



## **BOARD OF DIRECTORS MEETING**

Thursday, September 8, 2022 @ 1:00 PM  
City Park-Hexagon Offices  
40 East Congress Street - 5<sup>th</sup> Floor  
Tucson, AZ 85701

# A G E N D A

1:00 – 1:05 PM	<b>Welcome</b>	Tom Heath
1:05 – 1:10 PM	<b>Review and Approve Consent Agenda</b> <ul style="list-style-type: none"><li>○ June Minutes</li><li>○ FY 21/22 Year End Financials</li><li>○ July Financials</li><li>○ Committee Reports</li></ul>	Tom Heath
1:10 – 1:30 PM	<b>DTP Annual Report</b>	Kathleen Eriksen
1:30 – 1:40 PM	<b>Governance Committee Items</b> <ul style="list-style-type: none"><li>○ Board Member Renewals</li><li>○ Officer Slate</li><li>○ Prospective Board Members</li></ul>	Dillon Walker
1:40 – 1:50 PM	<b>Committee Strategic Needs</b> DNaRC Merchants and Retail Council	David Bachman-Williams Tom Heath
1:50 – 1:55 PM	<b>Old/New Business</b>	Tom Heath
1:55 – 2:00 PM	<b>Call to the Audience</b>	Tom Heath
2:00 PM	<b>Meeting Adjourned</b>	Tom Heath
<b>2:00 – 2:30 PM</b>	<b>Board Member Group Photo</b>	
<b>2:30 – 3:30 PM</b>	<b>Reception at The Monica</b>	



## **BOARD OF DIRECTORS MEETING**

Thursday, June 9, 2022 @ 1:00 PM  
Conference and Educational Center at  
Cathedral Square - 192 S Stone Ave

# MINUTES

**Board Attendees:** Kevin Burke (Michael Ortega)\*, Randi Dorman\*, Helen Gomez, Stephanie Gorton, Glenn Grabski, Tim Hagyard, Todd Hanley\*, Tom Heath\*, Kresta Leal, Chris Leighton, Lisa Josker (Jan Leshar)\*, John O'Dowd\*, Les Pierce\*, Liz Pocock\*, Joseph Rottman, McKay Stevens, Cameron Taylor, Hilary Van Alsbury, Art Wadlund, Dillon Walker\*

**Absent:** (*italics indicates excused absence*): Michael Crawford\*, Chris Dennison, Brett Goble, Julie Katsel\*, Camila Martins-Bekat, Renee Morton, Lucinda Smedley\*, Bob Vint, Fletcher McCusker\*, Omar Mireles, Ron Schwabe

**Ex Officio Attendees:** Diana Amado (Steve Kozachik), Donovan Durband, Kylie Walzak

**Staff:** Kathleen Eriksen, Zach Baker, Whitney Nesbitt, Russ Stone

**Call to Order:** Heath called the meeting to order at 1:08 PM. A quorum was met.

**Review and Approve Consent Agenda:** A motion was made by Dorman and seconded by Leighton to approve the consent agenda. The motion was approved unanimously.

**CEO Report:** Eriksen gave a CEO Report on the following items:

- Final 2022-2027 Strategic Plan
- Opportunities for Engagement
- New Businesses
- Downtown Links

**Safety Update:** Stone provided a safety update regarding the following topics:

- De-escalation training
- Researching off-duty police for nighttime hours
- Increase in power washing services
- DTP Connects program
- Heat Respite Plan for DTP employees

There was discussion regarding safety needs downtown.

**Street Audit Update:** There was discussion on the four street audits held between April and May and what the engagement was like for the board members.



## **BOARD OF DIRECTORS MEETING**

Thursday, June 9, 2022 @ 1:00 PM  
Conference and Educational Center at  
Cathedral Square - 192 S Stone Ave

### **Strategic Committee and Council Needs:**

**DNaRC** - Pierce inquired about available meeting spaces for when the group returned to in person meetings.

**Finance** - O'Dowd reported on the budget for the upcoming fiscal year. There is a need for revenue generation to meet the staffing needs for DTP to grow their enhanced services. Staff will send a meeting follow up with the approved budget.

**Governance** - Walker gave an update bylaw changes per the strategic plan, upcoming renewals, and open seats on the board. Walker also introduced Donovan Durband as co-chair of the Governance Committee.

**Merchants and Retail** - Heath reported on the developing task forces:

- Welcome Task Force - Joe Rottman and Krystal Popov
- Storefront Activation - Liz Pocock

**Social Justice** - Dorman discussed recipients of the Building a Downtown Tucson For Everyone grant program. The recipients have shared a positive impact in bringing their events downtown with the help of the grant. Social Justice Committee would like to do two rounds of \$10,000 for grant program per year and will need sponsors.

**Old/New Business:** Heath and Eriksen presented Larry Hecker with the Leadership Award and thanked him for his service as he is stepping down from the DTP Board.

**Call to Audience:** There was discussion on the following events and projects downtown:

- Ben's Bells mural
- Park Tucson new payment platform for garages and lots
- Upcoming Tucson Convention Center events

**Meeting Adjourned:** Heath adjourned the meeting at 2:25 PM.

**Downtown Tucson Partnership  
Balance Sheet  
For Period Ending June 30, 2022**

**ASSETS**

Current Assets:	June	May	Variance
Cash and Cash Equivalents	\$ 493,350	\$ 532,450	\$ (39,100)
Accounts Receivable:			
<i>Property Based Assessments for Prior Years</i>	\$ 226,174	\$ 219,989	\$ 6,185
<i>Bid Assessments and in Lieu Agreements for FY21</i>	\$ 15,328	\$ 96,072	\$ (80,744)
Prepaid Expenses	\$ 10,951	\$ 10,976	\$ (25)
Deposits	\$ 4,333	\$ 5,514	\$ (1,180)
Total Current Assets	<u>\$ 750,136</u>	<u>\$ 865,000</u>	
Property and Equipment	\$ 315,990	\$ 309,609	\$ 6,381
Less Accumulated Depreciation	<u>\$ (284,988)</u>	<u>\$ (296,604)</u>	\$ 11,616
	\$ 31,002	\$ 13,005	
<b>Total Assets</b>	<b><u>\$ 781,138</u></b>	<b><u>\$ 878,005</u></b>	\$ (96,868)

