

# 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

Larry Rainosek  
Alex Romero

Alex

Don

Larry

Scott



**MINUTES FROM**  
January 17, 2017

### **ATTENDEES:**

Anthony Trujillo  
Don Kaufman  
Alex Romero

### **STAFF**

Gary Oppedahl  
Dora Dominguez  
Jenny Walters

The meeting was called to order by Anthony Trujillo, Chairman at 7:47a.m.

- I. **Additions/deletions to the agenda** – None heard  
MOTION TO APPROVE THE AGENDA – APPROVED
- II. APPROVAL OF December 20, 2016 MINUTES - Approved by the Commission.  
MOTION BY COMMISSIONER ROMERO  
SECOND BY COMMISSIONER KAUFMAN  
MOTION CARRIED UNANIMOUSLY
- III. **WELCOME & INTRODUCTIONS**
- IV. **SBRAC 2017 Calendar Schedule** – SBRAC agreed to keep meeting schedule to the third Tuesday of each month for Calendar Year 2017. A request to send out Outlook meeting for the year requested as an action item.
- V. **Board Elections & Renewals:**
  - a. *The “Small Business Regulatory Advisory Commission (SBRAC)” shall consist of seven (7) members appointed by the Mayor with advice and consent of the Council. Members shall serve three (3) year consecutive terms. Members shall name the chairperson of the Commission. The commission shall meet at the call of the chairperson but not less than twice per quarter. A majority of the members of the Commission shall constitute a quorum for the conduct of business. The Commission is administratively attached to the Economic Development Department, and staff for the Commission shall be provided by the Department.*

Board terms set to complete in 2017 include; Steven Garcia (June 2017), Larry Rainosek (April 2017), Robert (Don) Kaufman (April 2017), Scott Throckmorton, (April 2017), Alex Romero (April 2017) and Beverly Chavez (April 2017). With the exception of Commissioners Throckmorton and Chavez (who were not present) the remainder of the Commissioners agreed to serve for third (3) year term.

**Motion to approve the renewed term.** Discussion related to filling the seat being vacated by Alex Romero on April 2017 - was to identify the process for retaining a representative from the Hispano Chamber on SBRAC. Currently the requirement for SBRAC is that all commissioners be owners of a business in the City at the time of their appointment. Hispano Chamber would request consideration of revising the rule and allow for Hispano Chamber Vice President; Synthia Jaramillo served on SBRAC as a Commissioner. Department staff was tasked with researching the request and presenting options for modifying bylaws to allow for Hispano Chamber to retain its seat on SBRAC.

MOTION BY COMMISSIONER ROMERO  
SECOND BY COMMISSIONER RAINOSEK  
MOTION CARRIED UNANIMOUSLY

- VI. **BOARD ELECTIONS AND RENEWALS CHAIRMAN AND VICE CHAIR**

Chairman Trujillo stated his interest in serving one more year as chair understanding the Commission would need to vote to extend his role as chair for an additional year.  
Chairman Trujillo also stated Commissioner Garcia is willing to continue as Vice Chair for another year.  
Motion to accept the extension of Chair and Vice Chair terms.

MOTION BY COMMISSIONER ROMERO  
SECOND BY COMMISSIONER KAUFMAN  
MOTION CARRIED UNANIMOUSLY

VII. City's Local Vendor List Project Update -Healthy Neighborhoods Albuquerque Initiative (formally Anchor Institution Initiative) – Dora Dominguez

**Progress Report: Tasks and goals completed**

- 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.
- Finalized 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.
- Created a mailing to all businesses requesting that they provide demographic in the city business registration system. Copies of the letters provide to SBRAC
- 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 database as a citywide searchable public interface for local procurement tool for use by all anchor institutions.
- Established a definition of “Local” as suggested by the American Independent Business Alliance (AMIBA) and input from SBRAC.

Initiative is to also include two “How to Conduct Business with the City” workshops, working with partners including the Hispano Chamber of Commerce. The City in partnership with the Hispano Chamber of Commerce is working to create a memo of understanding to assist the City with effort to identify useful data from the City current vendor list.

VIII. Noise Ordinance – SBRAC Letter of Support/Review - 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. A letter to help ensure SBRAC agrees with revisions as proposed was submitted to SBRAC at the January 17. The letter was also distributed by email following the meeting for final input or suggested changes.

IX. Legislation City Update was provided by Gary Oppedahl

Meeting adjourned at 9:04 a.m.

Minutes submitted by: **Dora Dominguez** Date February 21, 2017  
Dora Dominguez, EDD Staff

Minutes approved by: **Anthony Trujillo** Date February 21, 2017  
Anthony Trujillo, Chairman