

DENNIS LOPEZ
Commissioner, District 1

MATTHEW HUNTON
Commissioner, District 2

LEWIS "SHANE" LEE
Commissioner, District 3



County Manager's Office
109 West 1st Street
Portales, NM 88130

GENE CREIGHTON
Commissioner, District 4

PAUL GRIDER
Commissioner, District 5

AMBER HAMILTON
County Manager
575-356-5307

AGENDA REQUEST FORM

The Board of County Commissioners meets every 1st and 3rd Tuesday of each month at 9:00 AM at the Roosevelt County Court House located at 109 West 1st Street.

This form must be returned to County Manager's Office by Wednesday at 11:00 a.m. prior to subsequent meeting. All fields must be filled out for consideration.

Date and Time Submitted: _____ **Meeting Date:** _____

Name: _____

Email Address: _____ **Phone Number:** _____

Any other necessary contact information: _____

Is Commission action necessary? Yes No, informational only

If yes, action requested of Commission: _____

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

Is this a Resolution, Contract, Agreement, Grant Application, Other? _____

Has this been reviewed by County Attorney? Yes No

*If this is a contract, MOA, or Joint Powers Agreement, there must be a signature line for the County Attorney on the original contract.

Has grant application been reviewed by Administration? Yes No

Information background and rationale: _____

What is the financial impact of this request? _____

No Impact Increase Budget Reduction
 Change in Current Fund Change in Funds Transfer Funds

Please specify the impact and please ensure Administration has reviewed request prior to Commission Meeting

Notes or additional information: _____

Roosevelt County Administration
County Manager, Amber Hamilton: ahamilton@rooseveltcountry.com
Office: (575)356-5307 Fax: (575)356-8307

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Deadline for inclusion of an item is Wednesday, 11:00 a.m. prior to the subsequent meeting.

All originals requiring signatures and/or presentation materials must be attached to this request! You will be taken off the agenda if the County Manager's Office does not have the originals by the above mentioned deadline. Faxed originals will not be accepted.

- Regular meetings are the first and third Tuesday of each month. If the date varies, an email will be sent out to notify the public.
- The Manager's Office prepares a packet, which includes copies of the agenda, contracts, action items and other requests. Packets are sent to the Commissioners as soon as they are ready. Changes will not be made to the agenda if packets have already been sent out.
- Financial requests requiring changes to the budget (ex. Increased budget, change in funds or transfer of funds) require a 30-day notice to the Administration Office.
- Grants applications require review by Administration before they are presented to the Commission. Because some grants require match funds, in kind donation, or are deliverable based, it is necessary that Administration is aware and can inform the Commission of the details of the grant being applied for.
- Agendas are emailed to all news media in the area.
- If you have submitted a request, please note that you will be placed on the agenda unless otherwise notified. If you have not been notified, please make arrangements to be present at the above-mentioned meeting.
- To ensure the County Clerk's Office has a copy of ALL executed documents, ALL signed originals will be returned by the County Manager's Office following the Commission Meeting.
- Please tab signature pages.

If you have any questions, please feel free to contact Amber Hamilton at (575) 356-5307.

Checklist

- Filled out Request Completely
- Reviewed by Administration
- Reviewed by County Attorney (If necessary)
- Grant Application reviewed by Administration (If necessary)
- Turned in Request, original(s) with tabbed signature pages and all else needed to fulfill request.