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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: M. Mitchell**  **C. Nunez**  **R. Griego** | **Commissioners: Paulette Baca**  **Matthew Biggs**  **Kenneth J. Carson**  **Michael M. Silva Jr.  Cailyn Kilcup** | |

**March 3, 2020**

**7:30 a.m. – 9:00 a.m.**

**City Hall - 1 Civic Plaza NW**

**Economic Development Conference Room: 11th Floor**

Parking will be validated.

**AGENDA**

1. **Approval of minutes** – Chair

**MOTION** to Approve February Minutes as Amended: COMMISSIONER Michael Silva

**SECOND** by COMMISSIONER Paulette Baca

**MOTION PASSED UNANIMOUSLY**

1. **Additions/deletions to agenda –** Chair

**SBO Presentation by Monica Mitchell moved to future meeting; once SBRAC has finished meeting with Councilors.**

**MOTION** to Approve Agenda: COMMISSIONER

**SECOND** by COMMISSIONER

**MOTION PASSED UNANIMOUSLY**

1. **Update from Fire Marshall (7:35am)**
   * **Welcome & Introductions–** Chair/Director
     + Deputy Chief Gene Gallegos
     + Captain Clint Wensley
   * When did the new fee process start?
     + July 1, 2019 is when the Fire and Life Safety Fee began and is paid at the time of a new business registration or business renewal
   * What are the fees?
     + As of January 1, 2020, $575,538 has been collected
     + $35 - 1,500 sq/ft or less
     + $100 - 1,501 – 6,000 sq/ft
     + $250 - 6,001 – 12,000 sq/ft
     + $400 - 12,001 and up
   * What does the Fire and Life Safety Fee fund?
     + New inspector positions to improve time frames
       1. Plan review Time Frames
          1. Previously was at 7 days minimum, currently is at 2-3 days
       2. Final Inspection Time Frames
          1. Previously was between 7-14 days, currently at 1-3 days
   * 2020 Goal
     + Rough-In Inspections on large projects
       1. Inspections that allow businesses to pre-emptively evaluate their plans in order to avoid post-construction heavy expenses
     + New community risk reduction personnel and programs to save lives
       1. Hands Only CPR: over 3k civilians trained, Evacuation and Pre-Fire Plans: over 2,900 civilians trained, Life Saver Training: over 2k trained, Risk Assessments: 29/2593 citizens engaged, Basic Fire Extinguisher Training: 780 trained, Children Educational Fire Safety Training: over 8,600 trained, Fire Safety Training: over 4,700 trained, Fall Prevention Training: 220+/70 modifications
       2. Total: have trained 24,900+ civilians and 8,600+ children
   * The Fire and Life Safety Fee for business registrations enables any business owner to obtain a variety of training. They are able to call up the Marshall’s Office and schedule a training.
   * Deputy Chief Gallegos explains that Albuquerque operates as a division 1 and adheres to the latest 2 versions of the newest Fire Code.
   * Commissioner Silva comments on the duplicate Fire and Life Safety Fee for vendors that reside within a shared open-space hall, such as the Revel food hall. The landlord pays a fee for his building, but the vendor has to pay for the fee as well even though they fall under the landlord’s fire system.
     + Deputy Gallegos explains that much like malls, owners pay for their business structure but tenants must pay as well because they are responsible for their individual suite.
     + Captain Clint Wensley encourages that the fire fee does benefit the business owner with the free trainings.
     + Deputy Gallegos agrees to keep an eye out on the situation as the movement grows and encourages the commission to provide the Fire Marshall’s Office with language.
   * Commissioners express deep gratitude for the feedback and appreciation that the resources have yielded great results for the small business community.
2. **Welcome and Introduction to our City Councilors (7:45am-8:45am)**

