



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Council Action - City of Sweet Home—LBCC Small Business Development Center Agreement

**Preferred Agenda:** December 14, 2021

**Submitted By:** Blair Larsen, Community & Economic Development Director

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion X Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** City of Sweet Home Purchasing Policy

**Towards Council Goal:** Aspiration V, Economically Strong Environment, Goal 4.3: Develop economic and business education opportunities with regional partners.

**Attachments:** Sweet Home SBDC Agreement 2021

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## **Purpose of this RCA:**

The City is seeking to enter into an agreement with the Linn-Benton Community College (LBCC) Small Business Development Center (SBDC) in order for the SBDC to conduct training and business advising programs for entrepreneurs and small businesses in Sweet Home in exchange for financial assistance from the City. This is an extension of an existing agreement that has been in place since 2019.

## **Background/Context:**

In order to develop economic and educational opportunities with regional partners, the City has negotiated the attached agreement and scope of work with the Linn-Benton Community College Small Business Development Center. The agreement has been effective since December 2019, and now needs to be renewed.

## **The Challenge/Problem:**

How do we provide local business education opportunities for small businesses and entrepreneurs in Sweet Home?

## **Stakeholders:**

- Sweet Home Residents – Residents deserve the enjoyment of their homes without being unreasonably impacted by their neighbors.
- Sweet Home City Council – Council members are the voice of the citizens they serve and represent. Each member of this group is interested in developing business opportunities that will improve the quality of life in Sweet Home.
- Linn-Benton Community College – An educational institution of the State of Oregon that provides educational opportunities to Sweet Home residents.

**Issues and Financial Impacts:**

The City of Sweet Home has already negotiated and budgeted \$2,500 for this arrangement with LBCC. This agreement puts the commitment in writing, and outlines the deliverable services that the SBDC will provide.

**Elements of a Stable Solution:**

An ideal outcome would be to enter into an agreement with a regional partner for the and business training and advising services that the City wants available to its residents at a cost that is acceptable to the City.

**Options:**

1. Do Nothing – Make no agreement with the Linn-Benton Community College Small Business Development Center.
2. Motion to accept and finalize the draft agreement with Linn-Benton Community College Small Business Development Center as presented and authorize the City Manager to sign the agreement – The agreement will be signed and sent to LBCC for their corresponding signature.
3. Motion to accept and finalize the draft agreement with Linn-Benton Community Collge Small Business Development Center with changes and authorize the City Manager to sign the agreement reading – The Council may specify desired changes to the proposed agreement and authorize the City Manager to sign it. However, there is no guarantee the LBCC will agree to the changes.
4. Reject the proposed agreement and direct staff to research other options – Direct staff to research other ways to provide business training and advising services in Sweet Home.

**Recommendation:**

Staff recommends option 2: Motion to accept and finalize the draft agreement with Linn-Benton Community College Small Business Development Center as presented and authorize the City Manager to sign the agreement.