

2016

MUNICIPAL ELECTION

GUIDE

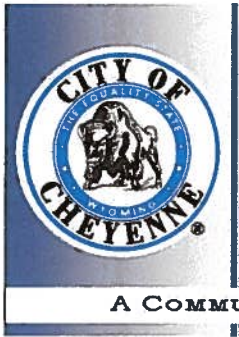
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FOR

MAYORAL

AND

CITY COUNCIL CANDIDATES



OFFICE OF THE MAYOR
2101 O'Neil Ave., Room 310
Cheyenne, WY 82001
Ph. (307) 637-6300
e-mail: rkaysen@cheyennecity.org

A MESSAGE TO MAYORAL AND CITY COUNCIL CANDIDATES

Congratulations on your decision to seek election as Cheyenne's Mayor or member of City Council. In addition to the Mayor's office, this election year six (6) seats on City Council will be filled – two from each of the City's three Wards. The Mayor is elected at-large, meaning the office is voted upon by all qualified electors residing within city limits. City Council members are determined by qualified electors residing within each of the Wards. If elected, your term of office will be for four (4) years beginning in January 2017.

This election guide is to provide you with general information on municipal elections and to assist you in learning more about your local government. If you have questions which are not addressed in this guide, please visit or contact myself or the office of City Clerk.

I would encourage you to attend meetings of the Governing Body, as well as City Council Standing Committee meetings, to familiarize yourself with the types of community issues you may be facing beginning next January.

Sincerely,

A handwritten signature in blue ink, appearing to read "Richard L. Kaysen".

Richard L. Kaysen
Mayor

PRIMARY ELECTION – AUGUST 16, 2016

Polls open 7:00 a.m. to 7:00 p.m.

GENERAL ELECTION – NOVEMBER 8, 2016

Polls open 7:00 a.m. to 7:00 p.m.

MUNICIPAL OFFICE VACANCIES:

MAYOR

Elected at-large

SIX (6) CITY COUNCIL MEMBERS

Two (2) elected from each Ward (Ward I, Ward II, Ward III)

Four year terms

All municipal offices are non-partisan

WARD/PRECINCT MAPS

One map outlining the boundaries of the election wards (districts) and precincts within the City will be provided to candidates at no charge when they file the Application for Nomination by Primary form with the Office of City Clerk.

Additional maps are available for purchase (\$6.00) at the Laramie County Elections office.

Municipal primary and general elections are conducted by the Laramie County Clerk. The election process is governed by Wyoming Statutes (Title 22). To verify residency in Wards and status as a registered voter, please contact the Laramie County Elections office at 309 West 20th St., Room 1500, Cheyenne; telephone (307) 633-4242.

QUALIFICATIONS FOR OFFICE OF MAYOR

- * Must be a citizen of the United States, who is a bona fide resident of Wyoming
- * Must reside within the City limits
- * Must be a registered and qualified elector (refer to Wyo. Stat. §22-1-102 (a) (xxvi), which includes requirement that persons must be at least 18 years of age on the day of the election at which he/she may offer to vote)

QUALIFICATIONS FOR OFFICE OF CITY COUNCIL

- * Must be a citizen of the United States, who is a bona fide resident of Wyoming
- * Must meet provisions, including Ward residency requirements, of Wyo. Stat. § 22-23-102 and 103, and § 22-23-301
- * Must be a registered and qualified elector (refer to Wyo. Stat. § 22-1-102 (a) (xxvi), which includes requirement that persons must be at least 18 years of age on the day of the election at which he/she may offer to vote)

NOMINATION FILING DATES

- WHEN:** May 12 through May 27, 2016
- WHERE:** OFFICE OF CITY CLERK
Municipal Building, 2101 O'Neil Ave., Room 101
- TIME:** OFFICE HOURS
8:00 a.m. to 5:00 p.m. Monday through Friday
(Exception: Recognized City holidays)
- FILING FEE:** \$25.00 (Non-refundable)
(Payable to Cheyenne City Treasurer)

An Application for Nomination by Primary form can only be accepted by the City Clerk within the filing date time frame. Once the form has been completed and filed with the filing fee, it remains in the possession of the City Clerk. Within a required time frame specified by state statute, the City Clerk certifies the names of individuals filing for office to the Laramie County Clerk for placement on the Primary Election ballot.

