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Cover photo by the Village of Tijeras
The New Mexico Self Insurers’ Fund has been in operation since April of 1983 and began writing General Liability, Auto Liability and Auto Physical Damage coverage on January 1, 1987. On July 1, 1995 the Fund began writing Law Enforcement Liability and Errors and Omissions coverage for its members. Since the inception of the Liability Pool, the staff of the League responsible for administration of the Fund has been emphasizing the need for proper documentation of the things its insureds’ do to serve the public.

If our members keep good records of events that occur and maintenance that is performed it puts the member and the Fund in a much stronger position if a claim is made against the member. Documentation must occur across the spectrum of activities that municipalities undertake to serve the public. If a pothole is repaired, the date of the repair should be noted in an activity log. If a sprinkler head is replaced in a park it should also be noted. If disciplinary action is taken with an employee, it should be documented in the personnel file. If an arrest is made, it should be documented. And so on and so on.

Readers have no idea of the number of claims that could be denied or defended if proper documentation was available. Too many times when we ask for documentation of an action taken by a member and/or its employees we are told “sorry, we do not have any documentation to prove we did” this or that. In any claim situation, no documentation means the story of the claim becomes a he said/she said contest. All too often, these types of contests end up being settled rather than denied. Why? Because we lack the evidence to prove that our member and/or employee performed the maintenance or repair we claim to have and very likely performed.

In the employment context the documentation in the personnel file of an employee against whom adverse action is taken must be consistent with the version of events you use to justify your actions. Far too many times when undertaking the defense of an employment claim, we discover that the documentation in the employee’s personnel file is inconsistent or non-existent.

Managers and supervisors tell us that a person has been a bad employee for years, yet when we receive the personnel file the written evaluation of the employee performed once or twice a year tells a very different story. We are all human and most of us do not want to hurt the feelings of others. So we are not totally honest in our evaluation. If the matter is in litigation we will be required to hand over the personnel file to the plaintiff’s attorney in discovery. When it is time to depose the evaluator and that person is asked about the employee’s conduct the evaluator testifies, in many cases, that the employee had been a problem for years. At that point the plaintiff’s attorney will inevitably lay the evaluation in front of the person and ask them to show the court where in the evaluation the problems of the employee are documented. This is not a good situation for the defense or the person being deposed.

Finally, good documentation is the reason for the Fund’s program to reimburse our members for the purchase of body cameras for police personnel. As the old saying goes, a picture is worth more than a thousand words. The saying could be modified to say written documentation is worth more than a thousand words.

Take care and be safe out there!
BUSINESS LICENSING PART II

By: Randy Van Vleck, League General Counsel

If a municipality is to license a business activity, it must first make a determination that the licensing of the activity “is conducive to the promotion of the health and general welfare of the municipality” (§3-38-1 NMSA 1978). In addition, the municipality may impose a fee but, the “license fee shall bear a reasonable relation to the regulation of the business.” Id.

Overarching the four requirements for establishing a business licensing program are the Equal Protection and Due Process protections found in the United States and New Mexico Constitutions. The licensing process is subject to the ever-evolving norms found in the Equal Protection Clause of the federal and state constitutions. The first of these is embodied in section §3-38-2 NMSA 1978. This section provides that the governing body may refuse to grant a license, but must first give the person seeking the license the opportunity for a hearing before the governing body. Since this hearing requirement is rooted in the Constitution, the hearing must be conducted in a quasi judicial format. (Next Month’s topic) For now let it be understood that a governing body cannot simply refuse to issue a license to an applicant that submits a completed application; the governing body must first have a hearing and permit the applicant to address and submit evidence to the governing body.

Business licenses, like business registrations, are for one year, and therefore must be renewed annually. A municipality may (but is not required to) provide by ordinance for the prorating of the business license fee and the issuing of a business license for the remainder of the calendar year in which the business is to be operated. (§3-38-4.A. NMSA 1978). Like its business registration counterpart, an application for a business license (whether it be an initial application or a renewal) shall include on the application the current revenue division taxpayer identification number or evidence of application for a current revenue division taxpayer identification number (CRS). No municipality shall issue or renew a business license or a business registration authorizing the conduct of a business to any person who has not furnished to the municipality the information required in this section. (See §3-38-4.C. NMSA 1978)

What if a business refuses to apply for a license or
declines to pay the fee? Does the municipality have any leverage? §3-38-5 NMSA 1078 provides the answer. This section provides that the business registration ordinances and the business licensing ordinances adopted in accordance with the statutes “may be enforced by the municipality having jurisdiction as municipal ordinances are enforced.” What this means is that the municipality can treat a failure to register or get licensed or a failure to pay either the registration or license fee can be punished as a criminal offense. Although this is draconian, it is an effective means of obtaining compliance.

