

# Neighborhood News

A Publication of the Office of Neighborhood Coordination



**Richard J. Berry**  
Mayor of Albuquerque

July/August 2014

## Look Before You Lock

The “Look Before You Lock” campaign is aimed to help busy parents and caretakers remember to look in the passenger and back seats of their vehicles before they lock their car doors. According to the National Highway Traffic Safety Administration heatstroke is the leading cause of non-crash vehicle fatalities for children 14 and under. One child dies from heatstroke nearly every ten days from being left in a hot vehicle.



Heatstroke can occur in temperatures as low as 57 degrees. A recent study shows that in more than 54 percent of cases the person responsible for the child’s death unknowingly or accidentally left the child in the vehicle. In more than 30 percent of cases a child got into the vehicle on their own.

Parents and caregivers are urged to take a few simple steps to never run the risk of losing a child to heatstroke because kids and hot cars are a deadly combination.

- Never leave infants or young children unattended in a vehicle even if you leave the windows partly open or the air conditioning on. Remember, it’s against the law to leave a child unattended in a vehicle in many states. But most important you run the risk of losing a child to heatstroke because kids are much more sensitive to rising temperatures than adults.
- Placing your purse, briefcase or something else you need in the back seat.
- If you are dropping your child off at childcare and it’s normally your spouse, partner or caregiver who drops them off have them call you to make sure the drop off went according to plan.
- Set a reminder on your cell phone or calendar to alert you to be sure you dropped your child off at childcare. You can also download the **Baby Reminder App for iPhones**.
- Have a plan with your childcare provider so they will call you if your child does not show up for childcare by a certain time.
- Never let children play in an unattended vehicle. Teach them a vehicle is not play area.
- Always lock your vehicle doors and trunk and keep the keys out of a child’s reach.
- If a child is missing, quickly check all vehicles, including the trunk.
- If you see a child alone in a hot vehicle call **911** or your local emergency number immediately. If they are in distress due to heat get them out as quickly as possible. Cool the child rapidly (not an ice bath but by spraying them with cool water or with a garden hose).

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



**APD Crime  
Prevention**

*Submitted By Steve Sink*



**Visitors to Albuquerque Staying  
In Overnight Lodging Facilities**

The Albuquerque Police Department would like to welcome you to our fine city. We hope your stay is enjoyable. As in any large city property crimes do occur. Review the information below to reduce the probability of becoming a victim of a variety of possible crimes. Remember all crimes have a target and an opportunity to be committed – remove targets from view and reduce opportunities. Please provide this information to friends and family visiting this summer and utilize the tips for your own vacation plans.

- Always roll up your vehicle windows, lock the doors and take your keys, even while being unattended for short periods of time.
- Engage auto theft prevention devices – steering wheel locks, kill switches, etc.
- Never leave items of value visible inside your vehicle. Items like electronic equipment, GPS devices, purses, wallets, brief cases or luggage should be removed from the vehicle.
- Never cover your valuables. Rather, lock away in a trunk or take them to your room.
- Carry a minimum amount of luggage and never leave them alone.
- Avoid carrying a purse whenever possible. If you must carry a purse, carry it close to your body with flap inwards with strap around your shoulder - not around body or neck
- Park in well lit areas with a lot of activity. Park as close to an entrance nearest your room as possible. Do not park in the back or inactive portion of the parking lot.

- Utilize the facility safe for your valuables whenever possible or leave them at home.
- Close and lock your room at all times. Use all available locking mechanisms.
- Always verify who’s knocking at your door prior to opening. If you are not expecting a visitor or they claim to be with the facility, call the front desk to verify before opening the door. Call the front desk for assistance any time an unexpected knock at the door occurs.
- Don’t display your room key or leave them in places they can be easily stolen.
- Identify emergency exits and discuss hotel/motel safety and security with family.
- Always be aware of your surroundings and trust your instincts – if someone seems suspicious, follow through be asking for assistance from the front desk or local law enforcement – **CALL.....911 for crimes in progress and emergency’s 242-COPS (2677) for non-emergency’s or 311/Citizen Contact Center for city information.**

If you drive one of the vehicles listed below take extra precaution to prevent auto theft. These vehicles are statistically the ten most likely to be stolen in this area.

