

2022

MAYOR/COUNCIL

HANDBOOK



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INTRODUCTION

Purpose of the Handbook

The City of Sheridan has prepared this manual to assist the Governing Body by explaining accepted practices, procedures, regulations, and clarifying expectations. Government is a unique enterprise which means that what works in private business does not always work in government. This manual and other resource materials listed within it will help you, the elected official, with the complex task of governing.

Definitions

City Council:

The six elected members of the Governing Body who constitute the legislature for the City.

Governing Body:

The Governing Body is the elected legislative body of the City including the Mayor, who is the presiding officer.

Mayor:

The person elected by popular vote to exercise the powers of the office and to be presiding officer of the Governing Body.

Overview of Basic City Documents

This handbook provides a summary of important aspects of Governing Body activities. However, it cannot incorporate all material and information necessary for conducting Governing Body business. Many other laws, plans, and documents bind the Governing Body to certain courses of action and practices. A summary of the most notable resource documents is provided below.

City Code:



The City Municipal Code contains the ordinances adopted by the Governing Body. The Governing Body can only adopt ordinances in areas where the Wyoming Constitution or Statutes has delegated that authority. The passing of ordinances requires 3 public meetings and approval of a majority of the Governing Body. The City Code contains General Provisions, Administration, Advertising, Alcoholic Beverages,



Amusements, Animals and Fowl, Buildings and Building Regulations, Cable and Telecommunications, Canvassers, Peddlers, Transient Merchants, Manufacturers, Courts, Fines and Imprisonment, Elections, Fire Protection, Garbage and Refuse Disposal, Health and Sanitation, Hotels, Rooming Houses and Similar Establishments, Employee Relations, Motor Vehicles and Traffic, Municipal Cemetery,

Nuisances Generally, Offenses - Miscellaneous, Pawnbrokers and Secondhand Dealers, Poles and Wires, Police Department, Streets and Sidewalks, Recreational Vehicles and Recreational Vehicle Parks, Utility Occupation Tax, Water, Sewer and Electric Services, Appeal Procedure for Building and Development Processes, Zoning, Subdivision Regulations, Mobile and Manufactured Home Parks sections.

The Code is available online and may be accessed from the City website at www.sheridanwy.gov.

Wyoming State Statutes:

The Wyoming State Statutes contain many requirements pertaining to City government operations. Copies of the Wyoming State Statutes are available in the City Clerk's office, the City Attorney's office, on the Google Shared Drive referenced herein, and at the State's website (<https://www.wyoleg.gov/StateStatutes/StatutesConstitution>).

WAM Mayor-Council Handbook:

The WAM handbook is published by the Wyoming Association of Municipalities (WAM) and provides a summary of many important State Statutes and addresses the following topics:

- Wyoming Municipal Corporations

- Incorporation, Corporate Powers, Annexation and Exclusion of Land, Annexation of Cities or Towns, and Dissolution
- The Office of Mayor
- The Office of Council member
- Meetings of the Governing Body
- Ordinances and Charter Ordinances
- Alternative Forms of Government
- Nominations, Elections, Initiative and Referendum, and Recall
- City and Town Finance
- Financial Administration, Budgeting, Auditing, and Purchasing
- Local Improvements
- Public Improvements
- Planning, Subdivision Control, Zoning, Solar Access, Urban Renewal, Housing, Downtown
- Development, Railroad Line, and State Control of Industrial Developments
- Other Services Provided by City and Town Governments
- Cooperation with Other Units of Government: The Wyoming Administrative Procedure Act
- Optional Sales and Use Tax

The WAM Mayor-Council Handbook and other publications are available at <https://wyomuni.org/publications/>.

Annual Budget:

The City's annual budget book provides a description of City services and the resources used to provide services. The budget book contains a broad overview of the budget as well as descriptions of programs offered within each division of the City. The Mayor and each Council member receives a copy of the annual budget in May of each year. The process of developing the budget is explained more thoroughly in the Google Shared Drive.

Department Specific Documents:

Department specific documents, plans, reports and policies are stored in an electronic format. The Clerk's Office will ensure that every member of Council has access to these documents on a Google Share Drive.

Chapter 1 - Governing Body General Powers and Responsibilities

Mayor, Council, and Administrator Form of Government

The City of Sheridan is a Home Rule City operating under the Wyoming Constitution, Statutes and Sheridan Municipal Codes. The organizational structure for the City can be characterized as a Mayor-Council form of local government with a City Administrator. Authority is vested in an elected Mayor and City Council which, in turn, hires and appoints the City Administrator. The Governing Body is composed of seven (7) members elected at large from the City on a non-partisan basis to serve staggered four-year terms. The Mayor is elected at-large to serve a four-year term as the presiding officer of the City Council and official representative of the City. The Mayor of the City is required to perform specific roles and responsibilities as directed by statute, ordinance and Governing Body direction .

The City Administrator is appointed by the Governing Body, and employed pursuant to an employment contract. The City Administrator is responsible for the day to day administration and operation of the City, and the implementation of policies and goals set by the Governing Body. The City Administrator, with the help of City staff, provides the Governing Body with the information needed to fulfill its policy-making role. The Mayor is required to review the performance of the City Administrator and make the review available to the City Council no later than November 20th of each year.

The Governing Body

The Governing Body is the legislative and policy making entity of the City. It is the Governing Body's responsibility to enact ordinances, resolutions and orders necessary for governing the affairs of the City. These are defined in Charter Ordinance 2202,d State Statute, and



require the approval of the annual budget, authorize the Mayor to execute certain contracts on behalf of the City, act as the final appeal body on some rulings of certain boards and commissions, appoint the City Administrator, approve the appointment of all members of the various boards and commissions, and submit propositions to the electors at any election¹.

Formal Authorities of the Mayor

The Mayor has certain duties and authorities which are required or implied by Municipal Code and Wyoming State Statute. They include:

- Presides at all meetings of the Governing Body²
- Administers oaths of office³
- Signs commissions, oaths, appointments to Boards, Commissions, and Committees per Statute, City Ordinance, and Bylaws⁴
- Executes contracts per Statute, City Ordinance, or as authorized by Council⁵
- The Mayor has one (1) vote on all matters voted on by the Governing Body, except to override a veto and the confirmation of Mayoral appointments⁶
- May veto any ordinance, order, bylaw, resolution, award, or vote by Council to enter into any contract, or the allowance of any claim or any item of appropriation⁷
- Recommends policies to the Governing Body⁸
- Recommends board and commission appointments to Council⁹
- Appoints a City Attorney and Municipal Judge with City Council consent and can remove these appointments with notice to Council subject to the terms of their contracts¹⁰
- Appraises the performance of the City Administrator and makes a report available to the City Council¹¹

¹ W.S. § 15-1-103 et. al.

