

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Supervisors Bob Buster and Jeff Stone **SUBMITTAL DATE:** September 11, 2012

SUBJECT: International Business Express Office (IB Express)

RECOMMENDED MOTION:

1. That the County Office of Foreign Trade-EDA be authorized to establish the International Business Express Office (IB Express) to assist exporting businesses.
2. That the Commissioner of Foreign Trade, at the direction of the CEO, Assistant CEO-EDA, and or Managing Director EDA, establish this new service in locations across the county that best meet the needs of the business community seeking pass ports, past port renewals, and Visa assistance and or provide these services via mobile programs.
3. That the International Business Express Office (IB Express) also be authorized to charge fees for services provided in accordance with the United States Department of State policy and in accordance with existing Riverside County guidelines.
4. That the International Business Express Office also serve as a facilitator on behalf of exporting businesses in this county with same day Apostille services in conjunction with the Office of Secretary of State of California and the Office of the County Clerk-Recorder.

BACKGROUND: The Board of Supervisors established the County Office of Foreign Trade (OFT) in 2009 to assist exporting businesses in identifying new markets for products manufactured and/or grown in Riverside County. Since 2009 the Board of Supervisors has added business services for lending, via the Ex-Im Bank, established a Financial Assistance Center, supported the EB 5 Visa Centers, and expanded or added Foreign Trade Zones. These programs have assisted Riverside County business owners and have been of great value to our community partners. Adding the International Business Express Office (IB Express) to support business owners and business travelers with passport issuance, renewals, and Visa assistance - tailoring services to the needs of the business community - can also provide great benefit. Using a mobile component authorized to support local business, the program will assist business travelers from Riverside County in securing, at reasonable rates, their required official travel documents or renewing existing documents in accordance with the State Department. This program is specifically targeted to support the business community and is not intended or designed to compete with federal, state, regional, county, or local offices providing passport and Visa services. Locations in the community that may be considered for these business services are work force investment centers, county libraries, and locations deemed appropriate by the CEO, Assistant CEO-EDA, Managing Director – EDA, and or Commissioner of Foreign Trade-EDA. This program is in keeping with our objectives of creating a business friendly environment to support international business ventures. This program must be funded out of existing EDA resources.



BOB BUSTER
Supervisor – First District



JEFF STONE
Supervisor - Third District