

CITY OF TUCSON SMALL BUSINESS COMMISSION (SBC)
MINUTES OF THURSDAY, NOVEMBER 30, 2006

Mayor and Council Chambers
255 W. Alameda – City Hall – 1st Floor
Tucson, Arizona 85701

1. Call to Order and Introductions

The meeting was called to order at 4:10 pm.

Members Present

Don Windmiller Chair	Bob Baker
Joe Higgins, Vice Chair	Deitrich Benjamin
Katharine Kent, P.E., CPM	Britton Dornquast
Jan Gordley	Deb Turner
Marion Hook	Lola Kakes
Eva Macias	

Members Absent/Excused

Joanna Dinan	Steve Schwartz
Diane Castro	

Others Present

Robert Wadlow, Business Owner
Kathleen Skinner, Metropolitan Tucson Chamber of Commerce
Eric Emmert, AH & Associates
Jeff Sales, Mayor's Office
Lorraine Hernandez, Ward 2 Council Aide
Byron Howard, City Manager's Office
Marie Nemerguth, City Manager's Office
William Dorgan, William Dorgan & Associates
Craig Gross, Development Services Center
Michael Graham, Tucson Department of Transportation
Ellen Hitchings, City of Tucson Finance Department
Kathy Maish, City of Tucson Finance Department

2. Approval of the October 26, 2006 Minutes

Unanimously approved and accepted. Motion by Marion Hook, 2nd by Deb Turner

3. Chairperson Report on Current Events

Welcome to new Commission Member Bob Baker

4. Metropolitan Tucson Chamber of Commerce Business Assistance Program

Presentation by Kathleen Skinner and Eric Emmert. The Chamber is developing a program to assist businesses that are Chamber members that will be affected by the I-10 construction.

5. 4th Quarter Newsletter and Future Newsletters

Don Windmiller will create 4th Quarter Newsletter. Discussion of various options for creating, printing, and distributing newsletters.

6. City Ombudsman Position to Assist Small Businesses

Motion by Deitrich Benjamin, 2nd by Katharine Kent, to have Britton Dornquast work with Byron Howard of the City Manager's Office to develop an Ombudsman position. Unanimously approved.

7. TREO and Small Business Center and Economic Blueprint

Discussion of meeting with TREO and consultant.

8. Development Services Recommendations Letter

Katharine Kent discussed bullet points of draft letter. Motion to send letter to Mayor and Council, 2nd by Britton Dornquast with amendments to be added after Mr. Gross from Development Services discussed letter point-by-point. No vote was taken by the members.

A motion was then made by Lola Kakes, 2nd by Britton Dornquast, and unanimously approved to create a task force headed by Katharine Kent and Joe Higgins to talk to TREO regarding the Development Services procedures. The Representative that was present from the Chamber will also take the issue back to the Chamber. Byron Howard from the City Manager's Office will also be taking the issue back to the City Manager's Office.

9. Update on New Business License and Tax Report System

Update given by Ellen Hitchings. Bids close December 12, 2006, with review of proposals beginning December 13, 2006. The goal to award contract is February 1st, with implementation by beginning of 2008.

10. Future Agenda Items

- Cancel December meeting, Motion by Britton Dornquast, 2nd by Katharine Kent, unanimously approved.
- TREO
- I-10 Widening
- Newsletter
- Ombudsman
- Commission Budget
- Development Services Update
- TREO Grants for Job Training
- Arts District Leasing Issues
- Letter from Leah Montry – Peddler Issue
- Impact Fees

11. Call to the Audience

Robert Wadlow, owner of Subway Sandwiches Downtown, spoke regarding difficulty in getting location open downtown.

13. Adjournment

Meeting was adjourned at 6:01 pm. Motion by Katharine Kent, 2nd by Deb Turner.

NOTE: It is the intent of these meeting minutes to get the general meaning of the discussion, summarize what happened, and record official actions. The minutes are not intended to be a verbatim transcription of all that was said. Audiotapes of the meeting are available for review at City Hall, Finance Department/Revenue Division, 255 West Alameda, 2nd Floor West.