

Title 2
Administration and Personnel

Chapter 2.04

MAYOR

Sections:

- 2.04.010 Mayor as chief executive.
- 2.04.020 Exemption from certain provisions of Wyoming statutes relating to personnel powers of the mayor.

- 2.04.030 Mayor to appoint administrative officers and employees with consent and approval of town council.

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- 2.04.050 Powers.
- 2.04.060 Mayor to preside at town council meetings.
- 2.04.070 Compensation.
- 2.04.080 Salary for mayor pro tem.

2.04.010 Mayor as chief executive. The mayor shall be the chief executive and administrative officer of the town government and shall enforce the laws of the town and require the faithful performance of all administrative duties and such duties, rights and authority as is conferred upon him by the Wyoming Statutes and any subsequent amendments thereof. (Prior code §1-201)

2.04.020 Exemption from certain provisions of Wyoming statutes relating to personnel powers of the mayor. The town, by adoption of the Charter ordinance codified in this section, does hereby exempt itself from the provisions of Section 15-2-102, Wyoming Statutes 1977, as amended June 5, 1984. (Charter Ord. 89-1 §1 (part), 1989)

2.04.030 Mayor to appoint administrative officers and employees with consent and approval of town council. It shall be the duty of the mayor to appoint, with the approval and consent of the town council, competent, qualified officers and employees to administer to the needs of the town. The mayor shall have the power to dismiss, suspend and discipline all such officers and employees under his control, except that dismissal and suspension shall require the prior approval and consent of the town council. Approval and consent provided by the town council pursuant to this section shall require a two-thirds majority vote.

(Charter Ord. 89-1 §1(part) , 198_)

2.04.040 Budget report. The mayor shall assemble estimates of the financial needs and resources of the town for each ensuing year and shall prepare a program of activities within the financial power of the town embodying the same in a budget document with proper supporting schedules and analyses. The complete report shall then be annually presented to the town council. (Prior code §1-203)

2.04.050 Powers of mayor. As chief executive, the mayor shall have the following powers:

A. Prescribe Rules. The mayor shall have the power to prescribe such rules and regulations as he shall deem necessary or expedient for the conduct of administrative agencies or town officers subject to his authority, and he shall have the power to revoke, suspend or amend any rule or regulation of an administrative agency by whomever prescribed;

B. Overrule Officials. The mayor shall have the power to set aside any action taken by a town official and may supersede him in the department, division or bureau;

C. Delegate "Duties. The mayor, shall have the power to direct any department, division or bureau to perform for any other department, division or bureau;

D. Appoint Committees. The mayor shall have the power to designate such committees and officers thereof as he shall find necessary for the proper consideration of administrative problems. Such committees shall meet at the request of the mayor and shall make such recommendations on matters referred to them as they shall find necessary -for the best interests of the town. (Prior code §1-204)

2.04.060 Mayor to preside at town council meetings. It shall be the duty of the mayor to preside at all meetings of the town council, but in case of his absence, one of the councilmen shall be chosen to act as mayor pro tern. (Prior code §1-205)

2.04.070 Compensation of mayor. The compensation of the mayor shall be \$250 per meeting of the Town Council. (Ordinance 2003-02, 5/12/2003)

2.04.080 Salary for mayor Pro-tem. At any meeting of the town council at which a mayor pro tern is appointed, said mayor pro tern shall in lieu of regular compensation be paid a salary for said meeting in an amount equal to what the mayor would have been paid for attendance at said meeting. (Ord. 91-3 §2, 1991)

Chapter 2.08

TOWN COUNCIL

Sections:

- 2.08.010 Regular meetings.
- 2.08.020 Special meetings.
- 2.08.030 Adjourned meetings.
- 2.08.040 Executive sessions.
- 2.08.050 Quorum.
- 2.08.060 Compensation.

- 2.08.070 Presentation of ordinances.
- 2.08.080 When ordinances take effect.

2.08.010 Regular meetings. Regular meetings of the town council shall be held at five p.m. on the second Monday of each month; provided, however, that if said meeting date shall be a legal holiday such meeting shall be held on the following day.

2.08.020 Special meetings. When necessary a special meeting of the town council may be called by the mayor or by a majority of the qualified members of the town council, notice of which special meeting must be given in accordance with the law. (Ord. 91-16 §1, 1991: prior code §1-302)

2.08.030 Adjourned meetings. Any meeting may be adjourned to a later date, except that no meeting may be adjourned to a date beyond the next regular meeting. Only such matters as could legally be considered at the original meeting may be considered at the adjourned meeting. (Prior code §1-303)

2.08.040 Executive sessions. When the nature of the business so requires, the town council by a vote of two-thirds of the members present, may go into executive session and exclude the public therefrom. (Prior code §1-304)

2.08.050 Quorum. A majority of the town council shall constitute a quorum for the transaction of business, but any number may adjourn from time to time. (Prior code §1-305)