1. 2006 Ford Full Size Pick-Up
2. 1992 Chevrolet Full Size Pick-Up
3. 1998 Honda Civic
4. 2004 Dodge Full Size Pick-Up
5. 1997 Honda Accord
6. 1991 Toyota Camry
7. 2003 Ford Small Size Pick-Up
8. 1997 Chevrolet Small Size Pick-Up
9. 2001 Chevrolet Cavalier
10. 1994 Ford Explorer

(Source: National Insurance Crime Bureau, 2012)

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**Department of Family and Community Services**

Submitted By Marie Chavez



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

With summer in full swing it's time to check our homes for any needed repairs that the sun's rays may be bringing to light. From air conditioners that are in need of replacing to leaks in your roof - if you are a homeowner and your home is in need of repair, the City of Albuquerque may be able to help. 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!



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

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<sup>th</sup> 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**.

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*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.*

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**ABQ RIDE**

Submitted By  
Rick De Reyes



**ABQ RIDE Steadily Moving Ahead with Plans  
for Bus Rapid Transit on Central Avenue**

*Effort Includes Outreach to Central Avenue Businesses This Summer and Public Meetings in the Fall*

Until this spring *Bus Rapid Transit (BRT)* was a concept ABQ RIDE was advancing in hopes of finally getting the green light to turn it into a project.

In addition to developing an Alternatives Analysis for the Federal Transit Administration, ABQ RIDE was also introducing the concept and taking public input in a series of six public meetings, the first set of which took place in November and December 2012. A second set of public meetings in May 2013 took yet more public input on potential alignments for the proposed route on Central Avenue.

But in March 2014, the concept finally became a project when ABQ RIDE got the green light from the Federal Government to move to the Project Development phase for *BRT* along Central Avenue. This was a critical step in the process of getting *BRT* to Albuquerque and it opened up the prospect for millions of dollars in federal matching funds for the project.

The *Bus Rapid Transit* proposal is a key component of Mayor Richard J. Berry's overall plan for improving public transportation, while creating a more vibrant and energized business environment along Central Avenue, Albuquerque's busiest and most used thoroughfare. Central Avenue accounts for 42% of ABQ RIDE's ridership. The project will result in more timely and convenient transit service to the neighborhoods and businesses along the route.

The Project Development phase now includes:

- Environmental Documentation.
- Conceptual Engineering.
- Identification of Historical Properties.
- Potential Impact on Street Operations.
- Mitigation of these Impacts.

One key phase currently occupying ABQ RIDE is the Continuing Public Involvement phase. To that end, ABQ RIDE is sending out teams this summer from its Marketing and Planning Divisions to meet with businesses along the length of Central Avenue. They'll address any concerns about the project, note any suggestions and generally be the go-to persons for those businesses when it comes to questions about the planning and building of *BRT*.

ABQ RIDE will also be meeting with key business leaders to explain the potentiality of *BRT* and how it can eventually help bring more customers to their doorsteps.

People interested in reading more about *BRT* on Central Avenue can now access a website singularly devoted to the subject. At <[www.brtaq.com](http://www.brtaq.com)> readers will not only get an overview of the project, but also facts about its potential benefits and how *BRT* has benefited other cities in significant ways.

Some of the hallmarks of BRT include:

- Boarding platforms level with the floor of the bus, easing and speeding the boarding process – just like a subway or a light rail transit car.
- Off-bus fare collection enabling riders to purchase tickets outside the bus, reducing waiting time to get on the BRT.
- A smart signal system, allowing BRT to communicate with traffic signals and reducing delays.
- Dedicated lanes for a majority of the route.