² Sheridan Ordinance 2-8

³ W.S. § 15-1-108(a)(iv)

⁴ See generally, W.S. § 15-1-108(a)(iv)+(v); Ordinance 2-83, 2-12

⁵ See generally, W.S. § 15-1-108(a)(iv)+(v); Ordinance 2-83, 2-12

⁶ Sheridan Ordinance 2-8; W.S. § 15-3-201

⁷ W.S. § 15-3-201; Ordinance 2-8

⁸ See generally, W.S. § 15-1-101 et.al.; Charter Ordinance 2202

⁹ See generally, W.S. § 15-1-108(a)(iv)+(v); Ordinance 2-83, 2-12

¹⁰ Charter Ordinance 2202 Section 6(b)(vii)

¹¹ Charter Ordinance 2202 Section 2(c)

- May call for a Special Council Meeting¹²
- Authorizes and execute bonds, levies, final plats, and cemetery deeds¹³
- Exercises supervision and review of the City Administrator to ensure the City Administrator is performing the following duties:¹⁴
 - Developing a yearly budget to be presented to Council;
 - Provides oversight concerning the actions of City Staff, City Departments, and the Employees;
 - Ensures that the Ordinances and regulations of the City of Sheridan are enforced;
 - Ensures that internal policies and regulations for each Department are being followed;
 - Implements the policies, goals and directives of the City Governing Body;
 - Handle and address all personnel issues, the hiring of employees and the appointment of Department Heads per the Employee Handbook and Ordinance.

Performance Expectations of the Mayor

The Mayor is elected at-large and serves a four-year term. The Mayor has many unofficial performance expectations which vary from issue to issue. Some of those include the following:

- Is the ceremonial head of the City;
- Is the ambassador of goodwill and the City’s representative at official functions;
- Provides leadership and encourages citizen participation in City activities and issues;
- Leads the Governing Body in addressing political matters, needs, goals, and a vision for the community;
- Represents the City at the local, state and federal levels on matters impacting the City;
- Meets regularly with the City Administrator to provide policy and goal guidance relative to actions of the Governing Body, to prepare the agenda for matters coming before the Governing Body and to monitor the administrative implementation of Governing Body policies.

¹² W.S. § 16-4-404(b); Ordinance 2-2

¹³ W.S § 15-1-108(a)(v); Ordinance 17-2

¹⁴ W.S. 15-1-108(a)(ii); Charter Ordinance 2202

The City Council

The Sheridan City Council is composed of six (6) members individually elected on a non-partisan basis to serve four-year staggered terms. The Mayor is elected separately to form the Governing Body. Municipal elections are held every even-numbered year, with three (3) Council members selected at one election and three (3) at the next, unless a vacancy has occurred¹⁵. At the first regular Council meeting in January, following the November general election, the newly elected and qualified Council members are sworn in and assume the duties of their office¹⁶.

While the Mayor serves as the Council's presiding officer. The Mayor may appoint a Mayor Pro Tem to serve in the Mayor's absence. ¹⁷.

Formal Authorities of the City Council

- All general powers listed in W.S. § 15-1-103 through 1100, those listed in Wyoming Statute Chapters 15-5 through 15-10 and the authority to act under home rule;
- Commits the City to a policy course of action including appropriation of funds;
- Exercises an oversight role over the conduct of City affairs;
- Confirms appointments to boards, commissions and certain appointed positions such as City Administrator, City Attorney and City Judge;
- Determines personnel policies and conditions of employment;
- Approves rules and regulations;
- Oversees the finances of the City of Sheridan;
- Approves zoning changes, subdivisions, plats and annexations;
- Establishes City operational fees.

Performance Expectations of the City Council

- Focuses on long range planning and policy development for the community and the City;
- Establishes goals and objectives for the community and authorize programs that address the needs of the entire community;

¹⁵ W.S. § 15-11-103

¹⁶ W.S. § 22-23-404

¹⁷ W.S. § 15-3-203

- Provides oversight and assessment of the effectiveness of goals, policies, programs and services rendered to citizens;
- Receives citizen complaints and information requests and forwards to the City Administrator for appropriate action.

Public Leadership

Exercising responsible public leadership is a difficult and delicate task. Although it is the primary responsibility of the Mayor to provide public leadership on City issues, it is also a fundamental role of the Council. While the Mayor may be the “point person”



in the City’s efforts to generate and promote support for community-wide programs, the Mayor cannot effectively do so without the support and active involvement of the members of the City Council. The presentation of policy decisions to the public in a consistent manner is a critical component of the Council’s ability to function effectively as a team. The extent to which the community accepts a policy decision by the Council will be governed by the

Council’s ability to reconcile diverse interests in the context of its decision-making. Given that every policy decision the Council makes has the potential for conflict, a successful Council’s s critical to its exhibiting successful public leadership.

Chapter 2 - City Council Meetings

Meeting Schedule

Regular meetings are held in the Council Chambers at City Hall, 55 Grinnell Plaza on the first and third Monday of each month at 7:00 p.m. If a meeting date falls on a holiday or special event the Governing Body may elect to not to hold a meeting or to move the meeting to another date. Council Workshops are held the second Monday of each month at 5:30 p.m. in Council Chambers¹⁸.

Placing Items on the Agenda

A Council Member, or Citizen may request an item be considered on a future agenda. All requests for additions to the agenda must be turned into the Mayor no later than 5 p.m. on Monday the week before the meeting. The City Administrator and Mayor will review the agenda before it is published. The Mayor may add or delete agenda items before its official publication. Agendas are published by 5 p.m. on the Friday before the Council meeting. Items may be added or deleted by the Governing Body at the Council meeting by a majority vote.

Staff members request items to be placed on an Agenda through the City Clerk. The proposed items are reviewed by the Mayor and City Administrator on the Tuesday before the next meeting. No item is placed on the Agenda without the Mayor's approval unless added by the Governing Body at a council meeting.

Order of Business

This section summarizes each meeting component listed on the Council agenda.

Meeting Called to Order:

The Mayor will call the meeting to order and will lead the Pledge of Allegiance.

Approval of the Agenda:

¹⁸ City Ordinance 2-1

The Governing Body votes to approve the items on the agenda. Items can be added or removed from the agenda with a majority vote.

Public Hearings:

When materials are presented during public hearings, they should be submitted before the public hearing is closed on the item.

Consents Agenda:

Items on the Council agenda, which are considered to be of a routine and non-controversial nature by the Mayor, may be placed on the Consent Agenda. These items shall be approved, adopted, accepted, etc., by one motion of the Governing Body. For example: approval of minutes, claims, contracts, renewing services, etc. Council members may request that any item listed under Consent Agenda be removed from the Consent Agenda, and the Governing Body will then take action separately on this item.

At the meeting, any item on the Consent Agenda may be moved to new business by request of any Council Member. No vote is required.

Staff Reports:

The City Administrator and Department Heads are given time to present a report to the Governing Body .

Community Update:

Members of the community are provided time to give reports, make announcements, and read proclamations.

Ordinances:

An ordinance, or amendment to an ordinance, is a legislative act by the Governing Body and must be read at three (3) council meetings before it can be adopted. It becomes effective when it is published in the newspaper, or at a later designated date¹⁹. Emergency ordinances provide for the immediate preservation of public peace, property, health, safety and welfare. An emergency ordinance requires an affirmative vote of two-thirds Council majority and becomes effective upon its passing and automatically expires within thirty (30) days.²⁰

¹⁹ W.S. § 15-1-101(a)(ix); W.S. § 15-1-115

²⁰ W.S. § 15-1-115(d)

Resolutions:

The term “resolution” is usually employed to denote the adoption of a written motion or action, the subject matter of which would not properly constitute an ordinance (law). Such as: a mere expression of opinion; an alteration of the rules; adoption of the City budget, a vote of thanks or censure; establishment of administrative policies and direction to staff; etc.

