

Quick Tips ... Who to Contact

For Questions On:

Department Contacts:

<p>The language in the agenda item such as:</p> <ul style="list-style-type: none"> ✓ Title* ✓ Background Statement* ✓ Purpose* ✓ Impact* ✓ Resolution Body* ✓ Redacting sensitive information from the attachments ... 	<p>Your department's City Attorney liaison</p> <p>*Please follow the sample document</p>
<ul style="list-style-type: none"> ✓ How to insert information in the different tabs in Granicus ... ✓ City Council Agenda Deadlines ✓ Granicus Training and Lockout (reset password) 	<p>City Council's Office</p> <ul style="list-style-type: none"> ▪ Tamatha Lee, Deputy Clerk of Council ▪ Joy Mautz, Deputy Clerk of Council ▪ Katherine Glass, Clerk of Council
<p>Reporting requirements; grant portal access, account codes; DUNS number; tax exempt number and the budget load for grants ...</p>	<p>Finance Department</p> <ul style="list-style-type: none"> ▪ Jasmine Bryson, Grant Administrator ▪ Veronica Kmetz, Grant Accountant ▪ Brittany Abbot, Assistant Director ▪ Karl Daughtrey, Director <p>Send to all of the above</p>
<p>Funding positions with grant funds and adherence to the City of Hampton's Personnel Policies ...</p>	<p>Human Resources</p> <ul style="list-style-type: none"> ▪ Nicole Clark ▪ Jurea Berger ▪ Your department's Human Resources liaison <p>Send to all of the above.</p>
<p>Funding sources, City cash match and fringe benefits worksheet to use for calculation purposes ...</p>	<p>Budget Division*</p> <ul style="list-style-type: none"> ▪ Lori Green ▪ Carleen Cameron <p>*Send to your department's Analyst and the Budget Manager.</p>
<p>Liability coverage for activities and/or individuals funded by the grant ...</p>	<p>Risk Management</p> <ul style="list-style-type: none"> ▪ Patricia Parker