**THE APPLICATION FOR NOMINATION BY PRIMARY FORM
IS THE ONLY PAPERWORK FILED WITH THE CITY CLERK**

FORM OF GOVERNMENT

Cheyenne is a first class city operating under the Mayor-Council form of government. The Governing Body of the City of Cheyenne, which is the official legislative body for the municipality, consists of the Mayor and nine Council members. When referring to "City Council," this term technically means the nine members of Council, excluding the Mayor.

DUTIES OF OFFICE

MAYOR –

The Mayor serves as chief executive officer for the City and is responsible for the administrative leadership of City departments, including budgetary, personnel and procedural processes. The Mayor also has legislative and ceremonial duties, and presides at the official meetings of the governing body.

CITY COUNCIL –

Members of City Council serve as a legislative body and enact policy (resolutions), authorize laws (ordinances), and approve the annual budget appropriation ordinance.

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Elected officials are sworn into office in January following a general election

City Council terms are staggered 4 year terms to provide for continuity

Before assuming official duties, all elected members swear (or affirm) to a constitutional oath and sign an official oath of elected office, which is filed with the City Clerk.

**CURRENT MEMBERS OF THE
GOVERNING BODY OF THE CITY OF CHEYENNE**

MAYOR

Richard L. Kaysen*
2101 O'Neil Avenue, Room #310
Telephone: (307) 637-6300

MEMBERS OF CITY COUNCIL

2101 O'Neil Avenue, Room #115
Telephone: (307) 637-6357

Ward I

Scott Roybal

Jeff White*

Annette Williams*

Ward II

Bryan Cook*

Dr. Mark Rinne

Dicky Shanor*

Ward III

Jim Brown*

Richard Johnson

Mike Luna*

* Terms expire in January 2017

Executive Personal Assistant to the Mayor Virginia Riley

Executive Assistant to City Council Kris Jones

MEETINGS OF THE GOVERNING BODY

Regular meetings: Second and fourth Mondays of each month beginning at 6:00 p.m. in City Council Chambers, Municipal Building, 2101 O'Neil Avenue (enter building through southwest door).

If a regularly scheduled meeting date falls on a recognized City holiday, the meeting is typically held the following day at the same time and place. Special meetings may be called from time to time. Meeting days and times are subject to change due to holidays, inclement weather conditions, or circumstances involving a quorum (6 members of the governing body) being present to conduct business.

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Robert's Rules of Order, newly revised, 10th edition, published by Perseus Publishing, and applicable State and City laws, policies, and usual and customary practices govern the conduct and format of meetings.

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Meeting agendas are prepared through the Mayor's office; minutes of meetings of the governing body are recorded and prepared through the office of City Clerk.

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Most, but not all, items introduced on the meeting agenda are referred to one of three City Council "standing committees" for review and non-binding vote of recommendation prior to an official vote on items by the governing body.

2016 CITY COUNCIL OFFICERS AND STANDING COMMITTEES

CITY COUNCIL PRESIDENT

Bryan Cook

CITY COUNCIL VICE-PRESIDENT

Dicky Shanor

* * * * *

FINANCE COMMITTEE

Chair – Jim Brown

Committee members – Mike Luna, Jeff White, Annette Williams

Committee meets Mondays at 11:00 a.m. the week before the regularly scheduled second and fourth Monday meetings of the governing body; Room #122, Municipal Building (adjacent to City Council Chambers).

PUBLIC SERVICES COMMITTEE

Chair – Dr. Mark Rinne

Committee members – Richard Johnson, Scott Roybal, Dicky Shanor

Committee meets Tuesdays at Noon the week before the regularly scheduled second and fourth Monday meetings of the governing body; Room #122, Municipal Building (adjacent to City Council Chambers).

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COMMITTEE OF THE WHOLE

Chair – Council President - Bryan Cook

Vice-Chair - Council Vice-President - Dicky Shanor

Committee members – all members of the City Council (excluding Mayor)

When meetings are scheduled, Committee meets Wednesdays at 6:00 p.m. the week before the regularly scheduled second and fourth Monday meetings of the governing body; City Council Chambers, Municipal Building.

