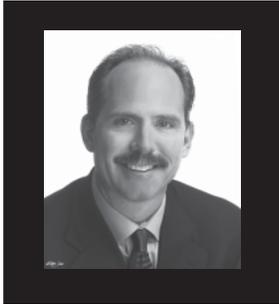


Neighborhood News

A Publication of the Office of Neighborhood Coordination



August/September 2014

Richard J. Berry
Mayor of Albuquerque



“Dedicated to Providing Information About City Government and Increasing Communication Between Neighborhood and/or Homeowner Associations.”



APD Crime Prevention

Submitted By Steve Sink



Personal Safety Awareness

Away From Your Residence:

- Always be aware of your surroundings and trust your instincts.
Be aware of other people around you and make note of their behavior.
Walk with authority and purpose while noticing people and activity around you.
Have your keys ready when approaching your vehicle (and residence) and do not have several items in your hands.
Lock all personal items in the trunk or away from view - roll up windows, lock doors and take keys.
Park in well lit areas with a lot of activity.
Avoid carrying a purse whenever possible.
If you must carry a purse, never leave it open; carry it close to your body with flap facing inward; and place strap around your shoulder.
If you carry a defensive object (pepper spray, etc.) have proper training first.
Use personal body alarm, whistle, etc.
Notify a trusted neighbor or family member where you are going and when you are expected back.
If you notice a suspicious person or activity in a parking lot near your car return to the store and ask for an escort and notify security or store management.

In Your Vehicle:

- Keep all doors locked.
Place purse and other valuables out of sight (when traveling and parked).
Don't travel in curbside lane especially at a stoplight.
Be aware of your surroundings when stopped at a light - be aware of people approaching your car.
Don't stop too close to the car in front of you.
If you are followed drive to a safe, active and well lit location (don't drive home) and quickly leave your vehicle and go inside to call the police and request assistance or stay in the locked vehicle and draw attention.
Use a cell phone to call the police but don't let it distract your driving.
Avoid any confrontation while driving no matter how minor.

At Your Residence:

- Get to know your neighbor and establish trusted relationships. Encourage them to watch out for you, your family and your residence. Consider starting a Neighborhood Watch Program.
Make sure the lighting on the exterior of the residence illuminates the entire area.
Each entrance should have solid core doors and deadbolt locks with a minimum of a one-inch throw.
All primary window locks should be operational and secondary locks should be installed.
Trim all bushes down and up from the ground. Trim trees up 6-8 feet from the ground.
Place lights, radios and TV on timers to give the appearance someone is home when away.
Don't stop mail and newspaper delivery. Have a trusted neighbor collect them and place/remove trash carts in the typical location when away. Also ask them to keep an eye on your residence.
Let neighbors, family and friends know when you will return from a trip.

Contact APD Crime Prevention at 505-924-3600 for additional information.

Inside This Edition

Table listing page numbers for Front Page, APD Crime Prevention, Department of Family and Community Services, ABQ Ride, Planning Department, Albuquerque Housing Authority, Law Access New Mexico, August/September 2014, Calendar/Legend, Planning Department, ABQ International Festival, Office of NM Attorney General, NM State Association of Parliamentarians.

Department of Family and Community Services

Submitted By Marie Chavez



Home Owner Rehabilitation Program
700 4th Street SW, Suite 'A'
Albuquerque, New Mexico 87102
505-767-5825

If you are a homeowner and your home is in need of repair, the City of Albuquerque may be able to help. With autumn just around the corner, it's time to check our homes for any needed repairs that the summer sun and rain may have caused. As you prepare for the cooler weather, it is a good time to take a look at the condition of your air conditioners, swamp cooler, roofs, heaters, etc. Many homeowners are struggling to make necessary repairs to their homes that can result in serious structural damage or health and safety hazards in the future. Most repairs if not addressed immediately end up costing us more money and require additional repairs that could have been avoided.

The Home Owner Rehabilitation Program provides 0% interest loans to qualified homeowners. These loans allow homeowners to address code violations that make homes unsafe, unhealthy and sometimes unlivable. Some of these loans are forgivable and some may need to be paid back depending on the home owner's level of income.

What Home Improvements are Eligible?

