

PALM BEACH COUNTY

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: June 18, 2013 Consent **Regular**
 Workshop Public Hearing

Department

Submitted By: **Administration - Office of Small Business Assistance (OSBA)**

Submitted For: Office of Small Business Assistance (OSBA),

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to: approve an amended fee schedule to include a fee for the expedited processing of certification, modification of certification, and re-certification applications in the amount of \$300.00 effective July 1, 2013.

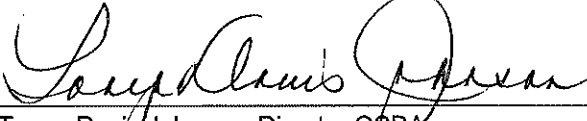
Summary: The Office of Small Business Assistance seeks Board approval to establish an amended fee schedule effective July 1, 2013 to include a fee for expedited processing of certification, modification of certification and re-certification applications in the amount of \$300.00. The Small Business Advisory Committee has reviewed the fee schedule and supports the recommendation. **Countywide (TKF)**.

Background and Justification: On November 18, 2008, the Board approved the fee schedule for the processing of certification, modification of certification and re-certification applications. Charging processing fees is not a new or unique concept. Currently, the School District of Palm Beach County, the Southern Florida Minority Supplier Development Council and the Miami/Ft. Lauderdale Minority Business Enterprise Center charge a processing fee for certification.

Because expedited certification, modification and re-certification are costly, time consuming and require a speedier process, the Office of Small Business Assistance can no longer provide such services at the application fee rate. The Office of Small Business Assistance has received 17 requests for expedited review in the past six months which required the Small Business Development Specialists to place their current workload on hold in order to process the application expeditiously prior to the bid opening/RFP due date.

Attachments:

1. Amended Fee Schedule

Recommended by:  5/31/2013
 Tonya Davis Johnson, Director OSBA Date

Approved By:  6/10/13
 Verdenia C. Baker, Deputy County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2013	2014	2015	2016	2017
Capital Expenditures					
Operating Costs					
External Revenues	<u>(\$1,500)</u>	<u>(\$6,000)</u>	<u>(\$6,000)</u>	<u>(\$6,000)</u>	<u>(\$6,000)</u>
Program Income (County)	_____	_____	_____	_____	_____
In-Kind Match (County)	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	=====	=====	=====	=====
# ADDITIONAL FTE POSITIONS (Cumulative)	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes No.

Budget Account No.:	Fund	Dept.	Unit	Object
	0001	768	7658	2900

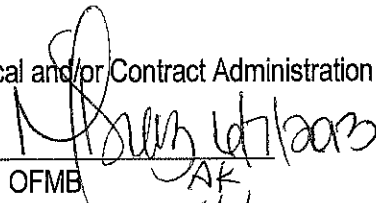
B. Recommended Sources of Funds/Summary of Fiscal Impact:

The Office of Small Business Assistance anticipates that a total of five vendors will apply for expedited certification, re-certification or modification in the final quarter of the current fiscal year. This total represents 1/3 of actual expedited applications that have been processed in the first three quarters of this fiscal year. The estimate for future years assumes the rate for expedited requests will remain steady.


C. Department Fiscal Review:

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

 _____ OFMB	4/7/13 AK	N/A _____ Contract Dev. and Control
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B. Approved as to form and Legal Sufficiency:



 Assistant County Attorney

C. Approved as to terms and conditions:



 Director, Office of Small Business Assistance

This summary is not to be used as a basis for payment.

OFFICE OF SMALL BUSINESS ASSISTANCE
AMENDED FEE SCHEDULE

Effective July 1, 2013

New Certification	\$150.00
Re-Certification	\$150.00
Modification of Certification	\$150.00
*Expedited Certification, Re-Certification or Modification of Certification	\$300.00

Attachment 1