



Socorro County Board of Commissioners

Agenda Request Form

The Board of County Commission meets every 2nd and 4th Tuesday of each month at the County Annex Building located at 198 Neel Avenue. The first meeting of the month begins at 10:00 am and the second meeting of the month begins at 6:00 pm, which is dedicated to the public.

Please have the agenda request form along with all presentation materials to the County Manager's office the Tuesday prior to the Commission meeting. **Please submit as much information as possible in electronic form (via email to zlucono@co.socorro.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 Presenter(s): _____

Is Board action necessary? Yes No, Informational only

If yes, action requested of Board: _____

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

Is this a budget adjustment request? Yes No

If yes, have your completed the proper resolution documentation for the BAR? Yes

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:

Office of the County Commission, P.O. Box I, 210 Park St., Socorro, NM 87801 Office: 575.835.0589 Fax: 575.835.4629
Attention: Zarina Lucero-Gonzales, zlucono@co.socorro.nm.us.