



## AGENDA REQUEST FORM

The Board of County Commissioners typically meets the 3<sup>rd</sup> 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 [jwest@sierraco.org](mailto:jwest@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: 575.894-9548 Attention: Jessica West, [jwest@sierraco.org](mailto:jwest@sierraco.org)