



Small, Minority and Women-Owned Business Commission

March 11, 2011

To: Honorable Mayor and City Council Members

Subject: 2010 Annual Report

This year has been an exciting one for the Small, Minority and Women-Owned Business Commission as we worked through the combining of the Small Business and the Minority and Women Business Enterprise Commissions in May 2010.

One of our first orders of business was to establish our Guiding Principles and define our 2010 goals. Please review the attached documents.

In addressing these goals, we have accomplished the following:

1. Making it easier to do business in Tucson
 - Ombudsman – Prepared a recommendation to the Mayor and Council recommending an Ombudsman position for small businesses with the City.
 - How city makes decisions about environment and business:
 - a) Reviewed the SBE program with the City and continue to make recommendations to increase its impact and effectiveness to the local small business community.
 - b) Reviewing the domestic partner medical insurance requirement proposed to Mayor and Council.
 - c) Presentations from Development Services, City Manager's Office, and Finance Department on a variety of small business issues.
 - d) Reviewed Council Member Romero's small business economic stimulus program.
2. Outreach to community and getting all stakeholders involved
 - Local First participation – supported and attended Local First events.

- Call to Audience – listening to problems of small business owners – heard from small business owners as to their concerns about the proposal to the domestic partner insurance requirement.
- Networking resources available for small businesses and getting that communication out.

3. Integrate and dovetail with Pima County Small Business Commission and Mayor and Council

- Commissioners meet regularly with council member. Most commissioners have with their respective appointee at least once during the year.
- Attend Mayor and Council meetings.
- Send representative to Pima County Small Business Commission Meetings.

Looking forward to the next year, the Commission intends to continue our previous work as well as incorporating Small Business Forum/Round Table meetings at each council member's office to get in touch with the local business communities.

Sincerely,



Katharine Kent, P.E., CEM
Chairperson

Small, Minority and Woman Owned Business Commission

Guiding Principles

As of : 00/00/0000

Article I: Name

- A. The name of the organization is the City of Tucson Small, Minority and Woman Owned Business Commission, here in after referred to as the SMWBC.
- B. In all formal correspondence the SMWBC shall be further identified as “City of Tucson Small, Minority, and Woman-Owned Business Commission”

Article II: Mission and Purpose

A. Mission:

City of Tucson Small, Minority and Woman Owned Business Commission (SMWBC) representing the diversity found in the Tucson business community, provides an organized voice for small, minority and woman owned business with the Tucson City Council on policies that impact business. The mission of the SMWBC is to promote a supportive and successful business climate within the City of Tucson through well-informed organized advocacy.

B. Purpose:

- 1. Identify and review regulations, policies and issues that affect Small, Minority, and Woman Owned (Here after referred to as “SMW”) business formation, growth and prosperity.
- 2. Improve access to City services and contracting opportunities
- 3. Promote access to technical assistance
- 4. Promote access to capital and financial resources
- 5. Development and communication of programs that support business formation, growth and profitability

6. Input on city regulatory, land use and permitting issues to assist businesses with growth and expansion
7. Support for business district associations
8. Provide an organized voice communicating directly with the Tucson City Council on policies that impact SMW business.
9. Research and review best practices in the development of recommendations to the City Council on policies relevant to SMW business growth, expansion, and prosperity.
10. Work with the City business organizations to help educate SMW businesses about policies, issues, and resources.
11. Demonstrate the importance of SMW owned business to the community and the region.
12. Provide testimony to City Council in writing and/or through oral testimony.

Article III: Membership

A. Composition/ Qualifications:

In accordance with City of Tucson Ordinance #10785, adopted May 11, 2010 The SMWBC membership will consist of fourteen (14) members who shall serve without compensation and shall embody a broad and culturally diverse representation within the business community. Consideration should be given to appointing members who are certified Small, Minority or Woman-Owned Business Enterprise firms.

Appointments shall be as follows:

1. Two (2) at-large members appointed by the Mayor.
2. Two (2) Members (one at-large and one by ward) appointed by each member of the council.
 - A. At-large members: Must be (I) business owners or managers from companies located within the City of Tucson having no more than 100 full-time employees; or (II) Be representatives from an organization located within the City of Tucson that represents the interests of small business.

- B. Members by ward: Must be business owners or managers from companies with no more than 100 full-time employees, where either (I) the company is located within the geographical boundaries of the ward, or (II) the member resides in the ward.
- C. 4 additional members can be selected by the SMWBC to serve as ex-officio members of the commission board. A member of the Pima County Small Business Commission shall be 1 of the 4 ex-officio member of the Commission.

B. Participation Standards:

- 1. SMWBC members are expected to attend at least 2/3 of all SMWBC meetings.
- 2. SMWBC members are expected to actively participate in the activities of at least one SMWBC sub-committee/task force.
- 3. SMWBC members are to present oral and/or written testimony to the City Council and in other public forums.
- 4. SMWBC members are expected to participate in any formal report and recommendations to the City Council.

C. Terms of Office:

- 1. Members appointed by the Mayor and Council as a whole shall be coterminous with the elected official making the appointment, or until their successors are appointed.
- 2. Members of the Commission shall be eligible for reappointment; but in no event may an individual serve more than a total of eight continuous years.
- 3. Vacancies on the Commission shall be filled by appointment in the same manner in which the members are initially appointed. Appointments to a vacant position shall be for the unexpired portion of the term.

