

Guidelines for 2018 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 (5 days prior to the Council meeting) to Linda Matteson (linda.matteson@lacnm.us) and Jackie Salazar (Jacqueline.salazar@lacnm.us). Also, your B&C Staff Liaison 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 FY18 or FY19 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 2018 presentations, Council is asking each Board Chair to generally report on the following topics for their board during their presentations:
 - ◇ General overview of your current Work Plan
 - ◇ 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
- 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.

2018-2019 Schedule for B&C Presentations to Council

Month	Council Work Session Date	Board or Commission
January 2018	No work session scheduled for January (Reserved for strategic planning)	
February 2018	February 6, 2018	Environmental Sustainability Board, John Bliss, Chair
March 2018	March 13, 2018	Library Board, Jenn Baker, Chair and Planning and Zoning Commission, Michael Redondo, Chair
April 2018	No Work Session scheduled for April (budget hearings)	
May 2018	May 15, 2018	Transportation Board, Brian O'Neil, Chair
June 2018	June 19, 2018	Parks and Recreation Board, Chair TBD
July 2018	July 24, 2018	Historic Preservation Advisory Board, Mark Rayburn, Chair
August 2018	August 21, 2018	Art in Public Places Board, Jeremy Smith, Chair
September 2018	September 11, 2018	Board of Public Utilities, Jeff Johnson, Chair
October 2018	October 16, 2018	Personnel Board, Leslie Geyer, Chair
November 2018	November 13, 2018	Lodger's Tax Advisory Board, Ryn Herrmann, Chair
December 2018	No work session scheduled for Dec.	
January 2019	January 22, 2019	Tentatively reserved for strategic planning
February 2019	Date TBD	