

BOARD OF MCKINLEY COUNTY COMMISSION MEETING  
AGENDA ITEM REQUEST FORM

County Commission meets on the 1st and 3rd Tuesday of each month; 6 pm work session, 7 pm Regular

Today's date: \_\_\_\_\_ Meeting date: \_\_\_\_\_

**Due Date for Submission is the Wednesday Prior to the Meeting at 5:00 pm**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

**1. Nature and purpose of item to be discussed:** \_\_\_\_\_

\_\_\_\_\_

**Attach any correspondence information, documents and forms for action i.e. budget adjustment, resolution, contract agreements or memorandum of understanding.**

For use of the Manager Office only

**2. Fiscal impact on current budget.**

Is this a budgeted item?

N/A

Yes

Account No. \_\_\_\_\_

No

Please explain where the money is to come from or if any matching funds are required. \_\_\_\_\_

\_\_\_\_\_

Budget adjustment/\*Resolution needed  yes  no If yes include account number \_\_\_\_\_

**\* IF RESOLUTION NEEDED PLEASE ATTACH DRAFT**

Staff notification:

Office of the Manager

Finance Department

Procurement Department

Personnel Department

Legal Department

Road Department

Other \_\_\_\_\_

**Attach all correspondence to form and deliver to Robin Rangel or Tom D. Trujillo.**

Consent Agenda

Work Session

Action Item

Priority