

**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](mailto: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 20<sup>th</sup> 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.

\* \* \* \* \*

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

\* \* \* \* \*

Meeting agendas and minutes of meetings of the governing body are prepared and maintained through the office of City Clerk.

\* \* \* \* \*

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

\* \* \* \* \*

### **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](http://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 20<sup>th</sup> 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](http://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. 18<sup>th</sup> 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. 18<sup>th</sup> 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. 18<sup>th</sup> 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