2.08.060 Compensation. The compensation of a member of the Town Council shall be \$100 per meeting of the Town Council. (Ordinance 2003-3, 5/12/2003)

2.08.070 Presentation of ordinances. All ordinances shall be presented in writing or typewritten. (Prior code §1-307)

2.08.080 When ordinances take effect. All ordinances passed by the town council of the town shall take effect and be in force from and after they are duly published by posting a copy thereof in the town clerk's office and such other places as the governing body may determine for at least ten days unless the ordinance contains an effective date later than that, in which case the effective date contained in the ordinance shall be controlling. Emergency ordinances shall become effective upon proclamation of the mayor, and as soon thereafter as is practicable, they shall be posted in the manner required of other ordinances. Every ordinance shall, within a reasonable time after passage, be signed by the mayor and attested by the clerk and recorded in a book kept for that purpose. The attestation of the clerk shall show that the ordinance was duly posted. (Prior code §1-106)

Chapter 2.12

OFFICERS GENERALLY

Sections:

2.12.10 Compensation.

2.12.010 Compensation. Such salaries, commissions, fees, retainers or wages as would reasonably compensate an appointive officer for services rendered or duties performed shall be determined and set by the mayor, with approval of the town council, and paid in the same manner as the satisfaction of any other claim against the town. (Prior code §1-511)

Chapter 2.16

ELECTIONS

Sections:

2.16.010 Time of elections.

2.16.030 Terms of office.

2.16.040 Conduct of elections.

2.16.010 Time of elections. A town election shall be held at the time specified by the statutes of the state as applicable unless superseded by Charter ordinance of the town, in which case the time of town elections shall be set by Charter ordinance. (Prior code §1-401)

2.16.030 Terms of office. The term of office for the mayor shall be four years after the date of election. The term of office for the town councilmen shall be four years after the date of election. (Prior code §1-403)

2.16.040 Conduct of elections. All town elections shall be conducted in accordance with the election laws of the state applicable to towns unless superseded by Charter ordinance of the town, in which case the Charter ordinance shall control. (Prior code §1-404)

Chapter 2.20

TOWN CLERK

Sections:

- 2.20.010 Appointment.
- 2.20.020 Duties

2.20.010 Appointment. The mayor, with the consent of and approval of the town council, shall appoint a town clerk, who shall hold office for the term of two years, or until a successor is appointed and qualified. (Prior code §1-501)

2.20.020 Duties. A. It shall be the duty of the town clerk to:

1. Keep the corporate seal, papers and books be longing to the town;
2. Attend the meetings of the town council;
3. Keep a journal of all their proceedings and to keep a record of all ordinances passed by the town council. The journal and the record, after approval of the same, shall be signed by the mayor and attested by the clerk;

B. The town clerk shall attest all warrants, bands and licenses issued pursuant to the orders and ordinances of the town council, affix the corporate seal thereto, and keep an account in a suitable book under appropriate headings of all warrants drawn an the treasury, and an account of all licenses issued, showing the date and amount thereof;

C. The town clerk shall likewise perform such other duties as may from time to time be delegated to him by the town council or the mayor. (prior code §1-502)

Chapter 2.24

TOWN TREASURER

Sections:

- 2.24.010 Appointment.
- 2.24.020 Duties.
- 2.24.030 Availability of treasurer's books.
- 2.24.040 Bond.

2.24.010 Appointment. The mayor, with the approval and consent of the town council, shall appoint a town treasurer to act for a term of two years, or until a successor is duly appointed and qualified. (Prior code §1-503)

2.24.020 Duties. The treasurer of the town shall keep his accounts so as to show when and from what sources all money paid to him have been derived and to whom and when such moneys or any part thereof have been paid out. The treasurer shall make a semiannual report to the town council and report to other times when directed by them so to do, giving a full and

itemized statement of all moneys received and expended accompanied by all warrants or orders paid since his last report, and to make a full report of all the receipts and disbursements during the year. He shall pay no money from the town treasury except upon warrants regularly issued by the town clerk, bearing the town seal and signed by the mayor. (Prior code §1-504)

2.24.030 Availability of treasurer's books. The treasurer's books, accounts and vouchers are at all times subject to examination by the mayor and town councilor any elector of the town. It is the duty of the mayor and town council to examine the books at regular meetings on some day between the first and last Mondays of March of each year and settle with the treasurer. Immediately after the annual settlement with the treasurer, the mayor and town council shall post in three or more public places an exhibit of the receipts and expenditures, specifying the source of all receipts and what appropriations were made, for what objects and the specific amount of each. (Prior code §1505)

2.24.040 Bond. The town treasurer shall give a bond in the penal sum of one thousand dollars for the faithful performance of his duties with sufficient surety to be approved by the mayor. (Prior code §1-506)

