

MEMORANDUM

DATE: March 11, 2015

TO: Honorable Mayor and City Commission

VIA: Kenneth Fields, City Manager

FROM: James Slaton, Public and Support Services Director

SUBJECT: Office Space Lease - University of South Florida Board of Trustees

SYNOPSIS: The approval will allow Florida SBDC to continue leasing office space in the City of Lake Wales Municipal Administration Building for \$1.00.

RECOMMENDATION

It is recommended that the City Commission take the following action:

1. Approve the amended Lease agreement renewal with the University of South Florida College Board of Trustees, a public body corporate, to provide office space to FSBDC for a term beginning February 1, 2015 through January 31, 2016 for \$1.00.

The City Commission approved the original Lease on February 4, 2014 for a term beginning February 5, 2014 through January 31, 2015 for \$1.00.

Hours of operation will be Monday through Friday, 8:00 a.m. to 5:00 p.m.

BACKGROUND

The Florida SBDC network is a statewide partnership of higher education, economic development organizations, and other sponsors dedicated to the economic prosperity of Florida. Funded in 1976 by the U.S. SBA, the program successfully links Florida's education system with community outreach to aid in the development and education of the state's entrepreneurs and small business community. As the only statewide provider of entrepreneurial services, the SBDC plays a vital role in Florida's economic development initiatives by assisting entrepreneurs in all stages of business; working with firms in all industry sectors; utilizing the expertise and resources of some of the best universities and colleges in Florida; accessing the resources of national network of more than 5,000 SBDC professionals; and accrediting through the National Association of SBDCs.

State designated as Florida's Principal Provider of Business Assistance, the Florida SBDC Network has more than 35 years of experience helping businesses grow and succeed. Florida SBDCs have assisted hundreds of thousands of potential and existing business owners by providing management advice, training, and information needed to make sound business decisions in a complex and ever-changing marketplace. With partners ranging from institutions of higher learning to federal, state, and local governments to private organizations, and funding from the U.S. Small Business Administration, Florida SBDCs offer this business management and technical assistance through no-cost consulting and low-cost training for entrepreneurs. Services include strategic market research, business and strategic plan development, market and revenue growth strategy development and implementation, capital access and loan packaging, financial analysis and assessment, accounting systems and financial literacy, and feasibility analysis and start-up assistance.

The Florida SBDC would like to continue providing this vital program to the City of Lake Wales and its citizens by requesting the City Commission approve the Lease agreement renewal for office space at the Lake Wales Municipal Administration Building for a term beginning February 1, 2015 through January 31, 2016 for \$1.00. Hours of operation will be Monday through Friday, 8:00 a.m. to 5:00 p.m. The City will

provide telephone, internet, electric, and water utilities for Lessee. The annual \$1.00 will offset this cost. The lease does not include training class space.

OTHER OPTIONS

Do not approve the lease as proposed.

FISCAL IMPACT

The lease will generate \$1.00 in annual revenue that will offset the cost of telephone, internet, electric, and water utilities for Lessee.

ATTACHMENTS

Amended Lease Agreement
Florida SBDC Brochure and Workshop Catalog

General Lease

The City of Lake Wales, 201 W Central Ave, Lake Wales, Florida 33853,
("Lessor"), hereby leases to:

Name: ~~The University of South Florida Board of Trustees, a public body~~
~~corporate~~("Lessee")

Deleted:

FSBDC at the University of South Florida College of Business
1101 Channelside Drive, Suite 210
Tampa Port Authority Building
Tampa, FL 33602-3613
P 813.905.5800
F 813.905.5801

Rental of Office space within the City Administration Building: 201 W. Central
Avenue, Lake Wales, Florida 33853 (the "Premises")
Annual Rent: \$1.00
Commencing: February 5, 2015

Lessee Agrees to notify Lessor in writing of any change in Address or Phone
Number.

This Lease is made and entered into this 3rd day of February 2015, by and
between the Lessor and the above listed Lessee. Lessor agrees to allow the
Lessee to use and occupy certain "designated space" within the Premises subject
to the terms and conditions as set forth in this Agreement. The designated
space is as follows:

Space Room# 138 - 300 Sq.Ft.

