



1 of the establishment shall be given an opportunity to accompany the  
2 Enforcement Authority during the inspection. The Enforcement Authority  
3 shall be permitted to examine the records of the establishment to obtain  
4 pertinent information related to food source and supplies purchased, received  
5 or used, and list of persons employed.

6 (C) Report of Inspections. Whenever an inspection of a food  
7 establishment is made, the findings shall be recorded on an Enforcement  
8 Authority Inspection Form. The Inspection Form Report shall summarize the  
9 requirements of §§ 9-6-1-1 et seq. The original copy of the Inspection Form  
10 Report shall be furnished to the person in charge of the establishment as soon  
11 as possible after the inspection. The inspection form shall be signed by both  
12 the Enforcement Authority and the person in charge. The completed  
13 Inspection Form Report is a public document that shall be made available for  
14 public disclosure at the Enforcement Authority's office to any person who  
15 requests it.

16 (D) Correction of Violations.

17 (1) The Inspection Form Report shall specify a specific and  
18 reasonable period of time for the correction of the violations found.  
19 Correction of the violations shall be accomplished within the period specified.

20 (a) If an imminent health hazard exists, such as complete  
21 lack of refrigeration or sewage back-up into the establishment, the  
22 establishment shall immediately cease operations. Operations shall not be  
23 resumed until authorized by the Enforcement Authority.

24 (b) In the case of temporary food-service establishments,  
25 all violations shall be corrected within a time period as specified by the  
26 Enforcement Authority. If the violations are not so corrected, the  
27 establishment shall immediately cease food-service operation.

28 (c) The Inspection Form Report shall state that failure to  
29 comply with any time limits for correction will require that the establishment  
30 be downgraded.

31 (d) Whenever a food establishment is required under the  
32 provisions of this division (D) to cease operations, it shall not resume  
33 operations until such time as a reinspection determines that conditions

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1 responsible for the requirements to cease operations no longer exist. A  
2 reinspection shall be made within three working days following the day on  
3 which it is requested.

4 (E) Service of Notice. Notices provided for under this division shall be  
5 deemed to have been properly served when the original of the Inspection  
6 Form Report or other written notice has been delivered personally to the  
7 permit holder or person in charge, or such notice has been sent by registered  
8 or certified mail, return receipt requested, to the last known address of the  
9 permit holder. A copy of such notice shall be filed with the records of the  
10 Enforcement Authority.

11 (F) Grading of Establishments. Every food establishment in the city  
12 shall display, in a conspicuous location designated by the Enforcement  
13 Authority, and which is readily visible to the public, a placard stating the grade  
14 received at the time of the most recent inspection of the establishment.  
15 Grades of establishments shall be as follows:

16 (1) Approved. An establishment that is operated in compliance  
17 with the requirements of §§ 9-6-1-1 et seq as determined by the Enforcement  
18 Authority.

19 (2) Unsatisfactory. An establishment that is not operated in  
20 compliance with the requirements of §§ 9-6-1-1 et seq as determined by the  
21 Enforcement Authority. "Unsatisfactory" is a temporary grade with a  
22 maximum duration of five working days. The permit holder must take  
23 appropriate corrective actions within the five working day period to avoid  
24 permit suspension. Upon completion of the corrective actions and within the  
25 five working day period, the permit holder may request a reinspection to  
26 determine if the appropriate corrective actions result in a grade of  
27 "Approved." The Enforcement Authority shall re-inspect within five working  
28 days of receipt of a request for reinspection and upgrade the establishment if  
29 appropriate. Failure to meet the standards for a grade of Approved within this  
30 period of time shall lead to immediate suspension of the establishment's  
31 operating permit. The permit holder of an establishment with a suspended  
32 permit, upon correcting all existing violations, may request, and provide proof  
33 of payment for, a second reinspection to determine compliance with §§ 9-6-1-1

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1 et seq. The Enforcement Authority shall reinspect within five working days of  
2 receipt of a request for the second reinspection and upgrade the  
3 establishment if appropriate. Failure to meet the standards for a grade of  
4 Approved within this period of time shall result in the establishment remaining  
5 on Permit suspension status, and lead to further enforcement action.  
6 Operating an establishment without a Permit or under a suspended Permit is  
7 subject to the penalty provisions of §§ 9-6-1-1 et seq. The Enforcement  
8 Authority may require the Food Establishment operator, Person in Charge, or  
9 other employees to attend approved food safety training.

