

San Juan County Commission Meeting and Schedule Procedure to be placed on an Agenda

The San Juan County Commission meets twice a month. The meetings are held in the Commission Chambers located in the County Administration Building, 100 S. Oliver Drive, Aztec, New Mexico 87410. Subject to scheduled changes by the Commission, Regular Meetings are held monthly:

1st Tuesday of every month at 4:00 pm

3rd Tuesday of every month at 4:00 pm

All agenda items must be received ten business days prior to the meeting so that the County's staff may review the item.

If you would like to request that an item be placed on the Commission Agenda, please send a letter of request to the County Manager and include the following information:

- 1) Summary of the request
- 2) What you would like the Commission to do
- 3) Cost estimates
- 4) Deadlines
- 5) A copy of any back-up information
- 6) Request any display or computer equipment needed for presentation
- 7) Name, address, and phone number of the person who will make the presentation to the Commission

Submit your request to:

Mike Stark, County Manager
San Juan County
100 S. Oliver Drive
Aztec, NM 87410

You may contact the County Executive Office at (505) 334-4271 or by fax at (505) 334-3168.