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| **City of Albuquerque****Small Business****Regulatory Advisory Commission** | COA Logo_Horizontal_EconomicDev-03 |
| **Chair: Myra Ghattas****Vice Chairman: Tim Nisly** **Ex-Officio Member: Synthia R. Jaramillo** **City Legal: Leigh Brunner** **Staff: M. Mitchell** **C. Nunez** **R. Griego**  | **Commissioners: Matthew Biggs**  **Kenneth J. Carson** **Michael M. Silva Jr. Cailyn Kilcup****AbsentCommissioners: Paulette Baca** |

**February 4, 2020**

**7:45 a.m. – 9:00 a.m.**

**City Hall - 1 Civic Plaza NW**

**Economic Development Conference Room: 11th Floor**

Parking will be validated.

**AGENDA**

1. **Welcome & Introductions -** Chair/Director
	* Rebecca Sanchez – newly hired Small Business Office Intake Specialist
2. **Approval of minutes -** Chair

**MOTION** to Approve January Minutes: COMMISSIONER Kenneth Carson

**SECOND** by COMMISSIONER Matthew Biggs

**MOTION PASSED UNANIMOUSLY**

1. **Additions/deletions to agenda -** Chair
	* Add a conversation about the time change under Staff Conversations
2. **Review letter of introduction from City Council -** Chair
	* Members review and conclude there aren’t items needed to be reviewed by SBRAC
3. **Planning/Business License Meeting -** Chair/Commissioners/Planning Department Deputy Director Bobby Griego
	* Acknowledging that perhaps the previous question did not capture the actual interest of the commission, Comm’r Nisly reclarifies the 6-month permit delay question to, “what is the number of permits that have been stalled and no building action has taken place?”
	* Deputy Director Griego expresses that under the current system, all permits appear to be processed within the 10-business day deadline. However, Deputy Director Griego agrees that response doesn’t necessarily answer the new question and thus agrees to report back information on the number of resubmissions made. Due to the limited capacity at the permit reviewal process, he has identified a log jam and will be adding another employee to that process in the next 2-3 weeks.
	* Commission and Deputy Director discuss the possibility of the mandated 10-business days deadline having a reverse consequence of incentivizing staff to “immediately send back requests to get them off their desk” thus stalling projects as opposed to speeding up the process.
	* Comm’r Nisly expresses gratitude for Deputy Director Griego’s helpfulness and asks, “How can SBRAC help?
		+ Planning Department would benefit from receiving more on-time information and communication from the commissioners. Deputy Director Griego encourages commissioners to reach out to him directly.
	* Discussion about the Urban Design and Development Divisions
		+ In charge of proposing changes (usually small but sometimes large amendments) to legislation which City Council reviews
	* Fire Fee Schedule still to be shared with Planning Department
		+ Incorrect document shared with SBRAC, City Staff to locate the correct one for the next meeting.
		+ SBRAC expresses wanting to know where the new fee schedule revenues are being allocated and status of lead times.
		+ Possible chance of re-inviting the Deputy Chief.
	* Celebrating Accomplishments
		+ SBRAC discusses possible holding a press release if there are improved processes from the Planning Department. Comm’r Silva discusses his positive experience when he complimented the patrol officers through his distribution list.
4. **Economic Development Department Update -** Monica Mitchell
	* Women’s Small Business Summit
		+ The Women’s Small Business Summit hosted both Chair Ghattas and Comm’r Kilcup.
		+ The success of the event has inspired the city to host Women’s Small Business Hours at SBO, anticipated to start in March.
	* Small Business Office Staffing Update
		+ Rebecca Sanchez is the SBO Intake Specialist and she will be scheduling the phone calls and other administrative duties for the office.
		+ SBO Liaison positioned has been changed to SBO Manager. SBO Manager first interviews are complete and the second interviews with the Mayor’s Office are next.
		+ Monica and Rebecca will be working on building the office’s calendar and fully staffing the office. Once that is done, a stronger marketing push will be made within an SBO community event.
	* SBRAC’s ideas for the SBO Community Event
		+ SBRAC Members clearly express their wish to make this event more inclusive and *for* small businesses. They discuss having the actual small businesses and organizations speak as opposed to the traditional people who speak.
			1. Comm’r Silva, “How do we make it to where it’s something that people [small businesses] actually want to go to and it’s not just the same 20 people?”
			2. Comm’r Biggs, “I went to that [opening] and I’m pretty sure I was the only small business owner there.”
			3. Chair Ghattas, “Give people a role to participate.”
* Monica Mitchell agrees to create a presentation for SBRAC’s next meeting detailing what the City is and will be doing at the Small Business Office.
1. **Meeting with the Mayor –** Chair/Staff
	* STOP/START/SCALE
	* H.R.
		+ Commissioners feel that the HR Department tries to stop everything.
		+ Deputy Director Griego explains the reasons why including budgetary freezes, not readiness, too narrow descriptions, etc. He also informs SBRAC that HR may be pivoting in the role in the city to become more of a recruiting arm.
	* Roadblocks
		+ Chair Ghatta’s business has been negatively affected by a major and delayed road closure. She expresses deep frustration with the lack of consideration for small businesses. “How do these processes happen, and nobody talks to the small business? To allow that to happen with a complete disregard to small business.
		+ Comm’r Silva joins in on this point and reflects on his experience with ART. “How does the city help once it’s done? Is there any remedy for us on the back-end?”
	* Ticketing
		+ Commissioners express feeling like the ticketing process is no longer about having customers and traffic move along, but rather to be punitive and meet a quota.
2. **Staff Conversation on Current Initiatives –** Commissioners
	* Quarterly Calendar
		+ RSVP for Lodgers Tax Advisory Board Meeting February 27th, 2020.
			1. Chair Ghattas to email the entire board to receive a confident RSVP.
		+ Update on Councilors invitations
			1. Invitations to be sent out by Chair Ghattas
	* Time Change
		+ SBRAC agrees to keep meeting times at 7:30AM – 9:00AM
	* Legislation Evaluation Metric
		+ Comm’r Nisly to share documents with the commission via email.
3. **Committee Update –** Chair
4. **Adjourn**

**MOTION** to Adjourn: COMMISSIONER Tim Nisly

**SECOND** by COMMISSIONER Michael Silva

**MOTION PASSED UNANIMOUSLY**