AGENDA REQUEST FORM

The Board of County Commissioners typically meets the 3rd Tuesday of each month at 10:00 a.m. at the Sierra County Government Complex located at 1712 N. Date Street.

Please have the agenda request form along with all presentation materials to the County Manager’s office by Monday of the week prior to the subsequent meeting. **Please submit as much information as possible in electronic form (via email to kwilson@sierraco.org ) and include the words “Agenda Request” in the subject line.** A representative must be present at the Board of County Commission meeting to present their request. If a representative is not in attendance, the request may be postponed and you must reschedule.

Date and Time Submitted: ____________________   Meeting Date: ______________________________

Department/Agency: ___________________________________________________________________

Name of Presenter(s): __________________________________________________________________

Is Commission action necessary? ____ Yes ____No, informational only

If yes, action requested of the Commission: __________________________________________

If yes, have you prepared the proper signatory documents? ____ Yes ____ N/A

Information background and rationale: __________________________________________________

____________________________________________________________________________________

What is the fiscal impact of this request? ______________________________________________

Notes or additional information: _______________________________________________________

Name of individual making the request and contact information including phone and email address:

____________________________________________________________________________________

____________________________________________________________________________________

Sierra County Administration, 1712 N. Date, Suite D, Truth or Consequences, NM  87901 Office: 575.894-6215 Fax: 575.894-6215  Attention:  Kristie Wilson, kwilson@sierraco.org