Article IV: Officers

A. The SMWBC Chair:

1. Nominated and elected by the SMWBC.
2. A member of the business community, not professionally holding elected office.
3. Convener of all SMWBC meetings and events.
4. Spokesperson for the SMWBC unless otherwise designated.
5. Helps develop and approve SMWBC meeting agenda.

B. The SMWBC Vice-Chair:

1. Nominated and Elected by SMWBC members.
2. A member of the business community, not professionally holding elected office.
3. Acts in the absence or as a designee of the SMWBC Chair.

C. The SMWBC Secretary:

1. Nominated and Elected by SMWBC members.
2. A member of the business community, not professionally holding elected office.
3. Performs such duties as assigned by the Chairperson.
4. Serves as Chair of the Communications committee.

Article V: Committees

All Committees shall be established through a motion at a regular meeting and be so established according to need.

A. Types of Committees:

1. Standing Committees:

- A. Standing Committees shall be ongoing established groups that meet regularly.
- B. Provides for organizational planning, coordination, communication and membership.
- C. Provides staff with short-term direction.
- D. Serves as a point of first contact for community members seeking to engage the SMWBC.
- E. Reports to SMWBC members as determined appropriate by Chair and/or Vice Chair.

2. Adhoc Committees:

- A. Established to meet short-term needs, specific issues, project or activities with the ability to dissolve as determined by the SMWBC members.
- B. Composed of no less than three self-appointed volunteers.
- C. Chair selected by SMWBC committee members.
- D. Reports to SMWBC on activities/proposals and must get majority approval on any proposals to proceed.

B. Description of Standing Committees

1. Executive Committee

- A. Responsible for setting the SMWBC meeting agenda with approval of the Chair.
- B. Responsible for providing the forum for committees to do inter-committee work.
- C. Responsible for resolving issues around ad hoc committee formation and responsibilities.
- D. Chaired by the SMWBC Chair, Vice Chair, and Secretary.

2. Communications Committee

- A. Responsible for developing communication strategy for SMWBC including information about SWBWC activities and successes as well as disseminating information to the broader business community about policies, issues and resources.

- B. Responsible for providing a twice-yearly report to City Council and an annual presentation on SMWBC activities consisting of one page status report that includes: accomplishments/recommendations, current items/ issues under consideration and upcoming issues.
- C. Composed of no less than three self-appointed volunteers approved by the SMWBC members.
- D. Chair selected by SMWBC communications committee members.
- E. Chair serves as member of the SMWBC Executive Committee.
- F. Reports to SMWBC on activities/proposals and must get majority approval on any proposals to proceed.

Article VI: Meetings

A. Frequency

- 1. The SMWBC shall meet as established by the commission a minimum of 10 meetings annually, and may meet more often.
- 2. Additional meetings shall be called by the Executive Committee which shall provide for at least 14 days advance notice of such meetings.

B. Quorum

- 1. A quorum shall consist of eight (8) of the authorized members of the Commission.

C. Meeting process

- 1. SMWBC shall follow the general parliamentary procedures outlined in the Boards, Committees and Commissions Members Handbook as determined by the City of Tucson City Clerk's office.

Article VII: Staff Liaison and Support

City Manager's Office	(520) 791-4202
Finance Department	(520) 791-4893
Office of Equal Opportunity Programs	(520) 791-4593

Article VIII: Ground Rules

1. The City of Tucson and the SMWBC does not discriminate on the basis of race, religion, color, gender, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, source of income or veterans status.
2. Members are free to speak openly and honestly.
3. Members will extend to each other all the professional courtesies normally expected of one another, regardless of whether or not people are in agreement.
4. The SMWBC notes are a matter of public record, available to anyone
5. All SMWBC committee and sub committee meetings will be conducted with the Arizona Public Open Meeting Law (A.R.S. SEC. 38-431, ET SEQ.)

Article IX: Open public meeting law requirements

1. This public body is defined as an advisory committee and must comply with all of the provisions of the Open Public Meeting Law. (A.R.S. SEC. 38-431, ET SEQ.) for All SMWBC committee and sub committee meetings.

Article X: Amendments

1. These Guidelines may be amended, repealed or altered in whole or part by a majority of the SMWBC at a regularly scheduled meeting.

Small, Minority and Women-Owned Business Commission

Goals

1. **Making it Easier to Do Business in Tucson**
 - Determine barriers to doing smart business in the city
 - Establish process to overcome challenges and barriers
 - Promote establishment of Ombudsman
 - Help businesses deal with immediate impact of laws changes
 - Provide recommendations to the city concerning the environment and business
 - Review of perceived zoning barriers
2. **Outreach to Community -- Getting all Stake Holders Involved**
 - Interfacing with City website- Christina Parisi, City Managers Office
 - Local First participation
 - Call to Audience-listening to problems of small business owners
 - Encourage business participation with neighborhood stakeholders to obtain valuable information for the commission
 - Networking the resources available for small businesses and facilitating the communication of the information
 - Promote and reinforce the dedication and engagement of commission members
3. **Integrate and dovetail with Pima County Small Business Commission and Mayor and Council**
 - Commissioners meet regularly with council members
 - Attend meetings of mayor and council
 - Send rep to county meeting
 - Seek out best practices of county commission
 - Review comparisons of doing business in city and county