**LIABILITIES**

Current Liabilities:			
Accounts Payable	\$ 61,393	\$ 21,541	\$ 39,852
Accrued Expense	\$ 724	\$ -	\$ 724
Accrued Wages	\$ 71,583	\$ 50,357	\$ 21,226
SBA PPP Loan (conditional)	\$ -	\$ -	\$ -
Payroll Taxes Payable	\$ -	\$ -	\$ -
Credit Cards	\$ 17,958	\$ 13,262	\$ 4,696
Deferred Revenue	<u>\$ -</u>	<u>\$ 206,003</u>	\$ (206,003)
Total Current Liabilities	\$ 151,659	\$ 291,164	
Long-term Liabilities:			
Maintenance Equipment Capital Lease	<u>\$ -</u>	<u>\$ -</u>	\$ -
Total Liabilities	\$ 151,659	\$ 291,164	
Retained Earnings			
Net Income	\$ 646,708	\$ 640,327	\$ 6,381
	<u>\$ (17,229)</u>	<u>\$ (53,485)</u>	\$ 36,256
<b>Total Liabilities &amp; Net Assets</b>	<b><u>\$ 781,138</u></b>	<b><u>\$ 878,005</u></b>	

**Downtown Tucson Partnership  
Income Statement  
For Period Ending June 30, 2022**

12 of 12 Months = 100%

	Jun-22	2021-2022	%	2021-2022	2021-2022
	Actual	Actual to date	% of budget	Total Budget	Budget Remainder
<b>Revenues</b>					
BID Fees From Private Property Owners	\$51,382	\$591,730	100%	\$589,470	(\$2,260)
BID Fees From Pima County (voluntary)	\$24,986	\$299,832	100%	\$299,832	\$0
BID Fees from City of Tucson (voluntary)	\$30,417	\$365,000	100%	\$365,000	\$0
BID Fees from Rio Nuevo (voluntary)	\$16,236	\$217,433	99%	\$219,693	\$2,260
Fee for Service Contracts	\$0	\$6,160	0%	\$0	(\$6,160)
Fundraising: Board	\$0	\$40,000	100%	\$40,000	\$0
Fundraising: Non-BID Member Contributions	\$0	\$0	0%	\$0	\$0
Sponsorships	\$0	\$51,500	103%	\$50,000	(\$1,500)
Downtown Parks	\$0	\$500	0%	\$0	(\$500)
Unrestricted Reserve Funds	\$0	\$0	0%	\$24,000	\$24,000
Other Income	\$74	\$2,438	12%	\$21,000	\$18,562
Reserve Carry Over	\$72,000	\$82,000	158%	\$52,000	(\$30,000)
<b>Total Revenues</b>	<b>\$195,095</b>	<b>\$1,656,593</b>	<b>100%</b>	<b>\$1,660,995</b>	<b>\$4,402</b>
<b>Expense</b>					
<b>General &amp; Administration</b>					
Management Salaries and Benefits	\$14,457	\$137,699	100%	\$138,000	\$301
Accounting Consulting	\$1,351	\$16,917	106%	\$16,000	(\$917)
CPA - Audit and Tax Return	\$5,700	\$5,700	163%	\$3,500	(\$2,200)
IT/IS Services	\$451	\$5,330	109%	\$4,904	(\$426)
Banking Fees and Interest	\$150	\$268	143%	\$188	(\$80)
D&O Insurance	\$0	\$0	0%	\$2,000	\$2,000
Memberships	\$0	\$1,625	108%	\$1,500	(\$125)
Office Supplies	\$109	\$2,495	78%	\$3,200	\$705
Office Operations (phones, internet, copier, security)	\$842	\$14,918	103%	\$14,502	(\$416)
Office Improvements	\$0	\$1,627	65%	\$2,500	\$873
Rent	\$3,845	\$45,176	98%	\$46,000	\$824
Training & Travel	\$2,388	\$10,810	70%	\$15,500	\$4,690
Meetings	\$668	\$9,074	173%	\$5,250	(\$3,824)
Miscellaneous Office	\$0	\$0	0%	\$1,000	\$1,000
<b>G &amp; A Subtotal</b>	<b>\$29,960</b>	<b>\$251,639</b>	<b>99%</b>	<b>\$254,044</b>	<b>\$2,405</b>
<b>Marketing</b>					
G&A Allocation	\$8,417	\$101,833	96%	\$106,000	\$4,167
Events	\$86	\$2,999	60%	\$5,000	\$2,001
Sponsorships	\$0	\$14,500	580%	\$2,500	(\$12,000)
Downtown Tours	\$0	\$1,000	67%	\$1,500	\$500
Downtown Marketing & Advertising	\$10,713	\$25,228	115%	\$22,000	(\$3,228)
Freelance Contractors	\$0	\$1,471	15%	\$10,000	\$8,529
Downtown Branding Campaign	\$388	\$6,143	56%	\$11,000	\$4,857
Web Site & Maintenance	\$0	\$1,808	21%	\$8,500	\$6,692
Gift Card Program	\$1,237	\$5,478	40%	\$13,600	\$8,122
<b>Marketing Subtotal</b>	<b>\$20,840</b>	<b>\$160,462</b>	<b>89%</b>	<b>\$180,100</b>	<b>\$19,638</b>