Repairs include, but are not limited to:

- Electrical, heating or plumbing installations
- Hot water heaters
- Roofs
- Replacement Windows
- Structural damage
- Insulation
- Handicap accessible bathrooms

Who is Eligible?

Generally, you may qualify for a housing rehabilitation loan if:

- You own and occupy a home within the municipal boundaries of the City of Albuquerque and you have lived in the house as your primary residence for at least one year prior to application.
- Your home has code violation(s).
- Your property taxes are paid up-to-date.
- Your household income does not exceed the federal guidelines.

If your income falls within these limits, you may qualify for the City of Albuquerque's Home Owner Rehabilitation Program!		<table border="0"> <thead> <tr> <th style="text-align: left;">Family Size</th> <th style="text-align: left;">2014 Income</th> </tr> </thead> <tbody> <tr><td>1.....</td><td>\$33,500</td></tr> <tr><td>2.....</td><td>\$38,300</td></tr> <tr><td>3.....</td><td>\$43,100</td></tr> <tr><td>4.....</td><td>\$47,850</td></tr> <tr><td>5.....</td><td>\$51,700</td></tr> <tr><td>6.....</td><td>\$55,550</td></tr> <tr><td>7.....</td><td>\$59,350</td></tr> <tr><td>8.....</td><td>\$63,200</td></tr> </tbody> </table>	Family Size	2014 Income	1.....	\$33,500	2.....	\$38,300	3.....	\$43,100	4.....	\$47,850	5.....	\$51,700	6.....	\$55,550	7.....	\$59,350	8.....	\$63,200
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The Office of Neighborhood Revitalization staff will examine your income and property to determine if you and your house qualify for housing rehabilitation loan assistance.

Funds are currently available; however, they are limited. In order to obtain an application, you must attend an Orientation meeting. **The next Orientation is scheduled for Wednesday, August 27, 2014 at 10 a.m. and again at 6 p.m.** Orientations are held at the Office of Neighborhood Revitalization. We suggest you contact the Home Owner Rehabilitation Program at your earliest convenience to reserve a seat. We can be reached at **505-767-5825**.

The City of Albuquerque does not discriminate on the basis of race, color, religion, national origin or ancestry, disability, age, gender, Vietnam Era or disabled veteran status, sexual orientation or medical condition in employment or in the provision of services. If you have a disability and will need special assistance to benefit from any of the meetings, hearings or workshops, etc., appearing in this newsletter, contact the office sponsoring the event two weeks prior to the date of the meeting you plan to attend. When ever possible, TTY phone numbers will be listed. TTY users may call any phone number listed in this publication via Relay New Mexico at 1-800-659-8331.

ABQ RIDE

Submitted By
Rick De Reyes



Veterans' Growing Ridership and App Downloads Help ABQ RIDE Achieve Greatest Ever Ridership for a 12 Month Period; Also Unveils Art in Transit Program

A growing number of Veterans using V.A. Healthcare System cards to ride the bus and the increasing number of people downloading ABQ RIDE's smartphone apps has helped boost ABQ RIDE's ridership to an all-time high. It has also resulted in a savings value of hundreds of thousands of dollars in phone calls to **311** about Transit.

More people took ABQ RIDE during the 12 month period ending July 30, 2014 (Fiscal Year 2014) than in any other 12 month period in Albuquerque's public transportation history. That's partly because of the growing number of veterans who've been using their Veterans Identification Card to ride free of charge on ABQ RIDE since late April 2014. Statistics through early July showed almost 68,000 (67,690) veterans had used their V.A. cards to take ABQ RIDE. The vast majority of those rides (57,756-85%) have taken place on weekdays, with Route #66 getting the most veterans' ridership with 14,251-23% of total veterans' ridership.

"I am proud to say that ridership among veterans has more than exceeded our hopes," said Mayor Richard J. Berry. "We identified a need in the veteran community and addressed it and now we see it paying off in a very meaningful way, both in the number of veterans being served and in a boost to ridership."

Ridership figures show 13,009,047 passengers hopped on ABQ RIDE during Fiscal Year 2014. That amount tops the previous 12 month record for ridership by 5,826 passengers, which occurred during Calendar Year 2012 (13,003,221).