It is important to realize that if a municipality might consider this option, that it should include in it business registration and business licensing ordinances language making it clear that a violation of these ordinances is a criminal offense that will be enforced in the municipal court. The ordinances should also clearly indicate that the penalty for violation is a fine of up to $500 and jail up to 90 days or both. The ordinance should also say that each day the business owner is in violation is a separate offense. Whether or not this route is ever taken, it serves as a strong disincentive for violating the ordinance.

The other enforcement mechanism is a civil remedy. Under §3-38-5 NMSA 1978, the municipality may take appropriate action to prevent the conduct of the business; restrain, correct or abate the violation; or prevent the occupancy of the building, structure or land on which the business is located. These remedies, however, require filing proceedings in the district court and engaging the services of an attorney to represent the municipality. The municipality may also impose a late fee of up to $10 per year, but that is not much of a penalty.

Finally, the municipality may claim a lien in favor of the municipality for non-payment of the license fee. This lien may be filed in the office of the county clerk, but as we discussed several months ago, liens must be satisfied or foreclosed within four years of filing.
VILLAGE OF TIJERAS

QUICK STATS

- Population: 541
  (East Bernalillo County Pop: 19,056)
- Population 3 years and over enrolled in school: 89
- Population 18 years and over: 443
- Population 65 years and over: 47
- Median Age: 48.3 years
- Median Household income: $72,031 (ACS)
- US Armed Services Veterans: 33
- Percent high school graduate or higher: 89.1%
- Owner-occupied housing units: 131
- Number of business registrations: 56

The design for the memorial is a circular wall with decorative rock work, designed to look like the walls found in ruins like Chaco Canyon, on the outside curve. Memorial dedicated September 20, 2008. It recognizes Vietnam Vets at this time. Below: The Village of Tijeras Volunteer Fire Department was created in 1978. Chief Juan Hernandez oversees the dedicated Volunteer Fire Fighters.

Left: Luis Garcia Park & Veteran’s Monument and Memorial, adjacent to the Historic Santo Nino Church.
Above: The Santo Nino Church was placed on the National Register of History in March of 1978. It was last used for services in the early 70’s. Restoration of the Church was completed in 2008 by the Village of Tijeras and the East Mountain Historical Society.

The Santo Nino Church was placed on the National Register of History in March of 1978. It was last used for services in the early 70’s. Restoration of the Church was completed in 2008 by the Village of Tijeras and the East Mountain Historical Society.
In 1880, the Tijeras area was the second most densely populated of the Cañon de Carnue communities. Tijeras, meaning “scissors” in Spanish, was named because the major roads come together like scissors. The Village of Tijeras is the crossroads to the Turquoise Trail and the north access to the Salt Missions Trail, Historic Route 66 and is parallel to I-40. It is set in the Cibola National Forest, between the Sandia and Manzano Mountains.

Tijeras is the southern gateway to The Turquoise Trail and home to one of the Cibola National Forest’s Visitor Centers. The forest spans three states and almost 2 million acres. The Tijeras gateway is open year round and hosts more visitors than any mountain area in New Mexico.

The Cibola Forest actively protects and manages wildlife, fish and rare plants and is the site of the Tijeras Pueblo Archaeological Site. The forest also is host to many Native American ceremonies, which began as early as 10,000 B.C. by the Clovis Pateo Indians and continues with today’s Indian inhabitants.

The Tijeras Pueblo, once a canyon community, was formed about A.D.1313. The village began with sand and clay walls to form the adobe and eventually housed up to 400 people. The drought in the region had formed movement, and relocations. As water became scarce along the Rio Grande valley, families moved upland where rainfall was still abundant. Corn grew among the pinon and juniper and dwellers enjoyed their location, which connected with other villages. Today the pueblo is a grass-covered mound where once stood a 200- room pueblo. The pueblo ruins can be seen behind the USFS station. Stop at the Cibola National Forest headquarters, one mile south of Tijeras on NM 337 for information and brochures on the areas recreational opportunities and visit Tijeras Pueblo Archaeological Site behind the office. The village is dotted with shops, services and access to hiking trails.
Libraries across our nation have made many changes in recent years, reinventing themselves to serve their communities in the digital age. These changes have encompassed more than just adjusting the types of media available for patrons to borrow/use; now libraries help community members connect with each other and reach their goals in a myriad of ways. Services in various libraries include tools and consulting for job seekers and entrepreneurs, digital media labs for producing audio and video works, makerspaces for education and collaboration, and classes for everything from social media to fiber arts. Some libraries offer passport services and public notaries in addition to the more traditional printers, copiers, and fax machines.

