

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

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**Meeting Date:** November 1, 2011       **Consent**       **Regular**  
 **Ordinance**       **Public Hearing**

**Department:** Administration

**Submitted By:**      Administration

**Submitted For:**      Office of Small Business Assistance

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff requests Board direction:** regarding reconsideration of reduction of annual contract with the Palm Beach State College Small Business Development Center (SBDC) in the amount of \$34,000 for the period of October 1, 2011 through September 30, 2012.

**Summary:** On October 4, 2011 the Board of County Commissioners directed staff to bring the SBDC contractual reduction of \$34,000 in FY2012 budget back for further consideration by the Board. Currently, the Office of Small Business Assistance (OSBA) FY2012 budget contains \$60,000 for SBDC contract. The reduction in the contract amount was a part of the required \$67,476.00 budget reduction of the OSBA. The SBDC contract provides Palm Beach County's Small Business Enterprise firms with technical assistance and training in the form of direct consulting services in the areas of finance, marketing, management, construction, human resources, business plans and international trade. As a result of the budget reduction, the level of service will be reduced to small businesses within the County. (Countywide) (TKF).

**Background and Policy Issues:** Palm Beach State College hosts the Small Business Development Center to continue providing free counseling services to local small/minority/women owned businesses. This contract is, in part, an effort by Palm Beach County to comply with the U.S. Small Business Administration's requirement for a local match. A total of \$60,000 was approved by the BCC during the FY 2012 budget process.

**Attachments:**

**Recommended by:** Allen Gray      Oct. 25, 2011  
Allen Gray, Interim Director, Office of Small Business Assistance      Date

**Approved By:** V. Baker      10/27/11  
Verdenia Baker, Deputy County Administrator      Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2012	2013	2014	2015
Capital Expenditures				
Operating Costs	0 *			
External Revenues				
Program Income (County)				
In-Kind March (County)				
Net Fiscal Impact	0 *			
# Additional FTE				

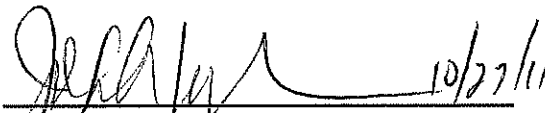

Is Item Included in Current Budget?	Yes <u>X</u>	No _____		
Budget Account No.:	Fund <u>001</u>	Agency <u>768</u>	Org <u>7658</u>	Object <u>3401</u>
Reporting Category				

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

\* The current budget for contractual services is \$60,000. If the board gives direction to reinstate any of the budget reduction, the fiscal impact will be equal to that amount.

**III. REVIEW COMMENTS**


**A. OFMB Fiscal and/or Contract Administration Comments:**

 10/27/11  
 WJS 10-25-11 OFMB SN 10/27/11 10/25/11  
 10/27/11  
 Contract Administration

**B. Legal Sufficiency:**

  
 Assistant County Attorney

**C. Approved as to terms and conditions:**

  
 Interim Director, Office of Small Business Assistance

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