**Downtown Tucson Partnership  
Income Statement  
For Period Ending June 30, 2022**

12 of 12 Months = 100%

	Jun-22	2021-2022	%	2021-2022	2021-2022
	Actual	Actual to date	% of budget	Total Budget	Budget Remainder
<b>Economic Development</b>					
G&A Allocation	\$7,500	\$90,833	96%	\$95,000	\$4,167
Business Recruitment & Retention	\$0	\$1,054	11%	\$10,000	\$8,946
Professional Fees	\$0	\$4,972	62%	\$8,000	\$3,028
Holiday Lighting	\$0	\$46,963	94%	\$50,000	\$3,037
Downtown Parks	\$90	\$3,541	35%	\$10,000	\$6,459
Unrestricted Reserve Funds	\$0	\$0	0%	\$24,000	\$24,000
<b>Economic Development Subtotal</b>	<b>\$7,590</b>	<b>\$147,363</b>	<b>75%</b>	<b>\$197,000</b>	<b>\$49,637</b>
<b>Enhanced Services, Maintenance and Security</b>					
Enhanced Services Salaries and Benefits	\$95,868	\$959,132	108%	\$886,000	(\$73,132)
Downtown Ambassador Program	\$0	\$475	32%	\$1,500	\$1,025
Vehicle Registration	\$0	\$393	33%	\$1,200	\$807
Cell Phones & Radios	\$870	\$10,122	119%	\$8,500	(\$1,622)
Liability Insurance	\$1,995	\$23,780	85%	\$28,000	\$4,220
Drug Testing	\$0	\$0	0%	\$120	\$120
Employee Parking	\$272	\$3,034	82%	\$3,700	\$666
Equipment Repair & Maintenance	\$4,448	\$14,610	91%	\$16,000	\$1,390
Fuel	\$1,410	\$10,901	182%	\$6,000	(\$4,901)
Maintenance Supplies	\$856	\$14,129	177%	\$8,000	(\$6,129)
Security Supplies	\$137	\$1,223	61%	\$2,000	\$777
Training	\$0	\$1,039	42%	\$2,500	\$1,461
Uniform costs	\$5,206	\$5,539	111%	\$5,000	(\$539)
Miscellaneous	\$0	\$211	21%	\$1,000	\$789
Landscape, Water Meter, Streetscape	\$6,594	\$45,457	108%	\$42,000	(\$3,457)
Downtown Planter Program	\$0	\$767	26%	\$3,000	\$2,233
Maintenance & Security Office Operations	\$595	\$5,867	39%	\$15,000	\$9,133
<b>Enhanced Services, Maintenance &amp; Security Subtotal</b>	<b>\$118,250</b>	<b>\$1,096,679</b>	<b>107%</b>	<b>\$1,029,520</b>	<b>(\$67,159)</b>
<b>Subtotal Expenses</b>	<b>\$176,640</b>	<b>\$1,656,143</b>	<b>100%</b>	<b>\$1,660,664</b>	<b>\$4,521</b>
Expense Contingency		\$0	0%	\$0	\$0
<b>Total Expenses</b>	<b>\$176,640</b>	<b>\$1,656,143</b>	<b>100%</b>	<b>\$1,660,664</b>	<b>\$4,521</b>
<b>Net Surplus (Loss) B/Depreciation &amp; Extraordinary Items</b>	<b>\$18,455</b>	<b>\$450</b>		<b>\$330</b>	<b>(\$119)</b>
Extraordinary Items/ One Half Year Assessment Correction	\$6,185	\$6,185	0%	\$0	\$6,185
Extraordinary Items/ Equipment, Consulting Contracts	\$0	\$2,480	0%	\$0	\$2,480
Depreciation	(\$11,616)	\$21,384	71%	\$30,010	\$8,626
<b>Net Surplus (Loss) A/Depreciation &amp; Extraordinary Items</b>	<b>\$36,255</b>	<b>(\$17,229)</b>		<b>(\$29,680)</b>	<b>(\$5,039)</b>

**Downtown Tucson Partnership  
Balance Sheet  
For Period Ending July 31, 2022**

**ASSETS**

Current Assets:	July	June	Variance
Cash and Cash Equivalents	\$ 408,750	\$ 493,350	\$ (84,601)
Accounts Receivable:			
<i>Property Based Assessments for Prior Years</i>	\$ 226,174	\$ 226,174	\$ -
<i>Bid Assessments and in Lieu Agreements for FY22</i>	\$ 1,459,589	\$ 15,328	\$ 1,444,261
Prepaid Expenses	\$ 20,019	\$ 10,951	\$ 9,069
Deposits	\$ 4,611	\$ 4,333	\$ 278
Total Current Assets	<u>\$ 2,119,143</u>	<u>\$ 750,136</u>	
Property and Equipment	\$ 315,990	\$ 315,990	\$ -
Less Accumulated Depreciation	<u>\$ (286,988)</u>	<u>\$ (284,988)</u>	\$ (2,000)
	\$ 29,002	\$ 31,002	
<b>Total Assets</b>	<b><u>\$ 2,148,145</u></b>	<b><u>\$ 781,138</u></b>	\$ 1,367,007

**LIABILITIES**

Current Liabilities:			
Accounts Payable	\$ 41,333	\$ 61,393	\$ (20,060)
Accrued Expense	\$ 724	\$ 724	\$ -
Accrued Wages	\$ 75,949	\$ 71,583	\$ 4,366
Payroll Taxes Payable	\$ -	\$ -	\$ -
Credit Cards	\$ 17,927	\$ 17,958	\$ (31)
Deferred Revenue	\$ 1,384,610	\$ -	\$ 1,384,610
Total Current Liabilities	<u>\$ 1,520,544</u>	<u>\$ 151,659</u>	
Long-term Liabilities:			
Maintenance Equipment Capital Lease	\$ -	\$ -	\$ -
Total Liabilities	<u>\$ 1,520,544</u>	<u>\$ 151,659</u>	
Retained Earnings	\$ 629,479	\$ 646,708	\$ (17,229)
Net Income	<u>\$ (1,878)</u>	<u>\$ (17,229)</u>	\$ 15,351
<b>Total Liabilities &amp; Net Assets</b>	<b><u>\$ 2,148,145</u></b>	<b><u>\$ 781,138</u></b>	

