

Administrative Procedures Yearly Calendar 2023

• January

- January 09th Open Meetings Resolution
- January 23rd Consider BAR (Budget Adjustment Resolution) as necessary present to Governing Body
- January 23rd 2nd Quarter Financial Report to DFA
- January 12th deadline, Capital Outlay requests to Legislature, online application, must be congruent with ICIP that was filed in September
- January 17th Legislative Session Starts
 - Present Capital Outlay Requests to Legislators Deadline January 12, 2023
- *January 30, Deadline to request early voting location from the County*
- Compile and average revenue predictions for FY 2024 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 7th Valencia County Administrators Group (VCAG) – Los Lunas
- February 13th Budget Calendar to Council
- February 16th NMML Municipal Day Reception, Santa Fe, La Fonda Hotel
- February 17th NMML Municipal Day, Santa Fe, La Fonda Hotel
- February 14th establish Transportation Committees, Albuquerque Metropolitan Transportation Plan, (MRCOG) Mid Region Council of Governments, managing fiscal agent
 - TCC Transportation Coordinating Committee 1st Friday monthly
 - MTB Metropolitan Transportation Board 3rd Friday monthly
 - RMRTD Rio Metro Regional Transit District 3rd Friday Monthly
 - NMDOT every other month Belen City Hall
- February 21st VALEO Valencia Association of Local Officials, 6:00 pm, Los Lunas
- February 16th Department head meeting on Budget request
- 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 2024 Budget
- February 28th Personnel/evaluations, to Manager for yearly reviews for FY Budget consideration in July

• March

- March 3rd Department heads consolidate and submit budget requests
- March 6th – 8th Deadline for 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 10 Districts Meeting – All Districts (virtual) (8)
- March 18th Legislative Session Adjourns
- 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 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 4th Valencia County Administrators Group (VCAG) – Los Lunas
- April 3rd Budget draft presentation ready
- April 5th Special Workshop Budget 6:00 pm. City Council Chambers
- April 11th District Meetings - Virtual
- April 17th Budget Hearing ____ pm. City Council Chambers
- April 24th Extra budget hearing (if Needed)
- Present Rough Draft FY Budget to Council/Mayor
- April 19-21 CFOA Certification Workshop – Embassy Suites, Albuquerque
- April TBD Municipal Officials Leadership Institute (MOLI) Training, TBD
- TBD Municipal Librarians Assn. Meeting / NM Library Association conference
- TBD NMML District Elections – Odd Numbered Districts
- April TBD Family Health Fair
- 3rd Quarter Reports to DFA

• May

- May 3rd – 5th Municipal Judges Professional Development Conference, Sheraton Albuquerque Uptown
- May 3rd – 5th NMLZO Semi-Annual Meeting – Marriott Hotel (Louisiana), Albuquerque
- May 8th, Council Approval of interim budget (tentative)
- May 14th – 17th IIMC (municipal Clerk) Annual Conference – Minneapolis, MN
- May 16th VALEO Valencia Association of Local Officials, 6:00 pm Belen
- May 18th, Interim Budget submittal to DFA (tentative)
- May 21st – 24th National GFOA Annual Conference – Portland, OR
- May 31st Written notice mailed to member municipalities soliciting nominations for NMML Board

- Approve final BAR, Budget Adjustment Resolutions for current FY 2023 as needed
- **June**
 - June 1 Interim FY 2024 Budget to DFA/LGD - deadline
 - *June 5 – July 5 Notify County Clerk of all local government positions to be filled at next Regular Local Election*
 - June 6 Valencia County Administrators Group (VCAG) – Bosque Farms
 - June TBD NM City Management Association Conference – Ruidoso Convention Center – MCM Elegante
 - June 24th Policy Committee Meeting – TBD
 - June 29th Letter Declaring candidacy for NMML Board Must be received at the NMML office
 - June 30 In absence of any NMML Nomination/Declaration of candidacy the League President appoints a Nominating Committee
 - Governing Body approve end-of-year budget adjustments current year
- **July**
 - *No later than July TBD County Clerk to notify SOS of all position to be filled at the regular local election*
 - July TBD NM Municipal Court Conference
 - July 5th Report of Declared NMML Board Candidates sent to all members
 - July 11 Begin Infrastructure Capital Improvement Plan
 - July 22 Resolutions Committee Meeting – Marriott Hotel (Louisiana Blvd), Albuquerque
 - July 24th, BAR, Final Quarter and Budget Resolutions Council approval
 - July 24th Capital Improvement Plan (ICIP) Public Hearings Hold 2025 -2029 ICIP Public Hearings and compile for August submittal deadline (*note for 2023* approve ICIP resolution on the 7th of August*)
 - Use Comprehensive Plan as outline
 - July 27th Final Quarter Reports FY 24 and Final Budget submitted to DFA
 - July 30st Deadline to submit to DFA/LGD
 - *June 30 Deadline for Municipalities to OPT-IN (if have not already done so)*
 - *June 30 Deadline to notify SOS of Run Off Elections*
- **August**
 - August 1st Valencia County Administrators Group (VCAG) – Rio Communities
 - *August TBD SOS issues proclamation for Local Election*
 - *No later than August TBD County Clerk shall post the location and hours of operation for early voting locations in the county*
 - August 7th approve ICIP resolution
 - August 15th VALEO Valencia Association of Local Officials, Rio Communities 6:00 pm
 - “Meet Your Legislator Day” Rio Communities (3rd Wednesday of September – notification letters go out to legislators)
 - *No later than August TBD County Clerks Post Election Proclamation on the Clerk’s website and publish relevant sections in local newspapers*
 - Finance Department compile paperwork for upcoming annual audit
 - August 30th - September 1 NMML Annual Conference – Farmington Civic Center

