

# Small Business Regulatory Advisory Con

## CITY OF ALBUQUERQUE



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

**Commissioners:**  
Romero

**Alex**

**Don**

**Kaufman**

**Beverly Chavez**

**Larry**

**Rainosek**

**Scott**

**Throckmorton**

**MINUTES**  
**April 19, 2016**

**ATTENDEES:**

from

**EXCUSED: STAFF:**

Don Kaufman    Beverly Chavez    Gary Oppedahl  
Steven Garcia    Alex Romero Dora Dominguez  
Anthony Trujillo                      Jenny Walters  
Larry Rainosek  
Scott Throckmorton  
Donna Griffin

**GUESTS:**

The meeting was called to order by Chairman Trujillo at 7:34 a.m.

There were no additions/deletions to the agenda.

The March 15, 2016 minutes were approved by the Commission.

MOTION BY COMMISSIONER THROCKMORTON  
SECOND BY COMMISSIONER RAINOSEK  
MOTION CARRIED UNANIMOUSLY

WELCOME AND INTRODUCTION - Gary Oppedahl, City Economic Development Dept Director

- New SBRAC administrative staff introductions. Dora Dominguez, Senior Department Economic Developer will now serve as SBRAC Administrative staff. Dora has been on staff with City EDD for over a year and was prior to joining the City EDD staff the State Economic Development Department, Director of the Office of Business Advocacy (OBA). OBA was also the State of New Mexico administrator for the Statewide SBRAC.
- Summary remarks by Director Oppedahl reiterated a recommitment to support SBRAC and work to identify proactively city policies and procedures in draft or being considered that might have the potential of adversely impacting small businesses.

MEETING PROCESS AND PROCEDURES REVIEWED

- Anthony Trujillo, SBRAC Chairman, reminded Commissioners of the importance of everyone's participation. As business owners the SBRAC Commissioners are encouraged to bring items of concern to the discussion. Given the meeting and everyone's busy schedules a reminder for everyone to follow a standard meeting process per Robert's Rules of Order as the means to insure everyone who wishes to speak to the topic at hand has that opportunity.
- SBRAC - 2016 Priorities and Focus Discussion...
- Request to begin reviewing both the City's small business procurement process and the City's business regulations processes. SBRAC role in supporting small business access to City procurement opportunities was discussed. The importance of demonstrating the existing capacity of local businesses to provide even the most highly specialized products and services... Chairman, Trujillo stated, "Local businesses remain competent and readily available... sourcing local should remain a City priority consideration." The importance of

the SBRAC to understand the City's goods and services RFP process completed the discussion related to City procurement processes.

- Additional discussion and a request for the SBRAC to also begin reviewing both the City's business regulations processes beginning with an update on the new business inspection and permitting processes now available online. Staff reported that the City is currently testing the system and a system interface with the City's Accounts Receivable software. The City is working on going live with the system sometime in May. City is also transferring the Business Registration office staff from City Treasury Department to the Planning Department in order to support the entire Business Registration process within the City Planning Dept.

MOTION BY COMMISSIONER THROCKMORTON requesting a presentation by City Purchasing Department and by City Zoning and Planning for the May 17, 2016 meeting  
SECOND BY COMMISSIONER GARCIA  
MOTION CARRIED UNANIMOUSLY

2016 Priorities and Focus Discussion continued – suggestion by City Legal representative for SBRAC to continue to track and request updates regarding the City's Comprehensive and A to Z Zoning Changes/Plan, which are currently under revision.

- UPDATE ART – Gary Oppedahl, Director Economic Development, provided a summary of the project to date along with a summary of the business support services being provided to qualified small businesses along the Central Corridor. The City's commitment to continue to demonstrate the willingness to invest in itself and a focus on the future positive economic outlook the project will support.

Meeting adjourned at 9:02 a.m.

MOTION BY COMMISSIONER GARCIA  
SECOND BY COMMISSIONER THROCKMORTON  
MOTION CARRIED UNANIMOUSLY

Minutes submitted by: \_\_\_\_\_ Date \_\_\_\_\_  
Dora Dominquez

Minutes approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Anthony Trujillo, Chairman