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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** | **Commissioners: Paulette Baca**  **Matthew Biggs**  **Kenneth J. Carson**  **Cailyn Kilcup**  **Michael M. Silva Jr.** | |

**January 7, 2020**

**7:41 a.m. – 9:06 a.m.**

**City Hall – 1 Civic Plaza NW**

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

Parking will be validated.

**AGENDA**

1. **Welcome & Introductions –** Chair/Director
   * **Cailyn Pilar Kilcup, Co-Founder, Somos ABQ**
   * **Monica Mitchell, Sr. Economic Developer, City of Albuquerque**
     + Lucas Pedraza resigned to take a position with the State’s Main Street Program
     + Monica Mitchell to serve as interim SBRAC liaison
     + New SBO hours: Tuesday, Wednesday, and Thursday 10am-2pm and by appointment
     + ED online incentive mapping tool: groups all incentives (City, State, and Real Estate) together by address. IDO, LEDA, and Opportunity Zones will be shown on the tool. Infographics detailing the makeup of a location will also be added to the map by census track.
2. **Approval of minutes —** Chair

**MOTION** to Approve December Minutes: COMMISSIONER Carson

**SECOND** by COMMISSIONER Baca

**MOTION PASSED UNANIMOUSLY**

1. **Additions/deletions to agenda —** Chair
   * Chair Ghattas proposes changing the meeting start time to 7:45am
2. **Economic Development Department Update –** Director
   * **JTA**
     + Formal announcement of the Job Training Albuquerque program, website, and applications on Thursday January 9th at 1pm.
     + JTA is a local JTIP-type of workforce development program to support small non-economically based businesses. The fiscal partner for the JTA program is CNM.
     + Director Jaramillo thanks Lucas for his great involvement and work in the creation of that JTA program.
   * **Women’s Small Business Summit**
     + January 31stat the woman-owned Gravitate meeting center.
   * **State of the City**
     + Saturday at 10am at the Convention Center; Mayors speech is at 1pm.
   * **Small Business Office Update**
     + Economic Development currently working on the budget for next year in order to fully fund the office.
     + Monica Mitchell to oversee the office while a new Economic Development Manager and SBO liaison are being hired. Support will continue from the City Department Navigators as well as Alex and Wendy.
     + Economic Development issued an “Issue Paper” requesting $250,000 for the office. The process is first to the administration, finance, down to City Council in March.
     + Chair Ghattas inquires about how SBRAC can support the office. Director Jaramillo encourages SBRAC to lobby City Councilors and also the City administrators to continue to place small business at the forefront of their focus.
     + In next meeting, SBRAC expresses interest in putting a document together in support of SBO for City Council to view.
   * **Kairos**
     + 67 jobs to Mesa del Sol, opening up an R&D facility by purchasing the Schott Solar building. Kairos will bring high-wage engineering jobs
     + Applied for LEDA and IRB.
   * **Faneuil**
     + Call center that will create 700 jobs. Company has signed a 10-year lease at the old Sitel building for its quick “turn-key.” The company supports the medical industry and pay higher wages than Sitel, about $2 more.Company will officially begin February 1st.
   * **TaskUs**
     + Commissioner asks about TaskUs, to which Director Jaramillo explains that the company was bought out by Blackstone and the executive team decided not to allow expansion projects. However, the company showed commitment to prioritize Albuquerque once expansion projects could ensue.
   * **NBCUniversal**
     + Chair Ghattas asks for an NBCUniversal update. The Garcia’s hosted a soft private viewing of their colleagues and those who worked on the project during the Holidays. They anticipate NBC will be operating to full capacity in February.
3. **Review letter of introduction from City Council –** Chair
   * No letters of introduction, City Council was cancelled on 01/06/20.
4. **Planning/ Business License Meeting** – Chair/Planning Staff
   * **Review Response from Deputy Director Bobby Griego, Planning Department**
     + Planning Dept. will create and accept paper registration forms.
     + Fire Fees
       1. ANSWER: The fee is in place of the inspection fee that they would have received in the mail after their annual Fire Inspection was completed. By paying the fee upfront we eliminate the need to mail an invoice, which has the possibility of being lost or misplaced. This eliminates the chance of the business being sent to collections due to lack of payment.
       2. SBRAC committed to providing Deputy Griegos with the proposed Fee Schedule. City Staff to search for fee schedule in emails.
       3. SBRAC interested in the window of time for inspections since the new schedule and system was implemented. Director Jaramillo suggests asking the department for a report showing inspection turnarounds.
     + Construction and/or Zoning permits residential and commercial
       1. ANSWER: Posse system reflects that there are no permits that have been or are currently delayed more than six (6) months. However, if there is a specific permit, or type of permits (i.e. electrical) please provide this information and it can be further researched.
       2. SBRAC unsure as to whether the correct question was made for Deputy Griegos to research. Comm’r Nisly to prepare an email describing his concerns to Chair Ghattas and more questions will be brought up for his next visit in February meeting.
          1. When a permit is denied, is the request closed or is it still in the system?
          2. How many stalled projects are there around Albuquerque?
          3. What is the number of permits that are denied and no further action is taken? Or how many have been resubmitted?
          4. Is there a denied area in the system that becomes a black hole?
          5. Could POSSE record a conversation that has stopped moving as a denied request? Could the system show it as closed but how do we get it to move?
          6. Why did a project die? Was it because of zoning or getting a permit?
          7. Is this a systematic problem because of planning and zoning bureaucracy?
       3. Director Jaramillo brings up bridging opportunity between SBRAC and the Albuquerque Development Commission. ADC makes recommendations to Council on redevelopment/LEDA projects and staffed through Planning and MR.
          1. Chair is Terri Brunner
          2. Meetings are on 3rd Thursday at Plaza Del Sol
     + Business Registration
       1. ANSWER: Businesses need to be reviewed for proper Zoning/Land use and to ensure Residential businesses are safe and properly regulated for the community’s benefit. For example, an auto repair shop could be run from several homes on a block without oversight until a complaint would be initiated.
       2. Chair Ghattas comments that Jerry Campbell claimed they are pointless.
     + E-Filing of Permits
       1. ANSWER: over the next year or so, the Planning Department is going through a process to identify different user pain points, particularly in the POSSE system. Within the budgetary constraints of the department, Planning will them begin to remediate these items. The department has converted an unrelated position into additional IT capacity to assist with these systemic changes. The interview process is underway now.
       2. SBRAC values that the Planning department recognizes POSSE problems and working to fix them such as the limited capacity with a single IT person. SBRAC also impressed by how Deputy Director Griego was proactive in seeking SBRAC’s input.
5. **Staff Conversation on Current Initiatives –** Staff
   * **Commission Outreach**
     + **ACTION ITEM:** SBRAC to attend the Lodgers Tax Advisory Board (LTAB) meeting on January 23th at 4:00pm - 5:30pm, Location TBD
       1. Discussion Points
          1. Introduce SBRAC as a representation of small business and that marketing is impactful to small businesses