The Development Phase is anticipated to take approximately 12 months. The city will continue to hold public meetings to educate the community about *BRT* and the advantages and cost savings associated with the project. These will be opportunities for the public to learn more about **BRT** and the important part it can play in the vitality of our city's future.

In such southwest cities as Ft. Collins, Colorado and Las Vegas, Nevada and nationally in cities like Cleveland, Ohio Bus Rapid Transit has a proven record for significantly improving public transportation, creating opportunities for economic growth and spurring transit-oriented development. When compared to light rail systems, Bus Rapid Transit accomplishes many of the same goals but can be built for pennies on the dollar by comparison.

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**Planning Department**

Submitted By Stephani Winklepleck

**Does Your Association Have a Website?**

We have received a few e-mails from the public who have tried to access the various associations websites listed on the ONC's webpage and recently it came to our attention that several association websites were not working and those have been removed.

To see if your association has a website listed on our page – please visit - <<http://www.cabq.gov/planning/residents/links>> to see if the correct link/URL is listed.

Please remember to keep your links working or we will remove them from the list. If your URL has changed – please shoot an e-mail to Dalaina Carmona at <[dlcarmona@cabq.gov](mailto:dlcarmona@cabq.gov)> –AND– Deborah Nason at <[dnason@cabq.gov](mailto:dnason@cabq.gov)> so this information is updated on our NA Lists and on our ONC webpage. Thanks!

## Neighborhood News July/August 2014

17 - 31	1 - 8	9 - 19	20 - 31
<b>Thursday, July 17</b> •AAB – 8:15 a.m. •East Gateway Coalition – 6:30 p.m.	<b>NO MEETINGS IN AUGUST FOR:</b> •District 7 Coalition •District 8 Coalition •East Gateway Coalition	<b>Wednesday, August 13</b> •DRB – 9 a.m. •SEPC – 9 a.m. •LUCC – 3 p.m. •District 6 Coalition – 7 p.m.	<b>Wednesday, August 20</b> •DRB – 9 a.m. •ZHE – 9 a.m. •AHA – 12 p.m. •EPC Pre-Hearing – 1:30 p.m. •District 4 Coalition – 7 p.m.
<b>Tuesday, July 22</b> •BOA – 9 a.m.	<b>Monday, August 4</b> •City Council – 5 p.m.	<b>Thursday, August 14</b> •EPC Public Hearing – 8:30 a.m. •South Valley Coalition – 6:30 p.m.	<b>Thursday, August 21</b> •AAB – 8:15 a.m.
<b>Wednesday, July 23</b> •DRB – 9 a.m. •SEPC – 9 a.m.	<b>Wednesday, August 6</b> •DRB – 9 a.m. •Westside Coalition – 7 p.m.	<b>Monday, August 18</b> •City Council – 5 p.m.	<b>Tuesday, August 26</b> •BOA – 9 a.m.
<b>Thursday, July 24</b> •District 8 Coalition – 7 p.m.	<b>Thursday, August 7</b> •EPC Case Distribution – 3 p.m.	<b>Tuesday, August 19</b> •ZHE – 9 a.m.	<b>Wednesday, August 27</b> •DRB – 9 a.m. •SEPC – 9 a.m.
<b>Wednesday, July 30</b> •DRB – 9 a.m. •SEPC – 9 a.m.	<b>Tuesday, August 8</b> •SWAN – 6:30 p.m.		



### School is back in session...Please drive safely when in a school zone!!

#### 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

EPC Hearing Notice

**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 **2<sup>nd</sup> 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 **1<sup>st</sup> Thursday** prior to the EPC Public Hearing.