TOTAL - 300 Square Feet of leased space

Term: The term of this Agreement shall begin on February 1, 2015 and end on the
31st day of January 2016.

Renewal: The Lessee, at its option and if budgetary funding is available from
the University of South Florida, may renew the term of this Lease in accordance
with the same terms and conditions as are contained in this Lease, for two (2)
additional terms.

Payment: In consideration for use of the designated space and access to the
Common Area Restrooms, Lessee shall pay Lessor all of the following mandatory
charges. All payments are to be made at the Premises address stated above.
Lessor may amend the charges with 20 days written notice. No monthly billing.

Rent and Sales Tax: Lessee shall pay Lessor annual rent in the amount of \$1.00
and applicable sales Tax on the 1st day October without notice, demand,
deduction or offset.

Late Charge: If Lessee does not pay any annual installment of rent when due,
access to the unit will be denied on the tenth day delinquent and a lock will be
placed barring access to the designated space.

Returned Checks: If any of Lessee's checks are returned for insufficient funds
or for any other reason, Lessee shall pay Lessor a service charge of \$25.00 plus

any collection fees, and the rent will be considered delinquent until the dishonored payment has been satisfied.

Clean-up Charges: If Lessee does not return the space to Lessor in "Broom Clean" condition and/or if Lessee leaves garbage or materials requiring disposal, the Lessee shall pay Lessor, on demand, a \$300.00 clean-up charge. Lessee is responsible for its own garbage removal.

Hours of Access: The hours this office will be accessible will be the normal hours of operation of the Premises (the Municipal Administration Building).

Signs: No signs shall be placed on the building without first obtaining the consent of Lessor as to size and placement of such signs. Consent shall not be unreasonably withheld.

Inspection: Lessor will have at all times the right to enter the property with reasonable notice, except in cases of emergency when such notice shall not be required. Lessor is to have a key code to enter the Premises at all times. Lessee grants Lessor the right to remove any security codes and locks without notice if Lessee is in default under this Lease and agrees that Lessor will not be responsible for any claimed loss, rent or damage to any of Lessee's goods which may occur after Lessee's locks have been removed.

Authorized Users: Access will be limited to Lessee, its employees or agents identified by Lessee in a separate attachment to this Lease.

Termination and Cancellation: If the Premises are destroyed by fire or other casualty as to render it unusable, Lessor may terminate this lease and payment for the designated space rented will be made only to the date of the fire or casualty. The Lessor will have no responsibility to Lessee due to the unavailability of the Premises as a result of fire or other casualty. If Lessee becomes insolvent or if bankruptcy proceedings are filed by or against the Lessee, this Lease shall terminate. If Lessee breaches any of the provisions of this Lease, Lessor may terminate this Lease effective immediately without notice of any type.

Expenses: Lessee shall pay Lessor any and all expenses incurred by Lessor in enforcing its rights under this Lease, including reasonable attorney's fees.

Utilities: Lessor will provide telephone, internet, electric and water utilities for Lessee.

Cleaning of the Designated Space and Refuse Removal: Lessee shall be responsible for cleaning of the designated space. Refuse placed outside the office door at designated times will be collected and disposed of by the Lessor.

Insurance and Disclaimer:

Lessee is a self-insured, sovereign entity of the State of Florida, and its self-insurance limitations are provided by law. Lessee is provided with comprehensive general liability insurance through the State Risk Management Trust Fund with limits of coverage up to a maximum of \$200,000 per person and \$300,000 in the aggregate per occurrence, pursuant to the terms and limitations of Sections 768.28, Florida Statutes and Chapter 284, Part II, Florida Statutes, or as amended from time to time. Worker's Compensation insurance is maintained in full compliance with Florida law. Lessee will provide evidence of its self-insured status upon request. The parties agree that this is sufficient in lieu of any other insurance requirements.

