

Neighborhood News

A Publication of the Office of Neighborhood Coordination



September/October 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



Halloween Safety

The time for monsters, super heroes and ghosts has arrived again. Halloween is a wonderful part of the changing seasons and we should do every thing possible to ensure the night remains a wonderful experience for our children. Most folks are aware of the need for cautionary steps on this haunted evening, particularly in regard to altered treats and safety. Unfortunately there are dangers associated with this annual goblin festival. The following tips should be considered by all adults and children as a guide to protect our little cherubs during a night of trick-or-treating.

For Parents:

- The safest place is a sponsored event at a mall, school, church or neighborhood event.
- Accompany young children on the route.
- Send older children out with friends, a watch and flashlight.
- Agree to the route and an expected arrival time prior to departure.
- Always check your children’s treats prior to consumption.

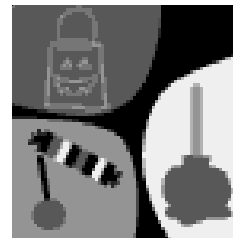
For Children and Parents:

- Wear light-colored clothing or costumes.
- Use make-up instead of a mask for better visibility.
- Make a map of the route for you and your parents.
- Carry a flashlight or light stick.
- Stay in your own neighborhood.

- Be respectful of other people and their property.
- Stop only at well-lighted houses.
- Have a parent check the treats before you eat them.
- Start early and end early.
- Use sidewalks or walk facing traffic.
- Always keep a safe distance between you and moving vehicles.
- Stop, look and listen at corners or before crossing the street and walk, don’t run.
- Don’t go between parked cars or crisscross back and forth across the street.
- Never go inside a stranger’s house or apartment, no matter what anyone says.
- Don’t carry sharp instruments and never carry a lighted candle or open flame.

Any incident involving injury or violations of the law should be reported to the Albuquerque Police Department by calling **911 (Emergency)** or **242-COPS (Non-Emergency)**.

APD Crime Prevention Unit **505-244-6644**.



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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. Orientations are normally held four times a year. Please contact our office for dates and times of upcoming meetings. Orientations are held at the Office of Neighborhood Revitalization. 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



**Albuquerque Rapid Transit –
Central Avenue Project
October Public Meetings**

ABQ RIDE, Albuquerque’s Transit Department will host public input meetings in October for the Albuquerque Rapid Transit – Central Avenue Project.

“This project has the potential to impact transportation along one of our busiest corridors, alleviating the traffic flow to the city’s cultural and educational institutions, medical and business centers and all the mom and pop shops in between,” said Mayor Richard J. Berry. “We continue to see how this model has been an economic driver for other cities and we look forward to hearing what our community thinks of Albuquerque Rapid Transit.”

The Albuquerque Rapid Transit (ART) – Central Avenue Project includes design elements for more timely transit service. These elements include:

1. Boarding platforms level with the floor of the bus, easing and speeding the boarding process.
2. Off-bus fare collection enabling riders to purchase tickets outside the bus, reducing waiting time to get on the bus.
3. A smart signal system, allowing buses to communicate with traffic signals and reducing delays.

The six public input meetings are scheduled as follows:

1. **Tuesday, October 7, 2014 - 6 p.m. - 7:30 p.m.:**
Loma Linda Community Center – 1700 Yale Boulevard SE
2. **Wednesday, October 8, 2014 - 6 p.m. - 7:30 p.m.:**
Albuquerque Museum of Art and History – 2000 Mountain Road NW
3. **Thursday, October 9, 2014 - 6 p.m. - 7:30 p.m.:**
Old Main Library – Special Collections, Botts Hall – 423 Central Avenue NE
4. **Tuesday, October 14, 2013 - 6 p.m. - 7:30 p.m.:**
Alamosa Community Center– 6900 Gonzales Road SW

5. **Wednesday, October 15, 2014 - 6 p.m. - 7:30 p.m.:**
Manzano Mesa Multigenerational Center – 501 Elizabeth Street SE
6. **Thursday, October 16, 2014 - 6 p.m. - 7:30 p.m.:**
Mesa Verde Community Center – 7900 Marquette Avenue NE

Cities throughout the United States are implementing Rapid Transit service as a key means of enhancing their respective transportation networks and as a component of urban corridor redevelopment plans. The Albuquerque Rapid Transit System would provide a more timely service than a regular bus line through the use of dedicated lanes at least for a significant portion of the route and strategically-located stations.