**Downtown Tucson Partnership  
Income Statement  
For Period Ending July 31, 2022**

1 of 12 Months = 8.33%

	Jul-22	2022-2023	%	2022-2023	2022-2023
	Actual	Actual to date	% of budget	Total Budget	Budget Remainder
<b>Revenues</b>					
BID Fees From Private Property Owners	\$51,274	\$51,274	8%	\$615,289	\$564,015
BID Fees From Pima County (voluntary)	\$25,611	\$25,611	8%	\$307,327	\$281,716
BID Fees from City of Tucson (voluntary)	\$30,417	\$30,417	8%	\$365,000	\$0
BID Fees from Rio Nuevo (voluntary)	\$18,574	\$18,574	8%	\$222,869	\$204,295
Fee for Service Contracts	\$0	\$0	0%	\$6,000	\$6,000
Fundraising: Board	\$10,000	\$10,000	25%	\$40,000	\$30,000
Fundraising: Non-BID Member Contributions	\$0	\$0	0%	\$0	\$0
Sponsorships	\$0	\$0	0%	\$51,500	\$51,500
Public Space Activation	\$0	\$0	0%	\$0	\$0
Storefront Activation	\$0	\$0	0%	\$0	\$0
Other Income	\$70	\$70	1%	\$5,000	\$4,930
Outstanding BID Assessments	\$0	\$0	0%	\$0	\$0
<b>Total Revenues</b>	<b>\$135,945</b>	<b>\$135,945</b>	<b>8%</b>	<b>\$1,612,985</b>	<b>\$1,142,456</b>
<b>Expense</b>					
<b>General &amp; Administration</b>					
Management Salaries and Benefits	\$9,635	\$9,635	7%	\$141,450	\$131,815
Accounting Consulting	\$1,065	\$1,065	7%	\$16,000	\$14,935
CPA - Audit and Tax Return	\$0	\$0	0%	\$4,100	\$4,100
IT/IS Services	\$451	\$451	8%	\$5,400	\$4,949
Banking Fees and Interest	\$39	\$39	50%	\$78	\$39
D&O Insurance	\$0	\$0	0%	\$1,000	\$1,000
Memberships	\$1,580	\$1,580	96%	\$1,640	\$61
Office Supplies	\$96	\$96	3%	\$3,000	\$2,904
Office Operations (phones, internet, copier, security)	\$1,122	\$1,122	8%	\$14,000	\$12,878
Office Improvements	\$0	\$0	0%	\$2,500	\$2,500
Rent	\$3,845	\$3,845	9%	\$45,000	\$41,155
Training & Travel	\$0	\$0	0%	\$12,000	\$12,000
Meetings	\$1,315	\$1,315	16%	\$8,000	\$6,685
Miscellaneous Office	\$0	\$0	0%	\$500	\$500
<b>G &amp; A Subtotal</b>	<b>\$19,146</b>	<b>\$19,146</b>	<b>8%</b>	<b>\$254,668</b>	<b>\$235,522</b>
<b>Marketing</b>					
G&A Allocation	\$8,833	\$8,833	8%	\$106,000	\$97,167
Events	\$0	\$0	0%	\$1,500	\$1,500
Sponsorships	\$500	\$500	10%	\$5,000	\$4,500
Downtown Tours	\$0	\$0	0%	\$1,000	\$1,000
Downtown Marketing & Advertising	\$213	\$213	2%	\$12,000	\$11,787
Freelance Contractors	\$0	\$0	0%	\$5,000	\$5,000
Downtown Branding Campaign	\$0	\$0	0%	\$8,000	\$8,000
Web Site & Maintenance	\$0	\$0	0%	\$4,800	\$4,800
Gift Card Program	\$1,262	\$1,262	20%	\$6,200	\$4,938
<b>Marketing Subtotal</b>	<b>\$10,808</b>	<b>\$10,808</b>	<b>7%</b>	<b>\$149,500</b>	<b>\$138,692</b>



**Downtown Tucson Partnership  
Income Statement  
For Period Ending July 31, 2022**

1 of 12 Months = 8.33%

	Jul-22	2022-2023	%	2022-2023	2022-2023
	Actual	Actual to date	% of budget	Total Budget	Budget Remainder
<b>Economic Development</b>					
G&A Allocation	\$8,485	\$8,485	8%	\$101,824	\$93,339
Business Recruitment & Retention	\$0	\$0	0%	\$5,000	\$5,000
Professional Fees	\$1,243	\$1,243	16%	\$8,000	\$6,758
Holiday Lighting and Décor	\$0	\$0	0%	\$50,000	\$50,000
Public Space Activation	\$0	\$0	0%	\$6,000	\$6,000
Storefront Activation	\$0	\$0	0%	\$0	\$0
<b>Economic Development Subtotal</b>	<b>\$9,728</b>	<b>\$9,728</b>	<b>6%</b>	<b>\$170,824</b>	<b>\$161,096</b>
<b>Enhanced Services, Maintenance and Security</b>					
Enhanced Services Salaries and Benefits	\$83,037	\$83,037	9%	\$975,000	\$891,963
Downtown Ambassador Program	\$0	\$0	0%	\$1,000	\$1,000
Vehicle Registration	\$312	\$312	26%	\$1,200	\$888
Cell Phones & Radios	\$874	\$874	9%	\$10,000	\$9,126
Liability Insurance	\$1,995	\$1,995	8%	\$25,000	\$23,005
Drug Testing	\$0	\$0	0%	\$120	\$120
Employee Parking	\$272	\$272	9%	\$3,000	\$2,728
Equipment Repair & Maintenance	\$1,548	\$1,548	10%	\$16,000	\$14,452
Fuel	\$1,358	\$1,358	14%	\$10,000	\$8,642
Maintenance Supplies	\$859	\$859	7%	\$12,000	\$11,141
Security Supplies	\$314	\$314	31%	\$1,000	\$686
Training	\$0	\$0	0%	\$5,000	\$5,000
Uniform costs	\$2,444	\$2,444	49%	\$5,000	\$2,556
Miscellaneous	\$0	\$0	0%	\$1,000	\$1,000
Landscape, Water Meter, Streetscape	\$600	\$600	4%	\$17,000	\$16,400
Big Belly	\$493	\$493	2%	\$30,673	\$30,180
Downtown Planter Program	\$318	\$318	11%	\$3,000	\$2,682
Maintenance & Security Office Operations	\$1,719	\$1,719	34%	\$5,000	\$3,281
<b>Enhanced Services, Maintenance &amp; Security Subtotal</b>	<b>\$96,141</b>	<b>\$96,141</b>	<b>9%</b>	<b>\$1,120,993</b>	<b>\$1,024,852</b>
<b>Subtotal Expenses</b>	<b>\$135,823</b>	<b>\$135,823</b>	<b>8%</b>	<b>\$1,695,985</b>	<b>\$1,560,162</b>
Expense Contingency		\$0	0%	\$0	\$0
<b>Total Expenses</b>	<b>\$135,823</b>	<b>\$135,823</b>	<b>8%</b>	<b>\$1,695,985</b>	<b>\$1,560,162</b>
<b>Net Surplus (Loss) B/Depreciation</b>	<b>\$122</b>	<b>\$122</b>		<b>(\$83,000)</b>	<b>(\$417,706)</b>
Extraordinary Items/ One Half Year Assessment Correction	\$0	\$0	0%	\$0	\$0
Extraordinary Items/ Equipment, Consulting Contracts	\$0	\$0	0%	\$0	\$0
Depreciation	\$2,000	\$2,000	6%	\$36,000	\$34,000
<b>Net Surplus (Loss) A/Depreciation</b>	<b>(\$1,878)</b>	<b>(\$1,878)</b>		<b>(\$119,000)</b>	<b>(\$451,706)</b>



## **BOARD OF DIRECTORS MEETING**

Thursday, September 8, 2022 @ 1:00 PM  
City Park-Hexagon Offices  
40 East Congress Street - 5th Floor  
Tucson, AZ 85701

# Committee Updates

### DNaRC - David Bachman-Williams

At DNaRC's August meeting, David Bachman-Williams and Josefina Cardenas were elected co-chairs for 2022-2023.

### Merchants and Retail Council - Krystal Popov

We continue to have great attendance on the quarterly Merchant and Retail Council meeting. Our biggest focus remains being the liaison between the merchants and DTP. On this zoom call we gave the merchants an update on the Links project, DTP and their efforts with TPD on cleaning up the drug crimes happening downtown, City of Tucson Parking, and the engagement committee.