Lessee agrees that the Lessor is a landlord renting space for the Lessee's use and is not a bailor or warehouseman in the business of soliciting goods for hire. Lessee acknowledges that the Lessor does not have insurance covering Lessee or Lessee's stored property. It is hereby agreed that Lessor is not an insurer and it is not the intention of the parties that the Lease provides any form of coverage for any loss or damage sustained through burglary, theft, robbery, fire, water damage, mysterious disappearance, rodents, insects, acts of God, . The parties agree that Lessor does not accept Lessee's goods or property and is not liable in any manner for the safekeeping or condition of the same, nor is Lessor responsible therefor as a warehouseman.

Within the limits provided by law, Lessor assumes all risk of and will remain primarily responsible for personal injury occurring on the Premises that are attributable to the negligent acts or omissions of Lessor and its officers, agents, and employees while acting within the scope of their office or employment.

Pursuant to Florida law and notwithstanding anything to the contrary herein, as a state agency of Florida, Lessee cannot and will not indemnify Lessor. Within the limits provided by law, Lessee assumes all risk of and will remain primarily responsible for personal injury and property damage attributable to the negligent acts or omissions of Lessee and its officers, agents, and employees while acting within the scope of their office or employment. Notwithstanding anything to the contrary in the Agreement, Lessee does not agree to enlarge the scope of the waiver of sovereign immunity for state agencies provided in Florida Statute 768.28 and does not consent to be sued other than as provided by Florida law.

Lessor's Lien and Abandonment: Pursuant to Chapter 83 of the Florida Statutes, Lessor shall have a lien on all property, whether or not owned by Lessee, which is in the Lessee's designated space for rent. The Lessor's lien attaches as of the date which property is brought into the Premises or date Lessee takes possession of the designated space, whichever occurs first. The Lessor's lien is superior to any other lien or security interest, except for those which are perfected and recorded prior to the date of this Lease.

Assignment and SubLease: Lessee shall not assign this Lease or sublet the whole or any portion of the designated space rented hereunder without the written approval of the Lessor.

Condition and Alteration: Lessee acknowledges that the Premises which is the subject of this Lease is now in good condition and suitable for the purpose for which it is leased, and accepts the designated space in an "as is" basis. Lessee shall immediately notify Lessor of any fire (or other casualty), defects or dangerous conditions. Lessee shall keep the designated space in good order and condition and shall pay for any and all repairs to the building (office) arising out of negligence or willful misconduct of Lessee, its agents, employees, licenses, invitees or contractors. Lessee will make no alterations or additions to the leased space without the written permission of the Lessor and Lessee shall not subject the premises to any mechanic's lien. Any alterations will be made at Lessee's expense and shall become the property of the Lessor at the termination of this Lease. However, Lessor will have the right to compel Lessee, at the Lessee's expense, to remove any alterations, additions, or fixtures and return the designated space to the original condition.

Deleted: Lessee shall insure, at its own expense, its property stored in the Premises. The Lessee shall maintain a policy for fire, water damage and other perils including extended coverage insurance with theft, vandalism and malicious mischief endorsement for at least 100 percent of full replacement value of property stored. This insurance is for the benefit of the Lessee and Lessor. Lessee expressly agrees that carrier of such insurance shall be subrogated to any claim of Lessee against Lessor, Lessor's agents or employees.

Deleted: the active or passive acts or omissions of the Lessor or Lessor's agents or any liability on the part of Lessor by virtue of the Lease because of the relationship hereby established

Deleted: Specifically, but without limitations, Lessor shall not be responsible in any way for damage that may be claimed to cause loss or damage to the Lessee. Lessor shall not have or incur any liability for personal injury to Lessee, Lessee's agents or employees, or Lessee's property. Lessee agrees to indemnify the Lessor for any loss by all claims, including attorney's fees, incurred by Lessor. Property and Personal Injury Insurance of not less than \$300,000.00 with the City of Lake Wales listed as additional insured.