Another contributing factor may be the different technological aids ABQ RIDE has made available to riders. As of early August, the ABQ RIDE app has been downloaded over 22,200 times since its rollout. Roughly 21% (4,709) of that total has come from downloads of ABQ RIDE's Android App, which debuted in December 2013.

These downloads, along with riders' use of the TXT2RIDE service for the Rapid Ride routes and UNM's *Where's My Bus* website <<http://wmb.unm.edu>>, have helped vastly reduce the number of ABQ RIDE related calls to **311** during the past two fiscal years. Since FY 2013, when the Apps, TXT2RIDE and WMB were introduced, statistics show that as ridership has increased, calls to **311** concerning ABQ RIDE have actually decreased.

That decrease in calls has also led to ABQ RIDE paying less for Transit-related calls to **311**. For instance, in Fiscal Year 2013 (with each **311** call costing \$1.86), ABQ RIDE realized a cost avoidance of about \$184,000. In FY 2014, another reduction in **311** calls helped ABQ RIDE realize another cost avoidance of \$364,000, which was added to the money it avoided paying the previous fiscal year.

"Much of the credit again should go to our employees, who've not only helped develop the Apps and TXT2RIDE, but also manage to meet Albuquerque's steady transportation growth with just a few more routes, buses and drivers than they had to work with only three years ago," said Bruce Rizzieri, Director of ABQ RIDE. "We hope to expand our resources in the future, such as BRT, to continue to better serve Albuquerque's growing transportation needs."

On July 25, 2014 ABQ RIDE also unveiled its *Art in Transit* program, in conjunction with the non-profit *Littleglobe*. In a ceremony at its bus shelter at westbound Central and San Pedro, the department placed a portrait of two International District residents; one of 15 portraits that were placed in shelters throughout the District in late July and early August.

"Our Department is piloting a program in which bus shelter display space is filled with artwork that reflects Albuquerque's diverse neighborhoods," said Bruce Rizzieri, Director of ABQ RIDE.

The exhibits are in partnership with *Littleglobe*, an organization dedicated to re-energizing the International District through art and community engagement. Different photographers took the portraits. The pictures are all on display through the fall in bus shelters along Central between Wyoming and Louisiana. Other shelters along Lomas, Gibson and San Mateo in the International District are showcasing the photos.

The display was also part of *ID Live!* a **FREE** event by *Littleglobe* to showcase the various art projects produced by the organization. The event also featured two art installations, short films, block parties and street art. All were co-created with over 100 community members in the International District as a celebration of the area; one of the most diverse in New Mexico with over 47 languages spoken. *Littleglobe* is a New Mexico based 501(c)(3) organization staffed by creative professionals dedicated to artistic innovation in the service of social change.

A map featuring the locations of the bus shelters with portraits is currently available for download on the ABQ RIDE website. In addition, singular portraits of different subjects are being placed on interior panels in all ABQ RIDE buses. Exterior displays showcasing the photos are also planned for one regular bus and two, Rapid Ride buses.

The *Art in Transit* project plans to feature unique artwork throughout the year in bus shelters in various neighborhoods. This includes posters to be created by artists specifically for Nob Hill and Downtown bus shelters.

Planning Department

Submitted By Dalaina Carmona

Annual Reports Due to ONC

Just a reminder: As of this publication date, all recognized and unrecognized neighborhood/homeowners associations and coalitions need to submit a "Yearly Annual Report Form for Neighborhood, Homeowner Associations and Coalitions" in order to maintain their "R" recognized and/or "active" status on our list.

We will need the original Annual Report and a copy of the announcement of your Annual Meeting submitted to our office before your Annual Report will be approved for the year. Please make sure that you have the correct contact information (i.e., addresses, name, phone numbers and e-mail address) listed for your officers on your Annual Report. Please call Dalaina at 505-924-3914 if you have any questions.



Please mail to: Office of Neighborhood Coordination
Attn: Dalaina Carmona
600 Second Street NW
Room 120, (Basement Level)
Albuquerque, NM 87102



Annual Meeting

- January
February
March
April
May
June
July
August
September
October
November
December

Due to ONC

- April 1
May 1
June 1
July 1
August 1
September 1
October 1
November 1
December 1
January 1
February 1
March 1

FYI: If you post your "Annual Meeting" date on your NA Marquee please take a picture as that will be your proof of notification to ONC when filing your Annual Report Form.