- August 31st Election of Officers and at-large directors at NMML Annual Conference in Clovis
Nominations from the floor may be made then
- *August TBD, Local government must adopt any ordinances and/or resolutions to establish ballot questions*
- *August TBD Candidate filing day for local election with County Clerk*
- *August TBD Ballot Question Certification: each county clerk shall certify the local government ballot question to the secretary of state*
- *August TBD Write-in Candidate Filing Day*
- *August TBD last day for candidates to withdraw*
- **September**
 - *September TBD Notify Candidates of Qualification for Appearance on the Ballot*
 - *September TBD Ballot Certified shall be sent to the ballot printer*
 - DFA/LGD Final FY 2023 Budget approval 1st Monday
 - Certification of tax rates to County through DFA/LGD
 - Prior FY 2023 Audit begins
 - September 13th – 15th NMLZO Annual Meeting – Ruidoso Convention Center
 - September 20th “Meet Your Legislator Day” Rio Communities
 - September 27th – October 1st ICMA (manager) Annual Conference – La Quinta, California
 - September 28th – October 1st NM Fire Service Conference – Ruidoso Convention Center
 - *September TBD transmission of unvoted military – overseas ballot to federal qualified electors*
 - *September TBD no later than September 23 Deadline for County Clerks to have printed ballots*
 - *September TBD Election Board Appointment*
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- **October**
 - October 3rd Valencia County Administrators Group (VCAG) – Belen
 - October TBD Health Fair – Rio Communities
 - October 1st – 4th ICMA International City/County Management Association Annual Conference – Austin, TX
 - *October TBD Voter registration closes for the regular local election (this is applicable only to mail-in or online registration application)*
 - *Same Day Registration upon approval (which has yet to occur) there is pending legislation*
 - *October TBD Absentee Voting / Early voting begins (county clerk’s office)*
 - October 15th – 20th Clerks Certification Institute – Drury Plaza Hotel, Santa Fe
 - October 18th – 20th Master Municipal Clerks Academy – Drury Plaza Hotel, Santa Fe
 - *No earlier than October TBD and No later than October TBD at least once a Notice of Election published*
 - *October TBD Early voting begins at alternative sites*
 - October 25th – 27th Infrastructure Conference – TBD
 - *October TBD absentee application deadlines – timely received (for domestic & FQE transmissions by mail)*
 - *October TBD absentee application deadlines – timely received (for FQE electronic transmission)*
 - Consider BAR (Budget Adjustment Resolution) as necessary present to Governing Body
 - *No later than October TBD Deadline for candidates to submit list of watchers to County Clerk*

- 1st Quarter Reports to DFA
- **November**
 - *November 4th Early voting ends*
 - *November 7th Local Election Day*
 - *Beginning November 13th and no later than November 17th County Clerk to complete canvass and issue certification of canvass of the results of the election*
 - November 21st VALEO Valencia Association of Local Officials, 6:00 pm Valencia County
 - *November 28th State Canvass Board Canvass*
 - *November 29th SOS to issue Certification of Election to Candidates and certify questions*
 - November 29th – December 1st NMGFOA Winter Conference – Marriott Hotel (Louisiana Blvd), Albuquerque
 - November 29th - December 1st NM City Management Association – Marriott Hotel (Louisiana Blvd), Albuquerque
 - CDBG Public Hearings (set dates) for project input Dec. – Jan (3 minimum)
 - November TBD MOLI Leadership Program TBD
 - November TBD DFA/Local Government Division Budget Workshop (virtual)
 - P & Z Present Comprehensive Plan and adjustments to the Governing Body
- **December**
 - December 5th – 8th NM Law Enforcement Conference – Embassy Suites, Albuquerque
 - December 5th Valencia County Administrators Group (VCAG) - Los Lunas
 - December 15th Business License renewal letters go out (clerk's office) with Jan. 01 tax rate specified
 - Set monthly cleanup dates 2024
 - Approve 2024 Official holidays
 - *Before January 1, 2023, the candidate to whom a certificate of election has been issued shall take the oath of office before entering upon the duties of office*
- **January**
 - *January 1, 2024 Date Candidate takes office when elected in the regular local election*

