

Fabian Munoz
Commissioner, District 1

Malin Parker
Commissioner, District 2

Roy Lee Criswell
Commissioner, District 3



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

Tina Dixon
Commissioner, District 4

Paul Grider
Commissioner, District 5

Meadow Forget
County Manager
575-356-5307

AGENDA REQUEST FORM

The Board of County Commissioners typically meets every 1st at 9:00am and 3rd Tuesday at 4:00pm of each month at the Roosevelt County Courthouse located at 109 West 1st Street.

This form must be returned to County Manager's Office by Monday at 5:00 p.m. one week 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: _____

Is this a Resolution, Agreement, Other? _____

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

Estimated time needed for presentation: _____

Will your presentation include any electronic media (PowerPoint, video, PDF, etc.)? ☐ Yes ☐ No

If yes, please describe: _____

***Presentation materials must be submitted at least five (5) business days prior to the meeting to allow for review, compatibility testing, and meeting preparation.**

Notes or additional information: _____

Roosevelt County Administration
County Manager Meadow Forget
countymanager@rooseveltcountry.com
Office: 575.356.5307 Fax: 575.356.8307

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Deadline for inclusion of an item is Monday, 5:00 p.m. one week 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 typically the first and third Tuesday of each month. The calendar of meetings can be located on the County's website. Please verify the meeting dates on the County's website as there are some months that differ from the typical schedule.
- 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 Meadow Forget
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.