



## Marion County Board of County Commissioners

### Procurement Services

2631 Third St.  
Ocala, FL 34471  
Phone: 352-671-8444  
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DATE: June 14, 2024

TO: Mounir Bouyounes & Kevin Sheilley

FROM: Marion County Board of County Commissioners

SUBJECT: Economic Development and Small Business Incubator Services

Mr. Bouyounes & Mr. Sheilley –

Effective October 1, 2023, through September 30, 2024, Marion County has allocated \$300,000 to the Chamber & Economic Partnership (CEP) to support economic development initiatives and small business incubator services. This memo outlines the terms and conditions of this funding agreement, including compensation procedures, maintenance of records, and audit requirements.

#### Allocation of Funds.

County has allocated \$300,000 to facilitate CEP's mission in promoting economic development and supporting small businesses through incubator programs.

#### Term.

The term of the Agreement shall be for services performed during FY 2023-24 defined as October 1, 2023 through September 30, 2024

#### Compensation.

Payments will be disbursed to CEP following the COUNTY's established financial procedures.

#### Maintenance of Records.

CEP shall retain copies of all financial records to the Agreement in accordance with the general records schedules established by the Department of State Florida Division of Library and Information Services as calculated from the date funds are dispersed. COUNTY shall have the right to review, inspect, copy and audit all such records during normal business hours and upon reasonable notice.

#### Audit.

CEP will conduct a regular audit of all its accounts by a Certified Public Accountant.

This funding agreement represents a significant investment by Marion County in the economic growth and development of the local community. CEP's adherence to the outlined procedures and requirements will be crucial in achieving the objectives of this partnership. For any questions or further details regarding this agreement, please contact Procurement Services at 352-671-8444.

Marion County, A Political Subdivision of the State  
of Florida

Mounir Bouyounes  
County Administrator

Date

Ocala/Marion County Chamber of Commerce, Inc.

Kevin Sheilley  
President/CEO

06.17.24

Date