**Councilor Davis, Councilor Jones, and Councilor Gibson**

* + Chair Ghattas introduces the group, their history, and their mission to be a strong voice for small business.
  + Councilor Davis, Councilor Jones, and Councilor Gibson express gratitude for SBRAC introducing themselves and following what City Council is doing, and above all, representing the small business perspective.
  + Budget: Councilor Davis suggests that SBRAC could participate in the budget process by reviewing what is shown and finding possible opportunities.
  + International District: They would like to see the International District Pool Fund personnel collaborate with SBRAC to learn about their experience as established business owners and participate in their advisory role.
    - Last year, Council added some seed grants, about $400k, to the International District for job training and job development. About ½ of the organizations have met their plans and are ready to grow.
    - This year, each group functioning will receive a small operating grant. However, a pool of dollars is being built for the International District so that those organizations can go to the economic development center and apply for matching grants. Grants used to pay for business startups for entrepreneurs that participate in Alex Horton’s program.
    - Instead of giving out one-off grants, City Council will create a hub and a pool and let the board of that organization invest in small business of the community, focused on minorities.
  + Coronavirus: City Council has began having coronavirus planning meetings which could result in updated legislation to ensure the city prioritizes public safety. Councilors suggest that SBRAC could be a participant by offering insight into how those measure may affect small businesses
    - Mentions the possibility of tagging on an emergency line to a business license.
    - If situation worsens, would business closures (such as the Sawmill Market, etc.) be a consequence?
  + Sick Leave Policy: Councilors believe that this is a point SBRAC can follow. Currently, there has been look at an economic analysis to try and see what would be the impact of applying a county-like ordinance in the city. It is a draft in comment, then it will be public.
    - If the push is there, Councilors would like to match the ordinance as closely to County for greater applicability.
    - Waiting on new Councilor for next steps.
  + Small Business Office: SBRAC discusses the importance and potential of SBO to the Councilors, seeing it as a real tangible resource to the business owners in Albuquerque. SBRAC members emphasize that while they sit in a Commission and have access to resources, other small business owners do not and SBO is their opportunity to tap into what the City of Albuquerque has to offer.
    - Councilors admit not knowing about SBO because budget proposals were lost in the details.
  + Commission members have an honest conversation with Councilors about their troubles as small business owners in Albuquerque, often feeling disillusioned that bigger companies (like TopGolf) receive millions of dollars in economic development support but small business owners never see comparable financial resources.
    - “We don’t want to be forgotten. Some are getting millions in support, and we don’t get any support.”
  + Commissioner Baca discusses her frustration with not receiving subcontracting work. Councilors discuss the City Local Preference Code.
  + Monica Mitchell suggests inviting Haley Kadish to an SBRAC meeting to discuss the Buy Local initiative and the Bonfire process.
  + Councilor Gibson’s Policy Analysist asks SBRAC, “Do you feel that you have a pretty good dialogue with a lot of the small business owners in Albuquerque or are you also trying to get it out that you exist to them?”
    - Commissioner Biggs, “It’s less relevant that we exist, more as long as we are getting the resources that the city can provide…[Commissioner Biggs brings up the Small Business Office] That is part of our mandate: to be interacting with small business community. We think we have a decent grasp, we come from a relatively diverse group of businesses. We do think we have some amount of connection to the small business community.”
    - Chair Ghattas, “We also try to reach out to our industry specific. If something comes across, I might to reach out the Restaurant Association and say, ‘hey what’s your stance on this?’”
  + Chair Ghattas reiterates SBRAC’s mission to have a voice and encourages Councilors to feel free to shoot over legislation to SBRAC to inform them and gain their perspective.

1. **Review letter of introduction from City Council**
   * Discussion postponed for next meeting due to time.
2. **Economic Development Department Update –** Director
   * Discussion postponed for next meeting due to time.
3. **Committee Update –** Chair
   * City Councilor Invitations
   * Lodger’s Tax Advisory Meeting – do we still want to attend as a group.
   * Discussions postponed for next meeting due to time.
4. **STOP/START/SCALE** 
   * Commissioners to bring up any new items.
   * Discussion postponed for next meeting due to time.
5. **Adjourn**

**MOTION** to Adjourn: COMMISSIONER Paulette Baca

**SECOND** by COMMISSIONER Michael Silva

**MOTION PASSED UNANIMOUSLY**