



County Board of Commissioners

Gerald Matherly
Commissioner
District #1

Amy Barela
Commissioner
District #2

Vickie Marquardt
Commissioner
District #3

Pamela Heltner
County Manager

Agenda Request Form

The Board of County Commissioner meets every 2nd Thursday of each month at 9:00 a.m. at the County Administration Building located at 1101 New York Ave., Alamogordo

Please have the agenda request form along with the all presentation material to the County Manager's Office ten (10) days prior to the Commission Meeting. **Please submit as much information as possible in electronic form (via email to stillbrook@co.otero.nm.us) 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 you are requesting: _____

Department/Agency: _____

Name(s) of Presenters: _____

Address: _____ City/State: _____

Telephone No.: _____

Information/Subject and background: _____

Is Board action necessary? ☐ Yes ☐ No

If yes, action requested of Board: _____

What is the fiscal impact of this request: _____



County Board of Commissioners

***** "PLEASE READ" *****

POLICIES AND PROCEDURES FOR ITEMS ON THE AGENDA FOR THE OTERO COUNTY COMMISSION SCHEDULED MEETINGS: (REGULAR AND SPECIAL)

The Board of County Commissioners hereby establishes the following policies and procedures for the placement of items on their agenda for regularly and specially scheduled meetings. The purpose of these policies and procedures is to insure that the Board of County Commissioners is responsive to the legitimate needs of its constituency for dialog, discussion and properly informed decision making.

The County Manager, or his designee, shall be designated as the contact person at the County for placement of items on the agenda for decision-making purposes. Each person requesting to be placed on the agenda shall complete a form approved by the County Manager, requesting that an item appear on the Commission Agenda. Upon receipt of the request to appear, the County Manager shall determine whether the form contains the information needed for action by the County Commission. In the event that the Manager determines that additional information is necessary, needed, or desired, the requestor shall be notified by telephone at the phone number provided and the Manager shall refer the request to the appropriate elected official, department head or staff for investigation, review and recommendation to the Board of County Commissioners.

Immediately upon receipt of the request to appear, the elected official, department head, or staff member shall contact the County Manager to provide an estimation of the amount of time required to complete the investigation or review of the request and make a written recommendation to the Board of County Commissioners.

Based on the above referenced information, the item shall be scheduled at a future County Commission meeting for discussion and action. The affected elected official, department head or staff shall be notified of the meeting at which discussion and decision-making has been scheduled and shall attend the meeting to answer questions and otherwise participate in the proceeding.

Scheduled Citizen Communication: The agenda shall include an item on each agenda entitled "Scheduled Citizen Communication". This portion of the agenda shall not be limited in its total time duration. The purpose of this portion of the agenda is to provide the public with an opportunity to present items of concern to the County Commission. Each person requesting to speak shall identify themselves prior to speaking and shall present a concise statement of their concerns.