Entire Agreement: This Lease is the entire agreement between Lessee and Lessor and may not be changed or amended orally. This Agreement shall be governed by Florida Law. Lessee and Lessor hereby waive the right to jury trial to resolve any litigation resulting from this Agreement. The Agreement is binding and shall inure to the benefit of Lessor and Lessee and their respective heirs or legal representatives. Venue for any litigation arising out of this Agreement shall be in Polk County, Florida. If one or more of the provisions of this Lease are deemed to be illegal or unenforceable, the remainder of this Lease shall be unaffected and shall continue to be fully valid, binding and enforceable.

Deleted: s

Dated this 5th day of February, 2015

LESSOR: CITY OF LAKE WALES

By: _____
Eugene Fultz, Mayor

ATTEST:

City Clerk Clara VanBlargan, MMC

LESSEE: The University of South Florida Board of Trustees, a public body corporate

By: _____
Signature (Print) Name & Title

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of February 2015, by _____, on behalf of and as authorized by The University of South Florida, who is personally known to me or has produced the following Identification _____.

Seal

Notary Public

Interested In

- ★ Increasing Sales
- ★ Obtaining Financing
- ★ Improving Cash Flow
- ★ Winning Government Contracts
- ★ Exporting/Importing
- ★ Preparing for a Disaster
- ★ Starting a Business

Our Certified Business Consultants Can Help

The Florida SBDC Network is a statewide partnership of higher education, economic development organizations, and other sponsors dedicated to the economic prosperity of Florida. Funded in 1976 by the U.S. SBA, the program successfully links Florida's education system with community outreach to aid in the development and education of the state's entrepreneurs and small business community. As the only statewide provider of entrepreneurial services, the SBDC plays a vital role in Florida's economic development initiatives by:

- ★ **Assisting** entrepreneurs in all stages of business;
- ★ **Working** with firms in all industry sectors;
- ★ **Utilizing** the expertise and resources of some of the best universities and colleges in Florida;
- ★ **Accessing** the resources of a national network of more than 5,000 SBDC professionals; and
- ★ **Accrediting** through the national Association of SBDCs.

Florida SBDC Regional Centers

FSBDC at UWF
Pensacola
850.474.2528

FSBDC at GCSC
Panama City
850.747.3204

FSBDC at FAMU
Tallahassee
850.599.3407

FSBDC at UNF
Jacksonville
904.620.2476

FSBDC at UCF
Orlando
407.420.4850

FSBDC at USF
Tampa
813.905.5800

FSBDC at FGCU
Ft. Myers
239.745.3700

FSBDC at IRSC
Ft. Pierce
772.462.7296

FSBDC at PBSC
Boca Raton
561.862.4726

FSBDC in Broward
Ft. Lauderdale
954.762.5235

FSBDC Miami-Dade
Miami
866.737.7232

FSBDC at FKCC
Key West
305.809.3156

STATE OFFICE

850.473.7800 or 866.737.7232

"Without the guidance of the FSBDC at UNF, Enterprise Florida, the U.S. Commercial Service, and the STEP Grant, Arc Surveying & Mapping would struggle to achieve its expansion goals in South America," said John Sawyer, Founder.
— Arc Surveying & Mapping, Jacksonville

The FSBDCN is a statewide service network of approximately 40 centers funded in part through a cooperative agreement with the U.S. SBA, nationally accredited by the Association of SBDCs, and hosted by UWF.

www.FloridaSBDC.org

Helping Businesses Grow & Succeed



State Designated as
Florida's Principal Provider
of Business Assistance
[§ 288.001, Fla. Stat.]



Let our Certified Business Consultants assist in creating a strategy for you to

Accelerate the Growth of **YOUR BUSINESS**



Professional Business Consulting

Confidential consulting is provided at no cost to Floridians who want to grow their business. Our professionally certified business consultants have the knowledge and tools to help emerging and growing businesses design growth strategies and make better business decisions. Consultant expertise focuses on areas vital to accelerating business growth:

- ★ Strategic Market Research
- ★ Business and Strategic Plan Development
- ★ Market and Revenue Growth Strategy Development and Implementation
- ★ Capital Access and Loan Packaging
- ★ Financial Analysis and Assessment
- ★ Accounting Systems and Financial Literacy
- ★ Feasibility Analysis and Start-up Assistance

Our Consultants are credentialed business professionals highly qualified in corporate management and consulting. They are vested and trusted advisors driven to improve business performance.



