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3.04.010 Treasurer—Duties. In addition to other duties, the Treasurer is the custodian of all money belonging to the City and shall give bond in double the sum of money estimated by the governing body to be at any time in his hands. The Treasurer shall keep a separate account of each fund or appropriation, and the debits and credits belonging thereto; give every person paying money into the treasury a receipt specifying date of payment, and on what account paid; and shall file copies of all receipts, except tax receipts, with reports of the office. The Treasurer shall keep all moneys belonging to the City separate and distinct from moneys belonging to the Treasurer, and shall not, either directly or indirectly use the City money or warrants for the use and benefit of the Treasurer or any other person. (Charter Ord. 1-1989 W.S. 13(A), 1989)

3.04.020 Quarterly Report. The City Administrator shall report to the governing body quarterly, a full detailed account of all receipts and expenditures during the preceding quarter, and the state of the treasury, showing the indebtedness of the City. The Administrator shall keep a register of all warrants redeemed and paid during the quarter, describing such warrants, their date, amount, number, the fund from which paid, and person to whom paid, and specifying the time of payment. (Charter Ord. 1-1989 W.S. 13(B), 1989)

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**3.04.030 Disbursements.** Except as otherwise provided, all disbursements shall be made by warrants signed by the City Administrator or the City Clerk under the administrator's direction and countersigned by the Mayor, and no warrant may be drawn in payment of a claim of more than fifty dollars until the claim certified by the City Administrator has been allowed by resolution of the governing body. Every warrant shall specify its purpose, the fund against which it is drawn, and shall be made payable to the order of the person whose favor it is drawn. (Charter Ord. 1-1989 W.S. 13 (C), 1989)

**3.04.040 Payment of warrants and audits.** When any warrant is paid, it shall be immediately cancelled and filed in the office of the City Treasurer. The orders drawn upon each fund shall be kept separate. The governing body shall provide for the examination during each audit of all cancelled warrants, bonds, and other obligations in the hands of the City Administrator. (Charter Ord. 1-1989 W.S. 13(D), 1989)

**3.04.050 Payment of bonded indebtedness.** Principal and interest upon bonds and certificates of indebtedness, when due, may be paid by the City Administrator out of the proper funds, upon presentation and surrender to the administrator of the bond, certificate or interest coupon. When paid, they shall be cancelled immediately and filed in the office of the City Administrator, in the same manner as warrants. (Charter Ord. 1-1989 W.S. 13(E), 1989)

**3.04.060 Execution of city check.** Every check drawn upon a City depository in payment of a warrant shall be signed by the City Administrator or the City Clerk under the administrator's direction and countersigned by the Mayor, and state clearly thereon the purpose for which it is drawn. (Charter Ord. 1-1989 W.S. 13(F), 1989)

**Chapter 3.08**

**BONDS**

**Sections:**

- 3.08.010 Sureties.
- 3.08.020 Individual sureties.
- 3.08.030 Approval required.

**3.08.010 Sureties.** Whenever any bond, recognizance, or other obligation is by law, ordinance, rule, or regulation of the City, required or permitted to be tendered or

filed, with surety or sureties, and whenever the performance of any act or obligation, or the refraining from any act, is required or permitted to be guaranteed, such bond, undertaking, obligation, recognizance or guaranty may be executed, either by a guaranty or surety company qualified to act as surety or guarantor under the laws of the state, or by two or more individuals who shall be qualified as hereinafter provided.

**3.08.020 Individual sureties.** In care any bond, recognizance or other obligation of the character hereinbefore mentioned shall be executed on behalf of the party named therein as principal by two or more individuals as sureties, the said sureties, and each of the, shall be resident property holders of the city, county and state, and shall justify upon oath to an amount of property equal to twice the value of the amount of said bond, recognizance or other obligation executed by them, exclusive of the amount of their debts, exemptions and other liabilities, which property shall be located in the county and may not thereafter be removed from said county during the term of the bond.

**3.08.030 Approval required.** All bonds herein referred to shall be of a form to be approved by the City Attorney.

### Chapter 3.12

## COLLECTION OF DELINQUENT ASSESSMENTS

### Sections:

- 3.12.010 Scope.
- 3.12.020 Procedure.
- 3.12.030 Penalty on delinquent assessments.
- 3.12.040 Interest and costs to be added.
- 3.12.050 Unpaid balance due upon default.

**3.12.010 Scope.** This chapter shall apply to any delinquent assessment or assessment lien or other lien held by the City for which the laws of the state authorize the City to establish collection and enforcement procedures.

**3.12.020 Procedure.** A. Any such delinquent assessment or assessment lien or other lien may be collected and enforced in the following manner:

1. By sale of property for delinquent assessments, as provided more particularly by Wyoming Statutes

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Section 15.6-410, et seq., and any amendments that may thereafter be made thereto; or

2. By judicial foreclosure as provided more particularly by Wyoming Statutes Section 15.6-419, et seq., and any amendments that may hereafter be made thereto; or

3. By the issuance and/or sale of certificates of delinquency, as provided more particularly by Wyoming Statutes Section 15.6-421, et seq., and any amendments that may hereafter be made thereto; or

4. By any other lawful procedure.

B. The governing body shall select the procedure to be followed in each instance.

3.12.030 Penalty on delinquent assessments. A penalty shall be collected on delinquent assessments in the amount of five percent of the balance of principal and interest due thereon.

3.12.040 Interest and costs to be added. In the event of any action by the City authorized in this chapter for the collection of a delinquent assessment, the City shall further be entitled to collect interest, penalty and costs, including a reasonable sum for attorneys' fees. The interest rate on delinquent assessments, assessment liens, and other liens collected pursuant to this chapter shall be eighteen percent unless otherwise provided.

3.12.050 Unpaid balance due upon default. Upon failure to pay any installment of any assessment when due, the entire assessment shall become due and payable and the collection enforced as prescribed in this chapter.

Title 4  
(RESERVED)

