PO Box 48 205 9th Street Estancia, NM 87016 (505) 544-4700 Main Line (505) 384-5294 Fax www.torrancecountynm.org

County Commission

, District 1
Commissioner Julia DuCharme, District 2
Commissioner LeRoy M. Candelaria, District 3
County Manager
Joy Ansley
Deputy County Manager
Annette Ortiz

REQUEST TO BE PLACED ON THE TORRANCE COUNTY COMMISSION AGENDA

ONLY!

Deadline for inclusion of an item is <u>Wednesday, Noon</u> prior to the subsequent meeting. All fields must be filled out for consideration.

Name:	
First Last	Department / Company / Organization Name
(L : Mailing Add	lress:
·	Compartments/employees of Torrance County need not include their address)
Telephone number/Extension:	Fax Number: Would you like this Agenda Faxed to you? Yes No
Email Address:	
Is this request for the next Commission meeting? $^{\rm YES}$ NO	If no, date of Commission Meeting:
Brief explanation of business to be discussed:	
Is this a Resolution , Contract, Agreement, Grant App	lication, Other?
Has this been reviewed by Grant Committee? YES NO	If yes, corresponding paperwork must be attached.
Has this been reviewed by the County Attorney? YES	NO
If this is a contract, MOU, or Joint Powers Agreement there must be a	a signature line for the County Attorney on the original contract.
Has this been reviewed by the Finance Dept? YES NO	Comptroller Initials:
No Impact	
Change in current fund Raise Budget (allow 45 days after Commission ap	proval)
Change in funds (allow 45 days after Commission	
Reduction	upplo (ul)
Transfer funds (allow 45 days after Commission a	pproval)
Other:	

ALL ORIGINALS REQUIRING SIGNATURES AND/OR PRESENTATION MATERIALS MUST BE ATTACHED TO THIS REQUEST! YOU WILL BE TAKEN NN(PMI OM LI (N/ PMK (I I OM (NNICE DOES NOT HAVE THE ORIGINALS BY THE ABOVE MENTIONED DEADLINE.

FAXED ORIGINALS WILL NOT BE ACCEPTED.

PROVIDE THE ORIGINAL/PRESENTATION MATERIALS +7 COPIES OF EACH. NO STAPLES!!!!

	Deadline for inclusion of an item is <u>WEDNESDAY, NOON</u> prior to the subsequent meeting.				
•	Regular meetings are the second and fourth Wednesday of each month. November and December may vary due to holiday schedule changes.				
•	(((((((((((((((((((
•	Agendas are faxed to all news media in the area, as well as posted to the website.				
•	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 for either yourself or a representative to be present at the above-mentioned meeting.				
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• Please tab Signature pages.

IF YOU HAVE TIME CONSTRAINTS, MAKE SURE YOU PLAN AHEAD.

If you have any questions, please feel free to contact Annette at (505) 544-4757.

A CHECKLIST FOR YOU!					
Review by Finance []	Review by County Attorney[]	Filled out request completely []	Made 7 copies []		