

# MUNICIPAL OFFICIALS LEADERSHIP INSTITUTE “MOLI”

Education Program – Level 1

June 7 - 11, 2010  
Sunrise Springs, Santa Fe



## PROGRAM

### Monday, June 7

7:30 – 8:00 am

REGISTRATION

8:00 – 9:00 am

WELCOME, INTRODUCTIONS & MOLI ORIENTATION

9:00 – 10:00 am

**MAKING CIVICS SENSE: Understanding the Legal Principles Behind What Municipal Officials Do**

- How to utilize and read statutes and ordinances
- What role do state laws play in municipal government?
- Why do municipalities exist?
- What is a representative democracy?
- How are municipalities organized?

*Instructor: Steven Barshov, Attorney at Law  
Sive, Paget & Riesel, New York City, NY  
Former New Mexico Municipal League General Counsel*

10:00 – 10:15 am

BREAK

10:15 am – Noon

MAKING CIVICS SENSE (continued)

Noon – 1:30 pm

LUNCH

1:30 – 3:00 pm

**LAND USE: Practical Tips for Municipalities Large and Small**

- The basics of zoning
- The Governing Body's role in land use decisions
- Using zoning authority proactively
- Limiting your land use liability

*Instructor: Steven Barshov, Attorney at Law  
Sive, Paget & Riesel, New York City, NY  
Former New Mexico Municipal League General Counsel*

3:00 – 3:15 pm

BREAK

Monday, June 7-continued

3:15 – 5:00 pm LAND USE (continued)

5:00 – 7:00 pm HOSTED SOCIAL & DINNER

Tuesday, June 8

8:00 – 10:00 am **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: Al Lama, Chief Deputy Attorney General  
New Mexico Office of the Attorney General*

10:00 – 10:15 am BREAK

10:15 am – Noon **LET THE SUNSHINE IN (continued)**

Noon – 1:00 pm LUNCH

1:30 – 3:00 pm **DOING THE RIGHT THING: Putting Ethics Principles into Practice**

- How to think before you sink
- Identifying public service values
- Tying values to actions

*Instructor: Victoria Garcia, Attorney at Law  
Municipal Judge  
Los Ranchos de Albuquerque*

3:00 – 3:15 pm BREAK

3:15 – 5:00 pm **THE CERTAINTY OF SETTLING CASES: Why Gamble with the Public’s Money?**

*Presenter: Ed Zendel, Director  
New Mexico Self-Insurers’ Fund  
New Mexico Municipal League*

**EVENING FREE**

Wednesday, June 9

8:00 – 10:00 am

**THE BUDGET: A Tool for Effective Municipal Management**

- Budget development and public hearing process
- Budget calendar
- Amendments & adjustments

*Instructor: Debi Lee, Village Manager  
Village of Ruidoso*

10:00 – 10:15 am

**BREAK**

10:15 – 10:30 am

**THE BUDGET: Questions and Answers**

10:30 am – Noon

**THE GOVERNING BODY'S ROLE IN PUBLIC SAFETY**

- What is the relationship between a municipality and a volunteer fire department?
- What is the role of an elected official in the event of a disaster/emergency?

*Instructors: Sam Trujillo, Director  
Department of Public Safety  
City of Alamogordo*

*Mike Cherry, Fire Chief  
Tucumcari Fire Department  
City of Tucumcari*

Noon – 1:00 pm

**LUNCH**

1:00 – 3:00 pm

**HUMAN RESOURCES IN THE PUBLIC SECTOR**

- Mayor's powers
- Governing Body's duties
- What about the court?
- Reasonable accommodation under the amended ADA
- Discrimination claims and retaliation
- Designation of exempt or salaried employees
- Drug testing

*Instructor: Donna Brooks, Human Resources Director  
City of Farmington*

3:15 – 5:00 pm

**MINIMIZING RISK: Not Knowing Your Liabilities is Liable to Make You Vulnerable**

- The consequences of your personnel decisions
- Torts – your personal and municipal liability
- The importance of following policy and procedures

*Instructor: TBA*

**EVENING FREE**

Thursday, June 10

9:00 - 10:00 am

**MUNICIPAL COURT: The Dotted Line that Connects it to Municipal Government**

*Instructor: Judith A. Olean, Attorney at Law  
Chair, Paralegal Studies Program  
Central New Mexico Community College  
Former Rio Rancho Municipal Judge  
Former New Mexico Municipal League General Counsel*

10:00 - 10:15 am

**BREAK**

10:15 - 11:00 am

**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*

11:00 - 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

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

Noon - 1:00 pm

**LUNCH**

1:30 - 3:00 pm

**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*

3:00 - 3:15 pm

**BREAK**

3:15 - 5:00 pm

**DEMOCRACY IN ACTION (continued)**

**EVENING FREE**

Friday, June 11

8:00 – 10:00 am

**LARRY BARKER IS IN MY OFFICE – Now What do I do?**

- Effectively communicate with the media, regardless of the situation
- Don't get bitten by a sound byte
- Interview do's and don'ts

*Instructor: Janet Blair, Media Consultant  
NewsWise Associates*

10:00 – 10:15 am

**BREAK**

10:15 – 11:45 am

**LARRY BARKER IS IN MY OFFICE (continued)**

11:45 am - Noon

**WRAP-UP**

Noon

**ADJOURN**