The chief distinction between a ‘resolution’ and an ‘ordinance’ is that an ordinance generally controls and affects citizens’ life, liberty, or property while a resolution does not.

General Meeting Procedures

The procedures utilized by the City Governing Body during meetings originate from the Wyoming Constitution, Chapter 15 of the Wyoming Statutes and the Sheridan City Code. They are designed to promote uniformity, clarity and efficiency in the dispatch of public business.

Robert’s Rules is a general guide to parliamentary procedure that provides a context for the Governing Body’s action. The following summary of the City’s treatment of some broad topics in Robert’s Rules will provide a basic understanding of City Council meeting procedures. Also see **Appendix A** containing an abbreviated summary for Robert’s Rules of Order.

Presiding Officer:

The Mayor is the Presiding Officer and Chair at Council Meetings²¹. In the absence or incapacity of the Mayor, the Mayor Pro Tem of the Council serves as the Presiding Officer²².

Quorum:

A majority of Governing Body members shall constitute a quorum to do business. A majority is determined by the number of filled City Governing Body seats. A quorum does not require a member to be physically present. Consequently, as will be later discussed in the section concerning Open Meetings, a quorum can occur by telephone, video conference, email or other manner.

²¹ Sheridan Ordinance 2-8

²² Sheridan Ordinance 2-9

Obtaining the Floor:

A member of the City Council or staff shall first address the Mayor and gain recognition to obtain the floor. Comments and questions should be limited to the issue before the Council. Cross-exchange between Council members and the public should be avoided.

Questions to Staff:

A Council member shall, after recognition by the Mayor, address questions to the designated staff member.

Voting Procedures

When present, all Governing Body members are required to vote. Failure of a seated member to orally or physically express a vote constitutes a negative vote. A vote of present or abstain is not available.

No ordinance, resolution, or motion shall be passed or become effective without the affirmative vote of a majority of the Governing Body present at the meeting²³. A conflict of interest shall be declared whenever appropriate and in compliance with state law²⁴. The affected Council member will not vote on the item at hand. It is left up to the Council member's discretion whether or not they leave the room, or take a seat in the audience during discussion and voting on the item of conflict. A Council member with conflict of interest who votes on a matter, causes the vote to be void.

Upon the request of any Council member, a roll call vote will be taken and recorded.

A tie vote is equivalent to a vote which has failed. The Presiding Officer may publicly explain the effect of the tie vote for the audience or may direct a member of the staff to do so.

Reconsideration of an item shall be allowed in accordance with the following Council guidelines. Re-submittal of issues previously acted upon is discouraged, however, a matter can be reconsidered or rescinded at any meeting provided that there are as many members present as there were when the vote was originally taken²⁵. A

²³ W.S. § 15-1-115

²⁴ W.S. § 15-1-127; W.S. § 6-5-106

²⁵ W.S. § 15-1-117

member of the prevailing majority must make a motion for reconsideration when the previous vote was taken.

Wyoming Open Meetings Act - Effective July 1, 2018

Since its adoption, the overriding principle of the Open Meetings Act (Act) is that the government should conduct its business in a transparent manner. The Act states: “The agencies of Wyoming exist to conduct public business. Certain deliberations and actions shall be taken openly as provided by this act.” The Act expressly provides that “all meetings of the governing body of an agency are open to the public at all times, except as otherwise provided²⁶.” Governmental boards and commissions are essentially engaged in the public’s business and holding public meetings ensures that all affected people are permitted an opportunity to be heard.

Under the Act, all meetings in which a quorum of the governing body of an agency, or government, are public meetings, open to the public at all times, unless otherwise specified in the Act. Unless otherwise provided, the Governing Body may only take action at a properly noticed public meeting²⁷. The act contemplates fair and reasonable advance notice of meetings. The Act also contemplates that minutes will be taken at all meetings, regardless of whether official action is taken²⁸. The Act provides a list of issues the Governing Body may consider in executive session and the proper procedure for convening and conducting such a session. The day-to-day administrative activities of the City are not subject to the Act’s notice and open meeting requirements.

Relevant Statutes:

What constitutes a meeting and when action may be taken:

A “Meeting” is defined as “an assembly of at least a quorum of the governing body of an agency which has been called by proper authority of the agency for the expressed purpose of discussion, deliberation, presentation of information or taking action regarding public business²⁹.”

Assembly “means communicating in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able

²⁶ W.S. § 16-4-403

²⁷ W.S. § 16-4-403

²⁸ W.S. § 15-1-110; W.S. § 16-4-403(c)

²⁹ W.S. § 16-4-402(a)(iii)

to communicate with each other contemporaneously³⁰." Examples might include instant messaging, video conferencing, and conference calls. If a quorum of the members of a governing body are going to participate in such communication for the purpose of discussion, deliberation, presentation of information, or taking action regarding public business, the agency must give proper notice of a meeting and allow for public attendance.

In addition to the definition of "assembly," "no meeting shall be conducted by electronic means or any other form of communication that does not permit the public to hear, read or otherwise discern meeting discussions contemporaneously. Communications outside a meeting, including but not limited to, sequential communications among members of an agency, shall not be used to circumvent the purpose of this act³¹." Thus, if the governing body of an agency wishes to conduct a meeting by electronic means, the agency must also assure that members of the public are able to attend the meeting and discern the meeting discussions in real time. This provision also clarifies that e-mail or other forms of sequential communications cannot be used to thwart the purposes of the Act.

Notice of Meetings:

An agency is required to provide notice of its meetings to any person who requests notice. The request may be made for the dates and times of future meetings of the agency³².

Regular Meetings:

The regular scheduled meeting is set by ordinance and may be amended or changed by the Governing Body³³. Additional regular meetings may be set by the Mayor and Council.

Special Meetings:

Special meetings may be called by the presiding officer of the Governing Body by giving verbal, electronic or written notice of a meeting to each member of the governing body and to each newspaper of general circulation, radio or television station requesting the notice. The notice shall specify the time and place of the special meeting and the business to be transacted and shall be issued at least eight

³⁰ W.S. § 16-4-402(a)(iv)

³¹ W.S. § 16-4-403(d)

³² W.S. § 16-4-404

³³ Sheridan Ordinance 2-1; W.S. § 16-4-404(a)

(8) hours prior to the commencement of the meeting. No other business shall be considered at the special meeting.³⁴

Emergency Meetings:

An Emergency Meeting may be called without notice but any action is deemed temporary. All action taken at an emergency meeting must be reconsidered and acted upon at an open public meeting within 48 hours, “excluding weekends and holidays, unless the event constituting the emergency continues to exist after forty-eight (48) hours. In such case the governing body may reconsider and act upon the temporary action at the next regularly scheduled meeting of the agency, but in no event later than thirty (30) days from the date of the emergency action³⁵.”

