# DENTON CONNECT

***Informed Citizens, Stronger Community***

**How Denton's Government Works**

The Town of Denton operates under a *Manager/Council* form of government. In this structure the *elected Commissioners*, including the *Mayor*, are responsible for setting policies, making legislative decisions, representing the interests of Denton's residents. The *Town Manager* is a professionally trained administrator, appointed by the Town Commissioners and responsible for carrying out the policies adopted by the Commissioners as well oversees the town's daily operations, staff, and services.

Our Town Hall is located at 201 W Salisbury Street, it serves as the heart of our community and the central point of contact for residents, businesses, and visitors. As the primary hub for municipal operations, Town Hall is where all essential services come together to support the needs of the public whether you have questions, need to make a payment, request information, or connect with Town staff, Town Hall is here to help. Our dedicated team of professional staff is committed to providing responsive, courteous, and efficient service across all departments.

We welcome walk-ins, phone calls, and online inquiries, and encourage all members of the community to reach out whenever they need assistance or information. Town Hall plays a vital role in ensuring open communication between local government and the public — helping us work together toward a thriving, well-connected community.

- Angel Jenkins, Town Manager, Chief Administrative Officer, Zoning Officer, Financial Director. Ms. Jenkins started with the Town in 2016 as Town Clerk, and transitioned into the Town Manager position in 2022.
    - Implements and enforces town policies, ordinances, and resolutions
    - Oversees all town departments and department heads.
    - Serves as a liaison between elected officials and town staff.
    - Provides reports and recommendations to the Town Council/Board.
    - Manages town contracts, negotiations, and intergovernmental relations.
    - Develops, monitors, prepares and administers the annual town budget. (operating and capital).
    - Manages accounting, and auditing functions.
    - Oversees investment of town funds and cash flow management.
    - Ensures compliance with state and federal financial regulations.
    - Coordinates annual audits and responds to audit findings.
    - Reviews and approves zoning permits, site plans, and land use applications.
    - Interprets and applies zoning laws and municipal codes.
    - Conducts inspections to ensure compliance with zoning regulations.
    - Investigates complaints and issues notices of violation as needed.
    - Serves as staff advisory to the Parks and Recreation Board.
    - Works with the Planning and Zoning Board, and other land use entities.
    - Maintains zoning maps and records.
    - Assists residents, developers, and businesses with zoning inquiries and procedures.

- Paula Hedrick, Town Clerk / Assistant Finance Director. Ms. Hedrick joined the Administrative Department in 2022.
    - Maintains official municipal records, such as meeting minutes, ordinances, resolutions, and contracts.
    - Oversees the storage and preservation of vital records
    - Prepares agendas and minutes for town board or council meetings.
    - Posts public notices of meetings and hearings as required by law.
    - Ensures transparency and access to public records.
    - Serves as a point of contact for residents seeking information about municipal services and policies.
    - Assists in filing public records requests
    - Ensures that the town is in compliance with state and local statutes regarding records, notices, and public meetings.
    - Is the official custodian of the municipal seal and attests to official documents.
    - Accounts Payable, Accounts Receivable, Payroll and Human Resources

These two staff members serve as the welcoming face of Town Hall, providing exceptional customer service to residents and visitors alike. Beyond their front-facing roles, they support all departments with a wide range of administrative and operational needs. Their adaptability, professionalism, and in-depth knowledge of municipal operations make them essential to the smooth functioning of the Town Hall, embodying both hospitality and efficiency in every interaction.

- Robin Garrison, Deputy Clerk / Utility Clerk. Ms. Garrison has been a vital part of our administrative team since 2002.
    - Assistant to the Clerk -during absence
    - Utility Billing
    - Manages Festivals - Antique and Street
    - Customer Service
- Elizabeth Elswick, Administrative Assistant. Ms. Elswick joined our administrative team in 2017.
    - Assistant to the above in all aspects
    - Website Administrator
    - Social Media Administrator
    - Newsletter – Lead Editor
    - Customer Service

Ms. Jenkins along with Town Administrative Staff welcome you to engage with your local government and be a part of shaping Denton's future. Whether you're a long-time resident or a newcomer, your input, participation, and partnership are invaluable in building a stronger, more vibrant town.

Together, we are Denton — growing, thriving, and moving forward.

Article written by Paula Hedrick, Town Clerk