10 SECTION 3. Section 9-6-13 ROA 1994, is repealed and replaced with:

11 § 9-6-1-13 COMPLIANCE PROCEDURES.

12 (A) Permits. It shall be unlawful for any person to operate a food  
13 establishment within the city who does not possess a valid permit issued for  
14 that food establishment by the Enforcement Authority. Such permit shall be  
15 posted in a conspicuous location, and only such persons who comply with the  
16 requirements of §§ 9-6-1-1 et seq. and other applicable laws, regulations, and  
17 ordinances shall receive and retain such permit. Permits shall not be  
18 transferable from one person to another person or establishment. Permits for  
19 temporary food-service establishments shall be issued for a period of time not  
20 to exceed two weeks, to a specific person for a specific location and shall be  
21 issued only for specific Special Events.

22 (B) Issuance of Permits. The Enforcement Authority shall be contacted  
23 at least five working days prior to the anticipated opening date of the  
24 establishment for an inspection to determine compliance with the provisions  
25 of §§ 9-6-1-1 et seq. When the inspection reveals that the requirements of §§  
26 9-6-1-1 et seq. and other applicable laws, regulations and ordinances have  
27 been met, a permit application is issued. The applicant must present this  
28 application to the City Treasurer within two days. A permit will be issued after  
29 compliance.

30 (C) Suspension of Permits.

31 (1) Permits may be suspended by the Enforcement Authority for

32 (a) Failure of the holder to comply with the requirements of §§  
33 9-6-1-1 et seq. or of other applicable laws, regulations or ordinances.

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1 (b) An establishment's operating permit shall be immediately  
2 suspended in lieu of a third downgrading during any 36-month period under  
3 the same permit.

4 (c) Whenever a permit holder or operator has failed to comply  
5 with corrective actions required by the Enforcement Authority pursuant to the  
6 requirements of §§ 9-6-1-1 et seq. or of other applicable laws, regulations or  
7 ordinances.

8 (2) The permit holder or operator shall be notified in writing that the  
9 permit is immediately suspended. A hearing in accordance with this section  
10 shall be granted upon written request to the Enforcement Authority, if request  
11 is made within five working days of notice of suspended permit. The hearing  
12 shall be scheduled within five working days following receipt of the written  
13 request by the Enforcement Authority.

14 (3) Notwithstanding the other provisions of §§ 9-6-1-1 et seq.,  
15 whenever the Enforcement Authority finds an imminent health hazard or other  
16 conditions in the operation of a food establishment which, in it's judgment,  
17 constitute a substantial hazard to the public health, the Enforcement Authority  
18 may without any prior warning, notice, or hearing, issue a written notice to the  
19 permit holder or operator citing such condition, specifying the corrective  
20 action to be taken, and specifying the time period within which action shall be  
21 taken; and, if deemed necessary, such order shall state that the permit is  
22 immediately suspended and all food-service or food processing operations  
23 are to be immediately discontinued. Any person to whom such an order is  
24 issued shall comply immediately therewith. An opportunity for a hearing in  
25 accordance with this section shall be provided if a written request for a  
26 hearing is filed with the Enforcement Authority by the permit holder within five  
27 working days of such order. The hearing shall be scheduled within five  
28 working days following receipt of the written request by the Enforcement  
29 Authority.

30 (D) Reinstatement of Suspended Permits. Any person whose permit has  
31 been suspended may at any time make application for a reinspection for the  
32 purpose of reinstatement of the permit. Within five working days following  
33 receipt of a written request for reinspection, the Enforcement Authority shall

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1 make a reinspection. If the Enforcement Authority deems that the permit  
2 holder complies with the requirements of §§ 9-6-1-1 et seq. and other  
3 applicable laws, regulations, and ordinances, the permit shall be reinstated.

4 (E) Revocation of Permits.

5 (1) A permit may be revoked by the Enforcement Authority for the  
6 following:

7 (a) For failure of an establishment which has received a Grade  
8 of "Unsatisfactory" to meet the requirements of an "Approved" Grade within  
9 the required time period.

10 (b) For the fourth downgrading or the second suspension in  
11 lieu of downgrading within any 36-month period under the same permit.

12 (c) For refusal of entry to the establishment after proper  
13 identification has been tendered by the Enforcement Authority.

14 (d) For interference with the Enforcement Authority in the  
15 performance of its duties.

