

Small Business Regulatory Advisory Commission

CITY OF ALBUQUERQUE

Chair:
Anthony Trujillo
Vice Chair:
Steven Garcia
Ex-Officio Commissioner:
Gary Oppedahl

Commissioners:
Romero

Kaufman

Beverly Chavez

Rainosek

Throckmorton

Alex Romero

Alex

Don

Larry

Scott



MINUTES FROM
December 20, 2016

ATTENDEES:

Steve Garcia
Don Kaufman
Beverly Chavez
Larry Rainosek

GUEST:

STAFF

Gary Oppedahl
Dora Dominguez
Jenny Walters

DRAFT

Olivia Padilla-Jackson, Deputy Director, City Finance & Administrative Services

The meeting was called to order by Steven Garcia, Vice Chairman at 7:36 a.m.

- I. **Additions/deletions to the agenda** – None heard
MOTION TO APPROVE THE AGENDA – APPROVED
- II. APPROVAL OF November 8, 2016 MINUTES - Approved by the Commission.
MOTION BY COMMISSIONER CHAVEZ
SECOND BY COMMISSIONER RAINOSEK
MOTION CARRIED UNANIMOUSLY
- III. **WELCOME & INTRODUCTIONS:** Olivia Padilla-Jackson- Guest-Presenter
- IV. **BUSINESS REGISTRATION & PERMITTING (POSSE) & HEALTHY NEIGHBORHOODS ALBUQUERQUE INITIATIVE (FORMALLY ANCHOR INSTITUTION INITIATIVE)** – Olivia Padilla-Jackson, Deputy Director, City Finance & Administrative Services.
Project History: Gary Oppedahl provided an overview of the Anchor Institution Initiative. The Anchor Institution Initiative, now called “Healthy Neighborhoods Initiative,” started with a visit by Albuquerque community leaders to Cleveland to learn about best practices for transportation development related projects. With the work of the University of New Mexico Health Sciences Center (UNMH) and other participating anchors, which include Albuquerque Public Schools, the City of Albuquerque, and Central New Mexico Community College all are working to learn how to incorporate best practices for achieving and supporting an anchor mission. An Anchor Institution is a large institution with deep roots to a local community. The initiative focuses on Anchors for having a greater impact on a local economy through local hiring, workforce development and staff training, procurement, construction, real estate development, investing, technical assistance, and business incubating.

Progress Report: Olivia Padilla-Jackson provided a progress report and project timeline, as well as requested SBAC input on finalizing the definition of “Local” for City procurement purposes and to review the City’s proposed amended W9 Form. The amended W9 for City vendors would supply more useful and needed data about businesses.

Tasks and goal to complete:

- Conduct a City Department survey to gather a list of what we plan to purchase in calendar year 2017. Data will be shared with local businesses at outreach events.
- Finalize amended W9 form to capture self-certified information from vendors on locally headquartered, and minority and women owned businesses. This will allow the city to track and report on future spending in these areas.
- Create a mailing to all businesses requesting that they provide demographic in the city business registration system.
- Modify City business registration information system (Posse) to capture demographic data, including locally headquartered, minority and woman owned, and a brief description of your business. The data would be loaded into Thrive ABQ, which will be available as a citywide searchable public interface for local procurement tool for use by all anchor institutions.
 - Staff was requested to send out sample definitions of the City definition of “local: being by the City for review and input.
 - Task completed on December 29, 2016. The definition of “Local” as suggested by the American Independent Business Alliance (AMIBA) was distributed in an email

correspondence. The definition, with specifics related to Albuquerque is also utilized by KeepItQuerque, which is an Albuquerque “buy-local” nonprofit.
<http://www.keepitquerque.org>

- Conduct two “How to Conduct Business with the City” workshops, working with partners like Hispano Chamber of Commerce.
 - Alex Romero referenced ongoing discussions with the City to create a memo of understanding to assist the City with effort to identify useful data from the City current vendor list.

V. **Proposed/Pending City Ordinances Update** – Noise Ordinance – Dora Dominguez
The proposed ordinance has been introduced and referred to Land Use Planning and Zoning for revision. The revisions described are almost entirely cosmetic with the exception of the one item that the committee had deferred. That revision is to add back in a mechanism that will allow the City to take outdoor sound measurements on residential-zoned properties when the sound being evaluated is originating from a property that is zoned commercial, special use or 'downtown. The City had originally refocused the ordinance to indoor sound levels only, but some Councilors expressed concerns. Therefore, allowable outdoor level will be slightly higher than the corresponding indoor level to account for buildings reducing sound transmission.

There are no other substantial changes. LUPZ is aware that SBRAC has discussed the ordinance at an earlier SBRAC meeting and that the commission was generally in favor. A letter to help ensure SBRAC agrees would be helpful before January 11.

City/SBRAC Role - It is important to stress that SBRAC understands the City Council of Albuquerque is not permitted to change the language of the Healthy Workforce Ordinance as written. The Commission also has no interest in obstructing the path this initiative-legislation must navigate nor does City staff.

- VI. **New Business** – State of New Mexico One Stop Business Registration Portal Project Update
- Created in 2014 as an unfunded mandate, the One-Stop Business Portal Act, was created under the New Mexico Department of Information Services. The portal plan is to create a user-friendly website that provides access to information and functionality necessary to set up and do business in New Mexico, including registering a business, getting licenses and permits, paying taxes, hiring employees, fulfilling workers’ compensation requirements, etc. The website will be searchable and will allow business owners to communicate electronically with customer service representatives.
 - Project to create the website started in spring 2015. Deadline for go-live: June 30, 2017. New Total funding request: \$1 M
 - Staff agreed to send out a project description of the One Stop Business Portal project. The task was completed on December 20, 2016.

ANNOUNCEMENTS: Merry Christmas and Happy Holidays

Meeting adjourned at 9 a.m.

Minutes submitted by: _____ Date _____
Dora Dominquez, EDD Staff

Minutes approved by: _____ Date _____

Anthony Trujillo, Chairman

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