Preliminary Program

7:00 - 8:00 AM
REGISTRATION

8:00 AM
WELCOME & INTRODUCTIONS
Ed Zendel, Risk Services Director
New Mexico Municipal League

Institute Faculty:
William F. Fulginiti, Executive Director
Regina Romero, Intergovernmental Relations Director
Randy Van Vleck, General Counsel
Ed Zendel, Risk Services Director
New Mexico Municipal League

New Mexico Governmental Structure
✦ What does the state have to do with it?
✦ Powers and Responsibilities of Municipalities
✦ Forms of Municipal Government
  ✦ The role of the Mayor: Who’s the boss?
  ✦ Mayor Pro-Tem: Who, when and why?
✦ Governing Body: Writing the rules

Separation of Powers
✦ Judicial branch = Municipal Court:
  ✦ The relationship between the court and the governing body
  ✦ What about the court budget?
  ✦ Who oversees the court personnel?

Meetings of the Governing Body
✦ Basics of Parliamentary Procedures
  ✦ Public participation in your meetings: What’s required?
  ✦ Rules of Order: Are there alternatives to Robert’s?
✦ Who should set the meeting agenda?
✦ Voting
✦ Open Meetings Act Compliance
✦ Ordinances and resolutions: What’s the difference?
12:00 - 1:00 PM  LUNCH

1:15 PM  Doing the Right Thing: Putting Ethics Principles into Public Service
- Think before you sink
- Putting ethical principles into practice
- Sorting through competing considerations

Finance
- Money, money, money…
- Where does it come from?
  - New Mexico tax structure
  - Municipal sources of revenue
- Where does it go?
  - Budget development and public hearing process
  - Amendments & adjustments
  - Purchasing all that stuff!

Managing the Risk of Local Government
- Torts: Your personal and municipal liabilities
- Staying out of trouble: The importance of following policy and procedures
- Why we settle: Strategies and considerations

Questions and Answers

5:00 PM  ADJOURN