Please PRINT all information clearly.

Planning Department

Submitted By Carrie Barkhurst

Bikeways & Trails Plan

The City of Albuquerque has completed the Bikeways & Trails Facility Plan. This plan combines the City's two previous planning documents - the Trails and Bikeways Facility Plan and the Comprehensive On-Street Bicycle Plan - into one resource. Combining these plans will help the City better manage the growth of the bikeway and multi-use trail system. The overarching purpose is to ensure a well-connected, enjoyable and safe non-motorized transportation and recreation system throughout the metropolitan area.

The Bikeways & Trails Facility Plan describes the existing system, policies, recommendations and proposed projects. The plan will guide future investment in the bikeways & trails system, including facility improvements, new facilities (gap closures), maintenance and education/outreach programs. The plan does not allocate new funding or cause projects to be completed. It will serve as a guide for future planning efforts and funding requests to implement the recommendations.

Some of the themes that are found throughout the Plan include:

- Making the system more functional by working toward continuous bike lanes and trails that connect origins and destinations;
Improving the safety of bikeways and trails throughout the city through education efforts and increased consistency in facility design; and
Enhancing outreach, design, development and maintenance practices.

The Environmental Planning Commission will consider the Master Plan Update on Thursday, September 4, 2014. The special hearing begins at 3:30 p.m. in the basement hearing room at Plaza del Sol, 600 2nd Street NW. The Plan will then be forwarded to the City Council with the Planning Commission's recommendation. The City Council will consider the amendment at a future date.

A copy of the Draft Bikeways & Trails Facility Plan can be found at: <www.cabq.gov/planning/residents/sector-development-plan-updates/bikeways-trails-facility-plan>.

For additional information on this Plan or if you would like to provide comments to the Environmental Planning Commission, contact Carrie Barkhurst at 505-924-3879 or <cbarkhurst@cabq.gov>. Comments should be received at least 48 hours in advance of the public hearing on Thursday, September 4, 2014.

Albuquerque Housing Authority

Submitted by Brian A. Eagan



ALBUQUERQUE HOUSING AUTHORITY

“Empowering people in our community through affordable housing and self-sufficiency opportunities”

Keep Your Home - Free Legal Help for Home Owners in a Foreclosure Case

Monthly Pro Se Foreclosure Defense Workshops for the public.

The United South Broadway Corporation (USBC) Fair Lending Center offers **FREE** workshops to help home owners facing the possibility of foreclosure make a deal to keep their home. The workshop is offered once a month, at 3 p.m. on the third Wednesday of every month (next class: September 17, 2014). The **FREE** class is held at the USBC office, which is located at the City of Albuquerque’s John Marshall Multi-Service Center, at 1500 Walter Street SE, 2nd floor, in Suite 202, Albuquerque, NM 87102. The John Marshall Building (a historic elementary school building) is located two blocks west of I-25, and half a block south of Avenida Cesar Chavez SE, in the historic South Broadway neighborhood. The facility is ADA accessible and there is a **FREE** parking lot on site.

At this **FREE** educational workshop, homeowners that are struggling to save their homes from being sold by court order to pay debt in a foreclosure case will be taught the basics of how to write and file with the District Court their own written Answer to the Civil Summons and Complaint in their case. The workshop will help home owners learn the basics of how to defend themselves in the court process and what their basic rights are. The workshop will cover the basic steps in the court process for foreclosure cases and address how to apply for a home loan modification to avoid the loss of their home. Spanish Speaking interpreters are available to attend the class, to serve those persons who call the USBC office at least two days before the workshop to request that an interpreter attend the workshop class with them. For more information on the **FREE** workshop for homeowners, please call USBC at **505-764-8867**. To learn more about USBC, please see quote below from <<http://www.unitedsouthbroadway.org/>>.

“USBC founded the Fair Lending Center to help homeowners navigate the foreclosure court process, and built up its HUD-certified counseling staff to assist homeowners seeking loan modifications to save their homes after a catastrophic financial shock such as job loss, high medical bills and divorce.”