Executive Session:

Wyoming Statute allows the City to hold an executive session for several reasons. The executive session may only be called by a proper motion and seconded with approval of two-thirds ($\frac{2}{3}$) of the members in attendance. Minutes of the meeting are also required to be kept. The matters which may be discussed in executive session are strictly limited to³⁶:

1. Matters that may pose a threat to the security of public or private property or a threat to the public’s right of access provided the City Attorney, Chief of Police or designee is present.
2. Consider the appointment, employment, right to practice or dismissal of a public officer, professional person or employee, or to hear complaints/charges against an employee or professional person, unless the employee requests a public hearing.
3. Matters of litigation which the City may be a party to.
4. When considering the purchase of real estate when the publicity regarding the consideration would cause a likelihood of an increase in price.
5. To consider gifts, donations and bequests which have been requested by the donor to be kept confidential.
6. To receive, or consider privileged information.

Public Input:

The public has an opportunity to address the Governing Body on any item of interest to the public that is within the jurisdiction of the Governing Body. The City has the right to establish time limits on speakers and the total time allocated for a particular

³⁴ Sheridan Ordinance 2-2; W.S. § 16-4-404(b)

³⁵ W.S. § 16-4-404(d); Ord. 2-4

³⁶ W.S. § 15-1-105

issue. These parameters are established by the Mayor unless a Council member objects, at which point, the Governing Body may vote on restrictions.

Public Disruptions:

A portion, or all of the public, may be removed if willful disruption makes conducting the meeting “unfeasible.” The press may remain unless they participate in the disruption³⁷.

No person may disturb meetings by engaging in disruptive actions. This includes applauding, yelling, speaking without obtaining the floor or similar behavior deemed improper by the chair. The Mayor may call to order such person(s) demonstrating rude, boisterous, profane or similar behavior. If such conduct continues, the Mayor may call a recess, request removal of such person(s) from the council chambers, adjourn the meeting, or take other appropriate action as permitted by law³⁸. Proper decorum must be observed and courtesy given to members of the Governing Body, City staff and members of the public.

³⁷ W.S. § 16-4-406

³⁸ W.S. § 16-4-406

Chapter 3 - Support Provided to the Governing Body

Staff/Administrative Support

General staff and administrative support to the Mayor and Council members is provided through the Government Relations Administrative Specialist. Scheduling of appointments, document preparation, travel arrangements and other assistance are available from the Government Relations Administrative Specialist. The Government Relations Administrative Specialist is also charged with obtaining documentation and research as requested by the Mayor and Council members.

Governing Body/City Administrator Relationship

The Governing Body includes both Council members and the Mayor. The employment relationship between the Governing Body and the City Administrator honors the fact that the City Administrator implements Governing Body policies and administers the daily operations of the City³⁹.

The Governing Body should avoid situations that result in City staff being directed, intentionally or unintentionally, by individual members of the Governing Body. Regular communication between the Governing Body and the City Administrator is important in maintaining open communications.

The Mayor, per the Charter Ordinance, is required to evaluate the City Administrator on an annual basis to ensure that both the Governing Body and the City Administrator are in agreement about the performance and goals⁴⁰. That review may be presented to the City Council for review.

As in any professional relationship, it is important that the City Administrator keep the Governing Body informed⁴¹. The City Administrator respects and is sensitive to the political responsibility of the Governing Body and acknowledges that the final

³⁹ See Generally City of Sheridan Employee Handbook

⁴⁰ Charter Ordinance 2202 Section 2(c)

⁴¹ Charter Ordinance 2202 Section 3(f)

responsibility for establishing the policy direction of the City is held by the Governing Body⁴². The City Administrator communicates with the Governing Body in various ways (e.g., memos, e-mail, weekly meetings, and through the Mayor whose responsibility it is to maintain open and effective communication with Council members). It is the City Administrator's responsibility to relay information and ensure that the Mayor and City Council members are up to date on all City matters.

The City Administrator is tasked with meeting regularly with the Mayor, and City Council members as may be necessary. Meetings with the City Administrator and Mayor are held no less than once per week. During these meetings, the City Administrator will present the Mayor with the Staff's proposed meeting agenda, discuss ongoing issues, and address concerns and questions of the Governing Body.

Legal Services

The City Attorney meets regularly with the Mayor, City Administrator, and City staff to provide advice as to Ordinances, Statutes and applicable court opinions. Should a Council member have legal questions relating to any topic relevant to the City, it is important and prudent to pose those questions to the Mayor or City Administrator..

Office Equipment, Computers, E-mail, Phones

The Governing Body has access to laptops that will be provided during City Council meetings. E-mail accounts are provided to conduct City business. All City computers, email, phones and other equipment should be used solely for City business as those devices will be subject to public record requests per Wyoming law⁴³. **Elected officials should never use private emails for conducting City business.** Should an elected official use a private email for conducting City business, all contents of the private email account may be subject to public records disclosure.

⁴² Charter Ordinance 2202

⁴³ W.S. 16-4-201(a)(v)

Chapter 4 - Compensation and Expenses

Governing Body Compensation

Currently, the Mayor receives an annual salary of \$24,000⁴⁴. Council members receive \$500 monthly until 2023⁴⁵. Beginning January 1, 2023, newly seated members shall receive \$1,000 monthly. A seated Governing Body may not increase its own salary⁴⁶. They may only pass an ordinance to raise the salary of an incoming Governing Body members.

Expenditure Allowance

The annual budget includes allocations for Mayor and Council expenses associated with official City business.

Eligible expenses include:

- Attendance at conferences, seminars, and meetings
- Travel expenses including meals (City policy does not allow reimbursement for alcohol)
- Mileage reimbursement for City business

Refer to the Human Resources Department with any additional questions.

Expenditure Guidelines

It is very important to note that all expenses must be related to City business. Public property and funds may not be used for private or personal purposes⁴⁷.

⁴⁴ Sheridan Ordinance 2122

⁴⁵ Sheridan Ordinance 2038

⁴⁶ W.S. § 15-3-213

⁴⁷ W.S. § 6-5-110 through 111

Chapter 5 - Communications

Overview

Perhaps the most fundamental role of a member of the Governing Body is communication; communication with the public to assess community opinions and needs; and communication with staff to provide policy direction and to gain an understanding of the implications of various policy alternatives.

Because the Governing Body performs as a unit (that is, acting based on the will of the majority as opposed to individuals), it is important that general guidelines be understood when speaking for the group. Equally important, when members are expressing personal views and not those of the Governing Body, the public should be so advised.

Directives

Because the City Council is a legislative body, no single member has the authority to direct or authorize any citizen, contractor, company or City employee to act or not act on behalf of the City. Directives require a majority vote of the Governing Body to be effective. However, requests for information, assistance with citizen issues, and questions about procedure, policy and past City actions are best resolved by communicating your request with the Mayor, City Administrator or Government Relations Specialist.

Correspondence from Members of the Governing Body

On occasion, members may wish to transmit correspondence on an issue which the Governing Body has yet to take a position, or about an issue for which the Governing Body has no position. In these circumstances, members should clearly indicate within the letter that they are not speaking for the Governing Body as a whole, but for themselves as one individual member of the Governing Body.

After the Governing Body has taken a position on an issue, official correspondence should reflect this position. While members who may disagree with a position are free to prepare correspondence on such issues as private citizens, City letterhead,

City email, official City title, and staff support should not be utilized. In addition, City letterhead, email accounts and staff support cannot be utilized for personal or political purposes.

Speaking “for the City”

Similar to written correspondence, when members are requested to speak to groups or are asked the Governing Body’s position on an issue, the response should reflect the position of the Governing Body as a whole. Of course, a member may clarify his/her vote on a matter by stating, “While I voted against X, the Governing Body voted in support of it.” When representing the City at meetings or other venues, it is important that those in attendance gain an understanding of the Governing Body’s position, rather than that of an individual member.

