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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: Lucas Pedraza** **Celeste Nuñez** | **Commissioners: Paulette Baca**  **Matthew Biggs**  **Kenneth J. Carson** **Michael M. Silva Jr****AbsentCommissioners: Cailyn Kilcup** |

**December 3rd, 2019**

**7:30 a.m. – 9:00 a.m.**

**117 Gold Avenue SW**

Gold Avenue between 1st and 2nd St. Parking available at 2nd and Gold Parking Structure. Parking will be validated.

**AGENDA**

1. **Welcome & Introductions –** Chair
* Deputy Director Bobby Griego, Planning Dept.
* Director Matthew Whelan, Solid Waste
* Marketing Director of Solid Waste
1. **Approval of minutes —** Chair

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

**SECOND** by COMMISSIONER Biggs

**MOTION PASSED UNANIMOUSLY**

1. **Review letter of introduction from City Council –** Chair
* Topics deemed unrelated to small business matters
1. **Additions/deletions to agenda—** Chair
* ADD Closed Caption Requirements discussion to Item IX Committee Update
1. **Planning/Business License Meeting** – Chair/Planning Staff
* Prior to the meeting, the Planning and Zoning Department had invited Board Chair Ghattas and Lucas Pedraza to their meeting
	+ Planning Department wants to make a strong effort to try and work with small business and alleviate the concerns that come up repeatedly in those areas
* Moving forward, the Planning Department will have a representative in SBRAC meetings. They will listen and take back identified issues to the department team, create an action plan, then bring back progress reports to the commission
* New system
	+ Nobody in department takes umbrage to issues reported by the community
	+ Types of issues: difficulty registering a business, untrained staff, etc.
	+ Within the new leadership, there’s a new effort to address issues through implementation, modules, trainings, etc.
* The purpose of Planning and Zoning Dept. representation is to listen to feedback and help small businesses “do this a little bit better”

**Commission Discussion**

* Types of Issues brought up by SBRAC
	+ Registering a Business
		- Mandatory online application excluding citizens with lower computer literacy and also slowing down the process for other applicants
	+ Fire Inspection Fee Schedule
		- Unfair Fee Structure: Larger square footage businesses not seeing any fee percentage increases, whereas small businesses were seeing significant percentage increases
			* Rationale was not communicated to SBRAC
		- Fee Schedule Recommendation was never made to Fire Marshall and Planning Department as the bill was passed prior to the submitted SBRAC recommendation
			* Lucas Pedraza to provide SBRAC Fee Schedule proposal to Deputy Director Griego
	+ Planning and Zoning Transparency
		- Adding transparency and predictability to the permit and inspection process so businesses can be better informed on their status.
		- Comm’r Biggs: What would be useful, can you look up permits that have been on hold for more than 6 months? I’m curious about when a contractor is looking to get a permit, and nothing happens.
		- Deputy Director Griego: We need to add some capacity there [zoning interpretation and permitting process] … some experience capacity.
	+ Planning and Zoning Consistency
		- Department interpretations are inconsistent among Fire Department and Planning Department.
		- Comm’r Carson: Big issue was the Fire Department. I’d have Fire telling me we could get an inspection in a few weeks out, whereas planning would say a few days. The other was a fence issue.
			* Department employees would volley back and forth between yes and no as there was no consensus to a fence issue. At one point, an employee suggested Comm’r Carson build what he wanted without reporting the action and he’d be okay.
	+ Business Licensing
		- What is the purpose of a business license and who is looking at it? The Commission expressed their perception of the license’s futility and the added expense on small businesses
		- New system doesn’t send a notice to small businesses when the license is or going to be expired
1. **Clean Green Ordinance Presentation – Mark DeManna**
* Plastic Ban passed in 2019 and to take place January 1st, 2020
	+ Ordinance passed is a scale back from the initial ordinance proposal that included the ban of styrofoam and straws
* Sponsors: Councilor Benton, Councilor Borrego, Councilor Davis, Councilor Gibson
* Why are we banning them?
	+ Sources of litter
	+ Produced of oil and gas and remain in environment forever
	+ Clean City Division always cleaning them up
* What’s Banned?
	+ Bags point of scale, < 2.25 bags
* What to do?
	+ Businesses can offer alternative bags: reusable, paper, or thicker than 2.25 bags
	+ Businesses can now charge for the bag and the City will not receive any of that money
	+ Citizens can still buy the plastic bags from waste management
* Businesses Affected: department, grocery, convenient, liquor, and gift shops
	+ Exemption: Food service establishments, food banks, dry cleaners, anyone where food as primary source
* Education
	+ Began in July with city website including FAQs
	+ Residents: sent out ban notice insert in water bill and social media push through September and November
	+ Media Campaign Kicked Off: spots KOB/KRQUE/etc and morning shows, e-letters, meetings with organizations, letters, etc.
	+ 6,800 letters sent to small businesses, database came from Solid Waste and Planning Dept.
	+ Purchased 20k reusable bags and taking them to all 48 senior centers, community centers, multigenerational centers, and libraries to spread awareness.
	+ Visits to bus transfer sites on piers handing out flyers and bags
* Enforcement
	+ Environmental Health will be the enforcer inspecting that people will follow rules as well as 311 complaints.
	+ Jan-March: Only warnings.
		- 1st offence - warning, 2nd - $100 fine, 3rd - $250 fine
* Major retailers are prepared for the change. Small businesses need to be educated for the change
* SBRAC impressed by SW’s preparedness
1. **Staff Conversation on Current Initiatives –** Staff