Services at USBC are paid for in part by grants from the U.S. Department of Housing and Urban Development (HUD), the State of New Mexico, the City of Albuquerque, and private foundations. More info on help for foreclosure defense at <<http://www.KeepYourHomeNewMexico.org/>>.



Law Access New Mexico

Submitted By Sheila Sievers



LAW ACCESS NEW MEXICO
7200 Montgomery Boulevard NE, # 196
Albuquerque, NM 87109
in Albuquerque
Call 998-4529 (998-4LAW)
Statewide 1-800-340-9771



For more information go to: <www.lawhelpnewmexico.org>

**Free
Landlord/Tenant Workshop
2014 Schedule**

at

**State Bar of New Mexico Offices
5121 Masthead NE**

5:30 p.m. – 7:30 p.m.

**Thursday, September 4, 2014
Thursday, December 4, 2014**

Workshops are open to all landlords and tenants.

Attorneys from Law Access New Mexico will present information on New Mexico law governing landlord/tenant relationships and will answer general questions of participants.

Sponsored by Law Access New Mexico

Funded by the City of Albuquerque, New Mexico State Bar Foundation and the Center for Civic Values/IOLTA

26 - 31	1 - 3	4 - 16	17 - 30	
Tuesday, August 26 •BOA – 9 a.m.	NO MEETINGS IN SEPTEMBER FOR: •District 6 Coalition •East Gateway Coalition	Thursday, September 4 •EPC Case Distribution – 3 p.m.	Wednesday, September 17 •AHA – 12 p.m. •DRB – 9 a.m. •EPC Pre-Hearing Discussion – 1:30 p.m.	
Wednesday, August 27 •DRB – 9 a.m. •SEPC – 9 a.m.		Monday, September 1 •Labor Day - City Offices Closed	Wednesday, September 10 •DRB – 9 a.m. •LUCC – 3 p.m. •District 6 Coalition – 7 p.m.	•District 4 Coalition – 7 p.m.
 School is back in session... Please drive safely when in a school zone!!	Tuesday, September 2 •SWAN – 6:30 p.m.	Thursday, September 11 •EPC Public Hearing – 8:30 a.m. •South Valley Coalition – 6:30 p.m.	Thursday, September 18 •AAB – 8:15 a.m. •East Gateway Coalition – 6:30 p.m.	
	Wednesday, September 3 •City Council – 5 p.m. •DRB – 9 a.m. •SEPC – 9 a.m. •Westside Coalition – 7 p.m. •District 7 Coalition – 7 p.m.	Monday, September 15 •City Council – 5 p.m.	Tuesday, September 23 •BOA – 9 a.m.	Wednesday, September 24 •DRB – 9 a.m. •SEPC – 9 a.m.
		Tuesday, September 16 •ZHE – 9 a.m.	Thursday, September 25 •District 8 Coalition – 7 p.m.	

2014 CALENDAR/LEGEND

- AAB** - Airport Advisory Board, Aviation Department Executive Conference Room
- AHA** - Albuquerque Housing Authority, Carnis Salisbury Building, Manuel Cordova Conference Room, 1840 University Boulevard SE, **505-764-3915**
- BOA** - Board of Appeals, Plaza del Sol Hearing Room, Basement Level, 600 Second Street NW
- City Council** - Vincent E. Griego Council Chambers, Basement Level, City Hall
- District 4 Coalition** - North Domingo Baca Multigenerational Center, Community Room, 7521 Carmel Avenue NE
- District 6 Coalition** - EXPO NM, Alice B. Hopes Pavilion on San Pedro NE and Copper NE
- District 7 Coalition** - Grant Middle School, Library, 1111 Easterday NE
- District 8 Coalition** - Holiday Park Community Center, 11710 Comanche Road NE
- DRB** - Development Review Board, Plaza del Sol Hearing Room (Basement Level), 600 Second Street NW
- East Gateway Coalition** - Manzano Mesa Multigenerational Center, 501 Elizabeth Street SE
- EPC** - Environmental Planning Commission, Plaza del Sol Hearing Room, (Basement Level), 600 Second Street NW
- EPC Pre-Hearing** - Plaza del Sol, 600 Second Street NW, Third Floor, Conference Room
- EPC Study Session** - Planning Department, Plaza del Sol, Hearing Room, (Basement Level), 600 Second Street NW
- LUCC** - Landmarks and Urban Conservation Commission, Plaza del Sol, Hearing Room (Basement Level), 600 Second Street NW
- SEPC** - Special Events Permitting Committee - 6th floor, Cultural Services Department Conference Room, City Hall, Fifth and Marquette
- SVCNA** - South Valley Coalition of Neighborhood Associations, Sheriff's Department South Area Command, 2039 Isleta Boulevard SW
- SWAN** - South West Alliance of Neighbors, Alamosa Multi-Purpose Center, 6900 Gonzales Road SW
- Westside Coalition** - Don Newton/Taylor Ranch Community Center, 4900 Kachina Drive NW
- ZHE** - Zoning Hearing Examiner Office - Plaza Del Sol Building, 3rd Floor, **505-924-3894**; ZHE Hearings are held in the Plaza del Sol Hearing Room, (Basement Level), 600 Second Street NW

