



## STAFF REPORT

**TO:** Mayor and Town Council

**FROM:** Sarah Greenwald, Assistant Clerk

**DATE:** March 17, 2026

**RE:** Ordinance No. 2026-001 – Town Administrator - Changes from 2<sup>nd</sup> Reading to 3<sup>rd</sup> Reading

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### **Background:**

Ordinance No. 2026-001 proposes to amend Title 2, Chapter 5 of the Alpine Municipal Code to establish the position of **Town Administrator** as an appointive officer of the Town and to outline the duties and administrative structure associated with that position.

The ordinance received **Second Reading on March 3, 2026**. Prior to **Third Reading**, revisions were made to clarify the qualifications, duties, administrative authority, and employment provisions related to the Town Administrator position.

These revisions expand the ordinance to provide additional detail regarding the role of the Town Administrator and the administrative relationship between the governing body, Mayor, and Town staff.

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### **Discussion:**

Several substantive revisions were made to the ordinance between Second Reading and Third Reading.

#### **1. Section Title and Organization:**

The Second Reading version included a section titled “**Town Administrator — Duties.**”

The Third Reading version expands and restructures this section to “**Town Administrator — Qualifications and Duties,**” adding multiple subsections addressing qualifications, duties, governance relationships, and employment provisions.

#### **2. Administrator Qualifications:**

A new subsection establishes qualifications and appointment provisions for the Town Administrator, including:

- Selection based on executive and administrative training, education, and experience.
- Appointment by a majority vote of the governing body.

- Designation of the position as an **at-will employee serving at the pleasure of the governing body.**
- Authority for the governing body to remove the administrator by majority vote.
- A residency expectation requiring the administrator to relocate to Wyoming and reside within the **Star Valley area of Lincoln County within a reasonable time following appointment**, with residence in Alpine preferred.

### **3. Expanded Administrative Duties:**

The Second Reading ordinance listed six general duties of the Town Administrator.

The Third Reading expands this section to include additional administrative responsibilities, such as:

- Supervising enforcement of town ordinances, policies, and procedures
- Participating in hiring department heads and assisting with personnel administration
- Notifying the governing body of staffing changes
- Issuing administrative procedures and regulations consistent with town ordinances and state law
- Recommending policy measures to the governing body
- Coordinating financial reporting with the Town Treasurer
- Coordinating purchasing and expenditures with the Clerk and Treasurer.

These additions further define the operational and administrative role of the Town Administrator.

### **4. Relationship Between Governing Body and Administrator:**

A new subsection clarifies that the governing body shall address administrative operations through the Town Administrator when those matters fall within the administrator's area of responsibility. The section also clarifies that the Mayor is responsible for ensuring the proper administration of directives issued by the governing body.

### **5. Employment and Salary:**

Additional language was added establishing that the governing body shall employ the Town Administrator and set the salary for the position. The administrator serves as an employee of the

Town and may be discharged or have salary adjustments made by majority vote of the governing body.

#### **6. Resignation and Interim Appointment:**

The Third Reading also introduces procedures for resignation and temporary vacancy, including:

- A requirement that the Town Administrator provide **30 days written notice prior to resignation**
- Authorization for the Mayor, with consent of the governing body, to appoint a replacement
- Authorization for the Mayor to serve as interim administrator for up to **180 days without additional compensation** if a replacement has not yet been appointed.

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#### **Fiscal Impact:**

The ordinance itself does not establish a salary amount; however, adoption authorizes the governing body to employ a Town Administrator and establish compensation for the position through future action.