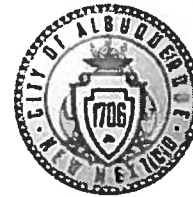


**CITY OF ALBUQUERQUE
SMALL BUSINESS
REGULATORY ADVISORY COMMISSION**



Chairman: Alex Romero Vice Chairman: Don Kaufman Ex-Officio Commissioner: John A. Garcia	Commissioners: Beverly Chavez Larry Garcia Larry Rainosek Scott Throckmorton Anthony Trujillo
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MINUTES from JULY 17, 2012

ATTENDEES:

Beverly Chavez
Larry Garcia
Don Kaufman
Larry Rainosek
Alex Romero
Scott Throckmorton
Anthony Trujillo

STAFF:

Donna Griffin
Cheryl Rein- Borunda
Ramona Zamir-Gonzalez

GUESTS:

Kelly Sanchez-Pare, Council Services
Mayor Richard J. Berry

Attachments: Draft 2012 Annual Report

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

- I. Donna Griffin requested an addition to the Agenda regarding the citizen initiative on minimum wage to explain the direct legislative process to the Commission, if interested. It was agreed to add the topic to Item VI.
- II. February 21, 2012 Minutes reviewed and approved by the Commission.
MOTION BY VICE CHAIR KAUFMAN
SECOND BY COMMISSIONER GARCIA
MOTION CARRIED UNANIMOUSLY
- III. The Commission reviewed the draft of the Annual Report, and suggested minor revisions. Cheryl Rein-Borunda agreed to make the suggested changes, obtain original signatures from the commissioners on the final document, and submit the Report to the Mayor and City Council. The draft Annual Report was approved by the Commission with the suggested changes.
MOTION BY COMMISSIONER THROCKMORTON
SECOND BY COMMISSIONER TRUJILLO
MOTION CARRIED UNANIMOUSLY
- IV. With regard to the Fire Code Legislation, Chairman Romero inquired about its status. Cheryl Rein-Borunda responded that the proposed new legislation will be voted on by City Council Finance Committee in August following the July summer recess. Kelly Sanchez-Pare from Council Services confirmed that it is on the August 13, 2012 agenda. Cheryl asked that Chairman Romero and other commissioners attend this meeting to be held on the 9th floor of the City/County building, in the Committee Room, at 5:00 pm. Kelly Sanchez-Pare agreed to send the agenda to the commissioners.

- V. Cheryl Rein-Borunda commented that no new or pending legislation has come through from City Council or the Administration. She added that the resources are not available to comb through all of the existing legislation, and therefore, the Commission is somewhat dependent on the community to notify it of any issues. The City Economic Development Department has worked to encourage public feedback through informational fliers and banners, as well as its participation in NAIOP, the Small Business Administration Trade Show, and various other meetings.

There was a roundtable discussion about ideas for public feedback and the results from preliminary findings by Cheryl Rein-Borunda and Donna Griffin indicating tedious processes for starting a business in Albuquerque. John Garcia suggested the possibility of forming a sub-committee to look at ways to introduce fundamental changes within the regulatory procedures. He added that the new director of City Planning Department is open to fresh ideas, and the Mayor is focusing on innovation and smaller scope entrepreneurship in the coming year.

Cheryl Rein-Borunda commented that the rules are often a bigger problem than the legislation. Standardization and online services would help to make the process smoother. Kelly Sanchez-Pare agreed that a review of the procedures would be a good idea and one that City Council would support. Cheryl added that a communication of support for small business from Administration and City Council will aid the efforts as has been the experience of the Albuquerque Film Office and its permitting process.

The Commission brainstormed about the option of having a representative to walk-through the process with the business owner, or establishing a one-stop service for permits and guidance. John Garcia concurred that the focus needs to be on the customer. Commissioner Kaufman added that although resources are required up-front, the end result is a time and cost savings to everyone involved. Chairman Romero inquired about how the Commission can gain undivided and unifying support from the City department heads for small business promotion. John Garcia proposed the Commission address the Administration and City Council with a statement urging cooperative action to make Albuquerque a business friendly city. Subsequently, a meeting should be arranged with Chairman Romero, Mayor, and the department heads to reiterate the focus of today's discussion and seek ways to address the process issues.

Donna Griffin posed an idea for instituting a "red flag" or code word for small business that would be universally recognized and attended to by all impacted City departments. Round-table discussion continued and it was decided that a study of similar cities to Albuquerque should be performed to identify best practices with regard to small business permitting and regulation. And, regardless of what the SBRAC Ordinance constitutes as a "small business" in terms of size, the Commissioners agreed that this effort should fit under the umbrella of "making it easy to do business."

In summary of the discussion and decisions by the Commission, Chairman Romero identified the following work plan:

1. Draft a statement to the Mayor and City Council summarizing the Commission's approach – sense of urgency for action towards making Albuquerque business friendly;
2. Establish a sub-committee to work on the plan in conjunction with best practices;

3. Commissioner Throckmorton will contact the Anderson School of Management in hopes of recruiting students for a project that would include reviewing best practices for small business start-up, permitting, and operations, in cities similar to Albuquerque, specifically Colorado Springs, Phoenix, and San Antonio;
4. Upon completion and review of the project, the sub-committee will propose options for simpler, more efficient, small-business start-up assistance and operation.

Mayor Berry agreed with the Commission on its decision and plan moving forward, suggesting Oklahoma City as a city to study. He added that he is in support of obtaining an even better rating, referencing a B+ rating Albuquerque received as a "business friendly" City in a recent business article. He expressed the importance of helping business to succeed, specifically addressing the practices of City departments and directors when working with small business.

Chairman Romero introduced the problem behind marketing the SBRAC to the community. He suggested positioning the Commission as less of a formal 'government' entity, and more of a friendly resource. He added that he would like to have some future brainstorming on the promotional materials. There was further discussion about the limitations and capabilities of the City and the Commission, as well as outside organizations that are set up to meet many of the needs behind small business establishment. Further dialogue addressed the possibility of obtaining interns from Anderson School of Management to work in the City's Business Center.


- VI. Donna Griffin discussed the minimum wage citizens' initiative. She noted that the City's Charter allows for "direct legislation" which is when a legislative measure may be proposed to the governing body by petition to the City Clerk, as long as the petition is signed by the appropriate number of qualified voters. In the current minimum wage initiative petition, 12,000 signatures must be collected by August 13th, upon which it will go to City Council as a bill. Depending on Council's determination, it may get put on the ballot to be voted on in November. The proposed change to the current Minimum Wage Ordinance is that the language should state an hourly wage of \$8.50 (\$1.00 more than the current minimum wage) by January 1, 2013. There was a brief discussion, and Donna Griffin reminded them that it may not go any further (than the filing at City Clerk) if enough signatures are not obtained by August 13, 2012. She will keep the Commission informed of its status.

Cheryl Rein-Borunda reminded the Commission that the next SBRAC meeting is scheduled for Tuesday, August 21, 2012; this follows the August 13th Finance Committee Meeting.

- VII. The meeting adjourned at 9:02 am.

Minutes submitted by 
Cheryl Rein-Borunda

Date 8/22/12

Minutes approved by 
Alex Romero, Chairman of the Board

Date 8/21/12