Our Engagement Committee led by Joe Rottman and have met with 4 more downtown businesses.

BATA, Fit Tucson Studios, Delta, and Lieder Digital

We continue to hear a similar theme from almost every business owner we interview:

1. They love downtown
2. They have concern for the safety of their staff and clients
3. Clients often complain and are confused about parking options and maps

We as a committee know that we are here to hear their complaints and pass them along, but we also deliver to them resources that DTP offers and the initiatives they are working on. They all seem to be comforted in the fact that DTP is working on addressing these issues.

Tom Heath, Nick Wayne, and Mike McGill of the Safety Summit Committee have continued to meet and will have an update next month.



## **BOARD OF DIRECTORS MEETING**

Thursday, September 8, 2022 @ 1:00 PM  
City Park-Hexagon Offices  
40 East Congress Street - 5th Floor  
Tucson, AZ 85701

### **A kind word from a downtown employee - Received September 6, 2022**

“Hi Russ,

As a Tucson resident who works downtown 8-5 Monday through Friday, I just wanted to say how much I appreciate the efforts being put forth by the Downtown Tucson Partnership in cooperation with the Tucson Police Department to address the homeless population in Tucson that has been increasing dramatically over the last two years. As of the past few months, I have seen a perceivable **decrease** in the frequency of loitering and the amount graffiti in the downtown area. I go for bicycle rides every work day that include crossing the 4<sup>th</sup> Avenue bridge. Historically this area, especially near the elevator, has been a very popular hangout for indigents who have been so numerous on occasion that I have had to dismount and walk around/through them. However, since José, on Security Bike Patrol has been making his rounds, I see very few people hanging out there anymore and have had no problem navigating through this area. I see José patrolling Downtown Tucson multiple times a day and am very appreciative of his dedication and service to our community.

I commute to and from work via the Suntran Bus Service and have seen a dramatic improvement in the crowd at the Ronstadt Transit Center as the Tucson Police have increased their presence during the early evening hours when I am going home. For a while, there seemed to be a huge influx of people who looked like they were in gangs, but now there are 2-3 Police SUV Cruisers circling every day encouraging the non-bus riding element to move along. Again, I can't tell you how much I appreciate this effort and how much safer I feel taking public transportation again.

Please keep up the good work and let me know if there is anything I can do to support you guys.”

# Committee Updates

## DNARC - Les Pierce

At DNARC's July meeting, Dr. Kristin Olson-Garewal, co-founder of The Homing Project, discussed their work and the Pallet Shelter village they are planning.

At DNARC's June meeting, Brandi Champion, Housing First program director for the City of Tucson, discussed the Housing First approach and how/ where it is working.

At DNARC's August meeting, David Bachman-Williams and Josefina Cardenas were elected co-chairs for 2022-2023.

## Governance Committee - Dillon Walker

- Governance took July off due to summer travel.
- Thanks to the help of our amazing staff, we were able to process the inbound Board of Director Renewals; Officer Election slate; and New Board of Direction Applications at our last meeting. We will forward this slate along to the Executive Committee for review and approval at this upcoming meeting.
- We will be moving forward with the process of succession planning for Officer positions 23-24 ASAP.
- We will take a look at recruitment for Finance Committee participation and create and advance a succession plan for Treasurer - convinced that John O'Dowd is indeed a mortal man and may someday want to enjoy his life away from the DTP board.
- We've had several Board Engagement conversations and processed resignations.
- Recently Resigned: Brett Goble, Tim Hagyard, Bob Vint, Captain Dennison (promoted at TPD), Ron Schwabe (did not renew), Les Peirce (being replaced with new DNARC chair)

## Safety Summit: Friday, July 29 - Tom Heath

Community Prevention Coalition of Pima County

- Alura Benally provided Information and insight on work being done regarding opiate/drug issues



## **EXECUTIVE COMMITTEE MEETING**

Thursday, August 11 @ 10:00 AM  
Downtown Tucson Partnership, Zoom

### Safety

- Edmund Marquez discussed Rio Nuevo's investment for one year of Special Duty Police in the downtown area. Also provided updated on a Valet Service to be launching soon.
- Sgt Sachs discussed recent increase in outreach efforts at RTC and Armory Park. TPD has also moved to near zero tolerance stance and arresting those who continue to break the law. TPD has made approximately 50 arrests in the last 10 days. Many are first time misdemeanor possession charges. Treatment is offered. Repeat offenders risk a felony arrest. There is not as much support from Courts, but the effort is creating a noticeably improved RTC and Armory Park. There was a general concern as to where the crime will flow if the normal spots are shut down and TPD is patrolling in wider areas to prevent any reconstitution of an open-air drug market environment. The general sentiment of the responses was that the trends are encouraging.
- Ashton Dickey: Intro to KDI Protective Services

### DTP Connects

- Still making weekly outreach with La Frontera. It is a slow process with only 1 community partner. The time it takes to build trust with the homeless community is significant

### Residential

- Residents have been expressing concerns over the homeless, drug addiction and mental health issues. It appears these issues are moving in the right direction, but it will take a steady commitment to continue the trend. Diana updated the group on a Ward 6 meeting with Parks and Rec, neighbors and stakeholders. The agenda centered around community activation of the park. Remarks were made that this is already showing some progress.

### Updates

- DTP board and Merch Council working on meeting every business owner in the Bid as part of the engagement committee. 2 attendees on the call were recently visited by the engagement team and told of the security summit
- New Security cards with update TPD info available on [downtowntucson.org](http://downtowntucson.org) or by emailing Zach.
- Next meeting September 30<sup>th</sup> 2:00 PM- Zoom



## **EXECUTIVE COMMITTEE MEETING**

Thursday, August 11 @ 10:00 AM  
Downtown Tucson Partnership, Zoom

### **Engagement Committee - Joe Rottman**

- Welcome Committee has been up and running for several months and has rebranded as the “engagement committee” to serve to meet both new and existing businesses.
- Engagement committee has reached out to them downtown businesses and conducted meetings with the owners of six.
- Top feedback themes thus far include parking and security; all businesses reported positive feedback on DTP and noted that we’ve been helpful and visible.
- Committee is continuing to plan engagements with businesses, reaching out to three at a time. Plan to solicit more volunteers at upcoming general board meeting.

