



**SANDOVAL COUNTY  
BOARD OF COUNTY COMMISSIONERS  
NOTICE OF WORK SESSION**

The Sandoval County Board of County Commissioners will convene for a Work Session on Thursday, September 7, 2017 at 2:30 p.m. to 5:30 p.m. The Purpose of the Budget and Procurement Workshop is to provide Training to the Commission, County Manager, and Division Directors/Elected Officials.

The Work Session will be held in the Administrative Building, 2nd Floor Training Room 1500 Idalia Rd., Building D, Bernalillo, New Mexico. For more information please contact the County Manager's office at (505) 867-7538.

**BUDGET AND PROCUREMENT WORKSHOP  
AGENDA  
SEPTEMBER 7, 2017 – 2:30 p.m. to 5:30 p.m.**

**LOCATION: ADMINISTRATIVE BUILDING, 2ND FLOOR TRAINING ROOM  
FOR MORE INFORMATION PLEASE CONTACT  
THE COUNTY MANAGER'S OFFICE AT (505) 867-7538.**

1. Welcome by Chairman Don Chapman
2. Purpose of the Budget and Procurement Workshop- Training Session for Commission, County Manager, and Division Directors/Elected Officials
3. Budget Presentation by Finance Director Cassandra Herrera :
  - Discussion Topic- How is a budget developed?
  - Discussion Topic –Overview of budget FY 2018
  - Discussion Topic -Questions
4. Procurement Presentation by Assistant Finance Director Joyce Roybal:
  - Discussion Topic-Procurement 101
  - Discussion Topic –Statistics and discussion of prior RFP/RFB
  - Discussion Topic -Questions
5. Conclude