

**JAKE LOPEZ**  
Commissioner, District 1

**RICK LEAL**  
Commissioner, District 2

**BILL CATHY**  
Commissioner, District 3



**County Manager's Office**  
109 West 1<sup>st</sup> Street  
Portales, NM 88130

**SCOTT BURTON**  
Commissioner, District 4

**KENDELL BUZARD**  
Commissioner, District 5

**CHARLENE WEBB**  
County Manager  
575-356-5307

## AGENDA REQUEST FORM

The Board of County Commissioners meets every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 9:00 AM at the Roosevelt County Court House located at 109 West 1<sup>st</sup> 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, Charlene Webb: [cwebb@rooseveltcountry.com](mailto:cwebb@rooseveltcountry.com)  
Executive Assistant, Jena Wilbanks: [jwilbanks@rooseveltcountry.com](mailto:jwilbanks@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 Jena Wilbanks  
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.