



# Municipal Officials Leadership Institute

## Education Program

June 12-14, 2013

*Bishop's Lodge, Santa Fe*

## Program

### WEDNESDAY, JUNE 12

- 7:30 – 8:00 a.m. REGISTRATION & CONTINENTAL BREAKFAST
- 8:00 – 8:30 a.m. WELCOME, INTRODUCTIONS & MOLI ORIENTATION
- 8:30 – 10:30 a.m. **MAKING CIVICS SENSE:** Understanding the Legal Principles Behind What Municipal Officials Do
- Dillon's Rule and the History of Municipal Government
  - Separation of Powers
  - Types of Municipal Government – Mayor-Council, Commission-Manager, Home-Rule
  - Functions of Mayors, Councilors, Managers, and Municipal Judges
  - Limitations on Authority
- Instructor: Charles Rennick, Attorney at Law  
Robles, Rael, Anaya, Santa Fe, NM*
- 10:30 – 10:45 a.m. BREAK
- 10:45 a.m. – Noon **ARE YOU A TIME ZOMBIE? How to Beat Feeling Overwhelmed and Underproductive**
- Zombie Time vs. Real Time: Can it Really be Managed?
  - The Confusion: How Do You Prioritize When Everything is Important?
  - Calming the Fever: Techniques to Manage Time and Priorities
  - Feeding Distraction: Electronic and Digital Distractions & Tools
- Instructor: Sally Burbridge, Mayor, Aztec, NM  
MOLI Graduate`08*
- Noon – 1:00 p.m. LUNCH
- 1:00 – 1:30 p.m. COMMUNICATION CATCH-UP: Telephone and email time
- 1:30 – 3:30 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*

3:30 – 3:45 p.m. BREAK

3:45 – 5:00 p.m. **ARE YOU READY?**

- Homeland Security and Emergency Management Issues Affecting New Mexico
- What Does the NM Department of Homeland Security and Emergency Management Do for New Mexicans?
- How Can You Most Effectively Support Your Citizens and Partner With Other Agencies to Enhance Your Effectiveness?

*Instructor: Anita Tallarico, Deputy Cabinet Secretary  
Department of Homeland Security & Emergency Management*

**5:30 – 7:00 p.m. SOCIAL & DINNER**

### **THURSDAY, JUNE 13**

7:30 – 8:00 a.m. CONTINENTAL BREAKFAST

8:00 – 10:00 a.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*

10:00 – 10:15 a.m. BREAK

10:15 a.m. – Noon **DEMOCRACY IN ACTION (continued)**

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. **HUMAN RESOURCES IN THE PUBLIC SECTOR**

- Employee Handbooks
- Governing Bodies Duties
- Safety – Why does it matter?

*Instructor: Donna Brooks, Visiting Professor of Business  
New Mexico Highlands University at San Juan College  
Former Human Resources Director, City of Farmington*

3:00 – 3:15 p.m. BREAK

3:15 – 5:00 p.m. **HUMAN RESOURCES IN THE PUBLIC SECTOR (continued)**

~Evening Free~

**FRIDAY, JUNE 14**

7:30 – 8:00 a.m. CONTINENTAL BREAKFAST

8:00 – 9:30 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*

9:30 – 9:45 a.m. BREAK

9:45 – 11:00 a.m. **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*

*Regina Romero, Intergovernmental Relations Director  
New Mexico Municipal League*

11:00 a.m. – Noon **PUTTING IT TOGETHER AND TAKING IT HOME**

*Instructor: Mark D. Bennett,  
Decision Resources, Inc., Albuquerque*