



# 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. **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*

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**WEDNESDAY, MAY 15 - continued**

- 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 – 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, Deputy Director  
Planning Department, City of Albuquerque*
- 3:00 – 3:15 p.m.      BREAK
- 3:15 – 5:00 p.m.      **PUTTING IT TOGETHER AND TAKING IT HOME**
- Instructor: Mark D. Bennett, Organization Consultant/President  
Decision Resources, Inc., Albuquerque*

**THURSDAY, MAY 16 - continued**

**~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.