legal issues)

Instructions to Board Records

N/A

Cost and Funds Source Account Number and Name

N/A

Amount and Frequency of Recurring Costs

N/A