

ADMINISTRATION

Expenditures in the Administration category are related to the operations of the Town Manager, Town Clerk, Director of Public Information, Marketing and Special Events and an administrative assistant. The Town Manager is responsible for all of the day to day operations of the Town and also serves as the finance officer and budget officer. All employees of the Town report to the Town Manager. The Town Clerk assists the Town Manager by preparing minutes of the Town Council and Planning Board meetings, as well as other Town committees, and aiding in the preparation of the Town Council agenda, among other duties. The Director of Public Information, Marketing and Special Events serves as the Town’s public information officer and is responsible for planning and coordinating Town events, such as the 4th of July Parade, summer park events, and the Annual Duck Jazz Festival. In addition, the position also oversees the Town’s social media. The administrative assistant primarily aids this position.

The FY 2019 Budget for Administration is expected to increase by 1.17% from the FY 2018 Amended Budget. This increase is largely due to increased costs related to salaries and benefits.

Below is a chart that shows the Administration budget from FY 2014 to the FY 2019 Budget with an additional forecast to FY 2024.

