

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: SCC Small Business Services Grant

DEPARTMENT: Economic Development **DIVISION:** Economic Development

AUTHORIZED BY: ^{WJM}William McDermott **CONTACT:** Sabrina O'Bryan **EXT.** 7134

Agenda Date 09/12/06 **Regular** **Consent** **Work Session** **Briefing**
Public Hearing – 1:30 **Public Hearing – 7:00**

MOTION/RECOMMENDATION:

Approve and authorize Chairman to execute pledge commitment to the Seminole Community College (SCC) Foundation in the amount of \$150,000 for services provided through the Small Business Development Center and the Seminole Technology Business Incubation Center located at the Port of Sanford.

BACKGROUND:

The SCC Small Business Development Center (SBDC) is an integral part of the small business development efforts in Seminole County. Year to date, 2006, the SBDC has served 154 clients, created 56 jobs, retained 22 jobs, assisted 10 business start-ups, obtained 3 loans for clients, and conducted 16 training seminars. In addition to the existing services they provide, they are launching a new Seminole Advisory Council program to provide guidance to high growth companies.

The funding request from SCC is \$150,000 (same as previous year) and is payable on or before December 1, 2006. Funds are available in the Economic Development budget to cover the request.

Attached:
06/07 Grant Commitment
Dashboard Report – June 06

Reviewed by: _____
Co Atty: _____
DFS: JBS
Other: _____
DCM: _____
CM: Ca
File No. CE12

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, 2006.

SECTION 2. TERM.

(a) The term shall be effective from October 1, 2006 and shall remain effective until September 30, 2007.

(b) This grant may be renewed on a year to year basis by mutual agreement of the parties.

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
1301 East Second Street
Sanford, Florida 32771

For SCC:

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