Business Data & Information

Through its affiliations and partnerships with institutions of higher education, the Florida SBDC Network has access to high-cost databases and business research resources, including the experts who know how to put the information to work; from interpretation to implementation.

Value-Added Training

Educational events provide current and practical information on business topics ranging from the basics to advanced business management skills. Events include workshops, seminars, conferences, CEO peer-to-peer roundtables, networking, and matchmaking. Instructors include Certified Business Consultants, faculty, government and private-sector professionals. Nominal fees may be charged for educational events.



Targeted Growth Services

Growth Acceleration

Provides in-depth business assessments for micro businesses and small and medium-sized enterprises (SMEs) to develop sustainable growth strategies.

Government Contracting

Assists established Florida businesses with reaching new markets through federal, state, and local government contracts, and prime contractors.

International Trade

Provides "Export Ready" programs and services to help new-to-market, new-to-export businesses in Florida expand globally.

Business Technology Commercialization

Provides support for the rapid commercialization of innovative products and processes, systems integration, productivity and quality improvements by SMEs engaged in R&D or manufacturing in Florida.

Business Continuity

Helps businesses develop Business Continuity, Emergency Preparedness and Disaster Recovery Plans.

Veterans' Business Outreach

Serves as a clearinghouse of technical assistance for veterans interested in starting or growing a business.

Small Business Resource Network

Serves as an information clearinghouse to connect small businesses with government, non-profit agencies, and fee-for-service professional expertise.

Helping Businesses
Grow & Succeed
No-cost Consulting & Low-cost Workshops



Workshop Catalog

The FSBDC Network is funded in part through a cooperative agreement with the U.S. Small Business Administration (www.sba.gov).

Florida SBDC Network
at the University of South Florida



Helping Businesses
Grow & Succeed

State Designated as the Principal Provider of Business Assistance [§ 288.001, Fla. Stat.]



Florida SBDC Network at the University of South Florida

No-cost, one-on-one consulting & low-cost training workshops for business growth and success

Success Checklist:



Starting Your Business

3-Week Start-Up Series (Covering Marketing, Planning, Financing, Bookkeeping & Taxes)
Starting Your Business Class
Meet with Small Business Consultant (Develop Business Idea & Feasibility Analysis)

Plan to Succeed

Building the Ultimate Business Plan Class
Meet with Small Business Consultant (Business Plan)

Create or Increase Revenue

Marketing Your Business Class (Target Market, Marketing Strategies)
Social Media Strategies
SEO: 15 Steps to Increase Your Google Rankings and Double Your Site Traffic Class
Ignite Your On-line Marketing: A Guide to 4 Essential Google Tools
Meet with Small Business Consultant (Business/Marketing/Internet Strategies Plan)

Financing, Cash Flow, Credit, Accounting & Financial Statements

Financing Your Business in Today's Economy Class
Basic Bookkeeping Class
Understanding QuickBooks Class
Financial Intelligence: Understanding Your Financial Statements
Meet with Small Business Consultant (Financing Options and Strategy)

Legal & Tax Compliance

Contracts & Legal Strategies (offered as 3-part series & as individual classes)
Business Taxes Class
Legal Entity Selection (Meet with CPA Small Business Consultant)
Meet with a Small Business Consultant

Specialties

Women/Minority/Disabled Veteran Certification Class
Basic Government Contracting 101 Class
Government Series (6 Classes)
Business Side of Medicine (Meet with Small Business Consultant Specialist)
International Trade Basics Class
International Trade Certification Program Classes
Florida Export Series Classes
Meet with Small Business Consultant
Evaluate Buying or Selling a Business (Meet with Small Business Consultant)
Evaluate Buying a Franchise (Meet with Small Business Consultant)

Stay on top of your
business with SBDC
business tips &
event listings



Business Basics

Starting Your Business

You've got the idea. Now you need to know how to get on your way. From how to determine feasibility and legal structures, to the types of licenses you'll need, this class covers all the essentials that help you get started.

