

# What the Mayor Does

## **Ceremonial**

- Dr. Seuss Breakfast--UPES
- Azalea Classic
- Arbor Day
- Independence Day
- Veterans Day

## **Presides at Council Meetings**

## **Council Agenda/Packet/Minutes**

## **Communicating**

- Web site
- Mayor's list
- Newsletter
  - Mayor's Column
  - PDF review
- Council & Committees
- UMD Journalism Students

## **Intergovernmental relations**

- Other Municipalities
- State
- County
- Tracking State and County legislation
- MML Legislative Committee

## **Presenting to/Representing the Town at**

- Planning Board
- County Council
- County Executive's Office
- Other Municipal
- Enable grant receipts
- Municipal associations
  - Maryland Municipal League
  - Prince George's County Municipal Association (PGCMA)
- Anacostia Trails Heritage Area (ATHA)/Maryland Milestones

## **Ensuring State and County Mandates are met**

## **Planning Director**

## **Responsiveness/Answering Questions**

- Resident inquiries and complaints

## **Emergency response**

## **Staff Director/Direct Reports**

- Chief of Police
- Director, Public Works
- Treasurer
- Town Clerk

## **Grants**

- Finding/Grant writing
- Administration

## **Fiscal/Financial**

- Budget
- Tax Rates
- Cost analysis

## **Personnel/Human Resources**

- Policies/Personnel Manual
- Employee benefits
- Retirement
- Standards/Discipline

## **Code Compliance**

## **Information Technology/Information Systems**

## **Contracting**

- Engineering services
- Public Works Projects
- Information technology services
- Arborist
- Newsletter editing
- Printer/mailing services
- Architectural services
- Website Host
- Auditor