Chapter 6 - Conflicts and Liability

Conflicts of Interest

The Governing Body is governed by the Ethics and Disclosure Act and other statutes⁴⁸. The purpose of this Act is to ensure that all actions of the Governing Body are taken in the public interest. Those topics include:

- Use of title, position and prestige of public office to influence organizations, groups, or employers
- Nepotism
- Misuse of office
- Official decisions and votes
- Actions taken while negotiating for employment
- Penalties for violating the Act
- Bribery
- Contract fixing
- Misuse of Public Property
- Use of position for gain including gain for one's employer

In compliance with W.S. 6-5-118 each newly elected official must submit a conflict of interest disclosure form. The listed conflicts of interest are not intended to be exclusive as new conflicts may arise.

Elected Officials Legal Liability

The City is a large organization which offers a variety of services and may often find itself subject to claims and lawsuits. For example, if a wind-blown trash container damages a private vehicle, the vehicle owner may file a claim against the City for the damages. The City must always approach its responsibilities in a manner which reduces risk, as much as possible, to all involved.

The City's liability claims are handled through the Local Government Liability Pool (LGLP). Administrators of the pool review claims within the parameters of the Governmental Claims Act. Essentially, a governmental entity will be liable for

⁴⁸ W.S. § 9-13-101 et. seq. (excluding 9-13-108); W.S. 6-5-101 et. seq.

damages caused by the negligence of public employees while acting within the scope of their duties. If there is no negligence, LGLP will deny the claim.

Elected officials acting within their legal capacity as Governing Body members are provided with liability coverage through LGLP and have certain immunities provided by Statute.

It is important to note that violations of certain laws and regulations by individual members of the Governing Body may result in that member being personally liable for damages which would not be covered by the City's insurance or liability pool.

Examples may include discrimination, harassment, theft, failure to disclose conflicts of interests, or fraud.

Discrimination and Harassment

Federal law, state law, and City policies prohibit discrimination (gender, age, race, etc.) and harassment. The City's Employee Handbook contains various discrimination and harassment policies. For applicable federal laws, contact the Human Resources Department or the City Attorney.

Chapter 7 - City Departments

City Administrator's Office

The Administration Department is composed of the City Administrator and an Administrative Assistant. The Administration Department's main functions are to manage the City's business and carry out Governing Body policies. The City Administrator coordinates the work of all City departments and employees, ensures the enforcement of laws and City ordinances, presents the annual City budget to the Mayor and City Council members for adoption, and expends budget funds as authorized by the Governing Body. The City Administrator makes recommendations to the Governing Body on issues concerning legislation, financial programs, capital improvements, and City services.

Under the direction of the City Administrator, staff supervises and administers the programs and services provided by all departments within the City of Sheridan. Specifically, the City Administrator's office performs the following:

- Administers policies and programs approved by the Governing Body.
- Evaluates and monitors staff progress on established policies and programs and fosters greater employee awareness of City problems, programs, and priorities.
- Acts as liaison/coordinator between the Mayor, City Council, and staff.
- Oversees the activities of all department heads and makes upper level management decisions involving departmental workloads.
- Coordinates overall planning and review of all City operations with the aid of department heads.
- Exercises authority to hire and remove department heads per Ordinance with notice to the Governing Body.
- Exercises authority to hire and remove City employees per the Employee Handbook.
- Provides timely information to the Governing Body concerning state, local, or federal legislation which may impact the City. Analyzes trends and programs for enhanced service delivery. Presents ideas, concepts, and potential options to enhance organizational and community vitality and viability.

- Responds to and follows up on citizen and/or Governing Body inquiries regarding City programs and services.
- Acts as liaison and works to resolve mutual local problems through various inter-governmental regional agencies.
- Makes necessary recommendations and expediently resolves issues that come before the Mayor and/or the Governing Body.
- Prepares, with the Mayor, the agendas of the City Council Meetings and Workshops.
- Prepares plans and programs for the Governing Body's consideration in anticipation of future needs and services.
- Oversees the annual preparation of the budget and submits it to the Mayor and the Governing Body for their review, amendment, and adoption. Supervises its administration after adoption.
- Reviews and evaluates the City's organizational structure and operational functions, ensuring full utilization of manpower and resources in service to the public.

Clerk's Office

Responsibilities of the City Clerk include the execution of official City documents, administration of liquor licenses, maintenance of municipal code, retention and management of City records and documents, cemetery deed preparation, the licensing and registration of City vehicles, publication of legal notices, and providing administrative assistance to the City Administrator. The City Clerk also attends meetings of the Governing Body, prepares minutes and agendas for these meetings and acts as the Council Parliamentarian. The Clerk's Office interacts on a daily basis with the citizens, organizations, governmental agencies, and employees of the City by providing public information and other essential services.

Finance

The Treasurer's Department is composed of the Treasurer, Assistant Treasurer, Staff Accountant, Accounting Technician, and Accounts Payable/Payroll Technician. The following list represents the main functions of the Treasurer's Department:

- Maintains the accounting records for the City
- Assists other City Departments in the preparation of the City's annual budget
- Coordinates the annual audit with the City's auditors and assists with the preparation of the annual financial reports

- Processes and pays vendor invoices
- Records daily receipts of payments for utility bills and other City revenues
- Prepares monthly financial reports
- Assists in grant applications, compliance and reporting
- Invests City funds
- Performs twice monthly payroll functions
- Processes quarterly and annual payroll reports
- Assists and backups the HR Department

Audits

In accordance with W.S. § 16-4-121, annual audits of the City’s finances and property are required and must be filed with the County and Wyoming Department of Audit. The audits are conducted by independent auditors in accordance with generally accepted auditing standards as promulgated by the AICPA. The audit procedures are performed in accordance with “Government Auditing Standards”. The City is also required to have a single audit performed by an independent CPA on all federal funds received in excess of \$750,000 within any one year per the Federal Single Audit Act. The annual financial statements and single audit report are sent to each agency the City receives federal funds from during the year.

Porter, Muirhead, Cornia, & Howard, a corporation of certified public accountants, has performed the City’s annual audit since FY2005. The City is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States. It is the auditor's responsibility to express opinions and recommendations based on these financial statements.

Funds

A fund is an independent accounting entity with a self-balancing set of accounts, created for the purpose of carrying on a specific activity for assets, liabilities, equities, revenues, and expenditures. The City of Sheridan has several funds.

General Funds:

General Funds are used to account for and report financial resources not accounted for and reported in another fund. General Funds are not restricted in their use. The City has three general funds.

General Revenue Fund:



This Fund is the City's primary fund. It accounts for and manages the revenue collected from various sources, primarily the state and local sources. It is used for most of the City's general operating expenses.

General Purpose Excise Tax Fund (One Cent):

This fund accounts for and manages the revenue collected through the optional one cent sales and use tax.

Direct Distribution Fund:

This fund accounts for and manages the direct distribution revenue received for the State of Wyoming.

Special Revenue Funds:

Special Revenue Funds are used to account for and report the proceeds from specific revenue sources which are legally restricted or committed to expenditures for a specific purpose other than debt service or capital projects. There are multiple types of special revenue funds which are described as follows:

Special Revenue Fund:

This special revenue fund accounts for and manages the revenue collected from federal and state grants, and also contracts and agreements.

