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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**    **Absent Commissioners: 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