

**Terri Fortner**  
Chairman

**Steve Lanier**  
Chairman Pro-Tem

**GloJean Todacheene**  
Member

**Michael Sullivan**  
Member

**John T. Beckstead**  
Member



**Mike Stark**  
County Manager

**Jim Cox**  
Deputy County Manager

100 South Oliver Drive  
Aztec, New Mexico 87410  
Phone: (505) 334-4271 Fax: (505) 334-3168  
[www.SJCounty.net](http://www.SJCounty.net)

## **San Juan County Commission Meeting and Schedule Procedure to be placed on an Agenda**

The San Juan County Commission meets twice a month. The meetings are held in the Commission Chambers located in the County Administration Building, 100 S. Oliver Drive, Aztec, New Mexico 87410. Subject to scheduled changes by the Commission, Regular Meetings are held monthly:

1st Tuesday of every month at 4:00 pm  
3rd Tuesday of every month at 4:00 pm

All agenda items must be received ten business days prior to the meeting so that the County's staff may review the item.

If you would like to request that an item be placed on the Commission Agenda, please complete an application of request to the County Manager and include the following information:

- 1) Summary of the request
- 2) What you would like the Commission to do
- 3) Cost estimates
- 4) Deadlines
- 5) A copy of any back-up information
- 6) Request any display or computer equipment needed for presentation
- 7) Name, address, and phone number of the person who will make the presentation to the Commission

Submit your request to:

Mike Stark, County Manager  
San Juan County  
100 S. Oliver Drive  
Aztec, NM 87410

You may contact the County Executive Office at (505) 334-4271 or  
email at [commission@sjcounty.net](mailto:commission@sjcounty.net)

**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 Tuesdays of each month. The calendar of meetings can be located on the County's Website sjcounty.net.
- The County Manager's Office prepares the packet, which includes copies of the agenda, contracts, action items and other requests. Packets are sent to the Commissioners the Thursday prior to the meeting date.
- 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.
- Grant applications require review by Administration before they will be 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 sent 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.

CHECKLIST:

Completed Request

Reviewed by Administration

Reviewed by County Attorney (If needed)

Grant Application reviewed by Administration (If needed)

Turned in Request, original(s) with tabbed signature pages and request fulfilled in its entirety

**AGENDA REQUEST FORM**

The Board of County Commissioners typically meets the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month at 4:00pm in Commission Chambers located in the County Administration Building at 100 S Oliver Drive, Aztec NM, 87410.

This form must be returned to County Manager’s Office by Wednesday at noon prior to subsequent meeting.

**ALL** fields must be filled out for consideration.

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Date and Time Submitted: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Phone Number:(\_\_\_\_) \_\_\_\_\_

Any other necessary contact information: \_\_\_\_\_

Is Commission Action necessary? \_\_\_\_\_

If yes, action requested of Commission: \_\_\_\_\_

Is this a Resolution, Agreement, Other? \_\_\_\_\_

Information background and rationale: \_\_\_\_\_

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What is the financial impact of this request? \_\_\_\_\_  
\_\_\_\_ None \_\_\_\_ Increase Budget \_\_\_\_ Reduction \_\_\_\_ Change in Fund  
\_\_\_\_ Change in Current Fund \_\_\_\_ Transfer of Funds \_\_\_\_ Other

Notes or additional information: \_\_\_\_\_

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San Juan County Administration  
County Manager, Mike Stark  
[mstark@sicounty.net](mailto:mstark@sicounty.net)  
Office (505) 334-4271  
Fax (505) 334-3168

DEADLINE FOR INCLUSION OF AN ITEM IS WEDNESDAY, NOON, PRIOR TO THE SUBSEQUENT MEETING DATE