“Because Central Avenue commands almost half of Transit’s ridership and because 32 routes either cross or touch Central Avenue, the Albuquerque Rapid Transit project will bring about system wide improvements,” said Bruce Rizzieri, Director of ABQ RIDE.

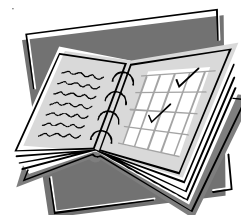
Cultural Services Department

Submitted By Isabella Oms

Old Town Balloon Fiesta Week

Balloon Fiesta Park isn’t the only place to have fun during Balloon Fiesta week! Every day from October 4-12, 2014 there will be live entertainment in Old Town’s Gazebo. Each of the nine days will showcase a different genre of music with a theme to go along with it. Celebrate one of the city’s largest events in the heart of Albuquerque at Old Town.

- | | |
|---|--|
| Saturday, October 4 and Sunday, October 5 | 13 th Annual San Felipe de Neri
Santero Market |
| Monday, October 6 | World Day |
| Tuesday, October 7 | Western Showcase Day |
| Wednesday, October 8 | Mariachi Day |
| Thursday, October 9 | Blues and Folk Day |
| Friday, October 10 | Flamenco and Folklorico Day |
| Saturday, October 11 | Rock’n Roll Day |
| Sunday, October 12 | Native American Day |



Albuquerque Police Department

Foothills Area Command

Submitted By Jill Garcia

**Fraud, Cons, Scams
and Identity Theft Workshop:
How to Protect Yourself**



Thursday, October 23rd at 6:00 pm
Foothills Area Command Substation
12800 Lomas Boulevard NE

Featured Speakers:
APD White Collar Crimes Detectives
and
Jill Garcia, Crime Prevention Specialist, APD/Foothills

Please RSVP to:
Jill Garcia 323-4644 or jcgarcia@cabq.gov

This event is free, but due to limited seating an
RSVP is required so we can accommodate you.

Planning Department

Submitted By Maggie Gould

Project #1009415, 14EPC-40052: Proposed Text Amendment to the East Gateway Sector Development Plan – At its regularly scheduled public hearing on October 9, 2014, the Environmental Planning Commission (EPC) will consider a text amendment to the East Gateway Sector Development Plan to clarify the regulation regarding lighted signage near residential areas. The intent of the regulation was to protect residential areas from excess lighting, while allowing reasonable lighting on commercial properties. The amendment clarifies the language so that lighting is allowed on commercial property but will not face solely residential uses.

The EGSDP contains regulations for signage for properties within the Design Overlay Zone. The intent of the regulation was to protect residential areas from excess lighting, while allowing reasonable lighting on commercial properties; however the existing wording precludes illuminated signage on almost all of the property in the Design Overlay area of the EGSDP, especially along Central Avenue.

Planning staff coordinated with Code Enforcement and we propose the following:

5.6.9 Signage

A. For all Properties within the East Gateway General Design Regulations Boundary:

1. Signage shall comply with Sign Regulations in the SU-2/EG zones of this Plan and Section 14-16-3-5 of the City’s Zoning Code with the following exceptions:

- a. Off-premise signs are not permitted.
- b. Signage may be placed on awnings, canopies and shade structures attached to the building.

[c. Signage that is on a mixed use development property or abuts or is across the street or alley from property that is zoned for or developed with residential uses shall not be illuminated.]

[c. There shall be no illumination of sign faces that abut or are across the street from adjacent property zoned solely for residential use(s) and/or developed solely with residential use(s).]

The new language will correct the unintended consequences of this wording. This is a simple amendment to the plan. It does not make changes to the existing zoning; it clarifies the signage language so that the intent of the plan is met (allow commercial signage while protecting residential neighborhoods from fugitive light).

Please contact Maggie Gould, Staff Planner at **505-924-3910** for more information.

Planning Department

Submitted By Catalina Lehner

Project #1001620, 14EPC-40064: Proposed Text Amendments to the Zoning Code – At its regularly scheduled public hearing on October 9, 2014, the Environmental Planning Commission (EPC) will consider text amendments to the following sections of the Zoning Code: 14-16-1-5, Definitions; 14-16-2-2, the RO-1 Rural and Open Zone; 14-16-2-6, the R-1 Residential Zone; 14-16-2-10, the R-G Residential Garden Apartment Zone; and 14-16-2-11, the R-2 Residential Zone.