## 2022-2024 Board Member Renewals

Michael Crawford - Crawford Law PLLC

Randi Dorman - R+R Develop

Helen Gomez - Ben's Bells

Todd Hanley - Hotel Congress/Maynards Kitchen

Tom Heath - Mortgage Guidance Group at NOVA Home Loans

Kresta Leal - Downtown Resident

John O'Dowd - Amado and Associates, CPA's

Joseph Rottman - Caterpillar Inc.

Lucinda Smedley - TREND Report/Real Estate Consulting Group

Hilary Van Alsborg - Children's Museum | Oro Valley

## 2022-2023 Officer Slate

**Chair:**

Tom Heath - Mortgage Guidance Group at NOVA Home Loans

**Vice Chair:**

Liz Pocock - Startup Tucson

**Treasurer:**

John O'Dowd - Amado and Associates, CPA's

**Secretary:**

Lucinda Smedley - TREND Report/Real Estate Consulting Group



# New Board Member Applications

## Terms 2022-2024

**Chad Blair** - CITY Center for Collaborative Learning

**Corey Doggett** - Tucson Police Department

**Moniqua Lane** - The Citizen Hotel

**Crystal Moore** - Presidio Tucson

Form Name: DTP Prospective Board Member Application  
Submission Time: July 28, 2022 12:36 pm  
Browser: Chrome 103.0.0.0 / OS X  
IP Address: 68.14.215.162  
Unique ID: 991078806  
Location: 33.4294, -112.3896

<b>Name</b>	Chad Blair
<b>Address</b>	2810 E. Florence Tucson, AZ 85716
<b>Cell Phone</b>	(520) 609-3353
<b>Email</b>	chadb@cityccl.org
<b>Current Position</b>	Executive Director
<b>Current Employer</b>	CITY Center for Collaborative Learning
<b>Office Phone</b>	(520) 561-1020
<b>Ethnicity/Race Information: Please check all that apply.</b>	White
<b>Gender:</b>	Male
<b>Relevant Experience and/or Employment : Please attach resume.</b>	<a href="https://www.formstack.com/admin/download/file/13111786535">https://www.formstack.com/admin/download/file/13111786535</a>
<b>Please check the areas of expertise/contribution you feel you can make to further the mission of DTP.</b>	Community Service Fundraising Public Relations Program Evaluation Policy Development Strategic Planning Volunteer Management
<b>Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious and social).</b>	CITY Center for Collaborative Learning, Paulo Freire Freedom School-University
<b>What other volunteer commitments do you currently have?</b>	No other volunteer commitments at this time.
<b>What experience do you have working with the Downtown Tucson community?</b>	As the director of CITY Center schools, City High School I have a strong connection to the downtown community. I have worked closely with Cafe 54 and The Romero House. I have also collaborated at various times with KXCI, Ben's Bells, Ironwood Tree Experience, The Children's Museum, The Dunbar Center, and The Rialto Theatre on educational and youth-centered events and programs.

**Why are you interested in serving as a Board member for the DTP?**

I believe in the vision of continuing to develop downtown into the heart of Tucson. I believe in collaborative and democratic efforts to create accessible, safe, and inclusive spaces that allow communities to thrive. I would like to provide my experience as an educator, a youth advocate, community leader, and organizational dreamer to contribute in a variety of ways to my beloved downtown community.

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**How do you feel the DTP would benefit from your involvement on the Board?**

I have a diverse skillset and a wide range of experiences to contribute to the board. One of my strengths is collaboration; I excel in group settings and can help facilitate strategic and complex conversations. I am a creative thinker and problem solver, but I am not one to impose my perspective on others. Instead, I work to raise up voices in order to work towards equity, clarity, and cohesion. I have experience with budgets, development, event planning, volunteer coordination, strategic planning, and policy. I understand the expectations of an executive director and am prepared to coach and evaluate as needed. I am passionate about Tucson, education, and community building.

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**Signature**



A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right. The signature is positioned above a horizontal line.

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Chad Blair  
2810 E. Florence  
Tucson, AZ 85716  
520-609-3353  
chadb@cityccl.org

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## **Education**

Masters in Educational Leadership  
University of Arizona  
Graduation 2022

Masters in Fine Arts  
University of Montana  
Graduation 2004

Bachelor of Science in Education  
Minor in Rhetoric  
University of Illinois  
Graduation 1996

## **Professional Experience**

Executive Director  
CITY Center for Collaborative Learning  
Tucson, Arizona  
2020 - Present

Principal  
Paulo Freire Freedom School -University  
Tucson, Arizona  
2016-2020

Assistant Principal  
Paulo Freire Freedom Schools  
Tucson, Arizona  
2015 - 2016

Teacher  
City High School  
Tucson, Arizona  
2006 - 2015

References Available Upon Request

Form Name: DTP Prospective Board Member Application  
Submission Time: August 9, 2022 4:33 pm  
Browser: Chrome 104.0.0.0 / Windows  
IP Address: 166.89.66.186  
Unique ID: 995537042  
Location: 32.1336, -111.0973

<b>Name</b>	Corey Doggett
<b>Address</b>	1310 W Miracle Mile Tucson , AZ 85705
<b>Cell Phone</b>	(520) 409-0917
<b>Email</b>	corey.doggett@tucsonaz.gov
<b>Current Position</b>	Captain over Operations Division West - Tucson Police
<b>Current Employer</b>	Tucson Police Department
<b>Office Phone</b>	(520) 837-7206
<b>Ethnicity/Race Information: Please check all that apply.</b>	White
<b>Gender:</b>	Male
<b>Please check the areas of expertise/contribution you feel you can make to further the mission of DTP.</b>	Community Service Law Enforcement Public Relations Program Evaluation
<b>Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious and social).</b>	<p>As an employee of the Tucson Police Department, I have worked in numerous assignments that affect the downtown area. I was the original creator of the Downtown District in 2016 and assigned as the lieutenant to oversee it.</p> <p>I was also the Advanced Officer Training Commander at the Public Safety Academy.</p> <p>I was the Violent Crimes Investigative Commander for the Investigative Bureau.</p> <p>I am currently the Patrol Captain over Operations Division West which includes the Downtown Business District.</p>
<b>What other volunteer commitments do you currently have?</b>	<p>Cub Scouts - Pack 747</p> <p>Proud father of a high school volleyball player.</p> <p>Participate in various community meetings and attend Ward office events.</p>

**What experience do you have working with the Downtown Tucson community?** See above

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**Why are you interested in serving as a Board member for the DTP?** See above

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**How do you feel the DTP would benefit from your involvement on the Board?** I can assist by providing a law enforcement perspective to the group discussions as well as by being an active participant in other topic discussions.

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**Signature**

A handwritten signature in black ink that reads "Gary Doggen". The signature is written in a cursive style with a large, rounded "G" and "D".