**On the 1<sup>st</sup> 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 **2<sup>nd</sup> 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, August 14, 2014 at 8:30 a.m.** in the **Planning Department Hearing Room**, (basement level), **600 Second Street NW** for the following case:

*Northeast*

**Nor Este, District 4 Coalition of NA's (neighborhood/homeowner association/coalition); 14EPC-40043, Project #1002848 (case #'s)**; Approximately 3.2 acres located on the south side of Eagle Rock Avenue NE between I-25 Freeway and San Pedro Drive NE (**location of request**); C-18 (**zone atlas page #**); Consensus Planning, Inc. at **505-764-9801**, agent for J.R. Malouff (**applicant or agency and phone #**); Requests a Zone Map Amendment from SU-2 for IP to SU-1 for Automotive Sales, Service and Repair or SU-2 RC (Regional Commercial) as the proposed zoning will match the zoning for the existing American Toyota Dealership. The purpose of this zone change is to allow the Dealership to be rebuilt and expand to include the four northern lots (**action requested**); Vicente Quevedo at **505-924-3357**, e-mail: <[vquevedo@cabq.gov](mailto:vquevedo@cabq.gov)>. (**City staff planner**)

**Nor Este, District 4 Coalition of NA's; 14EPC-40046, Project #1002848**; Approximately 10 acres located on the south side of Eagle Rock Avenue NE between I-25 Freeway and San Pedro Drive NE; C-18; Consensus Planning, Inc. at **505-764-9801**, agent for J.R. Malouff; Requests an Amendment to the Site Development Plan for Building Permit for reconstruction of the existing American Toyota Dealership that will expand into the four northern lots for a new dealership building including a showroom, offices, service reception area, parts warehouse, service repair bays and a private car wash for the American Toyota Dealership; Vicente Quevedo at **505-924-3357**, e-mail: <[vquevedo@cabq.gov](mailto:vquevedo@cabq.gov)>.

**Academy Acres North, North Wyoming, San Antonio Condo HOA, District 4 Coalition of NA's; 14EPC-40041, 40044, Project #1010144**; Approximately 17.8 acres locate on the north side of Santa Monica Avenue NE between Louisiana Boulevard NE and San Pedro Drive NE; D-18; Consensus Planning, Inc. at **505-764-9801**, agent for Titan Senior Living-Santa Monica; Requests a Site Development Plan for Subdivision for dividing into four separate tracts and a Zone Map Amendment from R-LT and R-T to SU-1 for Senior Housing Facility and Related Uses for the proposed "Santa Monica Place" – Resort Lifestyle Communities and Titan Senior Living-Santa Monica; Maggie Gould at **505-924-3910**, e-mail: <[mgould@cabq.gov](mailto:mgould@cabq.gov)>.

**Academy Acres North, North Wyoming, San Antonio Condo HOA, District 4 Coalition of NA's; 14EPC-40042, Project #1010144**; Approximately 9 acres locate on the north side of Santa Monica Avenue NE between Louisiana Boulevard NE and San Pedro Drive NE; D-18; Consensus Planning, Inc. at **505-764-9801**, agent for Titan Senior Living-Santa Monica; Requests a Site Development Plan for Building Permit for Resort Lifestyle Communities is proposing to build a separate, independent Living Senior Facility; Maggie Gould at **505-924-3910**, e-mail: <[mgould@cabq.gov](mailto:mgould@cabq.gov)>.

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EPC - continued from page 6

Academy Acres North, North Wyoming, San Antonio Condo HOA, District 4 Coalition of NA's; 14EPC-40045, Project #1010144; Approximately 9 acres locate on the north side of Santa Monica Avenue NE between Louisiana Boulevard NE and San Pedro Drive NE; D-18; Consensus Planning, Inc. at 505-764-9801, agent for Titan Senior Living-Santa Monica; Requests a Site Development Plan for Building Permit for a proposed Assisted Living and Memory Care Senior Facility; Maggie Gould at 505-924-3910, e-mail: <mgould@cabq.gov>.