Capital Tax Fund:

This special revenue fund accounts for and manages the revenue collected through the specific purpose 1% capital facilities tax.

Public Benefit Fund:

This special revenue fund accounts for and manages the revenue collected through the franchise tax.

Debt Service Fund:

The Debt Service Fund is used to account for and report the accumulation of financial resources that are restricted, committed, or assigned for the payment of principal and interest, such as special assessment debt.

Capital Projects Fund:

The Capital Projects Fund is used to account for and report financial resources restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.



Enterprise Funds:

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business where the stated intent is that the cost of providing goods and services are financed through user charges. Enterprise funds are restricted and not eligible to be used to pay for other City operations. The following are enterprise funds:

Sewer Fund:

This enterprise fund accounts for and manages revenue and expenses necessary for the collection and treatment of wastewater in the City.

Water Fund:

This enterprise fund accounts for and manages revenue and expenses necessary to provide safe potable water, water for fire protection, domestic and industrial usage.

Solid Waste Fund:

This enterprise fund accounts for and manages revenue and expenses for collecting and disposing of solid waste material in the City.

Golf Fund:

This enterprise fund accounts for and manages revenue and expenses associated with the operation and maintenance of the Sheridan Municipal Golf Course.

Weed and Pest Fund: This enterprise fund accounts for and manages revenue and expenses associated with services related to weed and pest control in the City.

Agency Fund:

This fund is used to account for the funds that are collected on behalf of other entities that have not yet been remitted. They are custodial in nature (assets equal liabilities) and do not involve measurement or results of operations.

Fire Department

The Sheridan Fire Department exists as an all-hazards response department. It offers a professional emergency response to structure fires, wildland fires, emergency medical incidents, hazardous materials incidents, swift water rescue, and high and low angle rope rescue. The Department also provides automatic aid countywide for structure fires and mutual aid as requested on all other responses. The Department is staffed with three (3) shifts of five firefighter/EMTs working a “Modified Kelly Schedule” of 24 hour shifts, minimum daily manning is four (4). Additional personnel include a Senior Office Associate and a Fire Chief.

The current fire station was dedicated in 1983 and added on to in 2002. The station houses all apparatus, equipment, personnel, and administration offices.

The Sheridan Fire Department actively pursues a community risk reduction program through:

- Public education
- Code enforcement
- Fire Investigation

Firefighters provide fire safety classes for pre-schools, elementary schools, the high school, Sheridan College, and senior groups. Code enforcement is accomplished through a schedule of maintenance inspections completed on the basis of life-safety classification. Licensed Daycares, schools, and motels are completed on a yearly basis. Other occupancies may be completed every other year or every third year. International Fire Code, as adopted, requires that all fires that occur within the City of Sheridan are investigated for the origin and cause. This is accomplished through a team of firefighters who have either been certified as investigators or they are actively pursuing this certification (typically a 4+ year process).

Wyoming State Statute mandates collective bargaining with paid firefighters. Sheridan Fire-Rescue firefighters are represented by Local 276 of the International Association of Firefighters. Contracts are normally done yearly but have been negotiated as a two year contract on occasion. Negotiations typically begin at the end of February each year. Wyoming law requires that the negotiations be held with a quorum of the Governing Body present.

Human Resources Department

The Human Resources Department is responsible for facilitating human resource activities for the City, including proposing policy and procedure changes, overseeing the recruiting and training of personnel, administering benefits, and enforcing regulations. This also includes overseeing the performance appraisal process, overseeing property and liability insurance and claims, tracking workers compensation claims and overseeing the City's social media contract. There are two employees in the Human Resources Department.

Legal Services

Legal Services are not a Department of the City but instead controlled by a contract for services. Typically, there is an attorney appointed to be City Prosecutor and an attorney appointed to manage all City civil (non-criminal) matters. The attorneys are appointed by the Mayor with consent of council and serve pursuant to a contract for services.

Municipal Court

The City Municipal Court is not a Department under the authority of the Mayor, Governing Body or City Administrator. It is a distinct branch of municipal government. The Court can only make decisions regarding the violation of City Ordinances. Most ordinance violations are non-jailable offenses and subject only to a fine which cannot exceed the Wyoming statutory maximum.

The Municipal Court Judge is responsible for holding Court for initial appearances, trials and sentencing. The judge is appointed by the Mayor with approval from the Governing Body and serves for a term pursuant to a contract for services.

Municipal Court is held every Monday morning at 8:30 a.m. in City Council chambers.

Parks Department

The Parks Department was created in 2022. It consists of the following divisions: Parks & Pathways, Cemetery, Weed & Pest, Community Forestry, and Kendrick Municipal Golf Course.

The Parks Maintenance and Cemetery Divisions are responsible for the maintenance, improvement, and beautification of all City parks, open spaces and their structures. This includes, but is not limited to: mowing, cleaning and maintaining public parks, green spaces, natural areas, and pathways. Parks staff also start up, maintain and winterize all City sprinkler systems. During winter months, the Parks Department is in charge of snow removal on all public pathways, bridges, and City properties. The Cemetery personnel are responsible for maintenance and beautification of the Cemetery grounds. Additionally, the Cemetery Division is responsible for coordinating burials and plot sales.

The Weed & Pest Division provides an Integrated Pest Management program for the community of Sheridan. The program sprays for control of Non-native and invasive species of weeds that can be destructive to soils and native ecosystems. In addition, this program includes larviciding in the spring and fogging for adult mosquitoes during the summer months as needed. The program traps, identifies and monitors potential vector species for West Nile Virus.

The Community Forestry Division was created in 2017 to ensure the safety and vitality of Sheridan's community forest. The program is tasked with maintaining and promoting the health of nearly 5,000 trees in public spaces such as parks, street spaces and natural areas. It also acts as a useful resource for private tree owners by promoting education focused on local tree species and proper tree maintenance.

The Kendrick Municipal Golf Course is an 18-hole, Links style course built in 1934. The course spans over 6,000 yards and includes a full service Clubhouse, driving range, and practice facilities. The course is jointly maintained by the K Club Golf LLC and the Parks Department. K Club Golf is responsible for the management of all golfing activities and general maintenance of the course. All capital improvements and significant changes to the Golf Course must be approved by the Parks Director. Course fees are set by the Governing Body.

Police Department

The primary mission of the Police Department is to prevent crime and disorder. In order to accomplish this mission, the Police Department operates with a problem oriented policing philosophy. Police deal with a range of community problems, many of which are not strictly criminal in nature.

Arrest and prosecution alone, the traditional functions of the criminal justice system, do not always effectively resolve problems. Giving officers, who have great insight into community problems, the discretion to design solutions is extremely valuable. Police use a variety of methods to redress recurrent problems. Community policing is a subset of P.O.P.; the community values police involvement in non-criminal problems and recognizes the contribution the police can make. Working together always provides the best result.

SPD has a trained Subject Matter Expert in Data Driven Approaches to Crime and Traffic Safety (DDACTS). DDACTS is a nationally recognized program based on Problem Oriented Policing that focuses on citizen safety and crime prevention. DDACTS integrates location-based crime and traffic data to establish effective and efficient methods for deploying law enforcement and other resources. DDACTS uses traffic enforcement strategies that play a dual role in fighting crime and reducing crashes and traffic violations. SPD is the recognized go-to agency at the state level and provides training on this topic.