To acknowledge these new realities, the New Mexico Library Association, New Mexico Library Foundation, and New Mexico State Library launched the Libraries Transform New Mexico initiative in 2016. The NM Library Foundation funded a statewide assessment of the services that all types of libraries provide and what libraries need to continue to serve their communities. The assessment report can be found at www.nm-lf.org. After the assessment the State Library and New Mexico Library Association hosted a conference in November 2016 where community and library stakeholders discussed the data and identified ways that libraries can expand their collaborative partnerships.

**Silver City Public Library reaches out with community partnerships**

The Silver City Public Library has been building partnerships in the community for many years, and has discovered the power of partnerships to expand and sustain services. Firstly, we have a built-in partnership with the Friends of the Library, whose generous support makes all our events and activities possible. Some of our longest-running partnerships involve individuals, educators, and community groups that put together displays for the display cases in the library building. These have included the Mimbres Culture Heritage Site, local schools, the Girl Scouts, a local vintage fashion store, and many artists. Several times the Western Institute of Lifelong Learning (affiliated with Western New Mexico University) has brought authors to town, allowing us to host a follow-up event with each author after their initial appearance on campus. In this way we were able to host J.A. Jance, Michael McGarrity, and Monette Bebow-Reinhard in 2012, 2013, and 2014 respectively. We also worked with the Western New Mexico University Department
of Natural Sciences, whose faculty member Dr. Lynn Haugen assisted us with a science discussion series in 2014. The series was funded with a small grant from the National Science Foundation.

Our most complex set of partnerships to date began in 2014 when we received a $15,000 grant from the Freeport-McMoran Community Investment Fund for equipment to provide free technology training. The Silver City Public Library partnered with the Bayard Public Library, WNMU Adult Education Services, the New Mexico Small Business Development Center, New Mexico Workforce Connection, Literacy Link – Leamos, and the Silver City Arts and Cultural District. The “Digital Literacy Training: 21st Century Skills for a Sustainable Grant County” project ran from March 2014 to March 2015, and during that time our network of partners provided approximately 7 four-week basic computer classes, 11 basic skills workshops on specific topics, 13 workshops on job seeking and entrepreneurship, 28 online high school equivalency assessments, 8 open labs for questions and troubleshooting, and 4 “train-the-trainer” sessions for people interested in helping others. The library has continued working with our partners to provide free technology training, offering 30-50 sessions depending on the year. We Continued on page 20
Creating and expanding businesses is essential to economic development in rural New Mexico, and broadband internet access is essential to helping those ventures succeed. In fact, few businesses anywhere in the state can reach all potential customers without fast, reliable and affordable connections to the web.

To share information about existing resources and suggest how broadband-deficient communities can obtain better service, the New Mexico Economic Development Department (NMEDD) recently hosted a webinar under the auspices of its FundIt initiative.

FundIt is a 3-year-old federal-state partnership that helps businesses and communities secure start-to-finish financing for projects that stimulate infrastructure development, job creation and small-business development. It also hosts public meetings and webinars that alert economic developers, municipal leaders and businesses to capital projects that might interest their communities.

Critical connections

In July, FundIt’s seminar on broadband access introduced two dozen attendees to the work of the state Department of Information Technology (DoIT), a Cabinet-level department that collaborates with NMEDD on internet access programs.

Featured speaker George “Gar” Clarke, manager of the New Mexico Geospatial and Broadband Program, explained what the DoIT Office of Broadband and Geospatial Initiatives (OBGI) is doing to help communities — especially those in geographically isolated parts of the state — navigate the often complex process of getting affordable, high-speed internet service.

Successful programs include E-Rate, which primarily funds broadband installation in schools with significant help from the federal government, and the CASA crowd sourcing application, which allows residents to explore their surroundings for broadband providers and “community anchor institutions,” such as libraries and schools, to see what services are available.

The ultimate goal of the state’s broadband initiatives, according to Juan Torres, finance development director at NMEDD, is to support infrastructure development statewide because “broadband is a critical component in health care delivery via telemedicine, education via distance learning, and public safety.”
“broadband is a critical component in health care delivery via telemedicine, education via distance learning, and public safety.”

A good fit

Broadband access is just the kind of project that FundIt was formed to create, according to Johanna Nelson, a finance development specialist at NMEDD who helps manage FundIt’s outreach series.

FundIt helps New Mexico communities coordinate funding for projects — such as downtown revitalization, business incubation, housing and infrastructure — that require multiple sources of money. Its partner organizations help community leaders find financing and clear regulatory hurdles for feasible economic development projects.

Other recent FundIt webinars included a workshop on how small businesses and agricultural producers can reduce energy consumption and a session on how to improve approaches to obtaining funding for community projects

Community leaders interested in knowing more about FundIt and other planned webinars can contact Johanna Nelson at 505-827-0264 or Johanna.Nelson@state.nm.us. Businesses with a project that might qualify for funding should contact their local economic development representative, found in the contact section of the NMEDD website at gonm.biz. For a list of current FundIt projects, visit http://www.ristraproject.com/site/2215.