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Form Name: DTP Prospective Board Member Application  
Submission Time: July 20, 2022 3:29 pm  
Browser: Chrome 103.0.0.0 / OS X  
IP Address: 76.134.178.207  
Unique ID: 988133088  
Location: 32.3383, -111.0455

<b>Name</b>	Moniqua Lane
<b>Address</b>	82 S Stone Ave Tucson, AZ 85701
<b>Cell Phone</b>	(520) 400-8417
<b>Email</b>	moniqua.k.lane@gmail.com
<b>Current Position</b>	Owner
<b>Current Employer</b>	Self-employed
<b>Office Phone</b>	(520) 400-8417
<b>Ethnicity/Race Information: Please check all that apply.</b>	Black or African American
<b>Gender:</b>	Female
<b>Relevant Experience and/or Employment : Please attach resume.</b>	<a href="https://www.formstack.com/admin/download/file/13071454972">https://www.formstack.com/admin/download/file/13071454972</a>
<b>Please check the areas of expertise/contribution you feel you can make to further the mission of DTP.</b>	Economic Development Fundraising Public Relations Program Evaluation Policy Development Strategic Planning
<b>Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious and social).</b>	<ul style="list-style-type: none"><li>• Visit Tucson CVB, Board Member</li><li>• Boutique Luxury Lodging Association, Member</li><li>• Tucson Industrial Development Authority, Board Member</li><li>• City of Tucson, Planning Commission, Member</li></ul>
<b>What other volunteer commitments do you currently have?</b>	N/A

**What experience do you have working with the Downtown Tucson community?**

I was born and raised in Tucson. The downtown has been my home for 10 years. It is my deep connection to and reverence for downtown Tucson and its history that informs the operational and aesthetic style of my hotels, The Downtown Clifton and The Citizen Hotel. My participation in downtown Tucson industry, community, civic groups and activities has made The Citizen Hotel a mecca for the downtown Tucson community.

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**Why are you interested in serving as a Board member for the DTP?**

I look forward to discussing issues, inspirations, community, and making downtown Tucson inviting to everyone.

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**How do you feel the DTP would benefit from your involvement on the Board?**

I live, work, and play in downtown Tucson. I understand the community and the intricate balance it has with downtown businesses.

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**Please share any other information you feel important for consideration of your application to serve as a DTP Board member.**

I appreciate the opportunity to support downtown Tucson, supporting the goals and visions of the DTP.

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**Signature**



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A local business owner and Tucson native, Moniqua Lane is best known for her 2013 transformation of a residential complex in downtown Tucson into The Downtown Clifton Hotel, a Trip Advisor Traveler's Choice award winning property. In 2019, Moniqua expanded the lodging component of the hotel and built the on-site Red Light Lounge, a food and cocktail destination. The Downtown Clifton has been recognized in major media publications including Travel and Leisure, NY Magazine, Thrillist, NY Times The Guardian and Arizona Highways. Moniqua is a frequently requested speaker about independent brand development within the hotel industry. Moniqua is a former lawyer by trade and training, and spent several years practicing law before transitioning into real estate development. She is also a Principal Founder and Partner in Tanzillo Construction company.

#### **Developer/Owner/Operator, The Downtown Clifton Hotel, Opened 2015**

- Conceptualized, branded, designed and built an independent, boutique lifestyle hotel; a value-add conversion from existing circa 1948 residential complex to 10-unit commercial lodging. Property has been profiled in several publications and was featured in the Discovery Network program [\(re\)Motel](#) as well as several music videos.
- Development and oversight of facility expansion, including architecture and engineering, entitlement, contracting, construction and financing. In 2019, added 22 additional rooms and the onsite restaurant. Increased facility from 3,000 to 20,000 sq ft. and conceptualized, branded, designed and built the Red Light Lounge, a food and cocktail destination for hotel guests and area residents.

#### **Developer/Owner/Operator, The Citizen Hotel, Opened 2022**

- Developed adaptive re-use plan and design to convert historic 1913 office building, formerly home to The Citizen Newspaper, into tenant occupied commercial wine cellar, high end cocktail lounge and 10-room boutique hotel branded around the Arizona wine experience. Property has been profiled in several magazines and was the film location for the second season of LOUD: Loving Opera, Understanding Diversity, documentary about BIPOC performers in the fine arts.
- Oversight and management of architecture, engineering, entitlement, contracting and financing.

#### **Developer/Operator, Arizona Hotel, Under Development**

- 15 room historic hotel. Re-converting from apartments to Hermosillo inspired hotel with mixed use indoor/outdoor retail, restaurant and entertainment space.

#### **Developer/Owner/Operator, Brannick Lodge at Mare Pasture, Under Development**

- 20 casitas and dining and event facilities at the foothills of the Chiricahua Mountains in the heart of Southern Arizona's wine country, featuring a winery and vineyards, hiking and horseback trails and camping.

#### **Community and Industry Involvement**

- Visit Tucson CVB, Board Member
- Boutique Luxury Lodging Association, Member
- Tucson Industrial Development Authority, Board Member
- City of Tucson, Planning Commission, Member



Form Name: DTP Prospective Board Member Application  
Submission Time: July 11, 2022 11:01 am  
Browser: Chrome 103.0.0.0 / Windows  
IP Address: 70.186.134.82  
Unique ID: 984755848  
Location: 33.4669, -111.9151

<b>Name</b>	Crystal Moore
<b>Address</b>	331 South 3rd Avenue Tucson, AZ 85701
<b>Cell Phone</b>	(520) 400-1515
<b>Email</b>	crystal@presidiotucson.com
<b>Current Position</b>	Principal/Designated Broker
<b>Current Employer</b>	Presidio Tucson
<b>Office Phone</b>	(520) 400-1515
<b>Ethnicity/Race Information: Please check all that apply.</b>	White
<b>Gender:</b>	Female
<b>Relevant Experience and/or Employment : Please attach resume.</b>	<a href="https://www.formstack.com/admin/download/file/13021685946">https://www.formstack.com/admin/download/file/13021685946</a>
<b>Please check the areas of expertise/contribution you feel you can make to further the mission of DTP.</b>	Public Relations Program Evaluation Strategic Planning
<b>Please list boards and committees that you serve on, or have served on (business, civic, community, fraternal, political, professional, recreational, religious and social).</b>	City of Tucson Downtown Alliance Board in 2006-2007
<b>What other volunteer commitments do you currently have?</b>	Downtown Safety Summit
<b>What experience do you have working with the Downtown Tucson community?</b>	I have been involved in leasing office space, apartments and commercial development downtown since 2001.
<b>Why are you interested in serving as a Board member for the DTP?</b>	As a voice for the 85 apartment dwellers in our community and 4 downtown private property owners I could be the conduit between what services /programs are sought/needed and what is planned.
<b>How do you feel the DTP would benefit from your involvement on the Board?</b>	I will bridge the gap between end users (downtown building owners, office users, downtown residents and retail guests) and DTP strategies/plans/efforts.