The proposed text amendments would do the following: 1) add a definition for secondary dwelling unit; 2) make secondary dwelling units a conditional use in the RO-1 and R-1 zones; and 3) make secondary dwelling units a permissive use in the R-G and R-2 zones. The proposed text amendments would apply Citywide.

Please contact Catalina Lehner-AICP, Senior Planner at **505-924-3935** for more information.

Planning Department

Submitted By Vicente Quevedo

Project #1000029, 14EPC-40063: Proposed Text Amendments to the Sawmill/Wells Park Sector Development Plan – The Environmental Planning Commission (EPC) will consider text amendments to the Sawmill/Wells Park Sector Development Plan. The intent of the text amendments is to amend Chapter 6 of the *plan to update the road network and transportation design*.

Please contact Vicente M. Quevedo, Staff Planner at **505-924-3357** or by e-mail: <vquevedo@cabq.gov> for more information.

Please be advised that the Sector Plan Amendments are scheduled to be heard before the Environmental Planning Commission (EPC) on **Thursday October 9, 2014**. You should contact the above mentioned Planner in the Planning Department to confirm this date and time and to seek any further information regarding the hearing agenda.

It is very important that your association notify the Planner of your association’s input regarding the Proposed Text Amendments to the Sawmill/Wells Park Sector Development Plan prior to the “Pre-Hearing Meeting” so that your comments may be noted at the Public Hearing.

NM Crime Prevention Association

Submitted By Jim Hunter



**New Mexico
Crime Prevention Association Conference
Albuquerque, NM**



*Friday, October 17, 2014
8:00 a.m. to 4:00 p.m.
Registration/Social: 8 a.m.
Conference starts at 8:45 a.m.*

CONFERENCE INFORMATION

Site: El Pinto Restaurant
10500 4th Street NW

Registration Fee: \$50.00*

Includes: Conference Costs
Membership
Buffet Lunch
Coffee/Drinks/Soda Breaks

*Neighborhood Watch Block Captains, CERT
and Neighborhood Assoc. Members **\$25.00**

To register by phone or online:

Call Jim Hunter **505-897-2939**

e-mail to: <hunterabq@centurylink.net>

To register and pay by mail:

Mary Lee Martin
10305 Chapala Place NE
Albuquerque, NM 87111
505-298-2513

Make Checks Payable to: New Mexico Crime Prevention Association

(We are unable to accept credit card payment. Please make your payment by check, cash or purchase order).

Registration deadline is:



Tuesday, October 14, 2014

Who should attend?

Professionals associated with law enforcement, civic groups, crime prevention programs, public and private security, education and welfare programs and citizens interested in crime prevention.

Check us on the Web: <www.nmcpa.info> and see updated agendas.

**New Mexico Crime Prevention Association is an affiliate of the
National Crime Prevention Council and the Crime Prevention Coalition of America**

24 - 30	1 - 7	8 - 16	17 - 31
Wednesday, September 24 •DRB – 9 a.m. •SEPC – 9 a.m.	NO MEETINGS IN OCTOBER FOR: •District 6 Coalition •District 8 Coalition	Wednesday, October 8 •DRB – 9 a.m. •LUCC – 3 p.m.	Monday, October 20 •City Council – 5 p.m.
Thursday, September 25 •District 8 Coalition – 7 p.m.		Wednesday, October 1 •DRB – 9 a.m. •SEPC – 9 a.m. •Westside Coalition – 7 p.m. •District 7 Coalition – 7 p.m.	Thursday, October 9 •EPC Public Hearing – 8:30 a.m. •South Valley Coalition – 6:30 p.m.
	Thursday, October 2 •EPC Case Distribution – 3 p.m.	Wednesday, October 15 •AHA – 12 p.m. •DRB – 9 a.m. •EPC Pre-Hearing Discussion – 1:30 p.m. •District 4 Coalition – 7 p.m.	Wednesday, October 22 •DRB – 9 a.m. •SEPC – 9 a.m.
	Monday, October 6 •City Council – 5 p.m.	Thursday, October 16 •AAB – 8:15 a.m. •East Gateway Coalition – 6:30 p.m. •National Boss Day	Tuesday, October 28 •BOA – 9 a.m.
	Tuesday, October 7 •SWAN – 6:30 p.m.		Wednesday, October 29 •DRB – 9 a.m.
			Friday, October 31

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

Neighborhood Alert – Be aware that public comments at EPC Meetings have a time limitation due to the length of the EPC Hearings. The **48-Hour Rule of the EPC**: All written materials and other documents shall be submitted to the Planning Department no later than **9 a.m.** on the **2nd Tuesday** of the Public Hearing Week. For an Appeal Hearing – no communication with EPC is allowed within five days of the Public Hearing.