Finance New Mexico partners with the New Mexico Municipal League on the Grow It! project and other economic development initiatives. To learn more, go to www.FinanceNewMexico.org and www.GrowItNM.org.
Our community event, held at the 60th annual conference was held at Matt 25 Hope Center, Clovis NM. We had such a great response by those who attended of their interest to see a similar resource center happen in their communities that we thought we would share the information for all of our members.

Matt 25 History
Our organization took over ownership of the old abandoned city hospital building in 2002. This came about after the community was challenged to turn it into a center of help and hope for our community by Dr. Tony Evans. This 65,000 sq ft building was in grave disrepair that we decided to turn into a symbol of the power and possibility of restoration. Fundraising begun to make the building habitable with everyone from youth groups to construction companies chipping in on the work needed.

The doors were opened in April 2006 to be able to distribute food and clothes out of a portion of the building that had been rehabbed. The model for what was to be took shape and other non-profit agencies were invited to join what we hoped would become a one-stop-shop center. Given the opportunity to both save money and become part of this model more and more agencies considered making the move into our facility. We continued to renovate areas in the building and more agencies showed interest in being a part of the vision. Today we have 13 different entities in our facility and about 65% of the building renovated.

We are a vibrant part of our community that serves thousands of people each year. It has created a spirit collaboration and synergy that has empowered all the entities. Our 5 common meeting rooms are utilized by any of the entities for various reasons such as board meetings, trainings, seminars, etc. Any community group can also use these rooms for community events or meetings if they are available. This has met a huge need in our community.

We challenge other towns, as we were challenged, to put to use a vacant building. Create a place that represents hope and help to the people of your town.

Landlord
We serve as the “landlord” for the other organizations here in the building. We maintain the building and care for all common areas including outside. We utilize community service workers from TANF, the court system, Teen Court, and others. Our office manager manages them signing them in and out. She also oversees the receptionist. Our receptionist position is usually provided through a work program either through TANF or the CSEP program. We have a full time and part time maintenance/ construction people that oversee any men community service workers.

The front desk handles about 55-60 request for assistance per day. We work closely with 211 out of the United Way office to either serve or refer requests. Many times we act as the central point to put together

Continued on page 20
WHO IS AT MATT 25?

American Red Cross
Providing emergency services throughout the community and in a five county area. Trainings include CPR, Babysitting, etc.

Big Brothers-Big Sisters
Helps youth who need a positive role model in their life connecting with an adult willing to mentor them.

Bread of Life Ministries
Free distribution of food and clothes along with limited financial assistance.

Eastern Plains Community Action Agency
Emergency assistance for low income households/people for food, rent, medical, Child & Adult Care Food Program (CACFP)

Provides meal reimbursements for eligible daycare providers
Provides training on nutrition and child development.

Excel Case Management:
A private non-profit, CARF Accredited, community based agency, dedicated to ensuring that people with disabilities receive the support needed in order to lead full lives by advocating education and coordinated services.

EXCEL case management offers uncompromising commitment to client rights, social changes, self advocacy, and self directed services.

Family & Child Court Services (CASA)
FCCS provides education workshops (including the Trans parenting custody workshop), Safe exchange & Supervised visitation. Also administers the court appointed special advocates program for children in foster care as a result in abuse and neglect.

G.L.U. Factory (GOD Loves Underdogs)
Operates a halfway house for released inmates. Gives stable housing, job development, clothing, and counseling to help with reintegration

Life Skills Learning Center
Learning to live, learning to love provides tools to learn to break free from the past, develop emotional maturity, rebuild lives and learn how to create healthy inter-personal relationships. State certified counseling services include: domestic violence offender treatment, substance abuse for family, PTSD and others.

Lions Club
Service organization that meets on Thursday nights, helps with eye glasses.

Matt 25 Programs
Whiz kids tutoring - Partnership local churches and Clovis Municipal Schools to provide tutoring to help elementary students.

Gabriel’s Garden - Community garden grown onsite to assist low income families with free produce.

Emergency Food - Agencies refer clients for needed food and household items.

Medical Closet - Collect medical equipment (walkers, wheelchairs, etc. to assist people in need

Meals on Wheels
Delivers independence to elder and homebound individuals through nutrition, safety checks and friendly smiles.

United Way
Uniting neighbors, changing lives, 211 help directory. Offers a career closet called Successful You with Professional Clothing for Interviews.

Volunteer Action Center
Seeks to build a culture of service and volunteerism in Curry & Roosevelt Counties. Individuals, groups and companies wishing to give back and make a difference can find projects and “Volunteer Needs” waiting for them at our website www.volunteerENM.org. VAC hosts volunteer days to engage our youth, corporations and families.

