|  |  |  |
| --- | --- | --- |
| **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: M. Mitchell**  **D. Sayers**  **C. Nunez**  **R. Griego** | **Commissioners: Paulette Baca**  **Matthew Biggs**  **Kenneth J. Carson**  **Cailyn Kilcup**  **Michael M. Silva Jr.**    **\*Highlighted individuals were in attendance.** | |

**August 6, 2020**

**12:51 PM – 2:00 PM**

**Zoom Conference Call**

**Join Zoom Meeting**

[**https://cabq.zoom.us/j/9637669260**](https://cabq.zoom.us/j/9637669260)

**Meeting ID: 963 766 9260**

**Dial by your location**

**+1 253 215 8782 US**

**+1 346 248 7799 US**

**Find your local number:** [**https://cabq.zoom.us/u/acP473i4EE**](https://cabq.zoom.us/u/acP473i4EE)

**AGENDA**

1. **Approval of minutes** – Chair

**MOTION** to Approve June 24th Minutes: COMMISSIONER Ken Carson

**SECOND** by COMMISSIONER Mike Silva

**MOTION PASSED UNANIMOUSLY**

**MOTION** to Approve June 25th Minutes: COMMISSIONER Ken Carson

**SECOND** by COMMISSIONER Myra Ghattas

**MOTION PASSED UNANIMOUSLY**

1. **Additions/deletions to agenda –** Chair
2. **Review letter of introduction from City Council – this was not reviewed.**
3. **Committee Update –** Chair
   * Council Bill 24,25,26 Review
     + All but PPE Council Bill were voted down
   * Discussion about COVID-19 impact on small business in ABQ
     + Mike Silva: Tourism Company is completely closed. Cookie shop is open but on reduced hours. Revel location open and closed 4 times since March. Percentage of pre-pandemic revenue: I just had to fill out an application and the losses are complete on two locations and the Harvard location is down 45%. PPP loan is exhausted.
     + Ken Carson: Probably around 60%. We have some PPP money left, but it’s slowly being taken away. At least the patio is helping me get through and not lose more money. June, I hired then laid off people. We’re sitting around 75% of average sales at the BBQ place. Limited hours and modified menu. We are applying for everything except outdoor stuff. No EIDL.
     + Matt Biggs: PPP is mostly gone, if not completely. Sales are down 80% overall. Permanently shut down a Roswell location. Clovis is doing approximately what it was. Everywhere is on reduced hours, mostly evenings and dinners. Spent EIDL money on upgrading distribution equipment, still waiting on the return on that. We have a lot of fixed costs. I haven’t paid utilities in a while. We’re operating at a loss. We got some county money recently and I’ll be applying to the state loan program. The cross fit gym is closed. Other gym labor is up, memberships are down.
     + Myra Ghattas: 3 restaurants and one has been closed (in the museum). Slate Street Café hasn’t been very busy at all. We generated business from downtown, and now that it’s closed, we’re running at 20-25%. 66 Acres doing a little bit better with curbside or patio, 35-40% revenue. Luckily my landlords have reduced rent. Still have some PPP money. Everything in catering cancelled. PPP will probably run out end of this month or middle of next month. At that point, it’ll be a loss to operate.
   * What can the City government do to help mitigate some of the losses or make it easier to do business?
     + Ken Carson: I just got bills for City permits, one at $2100 and a second for $700. City could look to temporarily waive permit fees.
     + Matt Biggs: I emailed Mayor’s constituent services to tell them that it was insulting and I wasn’t going to pay them. The City really hit liquor establishments hard. Regardless, I do not plan on paying them.
     + Mike Silva: I also paid some permit fees, a few hundred dollars. I got an email from the Journal to give an opinion on the City ticketing again. I didn’t want to go on record. My cookie shop is on a heavily ticketed area. We’re dying for customers, and they’re ticketing our customers. If there was a way to slow that down, it would be much appreciated. If these customers get ticked they will not return.
   * SBRAC to be put on City Council agenda
     + SBRAC could give a collective report on the current state of small business. SBRAC could ask that ticketing and permit fees be reduced to alleviate small businesses. SBRAC could also inquire about what will be done with CARES funding for small businesses since they do not qualify for the States $50 million grants.
     + Myra Ghattas: Right now, those things [fees] should be thought about. $700 is a lot of money for small businesses right now.

**MOTION** to have SBRAC be put on the City Council Agenda and give a small business report: COMMISSIONER Ken Carson

**SECOND** by COMMISSIONER Matt Biggs

**MOTION PASSED UNANIMOUSLY**

1. **Economic Development Department Update –** Director, Sr. Economic Developer, and Small Business Office Manager
   * COVID-19 Microbusiness Relief Program
     + Launched at the end of March, and 150 microbusinesses were awarded $5,000 grants
   * City of Albuquerque response to COVID-19
     + ED worked with City and State Economic Recovery Council
     + ED is the fiscal agent for the State LEDA Loan Program
       1. The loan program is strictly limited to economic based businesses. There is no cap.
       2. You have to export 51%.
   * Outdoor Grant
     + First wave is complete, but second is underway
     + Grants range from $2,500-$10,000
     + City Council added additional $300k to the program and it now includes retail
     + We are looking to increase the dollar amount in the second round
   * Small Business PPE
     + $1m mask program for organizations with 50 or less employees
     + PPE distributed to various entities across the city, and small businesses will be able to pick up 10 reusable masks and up to 100 disposal masks.
     + Videos showing how to properly use PPE available to owners and employees.
   * Economic Development Resource Guide
     + Updated regularly as new resources open
   * Next steps for the Small Business Office
     + David Sayers is working on a virtual zoom Procurement Event. Tentatively on September 18th. The event is to present Bonfire, the procurement process, procurement forecast [contracts that are about to expire], and introduce new opportunities for businesses to contract with the City.
     + Downtown Glass Replacements: Contracting to replace glass in the downtown area. We are also working to remove boards, fix broken windows, and reimburse businesses who had glass damage.
   * NM Finance Authority: Loans of up to $75,000
   * Myra Ghattas suggests having another meeting on Tuesday August 25th.
   * SBRAC schedules a Special Emergency Meeting Thursday August 13th and 10:00AM. Myra Ghattas, Chair will put together a memorandum to City Council and Administration that Commission will review at this meeting.

**MOTION** to have a Special Emergency Meeting Thursday August 13 at 10:00 AM: COMMISSIONER Ken Carson

**SECOND** by COMMISSIONER Matt Biggs

**MOTION PASSED UNANIMOUSLY**

1. **Adjourn at 1:39PM.**

**Notice to Persons with Disabilities**

If you have a disability and require special assistance to participate in this meeting, please contact Monica Mitchell as soon as possible before the meeting date at 505-768-3226.