



**Business Operations Division**  
Office of Small Business Development

Tom Barrett  
*Mayor*

Rhonda U. Kelsey  
*City Purchasing Director*

Ossie C. Kendrix Jr.  
*Manager*

September 11, 2012

Honorable Members of the Common Council  
Common Council  
200 East Wells Street  
Milwaukee, WI 53202

Dear Honorable Members:

I'm seeking your approval to introduce a communication file by "Title Only" in regards to the presentation of the 2011 Emerging Business Enterprise Program Department Utilization Report.

Thank you in advance for your consideration.

Sincerely,

Ossie C. Kendrix, Jr.  
*Manager*

Cc: Rhonda Kelsey, City Purchasing Director