

**SEMINOLE COUNTY GOVERNMENT  
AGENDA MEMORANDUM**

**SUBJECT:** Seminole Community College Small Business Services Agreement

**DEPARTMENT:** Economic Development

**DIVISION:** Operations

**AUTHORIZED BY:** William McDermott

**CONTACT:** Shani Beach

**EXT:** 7135

**MOTION/RECOMMENDATION:**

Approve and authorize Chairman to execute pledge commitment to the Seminole Community College (SCC) Foundation in the amount of \$150,000.00 for services provided through the Small Business Development Center and the Seminole Technology Business Incubation Center located at the Port of Sanford.

County-wide

William McDermott

**BACKGROUND:**

The SCC Small Business Development Center (SBDC) is an integral part of the small business development efforts in Seminole County. So far this calendar year the SBDC has served more than 176 clients, created 57 jobs, retained 34 jobs, assisted 10 business start-ups, and conducted 25 training seminars. In addition, the Seminole Advisory Board Council program is currently working with seven client companies. The funding request from SCC is \$150,000 (same as previous year) and is payable on or before December 1, 2008. Funds are available in the Economic Development budget to cover the request.

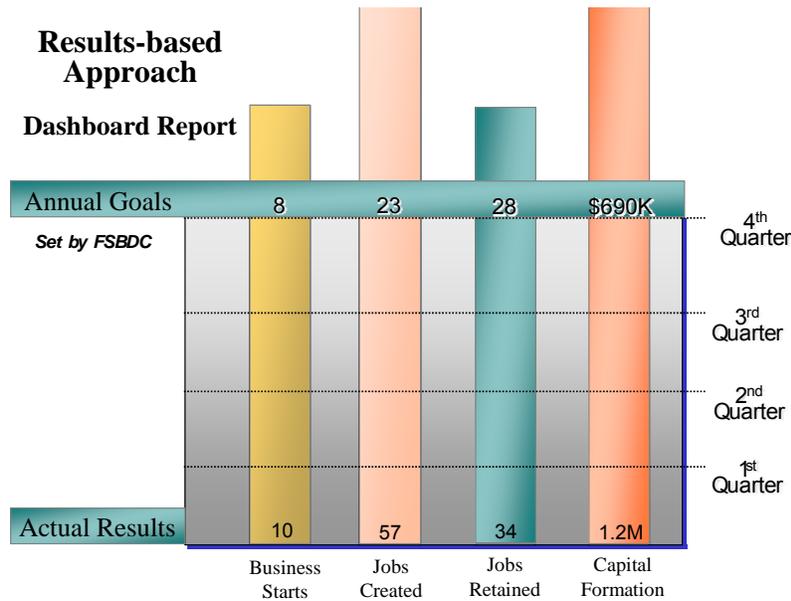
**STAFF RECOMMENDATION:**

Staff recommends that the Board approve and authorize the Chairman to execute pledge commitment to the Seminole Community College (SCC) Foundation in the amount of \$150,000.00.

**ATTACHMENTS:**

1. Dashboard Report
2. County Grant Commitment Letter

<p><b>Additionally Reviewed By:</b></p> <p><input type="checkbox"/> Budget Review ( Lisa Spriggs, Ryan Switzer )</p>
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**Services**

- Small Business Development Center (SBDC) – offering consulting services for Seminole County businesses and startups
- Seminole Advisory Board Council (SABC) – providing boards of volunteer advisors for existing companies seeking to grow
- Seminole Technology Business Incubation Center (STBIC) – flexible business learning environment along with space for young startup companies

**Locations**

- Port of Sanford
- SCC / Oviedo Campus
- Center for Economic Development at Heathrow
- SCC / Altamonte Springs Campus

**Outreach**

- Lunch and Learn is being planned for bankers to be conducted at SCC Oviedo Campus
- Staff appeared on Channel 15 Business Show
- Numerous newspaper stories and columns by or about staff and programs
- Joint promotion by Seminole County Library and SBDC of “Book an Expert” and seminars
- Rental activity for STBIC is picking up after 3 graduations
- 9 disaster workshops throughout Central Florida
- Robert Goetz was awarded the "Network Service Excellence Award and Renee Templeton was named "Regional Employee of the Year" by the Florida Small Business Development Center Network.