Minutes from City Council Committee meetings are recorded and prepared by the Council's Executive Assistant. The Council's administrative office is located in Room #115, Municipal Building (across the hall from Council Chambers).

COMPENSATION / BENEFIT INFORMATION

The Mayor's annual salary is \$95,000.00. The position is considered a full-time position and certain personnel benefits are included.

Monetary compensation for each City Council member is \$1,000.00 per month. Council positions are considered part-time, non-employee status positions. Council members are provided paid term life insurance coverage through the City's plan, and are eligible to enroll in the City's health and dental plans, and supplemental life insurance and flexible medical benefit reimbursement programs.

For further information contact:

Office of Human Resources
Municipal Building
2101 O'Neil Avenue, Room 103
Telephone: (307) 637-6343

STREAMING VIDEO ACCESS TO REGULAR GOVERNING BODY MEETINGS

Access to minutes, agendas and streaming videos
of regular meetings of the governing body
can be found on the City's website

www.cheyennecity.org

WYOMING CAMPAIGN PRACTICES ACT

Title 22 of Wyoming Statutes pertains to the State's election code and contains provisions that apply to candidates for municipal offices. Certain forms, such as candidate receipts and expenditure forms, candidate campaign committee reporting forms, etc., must be submitted to the Laramie County Elections office located at 309 West 20th St., Room 1500, Cheyenne, by specific deadlines. Municipal candidates file all forms, except the initial Application by Nomination by Primary form, with the Laramie County Elections office. Websites containing the forms and other election/filing information, including Hatch Act and Help America Vote Act information, are as follows:

Wyoming Secretary of State

<http://soswy.state.wy.us>
(Elections)

Laramie County Clerk

www.laramiecountyclerk.com
(Elections)

CITY OF CHEYENNE
ADMINISTRATIVE DEPARTMENT DIRECTORS

CITY ENGINEER*

John Hall (until 6/9/2016)
2101 O'Neil Ave., Room #206
Ph. (307) 638-4396

POLICE DEPARTMENT/CHIEF*

Brian Kozak
2020 Capitol Ave.
Ph. (307) 637-6521
(Effective late May 2016, new address: 415 W. 18th St.)

FIRE AND RESCUE DEPARTMENT/CHIEF*

Jim Martin
2101 O'Neil Ave., Room #304
Ph. (307) 637-6327

CITY CLERK*

Carol Intlekofer
2101 O'Neil Ave., Room 101
Ph. (307) 637-6334

CITY ATTORNEY*

Daniel White (until 7/4/2016)
2101 O'Neil Ave., Room #308
Ph. (307) 637-6306

MUNICIPAL COURT JUDGES*

Mark Moran, Senior Judge
Kimberly Skoutary
Ronn Jeffrey, Juvenile Judge
309 West 20th Street, Room #2101
Ph. (307) 633-4646