Time: 2.5 hrs. Cost: \$25

Start-up Series: Three Week Course

Don't know which direction to take in launching your business? Let us help you navigate the road to success. After working with thousands of business owners each year, we've put together six courses that make up the critical business foundation all entrepreneurs need to know before starting a business. The series will take you through determining feasibility and legal structures; developing financial projections; obtaining a loan; accounting and bookkeeping processes; and attracting customers. You'll learn from SBDC Certified Business Consultants who are backed by the Small Business Administration, USF College of Business, and the National Association of SBDCs. Plus, the Florida SBDC is State Designated as Florida's Principal Provider of Business Assistance [§ 288.001, Fla. Stat.].

Included: 6 classes, 17 hours of instruction, handouts and software. Plus: By taking the series you're getting Business Taxes and Financing Your Business in Today's Economy for FREE. Time: 17 hrs. Cost: \$185

Plan for Success

Building the Ultimate Business Plan

Business planning is the foundation to starting a new venture, raising funds or growing your business. Receive all the tools necessary to complete a practical business plan, including a copy of the Ultimate Business Planner software. Our expert advice simplifies conducting necessary research to make decisions and develop financial projections. Don't be intimidated, take the first step.

Time: 3.5 hrs. Cost: \$90

www.SBDC Tampa Bay.com/training 813.905.5800

Marketing Strategies

15 Steps to Improve Your Google Rankings

Not showing up in Google? It's your Search Engine Optimization (SEO). This seminar will teach you how to develop a strategy based on methods of the Amazon best-selling book, "The Small Business Owners Handbook to SEO...in Just 15 Steps." You'll learn how to select keywords that are proven performers, combine keywords into site content and boost site popularity. Attendees will master:

- Basic SEO terms
- How to use several free SEO tools to select the best keywords
- How to implement a 15-step process for optimizing site content
- How to measure results using free tools, like Google Analytics

Amazon best-selling SEO textbook included.

Time: 3 hrs. Cost: \$60

Ignite Your Online Marketing: A Guide to 4 Essential Google Tools

Stuck in "the web?" Online marketing doesn't have to be so frustrating. Attend this seminar to learn how you can take advantage of incredible online marketing tools that will enable your business to have a successful online presence. You'll learn about the four Google resources that can help you attract customers as well as how to get local exposure with Google Places; how to increase productivity with Google Apps; and how to measure success with Google Analytics.

Curriculum & materials provided from Google.

Time: 3 hrs. Cost: \$45

Marketing Your Business

You know why your business rocks. Does anyone else? Take this class to uncover the characteristics that make up your business' DNA. Soon, you'll be able to boost consumer loyalty and company profits. After answering the two most important questions in all of marketing, you'll be ready to skillfully implement customer-winning strategies and face the competition.

Time: 3 hrs. Cost: \$25

SBDC Quick Tip:

Marketing Your Business is a must-take class before launching that website, product or new business.

Social Media Strategies

Twitter, Facebook, Google Plus and LinkedIn are all relationship building tools you can use to win the hearts and minds of your customers (so they think of you first when it comes time to buy). These tools also serve as a way to help prospective customers discover your business. This seminar focuses on what you need to know to use social media to promote your business.

Time: 2 hrs. Cost: \$25

Accounting & Taxes

Basic Business Taxes

There's no way to get around it— every business must report taxes. But how you pay your taxes all depends on the type of business you have. This class explores the taxation process and filing requirements for sole proprietorships, partnerships, corporations, and LLCs.

Time: 3 hrs. Cost: \$10

Employer Taxes

Navigating tax issues around hiring workers can be challenging. Prepared by the IRS, this class can help you determine whether workers are employees or independent contractors as well as guide you through the tax requirements for each. This class is a must for any entrepreneur who will be paying people to work in his or her business. By the end of this course, you'll:

- Know the difference between employees and independent contractors.
- Understand employer responsibilities related to taxes, filing, and IRS and Florida requirements.
- Have greater confidence in managing the tax requirements.
- Be able to comply with IRS payroll tax deposit and reporting requirements for employees and independent contractors.