Planning Department

Submitted By Linda Rumpf



**50-Mile Activity Loop
Designs for First Project Nearing Completion**

The 50-Mile Activity Loop is the City of Albuquerque’s proposed 50-mile, multi-use trail and bikeway facility that aims to fill the gaps in our existing trails and bikeways facilities to create a 50-mile bicycling, running and walking loop around the city. City staff worked with the local engineering firm Wilson & Company and the community to develop the *50-Mile Activity Loop Plan*, which was completed in September of 2013.

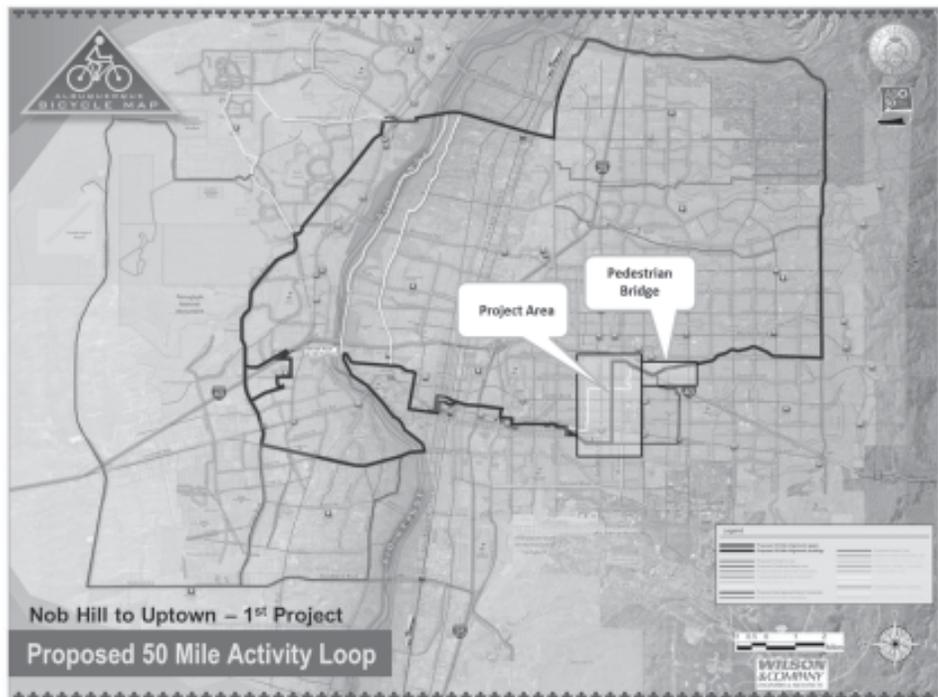
The project team has completed preliminary designs for the first project, the **Nob Hill to Uptown** segment of 50-Mile Activity Loop. Key features of the project include signing, striping, intersection and safety improvements and a pedestrian bridge.

The City will host public information meetings to provide a project overview and answer questions about this project.

“The 50-Mile Activity Loop will be a great asset for Albuquerque to promote health and recreation and a destination for tourists.” - Mayor Richard J. Berry

Our short-term goal is to fill in gaps in the bikeways and trail system and later add amenities, such as benches, shade structures, water fountains, landscaping, pocket parks and wayfinding signs.

The project benefits quality of life for locals and provides opportunities for economic development, tourism and possible special events, such as a 50-mile or Century ride and charity walks.