CITY TREASURER*

Lois Huff
2101 O'Neil Ave., Room #108
Ph. (307) 637-6336

PUBLIC WORKS DIRECTOR*

Vicki Nemecek
2101 O'Neil Ave., Room #210
Ph. (307) 637-6259

PARKS AND RECREATION DIRECTOR*

Rick Parish
2101 O'Neil Ave., Room #302
Ph. (307) 638-4357

PLANNING SERVICES DIRECTOR*

(Vacant)
2101 O'Neil Ave., Room #309
Ph. (307) 637-6206

DEVELOPMENT DIRECTOR*

Brandon Cammarata
2101 O'Neil Avenue, Room #202
Ph. (307) 638-4303

YOUTH ALTERNATIVES DIRECTOR

Dr. Dick Berry
1328 Talbot Court
Ph. (307) 733-1080

HUMAN RESOURCES DIRECTOR

Denise Freeman
2101 O'Neil Ave., Room #103
Ph. (307) 637-6343

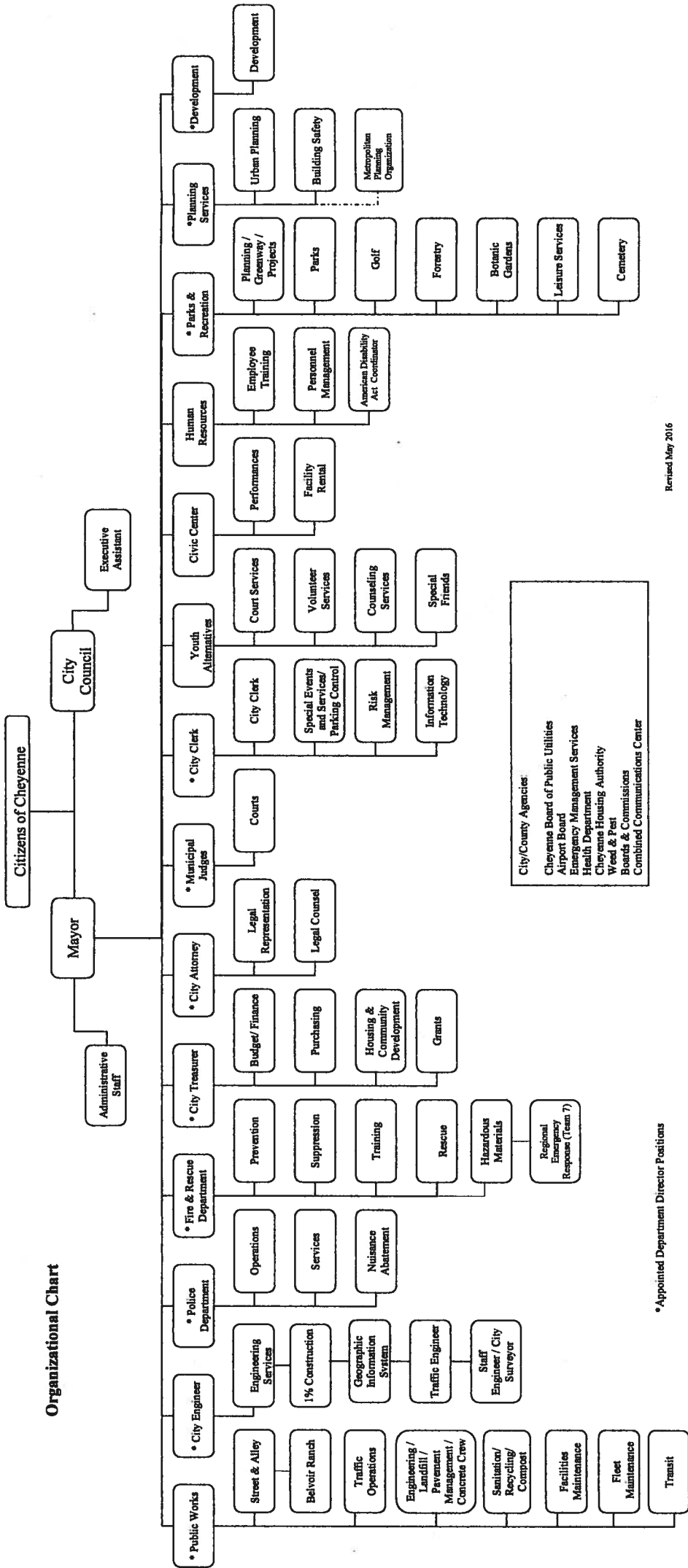
*** Mayoral appointed positions according to Wyoming Statute and/or City Code**

OTHER CITY AFFILIATED AGENCIES:

Cheyenne Board of Public Utilities, 2416 Snyder Ave., Ph. (307) 637-6469
Cheyenne Airport Board, Administration Building, 4000 Airport Parkway, Ph. (307) 634-7071
City-County Combined Communications Center, 2020 Capitol Ave., Ph. (307) 637-6524
Laramie Co. Emergency Management Agency, 3962 Archer Parkway, Ph. (307) 633-4333
City-County Health Department, 100 Central Ave., Ph. (307) 633-4000
Cheyenne Housing Authority, 3304 Sheridan Ave., Ph. (307) 634-7947
Weed and Pest, 1120 Aviation Rd., Ph. (307) 773-1075

CITY OF CHEYENNE

Organizational Chart



City/County Agencies:
 Cheyenne Board of Public Utilities
 Airport Board
 Emergency Management Services
 Health Department
 Cheyenne Housing Authority
 Weed & Pest
 Boards & Commissions
 Combined Communications Center

* Appointed Department Director Positions

Revised May 2016