**SBO Outreach discussion**

* JTA announcement by January
* SBO’s requests center on small businesses looking for procurement opportunities to grow their business
* Staffing a priority for SBO
	+ Alex Corton, Business Advisor
	+ Administrative person for SBO then eventually a manager for the space
* Outreach: billboards and calendar updates on the website
	+ Potential opportunity: perhaps using the water bills as a means to send an announcement
	+ Work with incubators to traffic people to SBO
		- Lucas Pedraza comments that there are many referrals from small business economic development organizations
* Director’s Meeting Outcome
	+ Lucas Pedraza is in the process of establishing a network of navigators in the various departments to become point of contacts for SBO
	+ Better understanding of how the different departments interact with businesses
	+ Moving forward, recognizing how the roles will increase as requests grow

**SBRAC Meeting with the Mayor**

* Tuesday December 10th 8-8:30am in the Economic Development Department Conference Room
* Topics to discuss
	+ How SBRAC can better obtain information and work through the bureaucracy
	+ “We’re making recommendations and we are doing what we should!”
	+ “City seems to be responsive.”
	+ Reinforce our support for the Small Business Office

**2020 SBRAC Meeting**

* Create a year schedule to organize City Councilor invitations in order for SBRAC to better understand the Council’s priorities and how it affects small businesses
1. **SBRAC Quarterly Report Follow Up –** Chair
* Recap items covered in the last couple of months
	+ Planning and Business Licensing
	+ Liquor license
	+ SBO support efforts and marketing
1. **Committee Update –** Chair

**Liquor License follow up discussion/review letter sent to Mayor**

* Chair Ghattas sent letter on November 13th and added feedback from Comm’r Biggs and Comm’r Carson
* The letter acknowledges the discussions and voice of SBRAC
* Welcome Email to Comm’r Kilcup

**Closed Captioning**

* Ordinance was passed requiring a business to put CC on any TV that is open to public. You can receive fines up to $500. It is an amendment to chapter 13 of the Revised Ordinances of the City.
* Restaurant Association: If SBRAC wants it to be overturned, to contact the Mayor and the Councilors expressing their opinion
* Commission doesn’t agree with the ordinance as they believe it enables some customers to use the ordinance in a vindictive way against business owners. Fair enforcement of the ordinance is difficult to gauge.
1. **Adjourn**
* Meeting adjourned at 9:02