



## ADMINISTRATIVE REGULATION

Effective Date: August 15, 2024

Administrative Regulation: 1-0

Revision Date: N/A

Supersedes: N/A

Approved By: William H. Ashton II

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Subject: Issuance and Revisions of Administrative Regulations and Actions

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All authority of the Town Manager, to include but not be limited to: Administrative regulations, financial, procurement, contractual, budgetary, or any other granted to the town manager by policy or statute, may only be exercised by the appointed town manager. In cases of the prolonged absence or vacancy of the office of the appointed town manager, this authority may be exercised by the acting or interim town manager, or deputies to the town manager.

This administrative regulation shall remain in effect until rescinded.

A handwritten signature in black ink, appearing to read "W. H. Ashton II".

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William H. Ashton II  
Town Manager