The design work for this segment is funded by \$150,000 in Capital Improvement Program funds. Construction costs are estimated to be \$1.5 million.

Additional Projects in this Area:

This project will contribute to an overall system of bicycle and pedestrian improvements, which includes the following Department of Municipal Development (DMD) projects that are at various stages in study and/or development:

- San Pedro Bike Lanes
- Fair Heights Bike Boulevard (a.k.a. Mountain Road Bike Boulevard)
- Zuni Road Modification

For more information about the 50-Mile Activity Loop and other ABQ the Plan projects, please visit our website: abqtheplan.cabq.gov or contact the Planning Department by e-mail at theplan@cabq.gov or by phone: 505-924-3860.

ABQ International Festival

Submitted By J. Geist

Albuquerque International Festival

Saturday, September 27, 2014

10 a.m. to 5 p.m.

- ❖ **FOOD**
- ❖ **ENTERTAINMENT**
- ❖ **KIDZ ZONE**
- ❖ **FAMILY FRIENDLY**
- ❖ **MUSIC**
- ❖ **ART**
- ❖ **CULTURE**

NM Veterans' Memorial Park

1100 Louisiana Boulevard SE

(Louisiana Boulevard SE and Gibson Boulevard SE)

Thank you to the following sponsors



Elder Homestead Neighborhood Association

More information:

<jdgeist@santafecenterstudios.com> * 505-265-2511

<Abqinternationalfestival.com> * <Stepsabq.org>

Office of NM Attorney General

Submitted By Doris Aguilar-Budris

Attorney General’s Keep Your Home New Mexico Program

In February 2012 the New Mexico Attorney General, along with 48 other Attorneys General, the Department of Justice and HUD brought a lawsuit against five the nation’s largest mortgage lenders to address egregious violations of the law in how these servicers handled foreclosure proceedings.

The result was a 25 billion dollar national settlement that requires significant changes in how these banks service mortgage loans and provided financial relief for homeowners who already lost their home and new modification and refinance opportunities for those who were still in their home. Over the next two years New Mexico homeowners saw approximately 106 million in direct relief from the mortgage lenders.

In addition, the New Mexico Attorney General’s office also received approximately \$11 million dollars that that was dedicated, in part, to create a “safety net” of housing counseling and legal resources for homeowners who are in danger of losing their home. New Mexico homeowners who are in danger of falling behind on their mortgage or of losing their home to foreclosure can call the **Keep Your Home New Mexico** hotline at **1-855-664-6630** to get **FREE** housing counseling and a referral to a **FREE** legal service attorney. For more information go to <www.KeepYourHomeNewMexico.org>.

NM State Association of Parliamentarians

Submitted By Janice Strand



Preparing the Agenda/Order of Business... the plan for the meeting

The agenda for a meeting is usually developed by the president/chairman/presider with the assistance of the secretary who has the minutes of the previous meeting and can give information on business that must come before the group.

Meeting agendas should include the following:

Call to Order – including the time that the meeting is to be convened.

Reading/ Approval of Minutes – If the minutes are distributed by email/US Mail several days before the meeting, the reading

may not be necessary. Minutes are draft minutes until they are approved. The minutes are the legal document of what was done at the meeting, not everything that was said. (Minutes to be covered in another article).

Reports of Officers – The list should include only the officers who are expected to report. The officers are listed in the order they are listed in the bylaws. Some organizations have the treasurer report immediately after the reading of the minutes. The report is filed, not adopted.

Reports of Boards – This may be the report of the Executive Committee, a summary of that meeting. If recommendations are included, the motion to implement the recommendation may be made at the end of the report.

Reports of Standing Committees – Standing committees are those committees listed in the bylaws; these committees function throughout the year for which the officers serve. The committees are listed in the order in which they are listed in the bylaws. Only the committees expected to report are listed for a specific meeting.

Reports of Special Committees – Special committees are formed to perform a specific responsibility and do not exist after their final report....after the responsibility is completed.

Special Orders – These are matters that the bylaws require to be completed at a specific meeting; examples are election of officers, election of nominating committee, etc. It can also be issues made a special order (by 2/3 vote) for this meeting at a previous meeting.

