**Small Business Regulatory Advisory Commission**

**CITY OF ALBUQUERQUE**

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| **Chair: Kristelle C. Siarza**  **Vice Chair: Tim Nisly**  **Ex-Oficio Mbr: Synthia Jaramillo, Director** | **Commissioners: Paulette Baca**  **Matthew Biggs**  **Kenneth J. Carson**  **Myra Ghattas**  **Michael M. Silva** |



**MINUTES from January 15, 2019**

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| **Attendees** |  | **Staff** |
| **Kristelle C. Siarza, Chair** |  | Synthia Jaramillo, Director |
| **Ken Carson** |  | Dora Dominguez, Staff |
| **Matthew Biggs** |  | Leigh Brunner, City Legal |
| **Mike Silva** |  | Jenny Walters, Staff |
| **Myra Ghattas** | Guest |  |
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*Kristelle Siarza, Chair called meeting to order at 7:40 a.m. with welcome and introduction of meeting guest and city staff.*

1. **Welcome & Introductions –** Kristelle Siarza, Chair
2. **Addition/deletion to agenda** – Kristelle C. Siarza, Chair

APPROVAL OF January 15, 2019 AGENDA

MOTION BY COMMISSIONER GHATTAS

SECOND BY COMMISSION CARSON

MOTION CARRIED UNANIMOUSLY

1. **Approval of November 19, 2018 Minutes** – No changes noted. Minutes stood as approved as noted.

APPROVAL OF NOVEMBER 19, 2018 – Approved by the Commission

MOTION BY COMMISSIONER NISLY

SECOND BY COMMISSIONER CARSON

MOTION CARRIED UNANIMOUSLY

1. **City News & Updates** – Synthia Jaramillo, Director - not in attendance
   * + No City Update Provided
2. **Old Business:**
   * **SBRAC Collateral Materials Update** – Chair
     + **ACTION ITEMS REQUESTED**

Task reassignment pending until ED department marketing and communication staff supports position is filled. Rachel Maestas last day as ED public information officer was last week. The position remains unfilled with the possibility of work to be contract to an outside marketing contractor(s).

* + **City Council Meeting(s) Update –** Chair
    - New Council President – Klarissa Pena. A posted meeting was reported with continued updates on SBRAC activities and distribution of reports and impact statements as issued.
    - Former President, Ken Sanchez Update. A posted meeting was reported with continued updates on SBRAC activities and distribution of reports and impact statements as issued.
    - Follow-up on City Council Presentation about SBRAC. Scheduling of a time for presentation as part of Economic Development segment of City Council meeting remains pending. SBRAC will work with Council Services and ED Director for further guidance.
    - “Business Best Practices” Manual Idea Discussion (continued). No action taken. The idea continues to be discussed as a positive program of work with no direction as of yet for drafting or plan for implementation.
    - PUBLIC CELEBRATION Liquor License Subcommittee Update – Review of Statement – Chair. The draft memo has been submitted. City staff will format with SBRAC letterhead and submit as city correspondence to the Mayor and City Council. Guidance from Council Services will be sought with regards to scheduling an SBRAC presentation. Multiple businesses have reported being denied special event permits based on various arguments made by the Hearing Officer for the Office of the City Council. SBRAC convened a subcommittee (Commissioners Carson, Baca and Ghattas served on the subcommittee) to research the issue further and represented to the Commission a recommendation an issuance of a letter of findings and/or notice was with merit to the City Hearing Office.
    - Reintegration Services and impact upon businesses downtown – Commissioner Ghattas. No update provided.
    - Item to still be scheduled is Fire Marshall and an overview of how the coordination of fire inspection with requirements for Final Occupancy Permits are coordinated.

1. **New Business** – Chair
   * Review of Quarterly Report To Mayor Keller & City Council – Chair. Final draft submitted to staff for final formatting and assembly and preparation of Executive Communications (EC) for Mayor and City Council review as required.
   * Meeting with Mayor Keller – possible dates in March were discussed. Date options discussed were March 19, March 21 or March 26. The availability of SBRAC to meet at an alternative time was amenable to the Commission as an option to accommodate the Mayor’s schedule.
   * Survey on “Business Friendly Process” – Chair. Subcommittee formed after November meeting to more clearly understand the time it takes to permit a new business. The process for permitting a new commercial construction complete with timeline and cost was discussed as a process SBRAC should be committed to learning. Staff will work with Planning Dept to schedule presentations that can provide an overview of those processes. Commissioner Baca shared her company’s experience with the process and offered to serve on the committee to review the process.
   * **Ordinance Updates:**
     + City of Albuquerque Sick Leave Ordinance ()-18-46. SBRAC decided to present no formal motion or impact statement on the issue and instead tabled the issuance of an impact statement until the final completion of an analysis by the UNM Bureau of Business Research of Ordinance 0-17-1. This is how the issue was submitted within the Quarterly Reports as submitted to Mayor and City Council for FY19 2nd and 3rd Quarter Reporting.
     + Plastic Bag Ordinance Proposed O-19-48. – Committee formed and scheduled to review with a scheduled update to SBRAC planned for the February 19, 2019 meeting.
2. **ADJOURN**

**MOTION** **ADJOURN**: COMMISSIONER NISLY

**SECOND** by COMMISSIONER CARSON

**MOTION PASSED** UNANIMOUSLY

Meeting adjourned at 9:20 a.m.

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ Dora Dominguez, EDD Staff Date

Minutes approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kristelle C. Siarza, Chair Date: