

2018

MUNICIPAL ELECTION

GUIDE

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FOR

CITY COUNCIL CANDIDATES



www.cheyennecity.org ●

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

A MESSAGE TO CITY COUNCIL CANDIDATES

Congratulations on your decision to seek election as a member of the City of Cheyenne City Council! This election year, three (3) seats on City Council will be filled – one from each of the City's three wards. 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 2019.

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 my office or the office of City Clerk.

I encourage you to attend meetings of the Governing Body (commonly known as City Council meetings), as well as City Council Public Service and Finance Committee meetings to familiarize yourself with the types of community issues you may be facing beginning next January. Our City Council meetings are streamed live on the city's Facebook page, as well as on the city's website where they are archived as well.

Thank you for your interest in running for City Council. Cheyenne is fortunate to have individuals such as yourself willing to serve its citizens.

Best wishes,

Marian J. Orr
Mayor

PRIMARY ELECTION – AUGUST 21, 2018

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

GENERAL ELECTION – NOVEMBER 6, 2018

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

MUNICIPAL OFFICE VACANCIES:

THREE (3) CITY COUNCIL MEMBERS

One (1) 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 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 17 through June 1, 2018

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

Marian J. Orr
2101 O'Neil Avenue, Room #310
Telephone: (307) 637-6300

MEMBERS OF CITY COUNCIL

2101 O'Neil Avenue, Room #108
Telephone: (307) 637-6357

Ward I

Pete Laybourn

Jeff White

Scott Roybal*

Ward II

Bryan Cook

Dr. Mark Rinne*

Dicky Shanor

Ward III

Rocky Case

Richard Johnson*

Mike Luna

* Terms expire in January 2019

Director of Constituent Services, Mayor's Office Holly Martinez

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 and minutes of meetings of the governing body are prepared and maintained 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.

2018 CITY COUNCIL OFFICERS AND STANDING COMMITTEES

CITY COUNCIL PRESIDENT

Dr. Mark Rinne

CITY COUNCIL VICE-PRESIDENT

Rocky Case

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FINANCE COMMITTEE

Chair – Jeff White

Committee members – Rocky Case, Richard Johnson, Mike Luna

Committee meets Mondays at 11:00 a.m. the week before the regularly scheduled second and fourth Monday meetings of the governing body; Room #104, Municipal Building (adjacent to City Council Chambers).

PUBLIC SERVICES COMMITTEE

Chair – Scott Roybal

Committee members – Bryan Cook, Pete Laybourn, Dicky Shanor

Committee meets Tuesdays at Noon the week before the regularly scheduled second and fourth Monday meetings of the governing body; Room #104, Municipal Building (adjacent to City Council Chambers).

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COMMITTEE OF THE WHOLE

Chair – Council President - Dr. Mark Rinne

Vice-Chair - Council Vice-President - Rocky Case

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 #108, Municipal Building.

COMPENSATION / BENEFIT INFORMATION

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**

MAYOR'S CHIEF OF STAFF

Eric Fountain
2101 O'Neil Ave., Room # 310
Ph. (307) 637-6301

CITY ENGINEER*

Amy Allen
2101 O'Neil Ave., Room #206
Ph. (307) 638-4314

FIRE AND RESCUE DEPARTMENT/CHIEF*

Greg Hoggatt, Sr.
415 W. 18th St.
Ph. (307) 637-6327

CITY ATTORNEY*

Sylvia Hackl
2101 O'Neil Ave., Room #308
Ph. (307) 637-6306

CITY TREASURER*

Ron Downey
2101 O'Neil Ave., Room #309
Ph. (307) 637-6336

**COMMUNITY RECREATION
AND EVENTS DIRECTOR***

Teresa Moore
2101 O'Neil Ave., Room #302
Ph. (307) 638-4375

HUMAN RESOURCES DIRECTOR

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

POLICE DEPARTMENT/CHIEF*

Brian Kozak
415 W. 18th St.
Ph. (307) 637-6521

CITY CLERK*

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

MUNICIPAL COURT JUDGES*

Mark Moran, Senior Judge
Ronn Jeffrey, Juvenile Judge
2101 O'Neil Ave.
Ph. (307) 773-1003

PUBLIC WORKS DIRECTOR*

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

PLANNING & DEVELOPMENT DIRECTOR*

Robert Briggs
2101 O'Neil Ave., Room #205
Ph. (307) 638-4304

YOUTH ALTERNATIVES DIRECTOR

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

* 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, 415 W. 18th St., 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

Citizens of Cheyenne

