



Municipal Officials Leadership Institute

Education Program

May 15 - 17, 2019

Eldorado Hotel Santa Fe

Preliminary Program

WEDNESDAY, MAY 15

7:15 – 8:00 a.m. REGISTRATION & BREAKFAST

8:00 – 8:15 a.m. WELCOME, INTRODUCTIONS & MOLI ORIENTATION

8:15 – 10:15 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, Executive Director,
New Mexico Voices for Children
Former DFA Secretary and Rio Rancho City Manager*

10:15 – 10:30 a.m. BREAK

10:20 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

*Instructor: Regina Romero, Intergovernmental Relations Director
Tasha Martinez, Director of Communications
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 – 5:00 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, Deputy Director
Planning Department, City of Albuquerque*

3:00 – 3:15 p.m. BREAK

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WEDNESDAY, MAY 15 – continued

- 3:15 – 5:00 p.m. **PUTTING IT TOGETHER AND TAKING IT HOME**
*Instructor: Mark D. Bennett, Organization Consultant/President
Decision Resources, Inc., Albuquerque*
- 3:00 – 3:15 p.m. BREAK
- 5:30 – 7:00 p.m. **SOCIAL & DINNER**

THURSDAY, MAY 16

- 7:15 – 8:00 a.m. BREAKFAST
- 8:00 – 10:00 a.m. **MUNICIPAL COURT: The Dotted Line that Connects it to Municipal Government**
 - Qualifications Set by Ordinance
 - Court Requirements
 - Penalties and Fines*Instructor: Elise Larsen, Judge President NMMJA
City of Grants*
- 10:00 – 10:15 a.m. BREAK
- 10:15 a.m. – Noon **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: Randy Van Vleck, General Counsel
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 – 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*

~Evening Free~

FRIDAY, MAY 17

7:15 – 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.*

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.