16 (2) A permit may be revoked after an opportunity for a hearing in  
17 accordance with this section has been provided by the Enforcement Authority.  
18 Prior to such action, the Enforcement Authority shall notify the permit holder  
19 in writing, stating the reasons for which the permit is subject to revocation  
20 and advising that the permit shall be revoked at the end of five working days  
21 following service of such notice, unless a written request for a hearing is  
22 received by the Enforcement Authority by the permit holder within such five  
23 working day period. The hearing shall be scheduled within five working days  
24 following receipt of the written request by the Enforcement Authority.

25 (F) Hearings. The hearings provided for in this ordinance shall be  
26 conducted by a Hearing Officer at a time and place designated by the Hearing  
27 Officer. Based upon the findings of such hearing, the Enforcement Authority  
28 shall sustain, modify, or rescind any official notice, order, or other action by  
29 the Enforcement Authority considered in the hearing. A written report by the  
30 Hearing Officer of their findings shall be furnished to the permit holder by the  
31 Enforcement Authority. Any action of the Enforcement Authority for which a  
32 hearing is not otherwise provided for in this ordinance, which action adversely

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1 impacts the permit holder, is subject to review under this section if a hearing  
2 request is filed with the Enforcement Authority within ten days of the action.

3 (G) Judicial Review. The exclusive remedy or any party dissatisfied with  
4 any final decision of the Hearing Officer should file a petition to the District  
5 Court within 30 days after receipt of written notice of the decision of the  
6 concerned party.

7 (H) Injunctive Relief. As an additional remedy, if any food establishment  
8 violates the provisions of §§ 9-6-1-1 et seq., the Enforcement Authority may  
9 seek injunctive relief in a court of competent jurisdiction.

10 (I) Issuance of Citations. Citations may be issued by the Enforcement  
11 Authority for failure to comply with any requirement set forth in §§ 9-6-1-1 et  
12 seq.

13 (J) A nonrefundable hearing fee of \$50.00 shall accompany each  
14 application for hearing conducted by the Hearing Officer requested pursuant  
15 to this section.

16 SECTION 4. Section 9-6-18 ROA 1994, is repealed and replaced with:  
17 § 9-6-1-18 FEES.

18 (A) Adjustment of Fees. Fees charged in relation to the Food Sanitation  
19 Ordinance shall be established by rules adopted by the Enforcement  
20 Authority. Any such rule shall be adopted under the procedures of Chapter 2,  
21 Article 15 ROA 1994.

22 (B) Temporary Fees: The Enforcement Authority is authorized to collect the  
23 following fees until such time they are adjusted as outlined in §9-6-1-18 (A).  
24 These fees are for the purpose of paying the costs reasonably incurred in  
25 administering and enforcing the Food Sanitation Ordinance.

26 (1) Permanent Food Service Establishment. Each permanent  
27 food-service establishment shall pay an annual fee of 3/10 of 1% of its gross  
28 sales for the previous twelve months, provided that no food-service  
29 establishment shall pay an annual fee greater than \$700 nor less than \$200  
30 except that:

31 (a) For the first twelve months of operation or portion  
32 thereof, the fee shall be \$200.

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1 (b) In the case where there is, under single ownership or  
2 management, more than one food-service establishment or more than one  
3 place within an establishment where food is prepared or served within a single  
4 building or structure, and separate inspections are required, as determined by  
5 the Enforcement Authority, each such food-service establishment or place  
6 shall pay a separate annual fee. The food service location with the higher  
7 gross receipts shall be considered the primary establishment for the purposes  
8 of §§ 9-6-1-1 et seq. The fee for each additional food service establishment or  
9 place shall be \$200.

10 (2) Temporary Food-Service Establishments. Each temporary  
11 food-service establishment shall pay a fee of \$25 for each event and each  
12 location. The application for a Temporary Food Service Establishment and fee  
13 shall be submitted five Working Days prior to the commencing of operation.

14 (3) Food Processing Establishments. Each food processing  
15 establishment shall pay an annual fee of 3/10 of 1% of its gross sales for the  
16 previous twelve months provided that no food processing establishment shall  
17 pay a fee greater than \$700 nor less than \$200 except that:

18 (a) For the first twelve months of operation the fee shall be  
19 \$200.