Chapter 2.28

TOWN MARSHAL

Sections:

2.28.010 Appointment.

2.28.010 Appointment. The mayor, with the approval of the town council, shall appoint a town marshal who shall be charged with the duty of maintaining public peace and safety in the town. Deputy marshals may also be appointed when such services are deemed necessary by the mayor or town council. (Prior code §1-507)

Chapter 2.32

TOWN ATTORNEY

Sections:

2.32.010 Appointment.

2.32.020 Duties.

2.32.010 Appointment. The mayor, with the approval of the town council, shall appoint a town attorney to act for the term of one year. (Prior code §1-508)

2.32.020 Duties. The town attorney shall at all times:

- A. Act to protect the interests of the town;
- B. Advise the town council when requested;
- C. Prepare or revise ordinances;
- D. Render opinions on any legal matter or questions submitted to him by the councilor mayor;
- E. Attend council meetings when requested;
- F. Prepare all contracts and legal instruments to which the town is a party; and
- G. Prepare, when authorized by the council, all charges and complaints against, and shall appear in the appropriate court in the prosecution of, every person charged with a violation of a town ordinance, or with the commission of a misdemeanor, as declared by the ordinances of the town. (Prior code §1-509)

Chapter 2.36
MUNICIPAL COURTS

Sections:

- 2.36.010 Appointment of municipal judge.
- 2.36.020 Term of office.
- 2.36.030 Removal of municipal judge.
- 2.36.040 Jurisdiction.
- 2.36.050 No change of venue.
- 2.36.060 Duty.
- 2.36.070 Contempt of court.
- 2.36.080 Compensation of municipal judge.
- 2.36.090 Fines to town clerk.
- 2.36.100 Record of fines.
- 2.36.110 Costs.
- 2.36.120 Bond.

2.36.010 Appointment of municipal judge. The mayor, with approval of the town council, shall appoint one or more municipal judges to conduct municipal court in accordance with the provisions of this chapter. (Prior code §2101)

2.36.020 Term of office. The term of office for a municipal judge shall be two years: An incumbent municipal judge may be reappointed to serve any number of consecutive terms. (Prior code §2-102)

2.36.030 Removal of municipal judge. Upon good cause shown, the mayor, with approval of the town council, may remove from office any municipal judge. (Prior code §2103)

2.36.040 Jurisdiction. The municipal judge shall have exclusive jurisdiction, and it shall be his duty to hear and determine all violations of ordinances of this town arising within the limits of the town. (Prior code §2-104)

2.36.050 No change of venue. No change of venue shall be granted in any case arising under the ordinances of the town under the jurisdiction of the municipal judge.(Prior code §2-10S) .

2.36.060 Duty. The municipal judge shall be a conservator of the peace. It shall be his duty to hold open court every day except Sundays, to hear and determine all cases cognizable before him. (Prior code §2-106)

2.36.070 Contempt of court. A municipal judge may punish for contempt of court, such persons as are guilty of the actions enumerated below:

A. Insolent Behavior. Persons guilty of disorderly, contemptuous and insolent behavior toward such municipal judge while engaged in the trial of cause, or in rendering judgment, or in any judicial proceedings, which tends to interrupt such proceedings or to impair the respect due to his official authority;

B. Breach of Peace. Persons guilty of any breach of peace, noise or disturbance tending to interrupt the official proceedings of such municipal judge;

C. Disobedience to Court Order. Persons guilty of resistance or disobedience to any lawful order or process made or issued from him by authority of the municipal court.

D. Penalty. Punishment for contempt by a fine not exceeding twenty dollars, or not exceeding two days, or by both. (Ord. prior code §§2-107--2-108)

2.36.080 Compensation of municipal judge. The municipal judge shall receive such compensation as the mayor and town council may determine in advance of employment and such increases in compensation as they may determine proper during employment. (Prior code §2-109)

2.36.090 Fines to town clerk. The municipal judge shall, upon receipt of proceeds from payment of fines, promptly remit such moneys to the town clerk. (Prior code §2-110)

2.36.100 Record of fines. The municipal judge shall keep an accurate record of all fines and sentences imposed and the moneys received therefrom. (Prior code §2-111) 2.36.110--2.36.12

. 2.36.110 Costs. As part of the penalty imposed upon conviction of a violation of an ordinance of the town, the municipal judge shall include a sum not to exceed five dollars as costs of court. In the event the accused is found innocent, said costs shall be assessed against the complaining witness. All costs collected shall be promptly remitted to the town clerk. (Prior code

§2-112)

2.36.120 Bond. The municipal judge or judges shall give a bond to the town in an amount as determined by the town council. The bond shall be conditioned on the performance of his or her duties in accordance with the ordinances of the town including the duty to turn over to the parties entitled or as prescribed by ordinance all moneys collected by the municipal judge by virtue of that office. (Ord. 85-5 §1, 1985)