

**Carson City
Agenda Report**

Date Submitted: January 27, 2015

Agenda Date Requested: February 5, 2015

Time Requested: 5 mins

To: Mayor and Board of Supervisors

From: City Manager

Subject Title: For Possible Action: To approve and authorize the Mayor to sign a Memorandum of Understanding between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno, the Nevada Small Business Development Center (NSBDC) and Carson City, for the purpose of providing a framework for cooperation between NSBDC and the City. *(Michael Salogga)*

Staff Summary: This MOU establishes the expectation for the City and NSBDC in working cooperatively to provide business assistance resources. The Business Development Manager will serve as an NSBDC business counselor. The NSBDC will provide training and support for business assistance. This five year agreement will end January 31, 2020.

Type of Action Requested: (check one)
 Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve and authorize the Mayor to sign a Memorandum of Understanding between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno, the Nevada Small Business Development Center (NSBDC) and Carson City, for the purpose of providing a framework for cooperation between NSBDC and the City.

Explanation for Recommended Board Action: See Staff Summary.

Applicable Statute, Code, Policy, Rule or Regulation: N/A

Fiscal Impact: No funding is requested.

Explanation of Impact: N/A

Funding Source: N/A

Alternatives: Do not approve the MOU.

Supporting Material: MOU

Prepared By: Janet Busse, Department Business Manager

Reviewed By: _____ Date: _____
(Department Head)

Nichols M. ... Date: 1/27/15
(City Manager)

Joseph L. ... Date: 1/27/15
(District Attorney)

Urbel ... Date: 1/27/15
(Finance Director)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____ _____

(Vote Recorded By)

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made by and between the Board of Regents of the Nevada System of Higher Education on behalf of the University of Nevada, Reno, Nevada Small Business Development Center ("NSBDC"), and Carson City ("City").

The purpose of this MOU is to provide a framework for cooperation between NSBDC and the City.

Term: This MOU shall become effective on February 1, 2015 and remain in effect for five (5) years, ending on January 31, 2020. Either party may terminate this MOU by giving the other party ninety (90) days written notification prior to the proposed termination date.

As such, the parties hereby agree to the following:

Expectations for Carson City:

- Provide a qualified employee at the City to facilitate free and confidential individual business management counseling to entrepreneurs and small business owners and managers. This employee ("Business Development Manager") will:
 - Work with the NSBDC to coordinate and facilitate business, entrepreneurial, management and technology training for small business.
 - Partner with SCORE to provide business start-up training, when appropriate.
 - Establish referral systems with banks, chambers of commerce, educational institutions, SCORE, SBA, trade groups, NSBDC partners and other groups that work with small businesses.
 - Track on an ongoing basis and provide to the NSBDC State office on at least a monthly basis:
 - clients and type of assistance provided
 - business plans developed
 - business starts
 - capital acquired by clients
 - jobs created and/or retained
 - Provide two success story contacts per year (a university graduate student will assist with a write-up).
 - Understand and participate in the continuing efforts to develop and implement the NSBDC strategic plan.
 - Ensure high quality counseling and training, including making sure there are adequate safeguards protecting client confidentiality and that staff are available and clients are served on a timely basis.
 - Actively determine needs of the small business community and respond appropriately.
 - Utilize other NSBDC students, faculty and other host institution resources to effectively deliver services.
- Provide for sufficient space to maintain client confidentiality during consulting sessions.
- Provide such office equipment and facilities as may be necessary to provide the services described in this MOU.
- Provide resources for professional development of the Business Development Manager.

Expectations for NSBDC:

- Provide training and mentoring for the Business Development Manager to enhance technical assistance skills.
- Provide training support for training classes/workshops.
- Provide the Business Development Manager access to NSBDC's extensive statewide network – for example, other business counselors, university students, training staff and GIS and Business Environmental Program services.
- Provide referrals to the Business Development Manager for potential clients in the Carson City area.
- Provide direction on how to capture and report technical assistance
- Provide the City with quarterly reports on all counseling and training activities provided by the Business Development Manager.

Entire Agreement:

This MOU constitutes the entire agreement between the parties pertaining to the subject matter contained in it and supersedes all prior and contemporaneous agreements, and no other representations or understandings of the parties shall be binding unless executed in writing by all parties. No waiver of any of the provisions of this MOU shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver.

The provisions of this MOU may be amended in writing at any time by either party and will take effect upon the signature of both parties. Any such amendment may not extend the length of this MOU beyond the term stated above (five years). Any amendment will become part of this MOU when executed.

In witness whereof, the parties hereto have caused this MOU to be executed by their respective, duly appointed representatives as noted by their signatures below.

Recommended:

By: _____
Sam Males, State Director
Nevada Small Business Development Center

Date: _____

For the Board of Regents of the Nevada
System of Higher Education on behalf of the
University of Nevada, Reno:

By: _____
Thomas L. Judy, Assoc. Vice President
Business and Finance

Date: _____

For Carson City:

By: _____
Robert L. Crowell, Mayor

Date: _____