Northwest

Greater Gardner, North Valley Coalition; 14EPC-40038, 40039, 40040, Project #1010143; Approximately .08 acres located on the south side of Griegos Road NW between 8th Street NW and 9th Street NW; F-14; DAC Zoning and Land Use Services at 505-294-5243, agent for Anthony Anella, AIA; Requests a Zone Map Amendment from R-1 to SU-1 PRD and a Site Development Plan for Subdivision and Building Permit for a proposed eight single family dwellings - ranging in size from 880 to 940 square foot and will have one or two bedrooms and one bath and a guest house that will be 600 square feet with one bedroom and one bath; Catalina Lehner at 505-924-3935, e-mail: <clehner@cabq.gov>.

Southwest

Barelas, Broadway Central Corridors Partnership, Inc., Citizen's Information Committee of Martineztown, Downtown, Huning Highland Historic District, Martineztown Work Group, Raynold Addition, Santa Barbara-Martineztown, South Broadway, Downtown Action Team; 14EPC-40047, 40048, Project #1010145; Approximately .2351 acres located on the west side of 10th Street SW between Gold Avenue SW and Silver Avenue SW; K-13; Robert L. Lucero, Esq., Rodey Law Firm at 505-768-7231, agent for 1000 Gold LLC and New Mexico Limited Liability Company; Requests a Site Development Plan for Subdivision and a Zone Map Amendment from SU-2 MFR to SU-2 for SU-1 for residential and/or law office, court reporter, accountant, architect, engineer, dentist and/or doctor office; Catalina Lehner at 505-924-3935, e-mail: <clehner@cabq.gov>.

**Reading/Approval of Minutes** – “Are there corrections to the minutes?... If there are no further corrections, the minutes are approved as printed/read.” (an assumed motion).

**Reports of Officers** – Call upon officers who do have reports. Reports are not adopted.

The treasurer’s report is filed... an annual audit report is adopted. An officer report may recommend a motion; the motion is made by another person, not the officer.

**Reports of Boards** – The report is not adopted; a motion may be brought forth from a board or executive committee. Because the board is proposing the motion, no second is needed.

**Reports of Standing and Special Committees** – Committee reports are not adopted; again, a motion may be brought forth and no second is needed if the committee consists of more than one person.

**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** – “The next business in order is New Business.” The presider recognizes members who are entitled to the floor...after they stand/raise their hand. When motions are made, the presider states the motion and conducts discussion/debate (covered in a later column).

**The presider protects the group/assembly from obviously frivolous/dilatory motions and enforces the rules relating to debate.**

**The presider expedites business by asking for motions and assuming motions** (to be covered in a later column).

**Adjournment** – Usually, no motion is needed. “If there is no further business, the meeting is adjourned.”

**Presiding Tips**

1. Knowledge is strength. A presider who is familiar with correct usage of parliamentary procedure can skillfully guide a group through many issues in a short time.
2. A skillful presider maintains control over the progress of the meeting...and expedites business by informing the membership of correct procedures...in a diplomatic way!
3. A skillful presider keeps the membership informed by stating the specific issue/motion being considered and the necessary steps to complete the business at hand.

Information can be reviewed in *Robert’s Rules of Order Newly Revised, 11th Edition*, (RONR) pp. 351-363.

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> or website of the New Mexico State Association at <www.nmsap.com>.

**NM State Association of Parliamentarians**

Submitted By Janice Strand



**Skillful Presiding....Carrying out the Agenda**

The presiding officer usually the president of the organization, can skillfully set the tone for any meeting. In presiding, this officer can lead the group through a productive session.

**Call to order on time!** –state “The July meeting of the \_\_\_\_\_ will come to order”.

**Quorum** – Determine if the quorum stated in the bylaws is present; does not need to be stated.



**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:

<b>Please Share With Your Neighbors</b>
<b>Route To:</b>

**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](mailto:dlcarmona@cabq.gov) and [swinklepleck@cabq.gov](mailto: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)

**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.)