



County Board of Commissioners

Gerald Matherly
Commissioner
District #1

Couy Griffin
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: February 24, 2023 2:00 pm

Meeting Date you are requesting: March 9th, 2023

Department/Agency: Otero County Film Office

Name(s) of Presenters: Jan Waffel

Address: 1109 Catalina Lane City/State: Alamogordo, NM 88310

Telephone No.: (575) 491-4017

Information/Subject and background: Letter of Endorsement Renewal - NM Film Office statewide Liaison network/regular two (2) year letter of endorsement + Office space request with small supply/meeting budget

Is Board action necessary? Yes No

If yes, action requested of Board: Sign, Copy + mail letter / Approval - Office Space

What is the fiscal impact of this request: \$500 to \$1000 Budget / Use of equipment / Services