

Guidelines for 2017 B&C Presentations

County Council Work Sessions

- Each B&C presentation will usually be scheduled on Council's agenda during a work session. The Council work sessions are now "streamed" and are often held in White Rock at Fire Station #3. You can check the County's web site (www.losalamosnm.us) or call the County Manager's Office at 663-1750 to verify the meeting location.
- Please limit your portion of the presentation to approximately 10-15 minutes. Council members will be allocated approximately 15 minutes to ask questions at the end of your presentation.
- See next page for a chart of dates and presentation assignments. Please notify Linda Matteson (linda.matteson@lacnm.us or 662-8086) or Libby Carlsten (libby.carlsten@lacnm.us or 662-8261) if you need to re-schedule your presentation date.
- If you prepare a PowerPoint presentation, please provide an electronic copy of your material (10 days prior to the Council meeting) to Linda Matteson (linda.matteson@lacnm.us) and Jackie Salazar (Jacqueline.salazar@lacnm.us). Also, you will need to submit an LAC Information Management work order or contact the IM Service Desk at 662-8090 at least 5 days before the Council meeting to get your presentation loaded on a computer. IM can make arrangements to get a PowerPoint projector transported to the WR Fire Station. (Please note that you're not required to prepare PowerPoint slides. You're encouraged to simply do an oral presentation – it's your choice whether to prepare slides or not.)
- In general, hard copies of presentations are not provided to Council (they use tablets to view agenda items) but if you want, you can bring extra copies for the media and members of the public.
- Your board or commission's FY17 or FY18 Work Plan (depending on your presentation date) will usually be provided to Council as an attachment to the agenda documentation. Feel free to reference it, if you'd like.
- For the 2017 presentations, Council is asking each Board Chair to report on the following topics for their board during their presentations:
 - ◇ Top 1-3 Priority Projects/Objectives for your board for the next twelve months
 - ◇ Imposing challenges that your board foresees to achieving the priority items
 - ◇ Ways Council can help
 - ◇ General overview of your current Work Plan for FY18
- As noted above, Council will be allowed time to ask questions after your presentation. This will provide an opportunity for Councilors to ask clarifying questions about the issues, activities, and projects of importance to your B&C.

2017-2018 Schedule for B&C Presentations to Council

Month	Council Work Session Date	Board or Commission
January 2017	No work session scheduled for January – Retreat on 1/24	
February 2017	February 7, 2017	Transportation Board, Khal Spencer, Chair
March 2017	March 14, 2017	Library Board, Jenn Baker, Chair and Planning and Zoning Commission, Phil Gursky, Chair
April 2017	No Work Session scheduled for April	
May 2017	May 9, 2017	Environmental Sustainability Board, John Bliss, Chair
June 2017	June 13, 2017	Parks and Recreation Board, Melanee Hand, Chair
July 2017	July 18, 2017	Fuller Lodge Historic Districts Advisory Board, Mark Rayburn Chair
August 2017	August 22, 2017	Art in Public Places Board, Susie Schillaci, Chair
September 2017	September 19, 2017	Board of Public Utilities, Jeff Johnson, Chair
October 2017	October 17, 2017	Personnel Board, Leslie Geyer, Chair
November 2017	November 7, 2017	Lodger's Tax Advisory Board, Ryn Herrmann, Chair
December 2016	No work session scheduled for Dec.	
January 2018	January 23, 2018	Tentatively reserved for strategic planning
February 2018	Date TBD	