

# Administrative Procedures Yearly Calendar 2022

## • January

- January 10<sup>th</sup> Consider BAR (Budget Adjustment Resolution) as necessary present to Governing Body
- January 10<sup>th</sup> 2nd Quarter Financial Report to DFA
- January 13<sup>th</sup> deadline, Capital Outlay requests to Legislature, online application, must be congruent with ICIP that was filed in September
- January 18 Legislative Session Starts
  - Present Capital Outlay Requests to Legislators Deadline January 13, 2022
- January 24<sup>th</sup> Open Meetings Resolution
- Compile and average revenue predictions for FY 2023 Budget
- First payment on Mill Levy for Municipal Operational from Valencia County Treasurer
- (CPMS) Capital Project Monitoring System, online report to DFA due last day of the month each and every month
- Track GRT revenue reports
  - GRT funding monthly
  - 455 Reports every 2 months

## • February

- February 1<sup>st</sup> Valencia County Administrators Group (VCAG) – Bosque Farms
- February 4<sup>th</sup> (registration open) NMML Municipal Day, Santa Fe, La Fonda Hotel
- February 8<sup>th</sup> (online registration by February 1<sup>st</sup>) (virtual) NMML Self Insurers' Fund Defensive Driving Course (DDC)
- February 14<sup>th</sup> Budget Calendar to Council
- February 14<sup>th</sup> establish Transportation Committees, Albuquerque Metropolitan Transportation Plan, (MRCOG) Mid Region Council of Governments, managing fiscal agent
  - TCC Transportation Coordinating Committee 1<sup>st</sup> Friday monthly
  - MTB Metropolitan Transportation Board 3<sup>rd</sup> Friday monthly
  - RMRTD Rio Metro Regional Transit District 3<sup>rd</sup> Friday Monthly
  - NMDOT every other month Belen City Hall
- February 15<sup>th</sup> VALEO Valencia Association of Local Officials, 6:00 pm, TBD
- February 17<sup>th</sup> Department head meeting on Budget request
- February 17<sup>th</sup> Legislative Session Adjourns
- February TBD LEPP Application sent out to municipality
- February TBD Deadline for DFA determination of CDBG Compliance
- NMDOT Commission meeting
- Review year end Valencia Regional Emergency Control Center (VRECC) reports
- Meeting to start the NMDOT Co-op, LGRF and MAP grant(s) – City Manager to arrange
- Compile and average revenue predictions for next FY 2023 Budget
- February 28<sup>th</sup> Personnel/evaluations, to Manager for yearly reviews for FY Budget consideration in July

## • March

- March 1<sup>st</sup> Department heads consolidate and submit budget requests
  - Finance
  - Clerk

- Administrative/Manager
    - Public Works
    - Rio Communities Fire Department
    - Municipal Court
    - VRECC Contract
    - Valencia County Sheriff
    - Valencia County Continuation of Services Agreement
  - March TBD Submit completed NMDOT CO-OP Road Improvement, LGRF, Map grant(s) application
  - CDBG Grant Application Workshop (TBD)
  - Submit CDBG Grant application (TBD)
  - March 24-25 MOLI & Newly Elected Officials Training, Drury Plaza Hotel, Santa Fe
  - March 31 Submit Law Enforcement Protection Fund (LEPF) Application
  - Negotiate and sign Valencia County Continuation of Services Agreement
    - Animal Control
    - Addressing
  - Negotiate VC Sheriff's Agreement and sign prior to LEPF application
  - Small Cities Assistance Fund revenue is dispersed to municipalities
- **April**
    - April 5<sup>th</sup> Valencia County Administrators Group (VCAG) – Rio Communities (TBA)
    - Set dates and hold initial Interim Budget Public Hearings
    - Present Rough Draft FY Budget to Council/Mayor
    - April 19-22 CFOA Spring Meeting – Drury Plaza Hotel, Santa Fe
    - TBD Districts Meeting – All Districts (8)
    - TBD NMML District Elections – Odd Numbered Districts
    - TBD Budget hearing
    - TBD Budget hearing (if needed)
    - April - canceled Family Health Fair
    - 3<sup>rd</sup> Quarter Reports to DFA
  - **May**
    - May TBD Municipal Judges Conference
    - May 17 VALEO Valencia Association of Local Officials, 6:00 pm TBD
    - May 22-25 IIMC (municipal Clerk) Annual Conference, Little Rock, Arkansas
    - TBD MOLI Advanced Program
    - TBD MOLI Education Program
    - TBD NM City Management Association Conference
    - FY 2023 Budget and approval by Governing Body
    - Approve final BAR, Budget Adjustment Resolutions for current FY 2023 as needed
    - TBD – Library Opening
  - **June**
    - June 1 Interim FY 2023 Budget to DFA/LGD - deadline
    - June 7 Valencia County Administrators Group (VCAG) – Belen (TBA)
    - June 5-8 116<sup>th</sup> Annual National GFOA Conference – Neal Kocurek Memorial Austin Convention Center, Austin TX TBD Municipal Court Staff Conference