In order to make maximum use of the following information – please note:

- Scan the entire list to see if your neighborhood association has a case this month.
- The name and phone number of the developer/agent is listed so that you can easily contact them should you have any questions.
- The assigned staff planner is identified with each agenda item should you need additional information (*i.e., check on the actual placement of your case on the agenda*). All staff may be reached at **505-924-3860**.
- On the day of the EPC Public Hearing, call the Planning Department at **505-924-3860** and the receptionist will give you the status of the EPC Public Hearing.
- Staff Reports are available at the Planning Department beginning at **3 p.m.** on the **1st Thursday** prior to the EPC Public Hearing.

On the 1st Thursday of each month, the EPC has a **Study Session** to review the applications scheduled for the all-day Public Hearing which occurs on the **2nd Thursday of each month**.

As with the Public Hearing, **the public is invited** to attend the Study Sessions, however, **Study Sessions do not provide an open forum. Discussion is limited to staff and the EPC.** Study Sessions regularly begin at **3 p.m.** in the Planning Department Hearing Room, Plaza Del Sol Building. Please call the Planning Department at **505-924-3860** to confirm the Study Session schedule will happen at the times listed, as time adjustments are made occasionally.

The **EPC Public Hearing** will be held on **Thursday, October 9, 2014 at 8:30 a.m.** in the **Planning Department Hearing Room**, (basement level), **600 Second Street NW** for the following case:

Citywide

All Neighborhood and/or Homeowner Associations and Coalitions; 14EPC-40064, Project #1010210; Text Amendment to Zoning Code or Subdivision Regulations; see **page 6 of newsletter for detailed information** on this Text Amendment; Catalina Lehner at **505-924-3935**, e-mail: <clehner@cabq.gov>.

Northeast

ABQ-Park, Alvarado Park, Classic Uptown, Inez, Jerry Cline Park, Mark Twain, Quigley Park, Snow Heights, Uptown Progress Team, Inc., Winrock South, District 7 Coalition of NA's (neighborhood/homeowner association/coalition); 14EPC-40061, Project #1007099 (case #'s); Approximately 1.764 acres located on the south side of Menaul Boulevard NE (7300 Menaul Boulevard NE) (location of request); H-19 (zone atlas page #); Dorman and Breen Architects at **505-299-5940**, agent for Main Bank (applicant or agency and phone #); Requests a Site Development Plan for Building Permit for development of a bank and mortgage office facility with the bank having two drive-up banking lanes and one drive-up ATM lane, the building will be two stories high (action requested); Catalina Lehner at **505-924-3935**, e-mail: <clehner@cabq.gov>. (City staff planner)

Northwest

Downtown, Huning Castle, Los Duranes, Martineztown Work Group, Near North Valley, North Fourth Camino Real Merchants, Reynolds Addition, Rio Grande Blvd., Santa Barbara-Martineztown, Sawmill Area, Sawmill Community Land Trust, Thomas Village, Thomas Village, Patio, Wells Park, West Park, North Valley Coalition; 14EPC-40063, Project #1000029; Sawmill/Wells Park Sector Development Plan; H-13-14, J-13-14; see page 6 of newsletter for detailed information on this Sector Development Plan; Vicente Quevedo at **505-924-3357**, e-mail: <vquevedo@cabq.gov>.

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EPC - continued from page 9

Southeast

Trumbull Village, District 6 Coalition of NA's; 14EPC-40062, Project #1000501; Approximately .92 acres located on the east side of Pennsylvania Street SE between Bell Street SE and Trumbull Street SE; L-19; Thanh Nguyen at **505-846-1931**; Requests a Site Development Plan for Building Permit for a 5,000 square foot storage space and offices that will include 1,000 square feet for Meditational and Tai-Chi exercise for the Quang Minh Temple; Vicente Quevedo at **505-924-3357**, e-mail: <vquevedo@cabq.gov>.

