

**2024**

**MUNICIPAL ELECTION**

**GUIDE**

**\* \* \***

**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: [pcollins@cheyennecity.org](mailto:pcollins@cheyennecity.org)

### **A MESSAGE TO MAYORAL AND CITY COUNCIL CANDIDATES**

Congratulations on your decision to seek election as Cheyenne's Mayor or a 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. 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 2025.

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,

*Patrick Collins*

Mayor

## **PRIMARY ELECTION – AUGUST 20, 2024**

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

## **GENERAL ELECTION – NOVEMBER 5, 2024**

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**

Maps outlining the boundaries of the election wards (districts) and precincts within the City can be found online at the following web address:

<https://www.laramiecountywy.gov/County-Government/Elected-Officials/County-Clerk/Elections/Campaign-Corner>

Specialty maps are also 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 20<sup>th</sup> 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 16 through May 31, 2024  
**WHERE:** OFFICE OF CITY CLERK  
Municipal Building, 2101 O'Neil Ave., Room 101  
**TIME:** 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.

\* \* \* \* \*

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

Patrick Collins\*  
2101 O'Neil Avenue, Room #310  
Telephone: (307) 637-6300

## MEMBERS OF CITY COUNCIL

2101 O'Neil Avenue, Room #103  
Telephone: (307) 638-4349

### Ward I

Pete Laybourn\*  
Scott Roybal  
Jeff White\*

### Ward II

Bryan Cook\*  
Dr. Mark Rinne  
Tom Segrave\*

### Ward III

Dr. Michelle Aldrich\*  
Ken Esquibel  
Richard Johnson\*

\* Terms expire in 2024

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.

\* \* \* \* \*

*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 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.

\* \* \* \* \*

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.

## 2024 CITY COUNCIL OFFICERS AND STANDING COMMITTEES

### **CITY COUNCIL PRESIDENT**

Ken Esquibel

### **CITY COUNCIL VICE-PRESIDENT**

Dr. Mark Rinne

\* \* \* \* \*

### **FINANCE COMMITTEE**

Chair – Dr. Michelle Aldrich

Committee members – Bryan Cook, Richard Johnson, Jeff White

Committee meets Mondays at Noon the week before the regularly scheduled second and fourth Monday meetings of the governing body; Room #104, Municipal Building.

### **PUBLIC SERVICES COMMITTEE**

Chair – Scott Roybal

Committee members – Pete Laybourn, Dr. Mark Rinne, Tom Segrave

Committee meets Tuesdays at Noon the week before the regularly scheduled second and fourth Monday meetings of the governing body; Room #104, Municipal Building.

\* \* \* \* \*

### **COMMITTEE OF THE WHOLE**

Chair – Council President – Ken Esquibel

Vice-Chair - Council Vice-President – Dr. Mark Rinne

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 #103, Municipal Building.



## COMPENSATION / BENEFIT INFORMATION

The Mayor's annual salary will be \$110,000.00 effective January 1, 2025. The position is considered a full-time position and certain personnel benefits are included.

Monetary compensation for each City Council member will be \$2,000.00 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, Front Lobby  
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**

**CITY ENGINEER\***

Tom Cobb  
2101 O'Neil Ave., Room #206  
Ph. (307) 637-6268

**FIRE RESCUE DEPARTMENT\***

John Kopper - Chief  
415 W. 18<sup>th</sup> St.  
Ph. (307) 637-6311

**CITY ATTORNEY\***

Stefanie Boster  
2101 O'Neil Ave., Room 304  
Ph. (307) 637-6306

**CITY TREASURER\***

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

**COMMUNITY RECREATION & EVENTS\***

Jason Sanchez - Director  
2101 O'Neil Ave., Room 302  
Ph. (307) 638-4357

**HUMAN RESOURCES**

Darrin Hass - Director  
2101 O'Neil Ave., Front Lobby  
Ph. (307) 637-6401

**PLANNING & DEVELOPMENT\***

Charles Bloom – Director  
2101 O'Neil Ave., Room 202  
Ph. (307) 637-6282

**POLICE DEPARTMENT\***

Mark Francisco - Chief  
415 W. 18<sup>th</sup> St.  
Ph. (307) 637-6521

**CITY CLERK\***

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

**MUNICIPAL COURT JUDGES\***

Anthony Ross, Senior Judge  
Ph. (307) 773-1003  
David Singleton  
Ph. (307) 773-1003  
Ronn Jeffrey, Juvenile Judge  
300 W. 17<sup>th</sup> St.  
Ph. (307) 773-1003

**PUBLIC WORKS\***

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

**YOUTH ALTERNATIVES**

Jay Sullivan - Director  
1328 Talbot Court  
Ph. (307) 637-6480

**COMPLIANCE**

Eric Fountain - Director  
2101 O'Neil Ave., Room 115  
Ph. (307) 637-6335

**\*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) 637-6460

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) 633-4330

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) 633-8333

Weed and Pest, 1120 Aviation Rd., Ph. (307) 637-6475