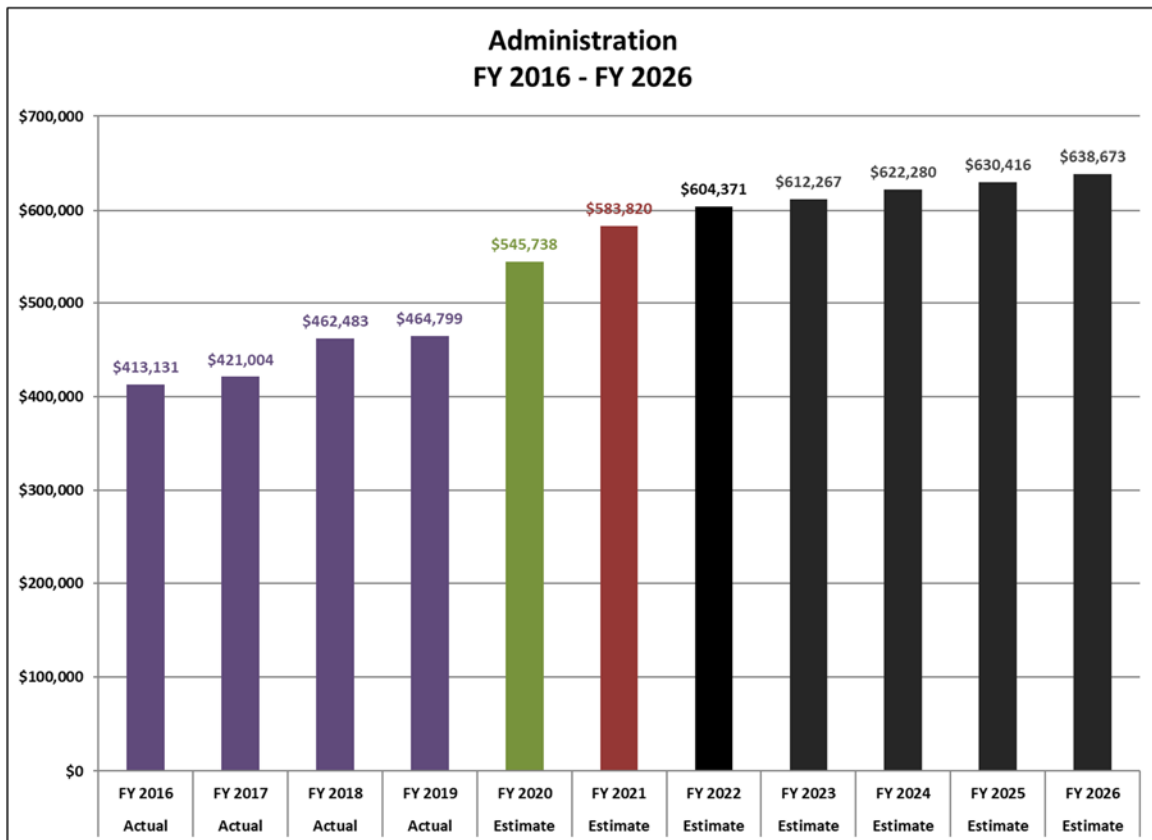


ADMINISTRATION

Expenditures in the Administration category are related to the operations of the Town Manager, Assistant to the Town Manager, Town Clerk, Director of Public Information, Marketing and Special Events and the Assistant Director of Public Information and Events Coordinator. 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 Assistant to the Town Manager is part of the Town Manager’s management team and conducts administrative tasks, technical analyses of the budget, management, and operational functions of the town, and completes special projects in support of 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 Assistant Director primarily aids this position and serves as the volunteer coordinator.

The FY 2021 Budget for Administration is expected to increase by 2.49% from the FY 2020 Amended Budget. This slight increase is largely due to typical increases in employee costs.

Below is a chart that shows the Administration budget from FY 2016 to the FY 2021 Budget with an additional forecast to FY 2026.



Town of Duck, North Carolina
Annual Budget Estimate - Expenditures FY 2020-2021

Fiscal Year 2020-2021

Fund: General

Department: General Government - Administration

Page No. 19

| Object of Expenditure | Number | Last year | Current Year | | Coming Year | | | |
|------------------------------------|----------|-----------|--------------|-----------------|-----------------------|-----------|-------------|---------------------|
| | | Actual | Budget | Actual To Date* | Estimated Entire Year | Requested | Recommended | Approved By Council |
| Administration: | 4120 | | | | | | | |
| Salaries and Wages | 4120-121 | \$349,689 | \$403,911 | \$261,097 | \$372,290 | \$423,056 | \$423,056 | \$423,056 |
| Salaries and Wages(p.t.) | 4120-126 | \$722 | \$0 | \$506 | \$506 | \$0 | \$0 | \$0 |
| Supplemental Retirement | 4120-134 | \$45,654 | \$50,017 | \$37,205 | \$55,806 | \$52,391 | \$52,391 | \$52,391 |
| Fringe Benefits | 4120-180 | \$36,279 | \$71,191 | \$28,755 | \$57,510 | \$73,146 | \$62,873 | \$62,873 |
| Professional Services | 4120-190 | \$0 | \$1,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Supplies and Materials | 4120-200 | \$2,316 | \$3,500 | \$1,320 | \$1,980 | \$3,000 | \$3,000 | \$3,000 |
| Travel | 4120-310 | \$7,493 | \$14,000 | \$12,932 | \$14,137 | \$17,000 | \$17,000 | \$17,000 |
| Communications | 4120-320 | \$2,553 | \$6,500 | \$3,145 | \$4,265 | \$7,000 | \$7,000 | \$7,000 |
| Printing and Binding | 4120-340 | \$1,040 | \$1,000 | \$1,868 | \$2,171 | \$1,000 | \$1,000 | \$1,000 |
| Repairs and Maintenance | 4120-350 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Advertising | 4120-370 | \$500 | \$1,500 | \$735 | \$735 | \$1,000 | \$1,000 | \$1,000 |
| Data Processing | 4120-380 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Other Services | 4120-390 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Fixed Charges | 4120-400 | \$6,215 | \$8,000 | \$4,495 | \$6,034 | \$7,500 | \$7,000 | \$7,000 |
| Dues and Subscriptions | 4120-491 | \$5,817 | \$6,000 | \$3,587 | \$6,000 | \$6,500 | \$6,500 | \$6,500 |
| Miscellaneous | 4120-499 | \$5,487 | \$3,000 | \$3,753 | \$4,057 | \$3,000 | \$3,000 | \$3,000 |
| Capital Outlay -Over \$5,000 | 4120-500 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Capital Outlay - Under \$5,000 | 4120-501 | \$1,035 | \$0 | \$3,007 | \$20,247 | \$0 | \$0 | \$0 |
| Subsidies and Allocations | 4120-600 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Contingency | 4120-991 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Prior Year's Deficit | 4120-992 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL | | \$464,799 | \$569,619 | \$362,405 | \$545,738 | \$594,593 | \$583,820 | \$583,820 |
| TOTALS EXPENDITURES SUMMARY | | \$464,799 | \$569,619 | \$362,405 | \$545,738 | \$594,593 | \$583,820 | \$583,820 |

NUMBER OF EMPLOYEES: Prior Years: 4 Current Year: 5 Requested: 5 Approved 5

* As of March 12, 2020