Coronado Terrace, Executive Hills, Four Hills HOA, Four Hills NA, Juan Tabo Hills, La Mesa Community Improvement, Manzano Manor, Mirabella-Miravista, Sandia Vista, Singing Arrow, South Los Altos, Terracita, Trumbull Village, Willow Wood, East Gateway Coalition; 14EPC-40052, Project #1009415; East Gateway Sector Development Plan; K-20-22, L-21-23, M-23-24; see page 6 of newsletter for detailed information on this Sector Development Plan; Maggie Gould at **505-924-3910**, e-mail: <mgould@cabq.gov>.

Southwest

Vecinos Del Bosque, South Valley Coalition of NA's, South West Alliance of Neighbors (SWAN), Westside Coalition of NA's; 14EPC-40059 and 40060, Project #1010208; Approximately 1.37 acres located on the south side of Bridge Boulevard SW between Anthony Lane SW and Pear Road SW; L-12; Angela Benson, DSA Architects at **505-342-6200**, agent for Catholic Charities Foundation; Requests a Annexation and Zone Map Amendment from County C-N and R-1 to City O-1 (Office and Institution) to expand existing services and to construct a Catholic Charities Community Service Center to be known as *Casa de Corazon*; Maggie Gould at **505-924-3910**, e-mail: <mgould@cabq.gov>.

Planning Department

Submitted By Dalaina Carmona

**NEW ADDRESS for 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
4th Floor, Room 440
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.

Submitted By Janet Saiers

**FREE Downtown Walking Tour
of Central Avenue SW
Between
1ST Street SW and 8TH Street SW**

Saturday mornings from 10 a.m. - 11:30 a.m.

Tours begin at the corner of 1st Street SW and Central Avenue SW by the movie theater.

*** Come learn the history of many Central Avenue buildings and businesses.

Co-sponsored by: Albuquerque Historical Society Historic Albuquerque, Inc.

Funding provided by the Urban Enhancement Trust Fund City of Albuquerque.

For more information go to <www.albuqhistsoc.org>.



**NM State Association of
Parliamentarians**

Submitted By Janice Strand



**Meeting Minutes.... The written legal and public
record of the proceedings of a meeting.**

Minutes must state what was done or adopted at a meeting, not what was said! Minutes must be concise and complete. Minutes should not reflect the opinion of the secretary.

A secretary can save time and energy by completing skeletal minutes before the meeting and filling in the details. With a computer and prepared skeletal minutes, the secretary can have the minutes nearly complete at the end of the meeting.

The first paragraph of the minutes should contain:

1. The kind of meeting (regular, special, etc.).
2. The name of the organization, the date and time of the meeting (place if not always the same).
3. A statement that the chairman and secretary were present (or the names of the persons who served for them).
4. Whether the minutes of the previous meeting were approved....or approved as corrected.

The body of the minutes should contain:

1. All main motions, including the name of the person who made the motion, and the final disposition of the motion (adopted or lost). The wording of the motion as it was adopted.
2. Motions that were referred to a committee or postponed.
3. Motions that came from committee reports.

The last paragraph should contain:

1. The time of adjournment.

Minutes should be signed by the secretary and can also be signed by the president. The words *Respectfully submitted* – although occasionally used represent an older practice that is not essential in signing the minutes.

The draft of the minutes can be sent to all members in advance of the meeting, usually with the notice of the meeting. **The legal record is only the minutes that are adopted.**

When minutes are corrected, the actual corrections are made in the text of the minutes being approved. The minutes of the meeting making the corrections merely state corrections were made.

At the meeting the president (presider) does not have to conduct the procedures for a motion to approve the minutes of the previous meeting. The presider can state, “Are there corrections to the minutes?... If there are no corrections (or no further corrections), the minutes are approved as printed/read.” (This is an assumed motion).

When the next regular meeting will not be held within a quarter (3 months), it is advised that a committee be appointed to approve the minutes. Then, at the next meeting, the secretary reports that “the minutes of the _____ meeting were approved by the minutes approval committee on _____(date). The members of the committee were _____, _____, and _____ (usually two or three members).”

Parliamentary Pointers will appear each month. If you have a parliamentary question that could be covered or would like a presentation on Taking, Writing, Approving and Correcting Minutes at your organization meeting, contact Jan Strand at <jan_str@msn.com> or 505-821-5227.



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*

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