We’re tasked with supporting and creating a friendly regulatory environment for small businesses in the city

* + - * 1. “We’re here to support you, let’s work together, we have small business in mind, and we are paying attention to where the dollars go.”
        2. What are you requiring of your contractors to market the city and what is the money being spent on?
        3. We’re here to help. We’re interested in small business. And we’d like to listen.
      1. Celeste Nuñez to create a Special Meeting Agenda in case of quorum. Leigh Brunner to review the document.
      2. Celeste Nuñez to coordinate with LTAB to include SBRAC on the agenda.
      3. SBRAC to be provided with LTAB contractor’s budget.
    - Purpose of Commission Outreach
      1. Be a stronger voice to City Council and Administration.
      2. Self-marketing effort in connecting with other Commissions.
      3. Going to other meetings to introduce SBRAC and solicit feedback.
      4. Lift the city up together.
    - Comm’r Silva proposes the idea of a giant networking event for all Commissions.
  + **Quarterly Calendar**
    - **Invite for Small Business Office**
      1. Jennifer Esquivel, Marketing Manager for Economic Development, to share her SBO marketing plan and receive input.
      2. Lined up for next meeting.
    - **Invite for Carlos Contreras**
      1. Suggested by the Mayor, SBRAC interested in knowing what his plans are and how they relate to small business.
    - **Invite for Visit Albuquerque**
      1. Suggested by the Mayor. How can they influence marketing dollars toward small business?
      2. Invitation to be sent out later so SBRAC may better understand the deliverables.
    - **Councilors**
      1. SBRAC short-term and primary mission is to address legislation. Comm’r Nisly expresses priority with inviting Councilors and Analysts to connect.
      2. **ACTION ITEM**: Chair Ghattas to send email invitations to City Councilors and their analysts to a February or March SBRAC meeting for a 10-minute block. There’s also the possibility of meeting with an SBRAC representative.

1. **SBRAC Quarterly Report Follow Up –** Chair
2. **Meeting with the Mayor: Recap** 
   * **STOP/START/SCALE**
     + Discussion postponed for next meeting. Ideas (not limited to small business) will be submitted to Chair Ghattas.
     + LTAB initiatives and City Council missions can also be added to stop/start/scale.
   * **Legislation Evaluation Metric**
     + One pager that says “how this affects the city and small business using the city’s 6 strategies”.
     + Celeste Nuñez to research the metric.
3. **Committee Update –** Chair
4. **Adjourn**

**MOTION** to Adjourn at 9:06am: COMMISSIONER Nisly

**SECOND** by COMMISSIONER Carson

**MOTION PASSED UNANIMOUSLY**