La Casa Summer Food Program
La Casa Family Health Cener summer food service program ensures that low-income children continue to receive nutritious meals when school is not in session.

Girl Scouts of New Mexico Trails
The Girl Scout mission is to build girls of courage, confidence, and character who make the world a better place. They will learn what it means to be a leader and find their voice all while earning badges and having fun with their friends.
YOUTH LEADERSHIP

WAGON MOUND ENTITIES ENGAGE STUDENTS IN COMMUNITY PROJECTS

by Tom Herrera  
Mayor, Village of Wagon Mound

The Village of Wagon Mound and Wagon Mound Schools recently have increased efforts to involve students of all ages in various projects in the community. Both entities have partnered up in the past two years for trash and debris removal on Earth Day; nearly 70 students and employees of WM Schools, village employees, the mayor, volunteers and State Police officers have dedicated half-day of trash pick-up in the village. For 2017-18 more student involvement is taking place in the form of community-wide recycling efforts and a Student Employee Program at the City Hall.

With the start of the new school year, collaborative efforts led to Julia Trujillo, a senior at WMPS, to work two hours per day at City Hall – as a volunteer! Trujillo, a resident of Ocate, NM, has been at WMPS since kindergarten and now a few months away from graduation from her school. A bright and diligent student by all accounts, Trujillo aspires to attend college and pursue a Nursing degree and also to study and graduate with a degree in Business.

Already in training for the world of business, Trujillo’s duties at City Hall include customer service, transactions, filing documents, research and providing assistance to the clerks. She submitted an employment application, was required to complete a resume and has the responsibility of calling in when schoolwork or travel will not allow her to work. Research at City Hall means reading and reviewing documents and minutes of meetings from decades ago and logging names and dates of former members of the WM governing bodies, marshals, judges, etc. Wagon Mound will be celebrating its centennial celebration in 2018 and this research will be in the form of valuable information as articles documenting Wagon Mound’s past. Trujillo is preparing a “Who’s Who” of Wagon Mound’s characters of the past 100 years. No small task.

“The experience I hope to attain while working at the Village of Wagon Mound is the knowledge on how a business is controlled,” Trujillo stated. “I hope to learn the payroll system and about how the decision-making process works in this business.” She continues, “Anything I learn while working here will be very useful to me to grow as an individual. I appreciate everything and everyone who has contributed to helping me learn and (to) experience the important ethics of a working environment.” Her supervisor at City Hall, deputy clerk Colleen Engelhardt says this about Trujillo. “Julia has proven to be a dedicated and quick learner. She takes on tasks with little supervision and produces high quality results. We are happy to have her ambitious determination, bright smile and friendly attitude in our office. “

Trujillo says she really enjoys the job because the staff is very welcoming and has been teaching her many important aspects of the work that will be useful in her future. “I would like to thank all the staff at the Village of Wagon Mound for giving me this great opportunity.”

And thank you to Wagon Mound Schools for providing such a dedicated, intelligent and personable student to assist in the tasks at hand. Also, a shout out of outstanding recognition to Julia’s parents, Josie Peralta and Orlando Trujillo, and a note of recognition to WMPS Superintendent, Anita Romero.
Work is underway to expand infrastructure such as water lines to accommodate Roswell’s new recreation and aquatic center that will be built at Cielo Grande Recreation Area in the west part of the city. The part of the estimated $20 million project that will be home to non-water activities is tentatively scheduled to be completed in the fall of 2018 with the aquatic portion expected to be completed around December 2018.

The facility will include a gymnasium for basketball and other indoor sports and activities, a fitness room that can host a variety of fitness classes, and plenty of opportunity for water recreation.

An eight-lane, 25-yard indoor pool will offer not only lap swimming, but space for swimming lessons, water aerobics, and will even feature a climbing wall above the water. There will also be spectator seating alongside the indoor pool for those watching competitive or other events, or just keeping an eye on others in the pool.

Outside will be another pool that will feature a kids area in one section, offering a small slide and spray features. Further out in the leisure pool, older children and adults will find plenty of room to play and visit in the water, as well as a two-story slide to plunge down. Shade structures on the pool deck will provide places to get out of the sun or host a poolside party.

The facility was designed by the architects at Huitt-Zollars, with the aquatic designs done by Counsilman-Hunsaker.

The Town of Kirtland recently celebrated the opening of their new town hall on August 28th. Prior to the new building, Kirtland staff worked out of a rented building in town and are happy to be in the new debt free building. Attending the ribbon cutting ceremony is: Mayor Mark Duncan, Councilor Tom Wethington, Councilor Larry Hathaway and Councilor Jason Heslop and Councilor Emery (not shown)
PNM is committed to building a better future for New Mexico. Since 1983, the PNM Resources Foundation has been investing in local nonprofits that strive to build strong and vibrant communities. To celebrate PNM turning 100 years old, we awarded 62 grants totaling $750,000 to the following 2017 Centennial Grant Winners!