The Communications Center is staffed and operated on a twenty-four (24) hour basis to provide continuous communications and support services to all of Sheridan County, including all 911 calls. This includes the Sheridan Police Department, Sheridan County Sheriff's Office (including after hours support), nine (9) fire/ems agencies, providing support services for five (5) additional law enforcement agencies and the Sheridan County Prosecutor's Office.

The budgeted staff for the SPD is 31 sworn officers, 10 communications officers, 2 community service officers, 4 administrative services and records staff, and 1 evidence technician for a total of 47 staff members.

Public Works Department

The Public Works Department is made up of the following City divisions: Engineering, Planning, Building, Streets and Signs. Each of these divisions have their own organizational chart and all departments report to the Public Works Director.

The Engineering Department is in charge of managing the Capital Improvement Plan which includes planning and financing for major capital projects. Engineering works closely with State agencies to obtain funding for projects such as the Wyoming State Revolving Fund and Mineral Royalty Grants. The Engineering Department is also

responsible for reviewing all City infrastructure construction projects and private development applications. This includes overseeing the design and construction of all utility projects before they are passed on to the Utilities Department to maintain.

The Planning Department is responsible for the orderly development of the community. Staff enforces and applies the zoning, subdivision, and sign ordinances for the City. Subdivisions of land, changes of zone, and annexations are items the planning staff reviews and then prepares reports for Planning Commission and City Council consideration. Staff also reviews building permits for compliance with applicable zoning and sign codes. The Planning Department maintains and updates a variety of plans which includes the overall Land Use Plan, several area plans, Planned Unit Developments (PUD), and master plans. Planning staff currently includes one planning technician and the Community Development Director who oversees both the Planning Division and the Building Departments.

The Building Department is responsible for the safety and integrity of new construction. The Building Department adopts and enforces the International Building Code, which includes fire, plumbing, mechanical, structural, and related codes. The Building Department also adopts and enforces the National Electric Code. The Building Department operates the one-stop shop permit counter from 7:00 AM to 5:00 PM Monday through Friday. Projects are evaluated in the plan review stage and once approved are inspected throughout the construction with periodic scheduled inspections.

The Building Department also assists with facilities maintenance management for many of the City owned buildings and properties. The Building Department staff includes one building official, one permit technician, one plans examiner, and two inspectors. The City retains home rule on fire and electrical inspections and plan reviews by maintaining adequate certifications through our employees.

The Street and Sign Division is responsible for the maintenance of all public streets, lights and signage. They maintain all public roads, pathways, levee systems, and storm sewers within the City of Sheridan. In addition, the Street and Sign Division works closely with the Engineering Department on all rotomill, overlay and chipseal projects within the City. The Streets Department is usually one of the first to respond during any major storm event. During winter months, the Department is responsible for all snow removal and pick up, road sanding, and plowing.

In conclusion, the Department of Public Works is involved in many aspects of the maintenance and development of the City of Sheridan. Some recent examples include: the remodel of the Police Department, Senior Center, Blackbox Theatre, Hallmark Building, Hub on Smith and the UM Service Center. Nearly all of the developments within the City of Sheridan include involvement with the Public Works Department.

Utilities

The City of Sheridan Utilities Department (Department) provides many critical services to the community consisting of Water Supply and Treatment, Wastewater Treatment, Solid Waste Collection and Disposal, and a comprehensive range of services to our citizens through the Customer Service Division. The Department has seven (7) individual divisions, consisting of seventy (70) employees. Each division provides essential services which are delivered in an efficient and effective manner.

Department Structure & Functions

Utilities Administration - This division is located on the first floor of City Hall and consists of four (4) staff members. The administration of Department operations include utility focused management, budgeting, planning, permitting, regulating, and technical services.

Water Supply & Treatment

This Division is comprised of ten (10) staff members, nine (9) of which are state certified operators that oversee and operate two water treatment plants (Sheridan Water Treatment Plant and Big Goose Water Treatment Plant), a freshwater intake facility, and the City's water storage reservoir in the Big Horn National Forest referred to as Twin Lakes. They are responsible for providing safe, clean drinking water to the City and Sheridan and the Sheridan Area Water Supply Joint Powers Board (SAWSJPB) in compliance with the Safe Drinking Water Act as regulated by the Environmental Protection Agency (EPA) Region 8.

Wastewater Treatment

This Division is comprised of four (4) state certified operators in wastewater treatment and three (3) certified, plant mechanics They oversee the operations of the City's wastewater treatment plant (WWTP) located on Fort Road. They are responsible for operating and maintaining Sheridan's Wastewater Treatment Plant to a standard in compliance with the Clean Water Act under the regulation of the Wyoming Department of Environmental Quality (WDEQ).



Utility Maintenance

This Division is comprised of eleven (11) staff members, ten (10) of which are state certified operators in water distribution and wastewater collection. They oversee the operations and maintenance of the water distribution system for the City and SAWS as well as the wastewater collection system for the City. Water distribution and Wastewater collection compliance are governed by WDEQ regulations. The operations facility is located on Kroe Lane.

Solid Waste

This division consists of Solid Waste Administration (2 staff), Sanitation/Recycling Collection (19 staff), and Landfill Operations (10 staff). These operations facilities are located on Kroe Lane (Sanitation/Recycling) and Eastridge Road (Administration and Landfill). They oversee the operations of the City's residential and commercial solid waste collection and disposal operations, curbside recycling collection, drop-site recycling collection, recycling center operation, and the operation of a landfill that serves all of Sheridan County. The landfill must be in compliance with the rules and regulations established by the WDEQ Solid and Hazardous Waste Division.

Customer Service

This division consists of five (5) staff members and is located on the first floor of City Hall. Their primary services are performing all utility billing, collections, and Municipal Clerk of Court functions. They provide customer service support for the entire City by serving as a convenient and accessible resource for our citizens. This division is funded from the City's general fund, but resides within the Utilities Department under the supervision and management of the Utilities Director.

Information Technology

This division was established in July 2018 and consists of an IT Manager and an IT Specialist.. This division provides IT network administration, overall systems management, and system support for the entire organization. This division is funded from the City's general fund; however, it resides within the Utilities Department under the supervision and management of the Utilities Director.

Budgets & Financial Responsibility

The Utilities Department consists of three (3) enterprise funds which provide for the continued operation of the associated divisions to ensure key services to the community. The three enterprise funds supporting the Utilities Department operations

are the Water Fund, Sewer Fund, and Solid Waste Fund. The enterprise funds operate on a cash basis collected through user rates and fees. The financial stability and health of each of these funds is evaluated through rate studies and financial plans conducted every three years and updated annually by the Utilities Administration during the annual budget process. The health of each utility enterprise fund along with recommended rates for future years can be found in the executive summaries of each update to their respective rate study and financial plans.

Each division is led by a Supervisor or Superintendent that establishes and implements the division's annual budget. The Utilities Administration is responsible for all division budgets, the fiscal health of all enterprise funds and two (2) general funds.

