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County Commission
Commissioner Chair Jim Frost, District 1
Commissioner Paul M. (Tito) Chavez, District 2
Commissioner LeRoy Candelaria, District 3

County Manager
Bob Ayre
Executive Assistant
Annette Ortiz

REQUEST TO BE PLACED ON THE TORRANCE COUNTY COMMISSION AGENDA

This form must be returned to the County Manager's Office **ONLY**!

Deadline for inclusion of an item is WEDNESDAY, NOON prior to the subsequent meeting.
All fields must be filled out for consideration.

Name: _____ _____
First Last Department / Company / Organization Name

Today's Date: _____ **Mailing Address**: _____
(Departments/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? YES NO **If no, date of Commission Meeting:**_____

Brief explanation of business to be discussed:

_____

_____

_____

_____

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

Has this been reviewed by the Grant Committee? YES NO

Has this been reviewed by the County Attorney? YES NO

If this is a contract, MOU, or Joint Powers Agreement there must be 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 approval)
Change in funds (allow 45 days after Commission approval)
Reduction
Transfer funds (allow 45 days after Commission approval)

Other: _____