- **Alamogordo** - $10,000 Imagination Library of Otero County - Fund family literacy night/parent read aloud trainings and "My Little Library"
- **Corrales** - Corrales MainStreet - Fund a pathway between Corrales Elementary School and the Post Office (0.6 miles)
- **Deming** - Deming Luna County Economic Development Corp. - Fund construction of the necessary electrical infrastructure to include solar lighting on walking/running trails to encourage a healthy living lifestyle for community members
- **Las Vegas** - MainStreet de Las Vegas - Fund MainStreet improvements
- **Silver City** - Imagination Library of Grant County - Fund early childhood literacy development by mailing books to preschoolers
- 62 grants totaling $750,000 were awarded to New Mexico nonprofits to use for various projects and programs. View the full list of winners at [pnm.com/century-of-service-grant-winners](http://pnm.com/century-of-service-grant-winners)
Welcome to the FIRST article of an ongoing series article I am honored to write to fellow clerks, elected officials, municipal staff, and computer users! In this article, I will cover the must-do topics, workforce trends and the latest emerging technologies of our computerized world. From the beginning, I want to emphasize my commitment to you by asking for your questions, topics, and submissions to callahanm@loslunasnm.gov so I can better serve you!

The must do of this article is to apply updates. Updating the software on your computer is crucial to keeping it safe. These updates include patches that cover holes and vulnerabilities in the software running on your computer that are found either by being exploited or discovered by security professionals. Most, if not all, of the municipalities that I have spoken to are using Microsoft (MS) Windows as their OS or Operating System, on their desktop and laptop computers. Since this is true for most businesses, as well, hackers and thieves work diligently to steal information from these computers. By default, the way MS Windows comes installed, the software on the computer will update itself automatically every morning at 3:00 am, unless you or your computer personnel change the settings, or unless the computer is turned off. I recommend that you “LOCK” your computer when you leave by pressing the “Ctrl”–“Alt”–“Delete” keys at the same time then pressing the space bar. This keeps your computer on, logged-in, and ready for the updates run, but safe from access by others. Before I move on to the next subject, I need to emphasize the situations that happen after the updates run. I hear complaints like, “all of my work was lost because it re-started,” and “I had to sit and wait 10 minutes for it to finish the updates.” These are true but the alternative, like losing all your files, is worth the interruptions. Before locking your computer save your work, close open windows, and start fresh each day.

The workforce trends we will focus on are the digitization of everything. While most of us love to sit down and read a real good book, one made out of paper that we hold in our hands, this is outdated in most workplaces. We electronically create information that we used to have to print to meet the requirements of our State, or company. This is no longer the case. We can electronically sign, date and file this information away on servers - more powerful - higher capacity storage computers - for easy retrieval when needed. The data files, (documents, spreadsheets, presentations, databases, pictures, notes, emails, voice mails, etc.) are being stored at an ever increasing rate, and more disk-based storage is needed. Disk storage capabilities continues to increase as prices for the size of the storage decrease. Therefore, it seems like a perfect situation to just buy more disks! With the newest technologies, we can and will store everything electronically. So why are we still printing anything at all? According to the FBI, an electronic file, such as a TIFF, is legal storage and as good as the printed signed document that would sit in a filing cabinet, yet we are still requiring “wet” signatures to process documents through our workflows. If that were the end of the story for our document, we would just file it away in some filing cabinet, but it is not. We scan the signed document and file it again electronically almost tripling our workload! As clerks we know we have enough work to do without having to continue doing things the way it has always been done. We must build our workflows to keep our data in electronic
WASHINGTON, DC (Sept. 19, 2017)- The City of Aztec and Four Corners Economic Development (4CED) have won prestigious awards from the International Economic Development Council (IEDC). The City of Aztec won the Bronze Excellence in Economic Development Award for The HUB Incubator Revitalization, a project in the category of Real Estate Redevelopment & Reuse and 4CED won the Gold Excellence in Economic Development Award for its Real People, Real Jobs Campaign, a project in the category Business Retention and Expansion (BRE) Single Event.

The honor was presented at an awards ceremony on Tuesday, Sept. 19, during the IEDC Annual Conference, which was held Sept. 17 - 20, in Toronto, Ontario, Canada.

“On behalf of the IEDC board of directors and Excellence in Economic Development Awards Advisory Committee, congratulations to the City of Aztec and 4CED. Not only did they work to provide a necessary service to their community; but also, their participation in the awards program sheds light on their stellar projects which other communities can now use as a benchmark.” - Michael Langley, FM, CEO of GREAT-ER MSP, Minneapolis–St. Paul, MN, and 2017 IEDC Board Chair

The Aztec HUB is an innovative redevelopment and reuse project that took a downtown core building that was in disrepair and in need of significant renovation and turned it into a thriving tool for creation and incubation of new businesses in the city. Operated by the city, it serves as a business incubator which houses incubation, co-working, business training and meeting space, an outdoor market for pop-up businesses and a home for the Aztec Chamber of Commerce.