20 (b) In the case where there is, under single ownership or  
21 management, more than one food processing establishment or place, or more  
22 than one place within an establishment where food is processed, prepared,  
23 packaged, stored or distributed within a single building or structure, and  
24 separate inspections are required, as determined by the Enforcement  
25 Authority, each such food processing establishment or place shall pay a  
26 separate annual fee. The food processing establishment location with the  
27 higher gross receipts shall be considered the primary establishment for the  
28 purposes of §§ 9-6-1-1 et seq. The fee for each additional food processing  
29 establishment or place shall be \$200.

30 (4) Limited Facilities. Each limited facility shall pay an annual fee  
31 of \$120.

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1           (5)   **Not-for-Profit Facilities.** Each food establishment that is not-  
2 for-profit or wherein no gross receipts are generated shall pay an annual fee of  
3 \$120.

4           (6)   **Not-For-Profit Distribution Center.** Facilities, such as food  
5 banks, that have acquired not-for-profit status, which distribute food items  
6 directly to consumers, are not assessed an annual fee; however, permits are  
7 renewed annually according to anniversary date of the issuance of the permit.

8           (7)   **Mobile Prepackaged Vendors.** Each mobile prepackaged  
9 vendor shall pay an annual fee of \$120 for each unit.

10          (8)   **Mobile restaurants** shall pay an annual fee of \$120 for each  
11 unit.

12          (9)   **Fees for Unscheduled Inspections.** In addition to the annual  
13 fees provided by this section, all persons engaged in the sale or processing of  
14 food shall pay reasonable fees and costs when the Enforcement Authority is  
15 required to reinspect as the result of an enforcement action.

16               (a)   **Reinspections.** A reinspection fee shall be due and  
17 payable whenever:

18                       (i)   The Enforcement Authority has given written notice  
19 of a Food Sanitation Ordinance violation or violations to the permit holder of a  
20 food establishment and the notice contains a reinspection date by which the  
21 violation or violations must be corrected; and

22                       (ii)   The violation or violations have not been corrected  
23 by the reinspection date provided on the notice of violation; and

24                       (iii)   An additional re-inspection is necessary to  
25 determine that the violation or violations have been corrected.

26                       (iv)   Enforcement actions may include, but are not  
27 limited to, complaint substantiated reinspections, reinspections resulting in a  
28 food establishment grading score of “Unsatisfactory”, an imminent health  
29 hazard, or an epidemiological investigation.

30               (b)   **Owner Initiated Inspection.** A permit holder may request  
31 an owner initiated inspection no later than three working days following the  
32 receipt of the Food Establishment Grading Score of an initial routine  
33 inspection. The Enforcement Authority shall provide a written notice of an

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1 additional reinspection fee to cover the cost of conducting the reinspection.  
2 This fee shall be paid at City Treasury prior to the time of request of a owner  
3 initiated inspection to the Enforcement Authority.

4 (c) Requests for special services and reinspections shall be  
5 made on forms provided by the Enforcement Authority.

6 (d) Failure to pay such fee shall result in a permit suspension.

7 (10) Payment of Fees.

8 (a) Annual fees are due on or before the anniversary date of  
9 the issuance of the permit each year; provided, however, that no person shall  
10 engage in the operations of a food establishment without first paying an  
11 annual fee. The first year's fee shall be \$200 except for those which are  
12 subject to a fixed fee as provided for in this section. Thereafter, fees based on  
13 gross sales will be calculated on the actual gross sales for the previous twelve  
14 months. A late charge of 1½% of the annual fee will be assessed for each  
15 month or fraction thereof that the annual fee remains unpaid after the due  
16 date; provided, however, that the minimum late charge shall be \$15.

17 (b) In the event that any person fails to pay the annual fee  
18 by the due date, or remits an amount less than the correct amount of the fee  
19 due, the Enforcement Authority shall determine the amount of the fee due  
20 using such statement or other available information. The Enforcement  
21 Authority shall thereupon give written notice to the permit holder of the  
22 amount due, which amount shall be paid within five working days of receipt of  
23 such notice. Any party aggrieved by the Enforcement Authority's  
24 determination as to the amount due may request a hearing pursuant to  
25 Section 9-6-1-13.

26 (c) In the event that the annual fee is not paid within five  
27 working days of the Hearing Officer's determination of any requested hearing  
28 filed, the Enforcement Authority may suspend the permit and may also take  
29 such action as necessary to collect the annual fee, including any late charges,  
30 or reinspection fee.

