



CITY OF MENIFEE

SUBJECT: Agreement with University Enterprises Corporation at CSUSB and Inland Empire Small Business Development Center for Business-Related Technical Assistance for Fiscal Years 2023-2025

MEETING DATE: June 21, 2023

TO: Mayor and City Council

PREPARED BY: Kayla Charters, Senior Management Analyst

REVIEWED BY: Gina Gonzalez, Economic Development Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve and authorize the City Manager to execute a Professional Services Agreement with University Enterprise Corporation at California State University of San Bernardino (CSUSB) for itself and on behalf of Inland Empire Small Business Development Center for business-related technical assistance services in an amount not-to-exceed \$27,000 for Fiscal Year (FY) 2023/2024 and FY 2024/2025.

DISCUSSION

The City of Meniffee currently utilizes the Inland Empire Small Business Development Center (SBDC) as part of the Economic Development's Building Better Businesses (B3) Program. The B3 Program offers Meniffee businesses free consulting on a wide variety of business services, such as assistance on business planning, marketing, business assessments, taxes, licensing, business management, human resources, grants, loans, and more. SBDC also provides four seminars during the term of the proposed Professional Services Agreement (PSA) on business related topics tied to the City's Comprehensive Economic Development Strategy (CEDS).

In partnership with the Small Business Administration (SBA) through the California State University of San Bernardino, the SBDC will provide free, unbiased, and direct services to Meniffee businesses, entrepreneurs, and start-ups. The PSA for these services is offset by grants that are obtained by the SBDC for a low nominal cost of \$13,500 annually through the City's Economic Development Department for business expansion and retention needs. The comprehensive cost to the City for the two-year budget process is \$27,000. During and post COVID, SBDC applied for grants on behalf of the City of Meniffee, as the City's business community partner, and provided expanded services and workshops beyond the annual agreement with SBDC for FY 2021/2022. These expanded services are currently planned to be offered through the next fiscal year.

Additionally, in FY 2021/2022 a MOU was executed, above and beyond the existing SBDC service Agreement, to offer the utilization of City Hall space, when available, to provide services locally at City Hall. SBDC currently operates at City Hall in available conference space, not disrupting existing City services, or conference space needs with staff, for private business consultations twice a month and no longer needs access to city office space for consulting needs, asides from conferencing room space, thereby no longer needing a MOU with the City for this use.

Staff is recommending approving the PSA with SBDC to continue to utilize and provide free services to Menifee businesses at the Menifee City Hall, and approving the biannual agreement for free direct services to businesses as part of the Menifee B3 Program.

STRATEGIC PLAN OBJECTIVE

Thriving Economy

Through the SBDC PSA, the City will assist Menifee businesses with locally offered business expansion and retention efforts.

FISCAL IMPACT

The current fiscal impact for this item is \$27,000 for a two-year budget cycle. This item is currently budgeted within the proposed FY 2023/2024 and FY 2024/2025 Budget in Account No. 100-4350-52800. Each party has the option to end the PSA at the end of each fiscal year with notification.

ATTACHMENTS

1. PSA - Small Business Development Center FY 2023-2025