



CITY OF ALBUQUERQUE
OLD TOWN PORTAL MARKET ADVISORY BOARD
August 16, 2023 - Minutes

Board Members: Charlene Kalbfell, Marylin Moquino, Ramona Tafoya, Sylvia Ramos Cruz

City Representatives: James de Champlon

Public: Adonica Gravengood, Susan Baca, Dagney Townsend

Ramona established that there was a quorum and called the meeting to order at 4:04 p.m.

Ramona motioned to approve the Agenda; the motion was seconded and approved unanimously.

Charlene motioned to approve the Minutes, with the amendment of a misspelled name, from the June 21, 2023 Board meeting; the motion was seconded and approved unanimously.

Public Comments: Susan Baca asked if the restriction on parking in front of residential property could be lifted for morning reassignments. The Ordinance states that permit holders shall not park in front of residential properties and the regulations reinforce this ban on parking while vending and while “making application for solicitation spaces”.

§ 13-3-2-15 PROHIBITED ACTIVITIES. - (A) No permit holder under the Portal in the Old Town Portal Market shall: - (9) Park his or her vehicle in front of residential properties in the Old Town HPO 5;

IV. DAILY SOLICITING RULES & REGULATIONS - 16) Vendors shall not park their motor vehicles in front of residential properties in the H-I Historic Old Town Zone during the times they are conducting solicitations or are making application for solicitation spaces.

Dagney Townsend asked for clarification on why a case that holds standard size jewelry trays does not fit next to bench on space 13 and 14. The Portal Manager stated that these cases do not fit in the space. (After the meeting the Portal Manager measured the outside width of several standard jewelry trays at just over 8”, but the actual cases that hold the trays measure about 10” or more in width.) While the standard size cases do not fit in these spaces, there are smaller cases that measure less than 8” that do fit in these spaces.

There was a short discussion about refreshing the lines between spaces, the Portal Manager had been waiting for some clarification by the new owner of the property regarding changing around some of the entry points into the building. It seems any such determinations in this regard may still be some time away, so for now the Portal Manager will refresh the space demarcations using the current parameters.

Portal Manager’s Report:

Biennial Report Comments/Revisions: Sylvia asked that the a diagram of the Portal Market, referred to as exhibit ‘A’ in the Regulations portion of the report be included in the report. Sylvia moved that the Biennial Report with the addition of the Portal Market diagram should be submitted to the Mayor and City Council, the motion was seconded and approved unanimously.

Best Practices for reviewing vendor compliance regarding Electronic Receipts: Each receipt shall contain Permit number, date, a brief description of the items sold, and the total dollar amount of the sale.

After some discussion which included observations that:

1. Vendors must show proof of having paid State Sales Tax by May 15 of each year in order to stay current in the program and be allowed to apply for the upcoming year's permit.
2. As part of the process for accepting a permit, each Craft Unit signs the following statement - "I/we understand that each of the vendors in the Craft Unit will be subject to the City Ordinance, Rules and Regulations, that Govern the Old Town Portal Market Program".
3. All credit card sales, which are a significant percentage of overall sales, are recorded into a financial stream of recorded sales.

Based on these factors there seemed a general consensus among the Board members that it should be sufficient for vendors to understand their obligation by the Ordinance to provide receipts for each and every transaction without any further mechanisms for monitoring compliance.

Handcrafted Guideline Regarding the Use of Slabs:

There was a very brief discussion on this subject with the understanding that it be included on the agenda for the October 18 Board meeting.

The Historic Old Town Association (HOTA) has organized 24/7 OnCall Security at: 505-353-7441 This service is available to everyone in Old Town, though HOTA is asking to use your discretion between calling for situations that are just annoying and situations that involve disturbing the peace in a menacing and potentially dangerous way.

There was a discussion about how vendors might participate in the funding of this Security effort, as several vendors have mentioned a desire to do so. Sylvia said that she would speak with the HOTA and try to help find a way that vendors might be able to contribute to this effort.

HOTA has a website at: albuquerqueoldtown.com, where more information about the Association can be found. Vendors are welcome to join HOTA and volunteer to help with some of the many projects that they are taking on.

Upcoming Board meeting: 10/18/23, from 4 to 5 p.m., at the Albuquerque Museum.

Board Meeting dates for FY24: 12/20/23, 2/21/24, 4/17/24, and 6/19/24

Meeting adjourned at 5 p.m.