

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: November 18, 2008 [] Consent [X] Regular [] Workshop [] Public Hearing

Department: Administration

Submitted By: Office of Small Business Assistance

Submitted For: Office of Small Business Assistance

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) A fee schedule for processing certification, modification of certification and re-certification applications for the Office of Small Business Assistance, effective January 1, 2009; and B) authorization to adjust the fee schedule annually based upon the Consumer Price Index (CPI).

SUMMARY: The Office of Small Business Assistance seeks Board approval to establish a fee schedule for the processing of certification, modification of certification and re-certification applications. Staff recommends that the Board approve the attached fee schedule (Attachment A) and that authority be given to allow for the adjustment of fees when necessary based upon the Consumer Price Index (CPI). The Office of Small Business Advisory Committee has reviewed the fee schedule and supports the recommendation. Countywide (TKF).

Background and Justification: On May, 20, 2008, the Board approved revisions to the SBE Ordinance which included the establishment of fees for certification, modification and re-certification of applications accepted by the Office of Small Business Assistance. Charging processing fees is not a new or unique concept. Currently, the Florida Regional Minority Business Council charges a processing fee for certification. It is non refundable and based on gross annual sales. The processing fees for these agencies range from \$250.00 to \$500.00. Also, the Miami/Ft. Lauderdale Minority Business Enterprise Center, which assists in certification, charges a fee. Its fee is based on a business' previous year gross revenues. The fee ranges from approximately \$200.00 to \$400.00.

Because certification, modification and recertification are costly and time consuming, the Office of Small Business Assistance can no longer provide such services for free. The reality of budget cuts has created the need to charge a reasonable processing fee of \$150.00 for certification, re-certification and modification applications. This processing fee will allow staff to continue to provide a reliable certification, modification and recertification method which includes, but is not limited to site visits, reviewing financial records, corporate documents, lease agreements, stock information, etc. This information is evaluated to verify that a business meets the County's Small Business Enterprise eligibility standards.

Attachments:

- 1. Fee Schedule

Recommended by: Hazel Oxendine, Director OSBA

10/29/08 Date

Approved By: Verdenia C. Baker, Deputy County Administrator

11/7/08 Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2008	2009	2010	2011	2012
Capital Expenditures					
Operating Costs					
External Revenues		(45,000)	(46,323)	(47,721)	(49,201)
Program Income (County)					
In-Kind March (County)					
Net Fiscal Impact		(45,000)	(46,323)	(47,721)	(49,201)
#Additional FTE					

Is Item Included in Current Budget?	Yes	No X		
Budget Account No:	<u>Fund</u> 0001	<u>Agency</u> 768	<u>Org</u> 7658	<u>Object</u> 2900
Reporting Category				

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The Office of Small Business Assistance anticipates that a total of 300 vendors will apply for certification, re-certification or modification of their current applications. This total represents a 25% reduction of actual applications received during the previous year and CPI projections are based upon a linear forecast of the past 10 years.

C. Department Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Atwillwhite 10-31-08 OFMB 10/31/08 [Signature] Contract Dev. and Control

B. Approved as to form and Legal Sufficiency:

This item complies with current County policies.

[Signature] 11/1/08
Assistant County Attorney

C. Approved as to terms and conditions:

[Signature]
Director, Office of Small Business Assistance

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

OFFICE OF SMALL BUSINESS ASSISTANCE
FEE SCHEDULE

New Certification (Effective January 1, 2009)	\$150.00
Re-Certification (Effective January 1, 2009)	\$150.00
Modification (Effective January 1, 2009) (Request to add service categories)	\$150.00