



## City of Biggs

### Agenda Item Staff Report for the Regular City Council Meeting: May 12 6:30PM

TO: Honorable Mayor and Members of the City Council  
FROM: Mark Sorensen, City Administrator  
SUBJECT: 3CORE Economic Development District Membership Contract for Services  
and Cash Match for Fiscal Year 2015-2016

Council is asked to consider approval of the 3CORE Economic Development District Contract for Services and Membership cash match for Fiscal Year 2015-2016

#### **Background**

The attached document outlines the various Economic Services provided by 3CORE and asks for a cash match of \$4,500 in fiscal year 2015-2016 which is an increase of \$500 from the current fiscal year.

#### **Fiscal Impact**

\$4,500

#### **Recommendation**

Authorize the City Administrator to sign the contract for services between 3CORE, Inc and the City of Biggs for Economic Planning and Coordination Activities, and expend funds in the amount of \$4500.00 in fiscal year 2015-2016.

---

Mark Sorensen, City Administrator



April 20, 2015

Mark Sorensen  
City of Biggs  
P.O. Box 307  
Biggs, CA 95917

**RE: 3CORE Economic Development District – 2015-2016 Partnership Investment**

Dear Mark,

Thank you for taking the time to meet with us recently to discuss the upcoming year and your involvement in the 3CORE District. 3CORE strives to identify resources for your area through grants, collaboration and partnerships to further economic development in our communities.

The 3CORE Board of Directors and staff have established the final figures for the fiscal year 2015-2016 District Partnership investment.

Last year the City paid \$4,000. **This year, the adjusted Fiscal Year 2015-2016 Partnership Investment for the City of Biggs is \$4,500.**

Enclosed is a copy of the 2015-2016 invoice and Partnership Agreement for your review and signature. The agreement outlines the variety of services available to members of the 3CORE Economic Development District as well as those available on a fee-for-service basis.

***Please return one signed copy of the Partnership Agreement along with the Partnership Investment payment to 3CORE.***

If you have any questions, please contact me at (530) 893-8732 ext. 204. Thank you for your continued support and we look forward to our continued partnership.

Sincerely,

Marc Nemahic  
Executive Director

51

Cultivating Healthy Businesses Because People Matter

3120 Cohasset Road, Suite 5, Chico, CA 95973 voice 530.893.8732 fax 530.893.0820 www.3coreedc.org

# 2015-2016 Partnership Agreement

---

EDA issued changes this year to the Comprehensive Economic Development Strategy process. These revisions signal that the environment is changing.

The economic development funding is limited and competitive; federal & state funding agencies are demanding communities to be ready, competitive, & have skin in the game.

These changes require a new approach—one based on a partnership, rather than a laundry list of good ideas; a new agreement that will help your community to thrive & succeed in this new environment.

The partnership agreement goal is to identify key projects—game changers to be exact—that move the community's economic development, job creation and business expansion forward. And each 3CORE partner must be prepared politically, financially, and institutionally to make these game changer projects a reality.

3CORE will develop a local & regional Economic Resiliency Strategy. Our approach is to map out a local S.W.O.T analysis identifying the strengths, weaknesses, opportunities and threats affecting community economic health & prosperity.

Rather than a wish list of projects, 3CORE and our partners will, convene people, groups and organizations and create relationships around a shared economic strategy. 3CORE's role is to act as a facilitator to identify community needs and establish effective paths to meet those needs.

3CORE would like to extend an invitation for you to become a partner. As a partner, 3CORE will work with you to perform an assessment of your needs and help to identify partnerships, resources and funding opportunities that are new to you. Our role will be to walk side-by-side with your organization and act as an extension of your staff.



**PARTNERSHIP AGREEMENT BETWEEN  
3CORE, Inc.  
AND THE CITY OF BIGGS**

The City of Biggs hereby agrees to provide \$4,500 as consideration to the 3CORE, Inc. for the City of Biggs annual partnership under the Economic Development Administration Planning Grant Program.

As a Partner the City of Biggs shall have access to and may receive services as described in Attachment A. The City of Biggs shall also have access to and may receive additional services as those described in Attachment B on a Fee-for-Service basis.

IN WITNESS WHEREOF, the parties hereto have executed this instrument or caused this Agreement to be executed by their duly authorized agent(s) this \_\_\_\_ day of \_\_\_\_\_, 2015.

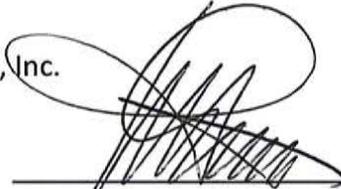
City of Biggs

Name: \_\_\_\_\_  
Mark Sorensen

Date: \_\_\_\_\_

Title: City Administrator

3CORE, Inc.

Name: \_\_\_\_\_  
  
Marc Nemanic

Date: 4/20/15

Title: Executive Director

## **PARTNERSHIP AGREEMENT**

### **ATTACHMENT A – ANNUAL or CONTINUING SERVICES THROUGH A S.W.O.T. SCOPE OF WORK**

3CORE is to help implement activities necessary or appropriate for the City of Biggs.

- ◆ Development and annual update of the Comprehensive Economic Development Strategy (CEDS) for the District and related priority projects.
- ◆ Map a local S.W.O.T. analysis and a consensus scope of work detailing Partner priorities, timelines, budget, and responsibilities of 3CORE and Partner
- ◆ Planning and execution of at least two (2) meeting held with your jurisdiction annually to update priorities and provide status reports of pending activities within the District.
- ◆ Identification of funding sources for S.W.O.T. priorities within the CEDS.
- ◆ Staff hours spent managing the Economic Development Administration Planning District as required by EDA.
- ◆ Maintaining key memberships in national, state, and regional organization representing the tri-county region.

## PARTNERSHIP AGREEMENT

### ATTACHMENT B – SERVICES ON A FEE-FOR-SERVICE BASIS

**Fee-for-Service** Contracts – Jurisdictions who decide to execute Fee-for-Service contracts are typically required to go through a competitive procurement process.

The Fee-For-Service rate is Sixty-Five Dollars an hour (\$65.00).

3CORE may provide the City of Biggs with services on a **Fee-for-Service** basis that may include but not be limited to the following:

- ◆ Identification of funding sources for various public sector projects outside the local S.W.O.T. scope of work or the Comprehensive Economic Development Strategy (CEDS).
- ◆ Planning, organization, writing, and submittal of State Community Development Block Grant (CDBG) Over-the-Counter (OTC) grants.
- ◆ Development of grant applications to various State and Federal Agencies **not** identified as priorities within the CEDS.
- ◆ Contract economic development staff.
- ◆ Grant/Project Management and/or Administration. Tasks could include such items as: overseeing subcontractors, tracking project budget, ensuring that project timelines are adhered to, preparation and submittal of various reporting documents, acting as a conduit between local Partner and project consultants or project subcontractors, other project management related items.
- ◆ Grant/Project Implementation. Implementation of various grants including those related to community visioning, business needs assessments, general plan revisions, economic development plan preparation/implementation, various feasibility studies, and community development.
- ◆ Business Retention/Expansion Program planning, implementation, and management.
- ◆ Loan portfolio management
- ◆ Loan pre-qualification and underwriting



# INVOICE

Date: April 20, 2015

To: Mark Sorensen  
City of Biggs  
P.O. Box 307  
Biggs, CA 95917

From: 3CORE, Inc.

Amount Due: \$4,500

For: Partnership investment for fiscal year 2015-2016  
for the 3CORE, Inc. Economic Development District