**Please share any other information you feel important for consideration of your application to serve as a DTP Board member.**

I started my career downtown in 2001 and have lived/officed here since. I have seen/heard from residents and office users their experience downtown. Mostly perception but there are valid needs/concerns that I can filter to the Board from an end user perspective.

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**Signature**



A handwritten signature in black ink, consisting of a series of connected, slightly wavy lines that form a stylized, elongated shape. The signature starts with a small loop on the left and ends with a short horizontal stroke on the right.

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# Crystal L. Moore

331 South 3<sup>rd</sup> Avenue Tucson, Arizona 85701 • (520) 400-1515 • crystal@presidiotucson.com

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## Property Manager

*Property & Asset Manager*

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Obtaining a real estate license in 2001 and specializing in commercial real estate initially in leasing and selling office space and related land then transitioning in 2008 to managing professional office buildings to include multi housing in 2013. Recognizing the importance of tenant retention and growth through my leasing experience I strive to provide the best overall service to tenants, their guests and owners. I am highly competitive, passionate, persuasive and articulate.

Demonstrated success record in:

- **Development** of two multi-use midrise buildings (multi housing, parking, retail and office) in downtown Tucson.
- **Vendor relationships** and result is response times.
- **Distilling value, overcoming objections** with vendors, tenants and staff.
- **Designing creative approaches** to otherwise challenging obstacles.
- **Motivating staff** to peak performance levels.

### CORE COMPETENCIES

- Tenant Cultivation
  - Staff Selection
  - Broker Relations
  - Competitive/Strategic Planning
  - Vendor Development
  - Budgeting/ Forecasting
- 

### HIGHLIGHTED CAREER ACHIEVEMENTS

- **Project Management** - Facilitate tenant improvement projects between \$100,000 and \$3,000,000.
- **Rent Collection** – Since 2013 and hundreds of leases only two resulted in collections.
- **Lease Negotiations** – Managed lease negotiations with companies such as Ernst and Young (2017), JP Morgan Chase (2007) and Pima Association of Governments (2012).
- **National Park Service** - National historic preservation project for 1929 office building in Tucson, Arizona. Tax credits were awarded to owners.
- **HVAC Replacement(s)** - In 2009 facilitated the installation of two state of the art kinetic energy chillers and supporting equipment into a 1965 building. In 2008 facilitated a cooling tower, boilers and air handler replacement in a 1929 building. Project involvement included design, vendor selection, bid award and contractor final walk thru.
- **Elevator Modernization**- In 2008 two cabs were completely reconstructed with new control technology and brakes. In 2009 one cab was replaced in a 1970's building where the shaft had to be increased in size. In 2011 three cabs were reconstruction as well as the shaft stabilized, asbestos abatement and the pit redesigned. Project involvement included design, vendor selection, bid award, vendor final walk thru and State of Arizona elevator inspector release.
- **Effective Marketing** - In 2011 created and marketed a Building Wellness Plan. Tenants were able to participate in a fitness program free of charge including group classes, specialized menu at onsite restaurant and prizes for taking the stairs and riding bike to work.

- **Lease Up-**
  - 2013 lease up of 1 East Broadway, a multi-use midrise. Represented Pima Association of Governments an office user for 27,000 SF and leased 20 of the 24 apartments before certificate of occupancy was issued in December 2014.
  - 2016 lease up of 1 West Broadway, a multi-use midrise including 40 apartments and 7,000 SF of retail/office space now known as Health on Broadway. Lease up was completed within 2 months of first move in.
  - 2017 lease up of 2 East Congress, an office conversion of 21 urban lofts. Construction began in February 2017, first move in was July 2017, lease up completed October 2017.

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## PROFESSIONAL EXPERIENCE

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### **Presidio Management dba Presidio Tucson- Tucson, Arizona** *Designated Broker/Principal*

**2008 – Present**

- Operate a property management portfolio consisting of over 500,000 SF of privately owned downtown real estate.
- Increased revenue by analyzing market data and increased parking rates to be market yet still add value to end user.
- Work closely with tenants to identify their needs and challenges to provide solutions.
- Problem resolution.
- Managed an Executive Suites operation with 100+ tenants, implement marketing concepts for tenant retention, billing and invoice programming and manage reception staff.
- Utilized strong ability to work with others in outlining short and long term plans for owners.
- Create and maintain websites and marketing materials.
- Maintain staff payroll and allocate payroll charges to each property.
- Manage the day-to-day operations of 85 downtown apartments. Including rent collection, community events, tenant retention, maintenance schedules and vendor relationships.

### **Buzz Isaacson Realty, LLC- Tucson, Arizona**

**2001 – 2008**

I quickly accelerated in commercial real estate career through the mentorship of Buzz Isaacson. I was involved in sales-team leadership, strategic planning and new market development. Represented agency to clients; developed and recommended marketing ideas; serviced existing book of business; reactivated dormant client relations and assisted in long term relationships.

### *Awards/Affiliations*

- Member of the City of Tucson Downtown Alliance Board in 2006-2007.
- CoStar Power Broker 2006

### *Commercial Real Estate Agent*

- Tenant Representation:
  - JPMorgan Chase (Private Client Services)
  - Southern Arizona Legal Aid
  - EcoLab
  - Dr. Brett Barney
  - DOWL Engineers

***Commercial Real Estate Agent (continued)***

- Property Owners:
  - City of Tucson
  - HUB Properties
  - Fox Theatre Foundation
  - Rolling Corporation
  - Holualoa
  - TA Building Corp
  - One East Broadway, LLC, One West Broadway, LLC, Two East Congress, LLC

**Shamrock Foods Company- Tucson, Arizona**

**1992 – 2001**

I started as a receptionist in 1993 and earned my own sales territory based out of Morenci Arizona in 1995. My geographical area consisted of Greenlee, Graham and Cochise County into Lordsburg NM with Phelps Dodge as my largest client. In 1998 I became a Shamrock Foods University Instructor and traveled from San Diego to El Paso educating the sales force on product line. In 2000 I was asked to be a member of the restaurant design department with responsibilities of selling restaurant equipment and designing commercial kitchens.