

## Guidelines for the 2021 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 or via Zoom during the COVID-19 pandemic. You can check the County's web site ([www.losalamosnm.us](http://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](mailto:linda.matteson@lacnm.us) or 662-8086) or Barbara Lai ([barbara.lai@lacnm.us](mailto:barbara.lai@lacnm.us)) 663-3436) if you need to re-schedule your presentation date.
- Your Legistar Council Reports are due to be completed 12 working days prior to the Council Meeting. Notify Barbara Lai and Linda Matteson by email when the reports are completed.
- 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](mailto:linda.matteson@lacnm.us)) and Jackie Salazar ([Jacqueline.salazar@lacnm.us](mailto:Jacqueline.salazar@lacnm.us)). Also, your B&C Staff Liaison will need to submit a 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 and ready for the meeting. (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 current Work Plan will be provided to Council as an attachment to the agenda documentation. Feel free to reference it, if you'd like.
- For the 2021 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.

## 2020-2021 Schedule for B&C Presentations to Council

Month	Council Work Session Date	Board or Commission
January 2021	No work session scheduled for January (Reserved for strategic planning)	
February 2021	February 16, 2021	County Heath Council
March 2021	March 16, 2021	Historic Preservation Advisory Board,
April 2021	No Work Session scheduled for April (budget hearings)	
May 2021	May 18, 2021	Transportation Board, Environmental Sustainability Board,
June 2021	June 15, 2021	Parks and Recreation Board, Library Board,
July 2021	July 6, 2021	Planning and Zoning Commission; Community Development Advisory Board,
August 2021	August 24, 2021	Art in Public Places Board,
September 2021	September 21, 2021	Board of Public Utilities
October 2021	October 26, 2021	Personnel Board, Lodger's Tax Advisory Board
November 2020	No Work Session in November	
December 2020	No work session scheduled for Dec.	
January 2022	January 11, 2022	Tentatively reserved for strategic planning
February 2022	Date TBD	