This collaborative project brought together the many entrepreneurial resource partners from the region to provide services in the Aztec area. Likewise, San Juan College and Four Corners Economic Development worked to support the project through community surveying and applying for grant funding for the project. The HUB provides a convenient and much needed business education, training and services in a location in the heart of Aztec’s business center and downtown core. The added benefit is continued revitalization and renovation of our downtown core.

4CED’s Real People Real Jobs (RPRJ) was a public relations and media campaign launched to fight to save San Juan Generating Station (SJGS) and San Juan coal mine from early closure. The mission was to send a clear message to the commissioners of State Public
Regulation Commission (PRC) that their approval was needed pertaining to a proposal from the SJGS to shut only a portion of the plant as opposed to shuttering it completely in order to save hundreds of jobs and avoid millions of dollars in negative impact to the local economy.

It was vitally important for local voices to be heard to prevent a potential double in the unemployment rate for the area. The Real People Real Jobs ‘Opportunity Expos’ were also held to assist those individuals that did get laid off due to the downsizing of the plant to find new positions, make connections for retraining, find entrepreneurial opportunities, retire, or find investment resources leading to new opportunities in the area. The initiative is still used to this day.

“The awards process is a thorough, non-biased and multi-layered process. These are extraordinary accomplishments for all winners, and an overall great effort by all participants. We look forward to next year’s awards competition,” Langley said.

Left: Mayor Sally Burbridge receives the Bronze Excellence in Economic Development Award for The HUB Incubator Revitalization, a project in the category of Real Estate Redevelopment & Reuse for The City of Aztec and Right: Warren Unsicker, CEO of 4CED receives the Gold Excellence in Economic Development Award for its Real People, Real Jobs Campaign, a project in the category Business Retention and Expansion (BRE) Single Event.

About the International Economic Development Council

The International Economic Development Council (IEDC) is a non-profit membership organization serving economic developers. With more than 5,000 members, IEDC is the largest organization of its kind. Economic developers promote economic well-being and quality of life for their communities, by creating, retaining and expanding jobs that facilitate growth, enhance wealth and provide a stable tax base. From public to private, rural to urban, and local to international, IEDC’s members are engaged in the full range of economic development experience. Given the breadth of economic development work, our members are employed in a wide variety of settings including local, state, provincial and federal governments, public-private partnerships, chambers of commerce, universities and a variety of other institutions. Among many activities which benefit the economy, IEDC’s members create high-quality jobs and develop vibrant communities.

www.iedcONLINE.org.
CONTINUING STORIES

Silver City Public Library

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recognize that technology skills contribute to economic growth and enable citizens to access needed services and participate in educational opportunities. The library cannot offer nearly as much for the community without partners’ help.

The New Mexico State Library and Department of Cultural Affairs’ traveling science, technology, engineering, and math (STEM) educational makerspace program has supported our efforts to give local youth the opportunity to experiment and learn. The state program, called the Makerstate Initiative, has demonstrated 3D printers at our library and led youth in experimentation with music and sound electronics. The Silver City Public Library also won a small grant from the Makerstate Initiative to get three robots, with which the children learn robot logic and programming concepts. The Friends of the Library has provided other items for our weekly makerspace activity including LEGO® Mindstorms kits and circuitry experimentation kits like LittleBits™ and MakeyMakey®. Local partners have also helped with these efforts. Dave Chandler, the outreach coordinator for our local charter school, organized a “summer of science” in 2015 involving several community organizations, which offered a variety of STEM-related activities for youth. The library’s activities fit with this project very well, and Chandler was able to purchase some of the supplies we needed. Most recently in the area of science education, our children’s and youth librarian Chris Baumgarn obtained free eclipse glasses for the library and gave 100 of them to the public schools in our town. They distributed the glasses to the elementary school classes, helping up to 800 students see the solar eclipse on August 21.

There are numerous community partners and dedicated volunteers whom I have not mentioned in this article, but whose assistance is invaluable to the Silver City Public Library’s success. All contribute to the library’s mission, to “provide access to information and ideas; foster literacy, life-long learning, and creativity; connect people to each other and the wider world; and strengthen our communities.” Anyone seeking more ideas and information about expanding partnerships with community groups is welcome to contact me at 575-538-3672 or ref@silvercitymail.com.

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assistance. This would be if someone came in needing say, $240 for utilities, we would call other agencies who might do $50 towards it and try to round up enough to cover it. The front desk deals with an unbelievable array of requests and have to be very knowledgeable of all the different resources available.

