



TOWN OF ALPINE

STAFF REPORT

TO: Mayor and Town Council

FROM: Monica Chenault, Town Clerk

DATE: February 17, 2026

RE: Ordinance 2026-001 – Creation of Town Administrator Position

Request:

Consideration of Ordinance 2026-001, an ordinance amending Title 2, Chapter 5 of the Alpine Municipal Code to add the position of Town Administrator as an appointive officer of the Town and to define the duties of that position.

Background:

Title 2, Chapter 5 of the Alpine Municipal Code currently establishes appointive officers of the Town and outlines the duties of those officers. Under the existing code, appointive officers include the Town Clerk, Town Treasurer, Town Attorney, Town Engineer, Chief of Police, Municipal Court Justice, and other officers authorized by the Town Council. The existing code does not include a Town Administrator position.

The duties of appointive officers are addressed in individual sections of Chapter 5, with Section 2-506 currently titled “Duties of Other Officers,” which provides general direction that duties are set forth elsewhere in the code or by ordinance.

Summary Of The Proposed Ordinance:

Ordinance 2026-001 makes the following substantive changes to the Alpine Municipal Code:

1. Adds the Town Administrator as an Appointive Officer

The ordinance amends Section 2-501(A) to formally include the Town Administrator among the Town’s appointive officers. As with other appointive officers, the Town Administrator would be appointed by the Mayor with the advice and consent of a majority of the entire Town Council and would be subject to the same appeal rights for suspension or discharge.

2. Establishes a New Section Defining the Duties of the Town Administrator

The ordinance creates a new Section 2-506, which establishes the Town Administrator as an appointive administrative officer serving at the direction of the Mayor and Town Council. The duties focus on administrative coordination and support, including assisting with policy implementation, coordinating departmental activities, supporting budget and capital planning efforts, overseeing administrative functions such as contracts and grants, attending Town Council meetings, and performing other administrative duties as assigned.

3. Clarifies That Statutory Authority Is Not Altered

The ordinance expressly states that the creation of the Town Administrator position does not transfer, modify, or impair the statutory powers and duties of the Mayor, Town Council, Town Clerk, Town Treasurer, or any other municipal officer established by Wyoming law.

4. Renumbers Existing Code Section

The current Section 2-506, titled “Duties of Other Officers,” is renumbered as Section 2-507. The renumbered section remains in full force and effect without substantive amendment

Purpose And Effect:

The purpose of Ordinance 2026-001 is to establish a Town Administrator position to assist with the coordination and administration of Town operations as Alpine’s organizational and administrative needs evolve. The ordinance provides a clear framework for administrative support while preserving the statutory roles and authorities of elected officials and existing appointive officers.

The ordinance does not mandate the immediate hiring of a Town Administrator; rather, it creates the position within the Municipal Code so that the Town Council and Mayor may utilize it if and when deemed appropriate.

Fiscal Impact:

The adoption of Ordinance 2026-001 has **no fiscal impact**. This ordinance solely creates and defines the Town Administrator position within the Municipal Code and does not authorize funding, salary, or benefits.

Any fiscal impact would occur only if and when the Town Council separately approves the filling the position through appointment of a Town Administrator and/or a budget amendment.