Time: 2 hrs. Cost: \$25

Bookkeeping Basics

Proper bookkeeping is essential to managing your business. Learn how to classify and record basic business transactions, enter data into an account, chart accounts, and many basic accounting terms. You'll also learn what you must hold on to for tax compliance and find out what accounting software might be useful to help make your bookkeeping easier.

Time: 2 hrs. Cost: \$45

Understanding QuickBooks

Creating invoices, writing checks and managing customers, QuickBooks makes it all easier. This introductory class takes you through the basics of the software program. This course gets you started on making your company's bookkeeping simpler.

Time: 3.5 hrs. Cost: \$60

Helping Businesses
Grow & Succeed



Monster Transmissions



Sublime Yoga



Ten Star Promotions



Carpenter Public Relations

International Trade

Florida Export Series

Like to go global, but not sure how to get there? Let the SBDC's three-part Florida Export Series be your guide. We'll put you on the right path toward international growth and expansion. No business is too small to go global. In fact, more than 95 percent of Florida's exporters are small businesses.

Series covers: Intro to Trade • Dealing with Your Export Market • Documentation and compliance

Includes textbooks and certificate

Time: 3 hr. per module Cost: \$120/3 modules

Going Global: International Trade Basics

If you are a small, domestically-owned business interested in exploring potential international markets or are a first time exporter with limited international market experience, then this class is for you.

SBDC Quick Tip:

Florida is the nation's sixth-largest export state and more than 95 percent of its exporters are small and medium-sized enterprises.

Selling to the Government

Time: 2 hrs. Cost: \$10

Government Contracting 101

Ready...set...sell to the federal government! This workshop provides information on registering with the federal government, how to locate federal opportunities, who to market to within the federal government, and so much more.

Time: 2 hrs. Cost: \$10

Government Contracting Series

- Taking the mystery out of government contracting
- Reading Requests for Proposal and Invitation for Bids
- Responding to solicitations
- Examining the Federal Acquisition Regulation
- Marketing to the government

Minority Certifications

Women/Minority/Disabled Veteran Certification

It's no myth... a women, minority or veteran certification could present opportunities for your business. But, there is a process to becoming certified. In this class, you'll learn how to complete the State of Florida certification application and discover how you can use it to seek business with the private sector and government.

Time: 2 hrs. Cost: \$10

Financing & Cash Flow

Financial Intelligence: Analyzing Your Business' Financial Statements

Ever wished you had a crystal ball to help predict your business outcomes? Well, you do! And, it's probably sitting on a shelf collecting dust. Get rid of the excuses that keep you from looking at the numbers. We'll teach you how to comprehend your business' financial statements so you can focus on the big picture. After this course, you'll be able to use the numbers to evaluate the condition of your business and effectively manage its financial performance by learning how to:

- Read, review and understand your statements in as little as one hour per month
- Use your statements to recognize negative trends before it's too late
- Understand the three statements you must have before making operating & marketing decisions
- Speak the same language as your banker and CPA
- Perform vertical & horizontal comparative analyses
- Use ratios to make the most of your assets
- Determine the net worth of your business
- Ask financially intelligent questions

Text Book Included: Financial Intelligence for Entrepreneurs

Time: 3.5 hrs. Cost: \$75

Financing Your Business in Today's Economy

Are you looking for money for your business? Are you considering a SBA loan? This seminar will help you zero in on the right funding choices for your business and avoid money scams. Our financing veteran will educate you on how to ask for a loan, get prepared for the bank and where to find money in a tight-fisted economy. You'll explore:

- SBA loans: when, where and how to apply
- How to plan your financing request to banks
- Which banks are making loans
- Angel investors and venture capitalists
- Six Cs of credit and how credit scores effect your business
- The fundamentals of royalties, licensing and supplier credit
- Busting the myths about small business grants

Time: 2.5 hrs. Cost: \$10

SBDC Quick Tip:

A minority certification can give you an advantage in selling your products and services to the government and corporations as long as the business is at least 51% owned by a woman, minority or veteran.