Because we have always had plenty of space in our facility we function as the place to receive large donations of things such as office furniture. We make this available to our non-profit partners and other ones in our community.

We have also operated a community garden for the past 8 years. We put our harvested produce out daily and those in need come to reap the harvest and are very appreciative of fresh produce. We utilize volunteers from the base or local companies to help with the prep and planting. Our garden manager oversees it during the growing season and we help her with community service workers or other volunteers to maintain it.

To build synergy in the building we hold a monthly tenant lunch. Each entity is expected to have at least one person from their office at the lunch. During these times we go over safety issues, updates from each agency, introduce new workers, share in birthdays, update on building progress, and talk about upcoming events. This also a time where we let other agencies come and talk about what they are doing and how we might work with them. This is very valuable time and we try to make it fun too.
form from creation to completion to keep up with our ever-increasing workloads, and save the hard copies for the times we want a good read!

The emerging technologies we will discuss here goes hand in hand with the paragraph above – “cloud based storage.” For us to trust that our electronically filed documents will be as safe as the ones in our filing cabinets, we must have a guarantee that they will be there when we need them. This is where an offsite storage solution might fit the bill. Before I get ahead of myself, I am NOT suggesting that you store everything in Drop Box, Box, One Drive, iCloud, or the like. These may not meet the security requirements necessary to keep our public data safe. However, there are many backup solution providers that also provide “clouds”, or Web-based, storage. It works like this; you set a time when people are not using the Web to have your files replicated to the offsite storage. The first copy will take the longest, but then it will just be incremental, or changed files, that are copied up to the storage. The federal government certifies providers like Amazon Web Services, Microsoft, and others, to securely and safely store your data. Even with the breaches that we hear about in the news, these storage solutions are typically more secure than the ones we have onsite and is much better than no backup at all. I recommend discussing your backup solutions with your on-site staff or contracted information technology professionals, because not knowing is no longer an excuse.

I hope I have piqued your interests and thoughts enough to invoke some action, even if it is an email or phone call to me to explain one of the topics above or further discuss some of your options. Whatever the case, as mentioned above, please feel free to call, or email me, as I am here to help, and consider it an honor to serve.
SAFE TRICK-OR-TREATING WITH THE CITY OF ROSWELL POLICE AND FIRE DEPARTMENTS AS WELL AS THE PARKS AND RECREATION DIVISION.

From left to right: Frances Silva-Gordon, Recreation Services Leader Senior, 25 years of service, John Stout, Library Assistant Senior, 15 years of service and Dolores De La O, Cook Senior, 20 years of service.
Send us your announcements, photos, celebrations so we can share your successes
Every day in October is Manufacturing Day. RSVP for tours and events below, and check the New Mexico MEP as new ones become available daily:

**ALBUQUERQUE & CENTRAL REGION**
- Advanced Manufacturing Forum, ABQ – Sept. 7
- South Valley Career Fair: Pride to Profession, ABQ – Sept. 22
- AFRL Inspire 2017, ABQ – TED Talks-styled event, Oct. 11
- Innovate New Mexico, ABQ – technology showcase, Oct. 17
- Marpac Custom, ABQ – public tours, Oct. 17
- Cybersecurity for Government Contractors, ABQ – NMPTAC/NMSBDC workshop, Oct. 18
- EXHIB-IT!, ABQ – public tours, Oct. 19
- Glass-Rite, ABQ – public tours, Oct. 25
- Sisneros Bros. Mfg, Belen – public tours, Oct. 20
- Valencia Flour Mill, Jarales/Belen – public tours, Oct. 20
- WESST Holiday Pop-Up Shop, ABQ – showcase, Oct. 20
- Insight Lighting, Rio Rancho – public tours, Oct. 23 & 27
- Manufacturing Summit – Oct. 27

**SANTA FE & NORTHERN NM**
- Lean Startup Bootcamp, Santa Fe – Oct. 3
- Fab Lab Hub, Santa Fe – workshop, Oct. 3
- Fab Lab Hub, Santa Fe – open house, Oct. 5
- Manufacturing open house @ Santa Fe Business Incubator – Oct. 17
- Eureka Effect Business Matchmaking @ Santa Fe Business Incubator – Oct. 17
- Old Wood, Las Vegas
- Private Label Select, Taos – public tours, Oct. 23
- Extraordinary Structures, Santa Fe – public tours, Oct. 24
- La Puerta Originals, Santa Fe – public tours, Oct. 24
- How to get it made @ Santa Fe Business Incubator – panel discussion, Oct. 24
- Black Mesa Winery, Velarde – public tours, Oct. 28

**SOUTH**
- New Mexico Aviation Aerospace Stem Expo, Alamogordo – Oct. 5
- ARCA Space, Las Cruces – public tours, Oct. 24