**SBDC Stats as of 07-31-08**

Clients:.....	176	Loans Obtained: .....	2
Sessions:.....	237	Capital Formation: ...	\$1,180,000
Events:.....	25	Business Start-ups: .....	10
Attendees: .....	400	Jobs Created: .....	57
Loan Applicants:.....	1	Jobs Retained:.....	34

GIFT COMMITMENT

I/We hereby pledge a total of \$150,000 to support Seminole Community College **payable to Seminole Community College Foundation, Inc.** This gift is to be used for:

SEMINOLE COUNTY/SCC SMALL BUSINESS SERVICES

**WHEREAS**, it is the policy of the COUNTY to aggressively stimulate economic growth in Seminole County by, among other things, either attracting new industries and businesses to Seminole County or by encouraging the expansion of existing industries and businesses within Seminole County; and

**WHEREAS**, the creation of new employment opportunities for residents of Seminole County and the increased tax revenues resulting from such industry or business expansion and relocation within Seminole County is beneficial to local economy; and

**WHEREAS**, the establishment of a jobs growth/economic development incubation center has been relocated to the Port of Sanford; and

**WHEREAS**, SCC has successfully demonstrated to the COUNTY that SCC can fully and adequately provide administrative support, and

**WHEREAS**, SCC is skilled at providing administration and other support to jobs growth and economic development programs; and

**WHEREAS**, SCC will attempt to enhance this County grant by solicitation of additional monies from others; i.e. State, Federal and private sector gifts, grants or contracts; and

**WHEREAS**, the COUNTY desires to enhance this effort for the purpose of encouraging job growth and economic development in Seminole County; and

**WHEREAS**, the COUNTY has determined that in order to enhance and preserve the economic well-being and health and welfare of the citizens of the COUNTY it is necessary, proper and desirable to support SCC in order to enhance the economic development of Seminole County; and

It is the County's desire to support the SCC/Small Business Services Department and to see no diminution of service which it currently provides as follows:

(a) A minimum of fifty percent (50%) of a full-time administrator's time and one hundred percent (100%) of an administrative assistant's time to provide coordination and management assistance for the SCC/Small Business Services Department.

(b) The services currently provided by SCC to the COUNTY include;

- (1) marketing efforts to recruit new businesses for the Incubation Center,
- (2) public relations effort for the Incubation Center
- (3) record keeping services,
- (4) fax, copying, Internet services,
- (5) documentation production/work processing services
- (6) financial management advisement services
- (7) marketing advisement services
- (8) coordination of efforts between the Seminole County Port Authority, the business owners and Seminole County Government regarding the Incubation Center(s),
- (9) consultation services for specialized areas, and
- (10) the providing of annual reports which shall include but not be limited to, recommendations relative to the continuing development and operation of the SCC/Small Business Services Department.

**SECTION 1. BILLING AND PAYMENT OF GIFT.** The COUNTY hereby agrees to pay SCC the sum of ONE HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$150,000) to assist with the goals provided hereunder by SCC during the term of this Grant. Said sum is payable on or before December 1, 2008.

**SECTION 2. TERM.**

(a) The term shall be effective from October 1, 2008 and shall remain effective until September 30, 2009.

(b) The funding for this gift may be withdrawn or limited at any time by the Board of County Commissioners.

**SECTION 3. REPORTS.** SCC shall provide the COUNTY with an annual report regarding the activities pursuant to this grant at the time of each twelve (12) month period under this grant.

**SECTION 4. BINDING EFFECT.** This grant shall be binding upon and inure to the benefit of the parties hereto and the successors in interest, transferees and designees of the parties.

**SECTION 5. ASSIGNMENT.** This grant shall not be assigned by either party without the prior written approval of the other.

**SECTION 6. PUBLIC RECORDS.** SCC shall allow public access to all documents, papers, letters or other materials which have been made or received by SCC in conjunction with this grant.

**SECTION 7. RECORDS AND AUDITS.**

(a) SCC shall maintain in its place of business all non-exempt books, documents, papers and other evidence pertaining to work performed under this Grant. Such non-exempt public records shall be and remain available at SCC's main campus at all reasonable times during the term of this grant and for five (5) years after grant closure.

(b) SCC agrees that the COUNTY or its duly authorized representative shall, until the expiration of five (5) years after grant closure, have access to examine any of SCC's non-exempt books, documents, papers and records involving transactions related to this Grant. SCC agrees that payments made under this Grant shall be subject to reduction for amounts charged which are found on the basis of audit examination not to constitute allowable costs.

(c) All required records shall be maintained until an audit has been completed and all questions arising from it are resolved or until five (5) years after closure of the Grant, in writing and submission of a final invoice, whichever is sooner. SCC will provide proper facilities for access to and inspection of all required records.

(d) The phrase "non-exempt," as used herein, means that the record is not exempt under the public records law of the State of Florida.

**SECTION 8. NOTICES.**

(a) Whenever either party desires to give notice unto the other, notice may be sent to:

**For COUNTY:**

Cynthia A. Coto, County Manager  
Seminole County Services Building  
1101 East First Street  
Sanford, Florida 32771

**With copies to:**

William J. McDermott, Economic Development Director  
Seminole County Government  
1055 AAA Drive  
Suite 145  
Heathrow, Florida 32746

**For SCC:**

Matthew M. Hodge, Ph.D.  
Executive Director  
SCC Foundation, Inc.  
100 Weldon Boulevard  
Sanford, Fl 32773-6199

