

**Albuquerque Small Business Regulatory Advisory Commission**  
**Minutes**  
**June 21, 2011**

**ATTENDEES:**

Beverly Chavez  
Larry Garcia  
Don Kaufman  
Larry Rainosek  
Alex Romero

**STAFF:**

John Garcia  
Cheryl Rein- Borunda  
Donna Griffin  
Dolores Amaya

**EXCUSED:**

Scott Throckmorton

**GUESTS:**

Kelly Sanchez-Pare, Council Services	Viloa Cunningham, City Purchasing Officer
Marti Luick- Policy Analyst, City Council	Tony Trujillo, President & General Manager, Holman's
Jacques Blair, City Economist	Steve Shroeder, President, Real Time Site

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Meeting called to order by Chairman Alex Romero at 7:35 a.m.

**Approval of May minutes**

Don Kaufman moved to approve, Larry Garcia seconded, unanimous approval, motion carried.

**Approval of the revised By- Laws**

Don moved to approve, Beverly Chavez seconded, unanimous approval, motion carried.

- John Garcia asked for an introduction of the guests
- Alex requested a sign-up sheet for public comment be available at all meetings themselves.

**Review Website**

Cheryl Rein-Borunda presented an overview of the Albuquerque Small Business Regulatory Advisory Commission website. She advised this website can be the medium for outreach to the small business community in Albuquerque. The website will also be used as the vehicle to post meetings and minutes. All meeting dates, approved minutes and agendas will be posted. There is a dedicated email where small business can communicate with the Commission which will be monitored by Cheryl.

She asked the Commission to talk up the site to other small business, trade organizations or groups as a mechanism to get in contact with this Commission.

**Q&A on Web Site and Ordinance**

Alex Romero asked if all agenda items would be published on the website. Cheryl advised all agendas will be posted under upcoming events and approved minutes will be posted.

Alex advised he invited Steve Shroeder of Real Time Sites and asked Steve to review the website and make suggestions. Steve has worked with Albuquerque Hispano Chamber of Commerce, The Greater Albuquerque Chamber of Commerce and other clients including City of Albuquerque and the State of New Mexico.

Alex suggested the Commission try to create the best model available to make it easy for small business owners to become engaged and use the website to their benefit. He advised that he would create copy to be sent to Hispano Chamber Members encouraging them to go to the website. He asked how the Commission could engage other business organizations.

John Garcia advised the City would reach out to other trade organizations and provide information on how to use the website to communicate with the Commission.

Alex challenged the Commission to become familiar with the website and monitor any communications between now and the next meeting.

Cheryl advised she would make copies of all emails received from the site.

John thanked the Commission on behalf of the Mayor and the City of Albuquerque for serving. He advised that City staff and City Council would be asking the Commission to review legislation and rules and make recommendations

He advised the City is revamping the City website so the Commission site will be looked at and revised as we go along to ensure user friendly

Cheryl advised that Donna Griffin had drafted a letter for Rob Perry, City Chief Administrative Officer to sign and route to the three departments that have the most legislation affecting small business; Environmental Health, Fire and Planning, asking them to give us heads up on any proposed legislation.

She also advised that a boiler plate of a Small Business Impact Statement is available to the Commission for use on any legislation.

She reminded the Commission that the first quarterly report for the Mayor will be due in October of 2011 reviewing activity for the first quarter of fiscal year 2012.

John advised the Commission that it is challenging to communicate with the business community without a budget. He said the City is working on creating an email database. Real Time Solutions is helping with the Thrive! ABQ program which will have a huge data base. He suggested a short presentation on Thrive ABQ at the next Commission meeting.

#### **Overview of new legislation regarding City procurement policy and Small Business**

Viola Cunningham spoke about the existing ordinance, the changes submitted by the Administration and the floor substitute that Councilor O'Malley is submitting. A chart outlining the three pieces of legislation was provided to the Commission.

Cheryl advised that the chart highlighted the changes could adversely affect small business. These highlighted items were agreed to in a previous meeting between Viola, Cheryl, Jacques Blair of City Budget department as well as Marti Luick and Kelly Sanchez-Pare of City Council staff.

City Council is requesting that the Commission to reach out to small business that could be impacted by the Ordinance for review.

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Marti advised that Councilor O'Malley's bill raises the threshold of what is considered a small business from 20 full time employees a year to 50 full time employees a year.

Jacques advised that according to the only available data for Albuquerque businesses, 84% of establishments have fewer than 20 employees, 10% has 20 to 50 employees.

Marti also advised that the old definition of a local business is one that has their principal office in Albuquerque or Bernalillo County. The new definition offered by the Administration is revised to say that the business must have a location in Albuquerque or Bernalillo County but their principal office can be in another state i.e. Wal-Mart's, Office Max and Staples could be considered a local. Council O'Malley's floor substitute reverts the requirement back to headquarters must be in Albuquerque or Bernalillo County.

Cheryl explained that in awarding City contracts small business gets preferential points as well as local business thus helping the small local business compete with the large box stores.

Mart advised that City Council wants the Commissions recommendation on the floor substitute before the next Council Meeting in August

Cheryl: What we need to decide is this something we need to poll the small business? We have to make a decision whether we want to reach out to small business.

Tony Trujillo commented from a business perspective he would encourage the floor substitute moving the threshold for small business from 20 to 50 and maintaining the headquarter requirement. He advised his company has fifty full time and five part time staff and does business with small and large companies. Sandia National Labs and Los Alamos National Labs consider his company a small business. He said the 5-10% preference is a good thing and the City is a good leader in establishing these goals.

Donna Griffin advised that if the Commission thinks there is a potential for significant impact from the Ordinance then the Commission can do an Impact analysis. The Commission needs to have clarity on the position you it takes.

Alex advised that he did not believe the two highlighted items required outreach, however the Commission needs to get them on the website and encourage feedback. He stated he did not believe that that these two items are significant enough to create an Impact Analysis.

He asked for comments from anyone and stated in regard to Councilor O'Malley's action, he did not believe that the process should begin here, unless anyone has any objections or comments.

John advised that the City could probably get input/feedback by the next meeting and the issue could be dealt with it at the next meeting. You'll still be able to make the August deadline to Council with your recommendations.

Cheryl advised that a vote was needed to put the issue on the website. Don moved to put it on the website, Larry Garcia seconded, there was unanimously approve al and the motion carried

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Alex stated the issue would be put on the website and if there is a lot of small business communication the Commission could have a discussion via email

Alex asked for a motion to Adjourn, Don moved to Adjourn and Beverly seconded, the vote was unanimous and motion carried.

The next meeting will be July 19, 2011

Minutes submitted by \_\_\_\_\_ Date \_\_\_\_\_  
Cheryl Rein-Borunda

Minutes approved by \_\_\_\_\_ Date \_\_\_\_\_  
Alex Romero, Chairman of the Board