

2020

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: morr@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 2020.

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,

Marian J. Orr
Mayor

PRIMARY ELECTION – AUGUST 18, 2020

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

GENERAL ELECTION – NOVEMBER 3, 2020

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 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 14 through May 29, 2020
- WHERE:** OFFICE OF CITY CLERK
Municipal Building, 2101 O'Neil Ave., Room 101
- TIME:** By Appointment (307) 637-6334
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 #115
Telephone: (307) 637-6357

Ward I

Pete Laybourn*
Scott Roybal
Jeff White*

Ward II

Bryan Cook*
Dr. Mark Rinne
Dicky Shanor*

Ward III

Rocky Case*
Ken Esquibel
Mike Luna*

* Terms expire in January 2020

Director of Constituent Services for the Mayor **Holly Martinez**

Executive Assistant to City Council **Jennifer McClelland**

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 main door on O'Neil Ave).

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 City Clerk'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" (Finance, Public Services and Committee of the Whole) for review and non-binding vote of recommendation prior to an official vote on items by the governing body.

2020 CITY COUNCIL OFFICERS AND STANDING COMMITTEES

CITY COUNCIL PRESIDENT

Dr. Mark Rinne

CITY COUNCIL VICE-PRESIDENT

Jeff White

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FINANCE COMMITTEE

Chair – Mike Luna

Committee members – Ken Esquibel, Pete Laybourn, Jeff White

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 – Rocky Case

Committee members – Bryan Cook, 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 #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 – Jeff White

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

When meetings are scheduled (on an as need basis), 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

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*

Tom Cobb
2101 O'Neil Ave., Room #206
Ph. (307) 638-4396

POLICE DEPARTMENT/CHIEF*

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

FIRE AND RESCUE DEPARTMENT/CHIEF*

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

CITY CLERK*

Kristina F. Jones
2101 O'Neil Ave., Room 101
Ph. (307) 637-6334

CITY ATTORNEY*

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

CITY TREASURER*

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

COMMUNITY RECREATIONS & EVENTS DIRECTOR*

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

PLANNING & DEVELOPMENT DIRECTOR*

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

HUMAN RESOURCES DIRECTOR

Darrin Hass
2101 O'Neil Ave., Room #103
Ph. (307) 637-6401

MUNICIPAL COURT JUDGES*

Anthony Ross, Senior Judge
Ph. (307) 773-1003
Ronn Jeffrey, Juvenile Judge
2101 O'Neil Ave., Lobby
Ph. (307) 773-1003

PUBLIC WORKS DIRECTOR*

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

YOUTH ALTERNATIVES DIRECTOR

Jay Sullivan
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, 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