

Guidelines for 2019 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 Barbara Lai (barbara.lai@lacnm.us) 663-3436) 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 FY19 or FY20 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 2019 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.

2019-2020 Schedule for B&C Presentations to Council

Month	Council Work Session Date	Board or Commission
January 2019	No work session scheduled for January (Reserved for strategic planning)	
February 2019	February 5, 2019	
March 2019	March 12, 2019	Historic Preservation Advisory Board, Mark Rayburn, Chair
April 2019	No Work Session scheduled for April (budget hearings)	
May 2019	May 14, 2019	Transportation Board, Brian O'Neil, Chair; Environmental Sustainability Board, John Bliss, Chair
June 2019	June 18, 2019	Parks and Recreation Board, Stephanie Nakhleh, Chair Library Board, Jenn Baker, Chair
July 2019	July 23, 2019	Planning and Zoning Commission, Terry Priestley, Chair;
August 2019	August 20, 2019	Art in Public Places Board, Jeremy Smith, Chair
September 2019	September 17, 2019	Board of Public Utilities, Carrie Walker, Chair
October 2019	October 15, 2019	Personnel Board, Leslie Geyer, Chair
November 2019	November 5, 2019	Lodger's Tax Advisory Board, Linda Deck, Chair
December 2019	No work session scheduled for Dec.	
January 2020	January 22, 2020	Tentatively reserved for strategic planning
February	Date TBD	

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