



# Quick Tips ... Who to Contact

For questions on:

Contact:

<p>The language in the agenda item such as:</p> <ul style="list-style-type: none"> <li>✓ Title*</li> <li>✓ Background Statement*</li> <li>✓ Purpose*</li> <li>✓ Impact*</li> <li>✓ Resolution Body*</li> <li>✓ Redacting sensitive information from the attachments ...</li> </ul>	<p>Your department's <b>City Attorney</b> liaison</p> <p>*Please follow the sample document</p>
<ul style="list-style-type: none"> <li>✓ How to insert information in the different tabs in Granicus ...</li> <li>✓ City Council Agenda Deadlines</li> <li>✓ Granicus Training and Lockout (reset password)</li> </ul>	<p><b>City Council's Office</b></p> <ul style="list-style-type: none"> <li>▪ Tamatha Lee, Deputy Clerk of Council</li> <li>▪ Joy Mautz, Deputy Clerk of Council</li> <li>▪ Katherine Glass, Clerk of Council</li> </ul>
<p>Reporting requirements; account codes; DUNS number; tax exempt number and the budget load for grants ...</p>	<p><b>Finance Department</b></p> <ul style="list-style-type: none"> <li>▪ Veronica Kmetz, Grant Accountant</li> <li>▪ Brittany Abbot, Assistant Director</li> <li>▪ Karl Daughtrey, Director</li> </ul> <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><b>Human Resources</b></p> <ul style="list-style-type: none"> <li>▪ Nicole Clark</li> <li>▪ Jurea Berger</li> <li>▪ Your department's Human Resources liaison</li> </ul> <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><b>Budget Division*</b></p> <ul style="list-style-type: none"> <li>▪ Lori Green</li> <li>▪ Preston Lynn</li> <li>▪ Shelley Strimaitis</li> <li>▪ Shalanda Wilson</li> </ul> <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><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>▪ Patricia Parker</li> </ul>