Unfinished Business and General Orders – Items on the agenda for the previous meeting but not completed at that meeting or items postponed from the previous meeting.

New Business – New issues introduced to the group through the use of a main motion.

Announcements – Made by the chair or by previous arrangements with the chair.

Adjournment – When there is no further business, the meeting is adjourned; a time for adjournment can be listed.

Specific items on the agenda will be covered thoroughly in other issues....keep looking for them!

Information can be reviewed in *Robert’s Rules of Order Newly Revised, 11th Edition*, (RONR) pp. 353-375.

Parliamentary Pointers will appear each month. If you have a parliamentary question that could be covered or would like a “Smart Meeting” presentation on a specific topic at your meeting (by an NMSAP member, for a negotiated fee) contact Jan Strand, PRP, Treasurer of the New Mexico State Association of Parliamentarians at **505-821-5227** or <jan_str@msn.com>. Check the website of the New Mexico State Association at <www.nmsap.com>.



NEIGHBORHOOD NEWS
 A Publication of the Office of
 Neighborhood Coordination

Neighborhood News is published monthly by the Office of Neighborhood Coordination (ONC), a division of the Planning Department, City of Albuquerque. Articles and information from neighborhood associations and others are welcome.

ONC reserves the right to edit and/or reject any submissions.

***** Submissions Are Due By
 The 5th of Each Month*****

Mail to:

City of Albuquerque

Richard J. Berry, *Mayor*

Robert J. Perry, *Chief Admin. Officer*

Planning Department

Suzanne Lubar, *Planning Director*

Matthew Conrad, *Associate Director*

Deborah Nason, *Public Information Officer for the Planning Department*

Office of Neighborhood Coordination Staff

Stephani Winklepleck, *Neighborhood Liaison*

Dalaina Carmona, *Senior Administrative Assistant*

Newsletter Editor: *Dalaina Carmona*

(Please send submissions as e-mail attachments in a word document to: dlcarmona@cabq.gov and swinklepleck@cabq.gov).

Questions or Comments - direct them to:

City of Albuquerque Planning Department
 Office of Neighborhood Coordination, Room 120
 Plaza del Sol Building, 600 Second Street NW
 ABQ, NM 87102

Phone: **505-924-3914** (reception/newsletter inquiries)

1-800-659-8331 (TTY)

Fax: **505-924-3913**

City of Albuquerque website: [<www.cabq.gov>](http://www.cabq.gov)

Please Share With Your Neighbors

Route To:

Related ONC Links

URL for printable Annual Report Form (pdf):

[<http://www.cabq.gov/planning/documents/ONCAnnualReportForm0413.pdf>](http://www.cabq.gov/planning/documents/ONCAnnualReportForm0413.pdf)

URL for neighborhood association individual maps:

[<http://data.cabq.gov/community/neighborhoods/pdf/>](http://data.cabq.gov/community/neighborhoods/pdf/)

URL for "Neighborhood News" ONC newsletter:

[<http://www.cabq.gov/planning/residents/neighborhood-newsletter>](http://www.cabq.gov/planning/residents/neighborhood-newsletter)

URL for current Department Director List:

[<http://www.cabq.gov/planning/documents/DeptDirectorsList060613.pdf>](http://www.cabq.gov/planning/documents/DeptDirectorsList060613.pdf)

URL for Important Telephone Numbers List:

[<http://www.cabq.gov/planning/documents/ImpTeleph060613.pdf>](http://www.cabq.gov/planning/documents/ImpTeleph060613.pdf)

URL for On-going Sector Plans and other Planning Projects:

[<http://www.cabq.gov/planning/our-department/urban-design-and-development/planning/residents/sector-development-plan-updates>](http://www.cabq.gov/planning/our-department/urban-design-and-development/planning/residents/sector-development-plan-updates)

URL for Building and Safety Permit/Application Information:

[<http://www.cabq.gov/planning/our-department/building-safety>](http://www.cabq.gov/planning/our-department/building-safety)

Upon request, the *Neighborhood News* is available in alternative formats. The *Neighborhood News* can be accessed at the City's Website: [<www.cabq.gov/planning/residents/neighborhood-newsletter>](http://www.cabq.gov/planning/residents/neighborhood-newsletter). (Available in HTML/PDF files, including archived editions.)