



COUNCIL SUBCOMMITTEE ON ECONOMIC  
DEVELOPMENT

**APPROVED SUMMARIZED MINUTES**

Thursday, February 25, 2021

4:00 p.m.

Meeting will be held electronically.

**Subcommittee Members:** Councilwoman Linda Milhaven  
Councilwoman Solange Whitehead  
Vice Mayor Betty Janik

**Staff:** Rob Millar, Director Economic Development  
Josh Utterback, Economic Development Program Manager  
Cristal Rodriguez, Economic Development Program  
Manager  
Brent Stockwell, Assistant City Manager  
William Hylan, Sr. Assistant City Attorney

**Guests:**

**Call to Order**

Economic Development Director, Rob Millar called the regular meeting of the Council Subcommittee on Economic Development to order at 4:03 p.m.

**Roll Call**

**Present:** Vice Mayor Betty Janik, Councilwoman Solange Whitehead, Councilwoman Linda Milhaven

1. **Approval of September 10, 2020 Summarized Minutes**

**Motion to approve as presented: Councilwoman Milhaven, Second: Councilwoman Solange Whitehead. Motion carried.**

2. **Nomination and Election of Chair**

Discussion, nomination and election of Chair.

Staff Contact: Rob Millar, Economic Development Director – 480-312-2533

**Action: Discussion and Selection of Chair**

**Councilwoman Solange Whitehead moved to appoint Councilwoman Linda Milhaven as Chairperson. Vice Mayor Betty Janik seconded.  
Vote on Councilwoman Linda Milhaven as Chairperson carried 3/0.**

**3. Small Business Assistance Update**

Business Retention and Expansion Program Manager, Josh Utterback and potentially other city staff, will provide an update on small business assistance efforts.

Presenter: Josh Utterback, Economic Development Program Manager –  
480-312-7057

Staff Contact: Rob Millar, Economic Development Director

***Action: Presentation and Discussion***

**Josh Utterback, Business Retention and Expansion Program Manager provided and update on the small business assistance programs. Councilwoman Linda Milhaven asked how much of the CARES Act funds were allocated and how much is left and plans to get this out to the business community. Vice Mayor Betty Janik asked if there are a lot of regulations involved in administering funds, and who establishes these regulations. Rob Millar stated that because funds were not distributed directly from the federal government, funds we received are subjected to city regulations. First round of grants that department provided were for reimbursement of costs small businesses incurred regarding safety measures for their businesses. Councilwoman Solange Whitehead asked if there were creative ways to reach businesses that are struggling, if there are more funds expected and could they come from the federal government. Rob Millar commented that under the current distribution, we could possibly continue with organizations such as Local First for support programs. Brent Stockwell stated that we are hopeful that some federal funds might be available in the future and anticipate there will be a need for businesses requiring further assistance as we come out of COVID-19. If there is direct federal funding, the city may be able to utilize funds differently.**

**4. Draft Economic Development Strategic Plan Overview**

Economic Development Director, Rob Millar and potentially other city staff will provide an overview of the draft economic development strategic plan.

Presenter: Rob Millar, Economic Development Director – 480-312-2533

Staff Contact: Rob Millar, Economic Development Director – 480-312-2533

***Action: Presentation and Discussion***

**Rob Millar, Economic Development Director provided an overview of the Draft Economic Development Strategic Plan. Vice Mayor Betty Janik asked for more clarification on skills clusters. Rob Millar stated it could be geographical, talent**

**sharing/attraction – opportunities to combine or co-locate opportunities. Councilwoman Linda Milhaven suggested perhaps a preface to the document explaining some of the economic development phrases and wording. Councilwoman Milhaven also recommended sales tax revenue advantages should be explained, along with property taxes and how important the business community is to the citizens, along with fundamentals of economic development and why that is important. She also commented that there is a need to identifying parcels for larger projects that attract higher incomes that come with HQ jobs.**

**5. Economic Development Update**

Economic Development Director, Rob Millar and potentially other city staff will provide an update on economic development trends, events and projects.

Presenter: Rob Millar, Economic Development Director – 480-312-2533

Staff Contact: Rob Millar, Economic Development Director – 480-312-2533

***Action: Presentation and Discussion***

**Rob Millar, Economic Development Director presented an update on current department metrics.**

**6. Open Call to the Public (A.R.S. §38-431.02)**

Citizens may address the members of the Council Subcommittee on Economic Development during Public Comment. This “Public Comment” time is reserved for written citizen comments submitted electronically regarding non-agendized items. However, Arizona State law prohibits the Subcommittee on Economic Development from discussing or taking action on an item that is not on the agenda.


**No public comments received.**

**7. Future Agenda Items**

**Vice Mayor Betty Janik requested the department report on the ongoing connection/relationship between the Economic Development Strategic Plan and the General Plan.**

**Adjournment      5:26 p.m.**

**Councilwoman Solange Whitehead moved to adjourn, Vice Mayor Betty Janik seconded. Motions carried 3/0.**

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