

Clerk/Treasurer's Report

To: Mayor and Town Council

From: Monica L. Chenault, Clerk/Treasurer

Date: May

Re: Department Update

Over the past several weeks, the Clerk/Treasurer's office has continued work on legal coordination, budget preparation, public records requests, election filing requirements, event planning, and administrative support for Council and staff.

A significant portion of time has been spent coordinating meetings, reviewing background information, and preparing documentation related to ongoing legal and development-related matters. This included Melvin Brewing wastewater matters, Cambria-related issues, utility and development questions, and coordination with the Town Attorney, staff, consultants, and affected parties.

The office has also continued work on the FY26 amended budget and FY27 proposed budget. This included budget meetings, review of revenues and expenditures, preparation of information for Council, and continued review of fund impacts, utility fund concerns, capital projects, and use of prior-year fund balance.

Public records requests have also required a considerable amount of staff time. Recent requests have involved broad email searches and review of large volumes of records to determine responsiveness and prepare appropriate responses. As the volume and complexity of public records requests continue to increase, the Town may want to consider whether public records coordination and public engagement should be handled in a more centralized manner.

The Clerk/Treasurer's office also oversaw municipal election filing requirements. Five candidates filed for Alpine Town Council, and three candidates filed for the Mayor seat. Candidate filings were reviewed, certified, and submitted to the County Clerk's office as required.

The Assistant Clerk has also spent a significant amount of time planning for the Town's 250th semi-quincentennial events associated with the Fourth of July celebration this year. This work has included event coordination, planning support, and preparation for community activities related to the celebration.

In addition, I coordinated the Council meeting with the Wyoming Association of Municipalities and continued assisting with agenda preparation, staff reports, ordinances, resolutions, legal correspondence, public notices, grants, annexation-related matters, and other administrative operations.

Summary of Recent Work

Recent Clerk/Treasurer work has included:

- Legal and staff coordination on Melvin Brewing wastewater matters;
- Cambria-related meetings and review;
- Public records request coordination and email review;
- FY26 amended budget and FY27 proposed budget preparation;
- Municipal election candidate filing review, certification, and submission;
- Assistant Clerk planning and coordination for the Town's 250th semi-quincentennial Fourth of July events;
- Coordination of the Council meeting with WAM;
- Utility ordinance, capacity fee, and development-related review;
- Agenda, staff report, ordinance, resolution, and Council packet support;
- Continued support for grants, annexations, public notices, and administrative operations.

Respectfully submitted,

Monica L. Chenault

Clerk/Treasurer

Town of Alpine