



Sierra County Board of Commissioners

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