Agenda Item: 3F2

PALM BEACH COUNTY **BOARD OF COUNTY COMMISSIONERS** AGENDA ITEM SUMMARY

		-	
Meeting Date: October 5, 2010	[X]	Consent Workshop	[] Regular [] Public Hearing
Department:	11	Workshop	
Submitted By: Department of Airports			
Submitted For:			

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to adopt: a Resolution adopting an administrative Fee Schedule for security badge and fingerprinting fees; providing for adjustment of the fee schedule by the County Administrator or his designee; and becoming effective upon adoption.

Summary: Pursuant to the Title 49 Code of Federal Regulations Ch. XII Part 1542, the County is required to provide security background checks including fingerprint identification for airport workers at Palm Beach International Airport. Palm Beach County's Department of Airports Security Office performs application intake, fingerprinting, and security badge issuance. Due to increased charges from the required service provider, the Aviation Security Clearinghouse (ASC), staff proposes to increase the security fees to \$42 per application plus \$15 per year maintenance fee, an increase from \$35 and \$10, respectively. Staff also recommends to charge \$100 per lost or nonreturned badge, an increase from \$75. This revenue pays for the ASC charges plus a portion of the Security Office staffing. Staff also reviewed charges at other airports to insure overall reasonableness of the fees.

This Resolution also authorizes the County Administrator or his designee to increase the fees as necessary, by an amount not to exceed 5% per year. Countywide (AH)

Background and Justification: Following the events of September 11, Airport security background checks were standardized and enhanced pursuant to the Federal Code of Regulations 14, Parts 107 and 108. The Department of Airports maintains an active database of approximately 2,500 security badge records and processes approximately 1,000 new applications per year. All fingerprint information is electronically recorded and transmitted to the ASC for processing through the FBI database. The ASC recently instituted fee increases for processing and maintaining security filings: new security applications now cost the County \$30 (increased from \$27) and each active security file costs \$3 annually to maintain (previously no charge). Increased security application fees will pay for ASC cost increases and help fund Department staff costs that operate the Security Office.

Attachments:

1. Resolution

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Recommended By: _{إحمر)}		9/8/10				
0.1	Department Director	Date				
Approved By:	And	7/12/0				
	County Administrator	Date				

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

				—
(19,500) (19,500)	<u>(19,500)</u> (19,500)	<u>(19,500)</u> (19,500)	(19,500)	<u>(19,500)</u> (19,500)
# ADDITIONAL FTE POSITIONS (Cumulative) Is Item Included in Current Budget? Yes No _ Budget Account No: Fund Department				
	<u>(19,500)</u> dget? Ye	<u>(19,500) (19,500)</u> dget? Yes No	<u>(19,500)</u> <u>(19,500)</u> <u>(19,500)</u> dget? Yes No Department Unit	

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

Approval will result in the collection of an additional \$19,500 per year to recover the cost of additional ACH fees and existing staff costs (not including lost badge fees). Total annual revenues from these revenue sources are estimated to be \$79,500.

C. Departmental Fiscal Review:

III. REVIEW COMMENTS

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

VA 9/13/10

110 Contract De nes

B. Legal Sufficiency:

9/15/10 Assistant Coubty Attorney

C. Other Department Review:

Department Director

REVISED 9/03 ADM FORM 01 (THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT)

RESOLUTION NO. R-2010

RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA; ADOPTING AN ADMINISTRATIVE FEE SCHEDULE FOR SECURITY FEES; PROVIDING FOR THE ADJUSTMENT OF THE FEE SCHEDULE; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Palm Beach County, Florida (the "County") through its Department of Airports (the "Department"), owns and operates the Palm Beach International Airport; and

WHEREAS, the County is required to conduct fingerprint based Criminal History Record Checks (CHRC's) pursuant to Title 49, Ch. XII Part 1542 of the Code of Federal Regulations; and

WHEREAS, the Department administers the fingerprint based CHRC program on behalf of the County and incurs costs associated with the processing of security applications, fingerprinting, database administration, badge issuances, electronic equipment operation and maintenance, including fees payable to service providers to perform CHRCs, cost of supplies and other similar costs; and

WHEREAS, the Board approved the establishment of fees for processing fingerprint based CHRCs on February 26, 2002, and

WHEREAS, the Board desires to establish and maintain reasonable fees for the processing of fingerprint based CHRCs to recover a portion of the costs incurred by the Department to administer the security program on behalf of the County.

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, that:

Section 1. **Recitals.** The foregoing recitals are true and correct and are expressly incorporated herein by reference and made part hereof.

Section 2 <u>Fee Schedule.</u> The Board hereby approves the following fees for the administration of the security badge and fingerprinting program:

- A. Security Application.....\$42
- B. Annual Security Maintenance.....\$15
- C. Lost or Non-Returned Security Badge.....\$100

Section 3 Adjustment of Fee Schedule. The County Administrator or his designee, may annually increase the fees established by this Resolution by an amount not to exceed five percent (5%) per year without further action by the Board. The new fee schedule approved pursuant to this Resolution shall be received and filed with the Clerk of the Board within (90) days of approval. For purposes of this Resolution, the County Administrator's designee shall be the Director of the Department of Airports.

Section 4. <u>Severability.</u> If any section, paragraph, sentence clause or work of this Resolution is for any reason held by the Court to be unconstitutional, inoperative, or void, such holding shall not affect the remainder of this Resolution.

Section 5. <u>Effective Date.</u> This Resolution shall be effective upon adoption.

The foregoing Resolution was offered by Commissioner_____, who moved its adoption. The motion was seconded by Commissioner_____, and being put to a vote,

the vote was as follows:

	The	Chair	thereupon	declared	this	Resolution	duly	passed	and	adopted
this		da	y of	- · · · · · · · · · · · · · · · · · · ·		, 2010.	-			·

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: <u>Anne</u> <u>Alland</u> County Attorney

PALM BEACH COUNTY, FLORIDA BOARD OF COUNTY COMMISSIONERS

Sharon R. Bock, Clerk & Comptroller	
Palm Beach County	
By:	
Deputy Clerk	