



Municipal Officials Leadership Institute

Education Program

May 10-12, 2017

La Posada de Santa Fe

Preliminary Program

WEDNESDAY, MAY 10

- 7:30 – 8:00 a.m. REGISTRATION & BREAKFAST
- 8:00 – 8:30 a.m. WELCOME, INTRODUCTIONS & MOLI ORIENTATION
- 8:30 – 10:05 a.m. **A PRIMER ON MUNICIPAL GOVERNMENT: Do You Know What Type Yours Is?**
- Branches of Government/Separation of Powers
 - Local Government Through the Ages
 - The Rise of Dillon's Rule
 - Home Rule
 - Forms of Municipal Government
- Instructor: Judith A. Olean, Attorney at Law
Former Rio Rancho Municipal Judge and
New Mexico Municipal League General Counsel*
- 10:05 – 10:20 a.m. BREAK
- 10:20 a.m. – Noon **MUNICIPAL COURT: The Dotted Line that Connects it to Municipal Government**
- Qualifications Set by Ordinance
 - Court Requirements
 - Penalties and Fines
- Instructor: Judith A. Olean, Attorney at Law
Former Rio Rancho Municipal Judge and
New Mexico Municipal League General Counsel*
- Noon – 1:00 p.m. LUNCH
- 1:00 – 1:30 p.m. COMMUNICATION CATCH-UP: Telephone and email time
- 1:30 – 5:00 p.m. **DEMOCRACY IN ACTION: Parliamentary Procedure for the Governing Body**
- Who Should Set the Meeting Agenda?
 - How Can Public Input Be Solicited Most Effectively?
 - What Are the Most Misunderstood Motions?
 - Are There Alternatives to Robert's Rules of Order?
- Instructor: Randy Van Vleck, General Counsel
New Mexico Municipal League*

WEDNESDAY, MAY 10 - continued

3:00 – 3:15 p.m. BREAK

5:30 – 7:00 p.m. **SOCIAL & DINNER**

THURSDAY, MAY 11

7:30 – 8:00 a.m. BREAKFAST

8:00 – 10:30 a.m. **IF IT'S IMPORTANT, IT'S IN YOUR BUDGET!**

- What Constitutes a Good Budget?
- Whose Priorities?
- Learning From the Mistakes of Others

*Instructor: James Jimenez, Adjunct Professor, School of Public Administration
Former DFA Secretary and Rio Rancho City Manager*

10:30 – 10:45 a.m. BREAK

10:45 – 11:20 a.m. **NEW MEXICO TAX STRUCTURE: The Ties that Bind**

- Interrelationship Between Local and State Taxes
- The Basis of Municipal Taxing Powers
- What is Your Taxing Authority?

*Instructor: Bill Fulginiti, Executive Director
New Mexico Municipal League*

11:20 a.m. – Noon **LOBBYING: How to Get Your Message Heard**

- The Structure of the New Mexico Legislature
- The Legislative Process
- Advocacy at the Grassroots Level
- Communicating with Legislators
- Policy Process & Lobbying

*Instructors: Bill Fulginiti, Executive Director
New Mexico Municipal League*

Noon – 1:00 p.m. LUNCH

1:00 – 1:30 p.m. COMMUNICATION CATCH-UP: Telephone and email time

1:30 – 3:00 p.m. **LAND USE: Practical Tips for Municipalities Large and Small**

- The Basics of Zoning
- The Governing Body's Role in Land Use Decisions
- Using Your Zoning Authority
- Limiting Your Land Use Liability

*Instructor: Brennon Williams, CZO, Code Compliance Manager
City of Albuquerque*

THURSDAY, MAY 11 - continued

3:00 – 3:15 p.m. BREAK

3:15 – 5:00 p.m. **MINIMIZING RISK: Not Knowing Your Liabilities is Liable to Make You Liable**

- The Consequences of Your Personnel Decisions
- Torts - Your Personal and Municipal Liability
- The Importance of Following Policy and Procedures

Instructor: Ed Zendel, Risk Services Director

New Mexico Self Insurers' Fund - New Mexico Municipal League

~Evening Free~

FRIDAY, MAY 12

7:30 – 8:00 a.m. BREAKFAST

8:00 – 11:00 a.m. **LET THE SUNSHINE IN: An In-Depth Look at the Open Meetings Act**

- Why is a "Sunshine Law" Necessary?
- How do we Maintain an Informed Electorate?
- What are the Implications of the Act for Public Bodies?

Instructor: Luis Carrasco, Attorney

Rodey, Dickason, Sloan, Akin & Robb, P.A.

In consultation with the New Mexico Office of the Attorney General

11:00 – 11:10 a.m. BREAK

11:10 a.m. – Noon **HUMAN RESOURCES AND YOU**

- Governing Bodies Duties

Instructor: Randy Van Vleck, General Counsel

New Mexico Municipal League

Noon Wrap Up & Adjourn

NOTE: Additional breaks are built into presentations that run longer than 1 hour, with presenters announcing break times. As a courtesy to the presenter and fellow attendees, answer/respond to phone calls and texts during breaks.