31 (d) The Enforcement Authority is authorized and  
32 empowered to make inspections and audits of the books and related records  
33 of any permit holder subject to the provisions of §§ 9-6-1-1 et seq.; and every

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1 such permit holder shall maintain good and accurate books and related  
2 records of the gross sales of business done, which books and records shall  
3 be made available for inspection and audit as may be deemed by the  
4 Enforcement Authority in the administration of any of the provisions of §§ 9-6-  
5 1-1 et seq.

6 (e) Notices provided for under this section shall be deemed  
7 to have been properly served when written notice has been delivered  
8 personally to the permit holder or person in charge, or such notice has been  
9 sent by registered or certified mail, return receipt requested, to the last known  
10 address of the permit holder. A copy of such notice shall be filed with the  
11 records of the Enforcement Authority.

12 (f) In addition to the remedies provided above, the  
13 Enforcement Authority may suspend or revoke any permit issued pursuant to  
14 §§ 9-6-1-1 et seq. for failure to pay the annual fee, including any late charges,  
15 or reinspection fee.

16 (g) Lien. The city may file a lien against the personal and  
17 real property of the permit holder for any delinquent fees and/or penalties.

18 SECTION 5. Section 9-6-1-22 ROA 1994, is repealed and replaced with:

19 "§ 9-6-1-22 ADOPTION BY REFERENCE OF FOOD CODE.

20 Except to the extent that it is inconsistent with the Food Sanitation Ordinance,  
21 §§ 9-6-1-1 et seq., The City of Albuquerque does hereby adopt by reference,  
22 the Food Code, 2009 Recommendations of the United States Public Health  
23 Service/Food and Drug Administration as published by the U.S. Department of  
24 Health and Human Services, Public Health Service, Food and Drug  
25 Administration to regulate the conduct of all food establishments."

26 SECTION 6. Chapter 9, Article 6, Part 1, ROA 1994 is amended to add as a new  
27 section to read:

28 "§ 9-6-1-23 AVAILABILITY OF ORDINANCE AND FOOD CODE.

29 (A) A copy of the "Food Sanitation Ordinance" i.e., §§ 9-6-1-1 et seq. is now  
30 on file in the Office of the City Clerk/Recorder and is available for inspection  
31 by the public during regular business hours. A copy of the ordinance i.e., §§ 9-  
32 6-1-1 et seq. shall be available to any individual upon request and the payment

1 of a reasonable charge as set by the Chief Administrative Officer, to be not  
2 less than the actual cost per copy.

3 (B) A copy of the Food Code, 2009 Recommendations of the United States  
4 Public Health Service/Food and Drug Administration as published by the U.S.  
5 Department of Health and Human Services, Public Health Service, Food and  
6 Drug Administration as adopted by this ordinance are on file in the Office of  
7 the City Clerk, and are available for inspection by the public during regular  
8 business hours. A copy of the codes shall be available to any individual upon  
9 request and the payment of a reasonable charge as set by the Chief  
10 Administrative Officer, to be not less than the actual cost per copy."

11 SECTION 7. SEVERABILITY CLAUSE. If any section, paragraph, sentence,  
12 clause, word or phrase of this ordinance is for any reason held to be invalid or  
13 unenforceable by any court of competent jurisdiction, such decision shall not  
14 affect the validity of the remaining provisions of this ordinance. The Council  
15 hereby declares that it would have passed this ordinance and each section,  
16 paragraph, sentence, clause, word or phrase thereof irrespective of any  
17 provision being declared unconstitutional or otherwise invalid.

18 SECTION 8. COMPILATION. This ordinance shall be incorporated in and made  
19 part of the Revised Ordinances of Albuquerque, New Mexico, 1994.

20 SECTION 9. EFFECTIVE DATE. This ordinance shall take effect five days after  
21 publication by title and general summary.

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1 PASSED AND ADOPTED THIS 4th DAY OF October, 2010  
2 BY A VOTE OF: 6 FOR 2 AGAINST.

3  
4 Against: Garduño, Lewis

5 Excused: O'Malley

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9 Ken Sanchez, President

10 City Council

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14 APPROVED THIS 14th DAY OF October, 2010

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16 Bill No. O-10-18

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22 Richard J. Berry, Mayor  
23 City of Albuquerque  
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27 ATTEST:

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30 Amy B. Bailey, City Clerk  
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