- TBD Municipal Court Staff Conference
- June 28 Letter Declaring candidacy for NMML Board Must be received at the NMML office
- June 30 Report of Declared NMML Board Candidates sent to all members
- June 30 In absence of any NMML Nomination/Declaration of candidacy the League President appoints a Nominating Committee
- TBD Policy Committee Meeting
- Governing Body approve end-of-year budget adjustments current year
- Final FY 2023 Budget approval to DFA/LGD by June 30<sup>th</sup>

## • July

- TBD NM City Management Association Conference
- TBD Resolutions Committee Meeting
- Finance submits end-of-year budget adjustments before July 31<sup>st</sup> to DFA/LGD (if needed)
- 4<sup>th</sup> Quarter Reports to DFA
- Final FY 2023 Budget review and approval by DFA/LGD
- Begin Infrastructure Capital Improvement Plan (ICIP) Public Hearings
  - Use Comprehensive Plan as outline

## • August

- August 2 Valencia County Administrators Group (VCAG) – Los Lunas – TBD
- August 16 VALEO Valencia Association of Local Officials, TBD 6:00 pm
- “Meet Your Legislator Day” Rio Communities (3<sup>rd</sup> Wednesday of September – notification letters go out to legislators)
- Hold remaining 2024 -2028 ICIP Public Hearings and compile for September 01 submittal deadline  
(note for 2022\* approve ICIP resolution last meeting of the month)
- Finance Department compile paperwork for upcoming annual audit
- August 22 ICIP resolution
- TBD NMML Annual Conference

## • September

- DFA/LGD Final FY 2023 Budget approval 1<sup>st</sup> Monday
- Certification of tax rates to County through DFA/LGD
- Prior FY 2022 Audit begins
- TBD NMML Governance Program – La Posada Hotel, Santa Fe
- September 17-21 ICMA (manager) 108<sup>th</sup> Annual Conference – Columbus, OH
- September 21<sup>st</sup> “Meet Your Legislator Day” Rio Communities

## • October

- October 4 Valencia County Administrators Group (VCAG) – Bosque Farms (TBA)
- TBD Adult Health Fair
- TBD Clerks Certification Institute
- TBD Master Municipal Clerks Academy
- TBD NM Library Association Annual Conference – Albuquerque Marriott Pyramid North
- TBD Infrastructure Conference
- Consider BAR (Budget Adjustment Resolution) as necessary present to Governing Body
- 1<sup>st</sup> Quarter Reports to DFA

- **November**

- November 15<sup>th</sup> VALEO Valencia Association of Local Officials, 6:00 pm TBD
- CDBG Public Hearings (set dates) for project input Dec. – Jan (3 minimum)
- TBD MOLI Leadership Program
- TBD DFA/LGD Budget Workshop
- P & Z Present Comprehensive Plan and adjustments to the Governing Body

- **December**

- December 6<sup>th</sup> Valencia County Administrators Group (VCAG) – Rio Communities (TBD)
- December 15<sup>th</sup> Business License renewal letters go out (clerks office) with Jan. 01 tax rate specified  
TBD NM City Management Association Conference
- TBD NMGFOA Winter Conference
- Set monthly cleanup dates 2023
- Approve 2023 Official holidays