Governing Regulations

The City of Sheridan is committed to providing safe drinking water, wastewater treatment, and landfill services to the community. These services are under federal regulation administered by the Environmental Protection Agency (EPA) and Wyoming Department of Environmental Quality (WDEQ). The EPA directly regulates the City's water treatment processes in compliance with the Safe Drinking Water Act. The WDEQ regulates our wastewater treatment and landfill operations to be in compliance with the Clean Water Act.

WDEQ establishes standards for design, permitting and construction of water distribution and sewer collection systems. Primacy of administering these standards and the permitting process are granted to the City with the Utilities Director designated as the regulating authority. This authority is per the "Delegation Agreement" between the City and WDEQ. In keeping with this agreement, the City has developed and maintained a set of Public Infrastructure Design Standards and Construction Specifications which are used by staff and the Utilities Director to regulate design, permitting, and construction of all public infrastructure within the City.

Chapter 8 - Boards and Commissions

Introduction

The various boards, commissions and joint powers boards, which will be discussed later, are created by Wyoming State Statute or City Ordinance. These Boards and Commissions are different from a City Council Committee which may be created periodically for the purpose of researching or discussing a specific topic. The Boards and Commissions discussed below are ongoing and continuous. They are created by Statute like the Board of Adjustment, by Ordinance like the Tree Board, or by a Joint Powers Agreement like the Sheridan Economic & Education Development Commission (SEEDA). There is little difference between a board, committee or commission and the terms are often used interchangeably. Some boards and commissions are public agencies and required to follow the same open meeting rules as the Governing Body

Below is a brief overview of the Boards and Commissions with the City of Sheridan. Further information on each may be found in the electronic file containing the bylaws and other relevant documents for these Boards and Commissions.

Some of these Boards and Commissions have members which are required to be part of the Governing Body. The positions on these Boards and Commissions come up for availability periodically. The means of appointment vary but typically they are appointed by the Mayor with consent of Council. The Boards and Commissions which include a member of the Governing Body are the following:

- Sheridan Area Water System (SAWS)
- Sheridan Economic and Education Development Authority (SEEDA)
- Juvenile Justice Joint Powers Board
- Employee Relations Committee
- Northeast Wyoming Municipal Leaders (NEWY)
- Sheridan County Travel and Tourism Joint Powers Board (SCTTJPB)
- Sheridan Public Arts Committee (SPAC)
- Tree Board
- Fire Civil Service Commission
- Police Civil Service Commission
- Sheridan Recreation District
- Downtown Development Authority (DDA)

- Sheridan Urban System Advisory Committee

Board of Adjustment

Purpose of the Board of Adjustment

The Board of Adjustment (BOA) hears appeals on decisions made by any administrative official in enforcing the City's zoning ordinance, hears special exemption requests, hears zoning ordinance variance requests, may authorize the continuance of any nonconforming use if no enforcement action has occurred within five years, and takes action on any other matter required by City ordinance⁴⁹.

The BOA interprets the City's zoning map, grants temporary use variances in certain conditions, allows for the extension of a preexisting nonconforming building, grants variances to public and private utilities, and grants sign ordinance variances in the downtown⁵⁰.

The Board of Adjustment is a quasi-judicial board. Its decisions may only be overturned through an appeal to the Sheridan County Fourth Judicial District Court⁵¹.

Finding of Fact and Conclusions of Law

Anytime the Board of Adjustment makes a decision it must make findings of fact. Findings of fact are required by state law. Findings of fact is information that the Board holds to be "true." Conclusions of law is the application of the law to the facts⁵².

City Code requires that findings are not contrary to the public interest, that special conditions create a situation where a literal enforcement of the provisions of the affected ordinance will result in unnecessary hardship, and that the spirit of the zoning ordinance is being met⁵³.

City Code requires findings for special exemptions. The Board must consider whether the exemption requested is listed as an allowed special exemption within the zoning district in which the property is located, that the use is consistent with the goals, policies, and recommend future land use of the adopted master plan, that the granting of the exemption is in harmony with the general purposes and intent of the

⁴⁹ W.S. 15-1-607 + 608

⁵⁰ Ordinance Appendix A Section 14

⁵¹ W.S. 15-1-609

⁵² See generally: W.S. 15-1-608;

⁵³ Ordinance Appendix A Section 14

ordinance and the exemption will not be injurious to the neighborhood or otherwise detrimental to the public welfare⁵⁴.

Appointments

The Board consists of five members appointed by the Mayor with consent of the City Council⁵⁵. The term of each member is three years. The members of the Board elect a chairman annually to serve for a term of one year. The City Council shall have the power to remove any member of the Board for cause upon written charges and after a public hearing⁵⁶.

⁵⁴ Ordinance Appendix A Section 14

⁵⁵ W.S. 15-1-605; Ordinance Appendix A Section 14

* The Sheridan Ordinance only references appointment by Council which is contrary to Statute and therefore Statute controls

⁵⁶ W.S. 15-1-605; Ordinance Appendix A Section 14

Board of Appeals

Purpose of the Board of Appeals

The Board of Appeals hears determinations made by City officials regarding the City of Sheridan building and fire codes during a building or construction process⁵⁷.

The Board further promulgates rules and regulations as it deems advisable for the administration of its affairs, subject to confirmation by the City Council prior to final promulgation⁵⁸.

Standard of Review

The standard of review by which the Board evaluates issues brought to it on appeal shall be primarily based on the intent of City of Sheridan Code within a standard of reasonableness and consideration given to alternative methods which may reasonably satisfy the intent. Any alternative method, means or material proposed by the appellant which reasonably satisfies the intent and purpose of the building and/or fire codes adopted by the City of Sheridan will be considered by the Board⁵⁹.

Appointments

The Board is appointed by the Mayor with confirmation of the City Council. The Board consists of five City residents who are qualified by experience or training in the construction or development industries, such as general contractors, developers or tradesmen. The term of each member is three years.

⁵⁷ Ordinance 29-2

⁵⁸ Ordinance 29-2(c)

⁵⁹ Ordinance 29-2(d)

Critical Air Service Team

Purpose of the Critical Air Service Team

CAST is a collaborative venture between stakeholders in Sheridan and Johnson Counties to ensure the people of these communities have reliable, affordable and easy-to-access air service. As a regional hub, air service is a critical component to both economic development and quality of life in these communities.

Air service is provided by SKyWest pursuant to a contract with the State of Wyoming and Sheridan County. The City has an agreement with the County to subsidize costs. The City's contract with the County could extend through fiscal year 2029.

Appointments

Per CAST Bylaws, the Board of Directors consists of up to fifteen Directors. The Board may also designate any number of ex-officio, non-voting members who are able to serve the organization in an advisory capacity. The appointed Directors and ex-officio members of the Board of Directors may include but are not limited to:

- The Mayor or his or her designee of any incorporated community in Sheridan County and Johnson County;
- A representative of the Board of Commissioners of Sheridan County and Johnson County;
- A representative of the Sheridan County Chamber of Commerce;
- A representative of the Buffalo Chamber of Commerce and, or JOCO Economic Development;
- A representative of Sheridan Travel and Tourism;
- The manager of the Sheridan County Airport;
- Other individuals with expertise or interest in the maintenance and improvement of commercial air service in the community including individuals representing various business and industry sectors, civic and cultural organizations, and educational institutions.

For further references, please see CAST Bylaws

Downtown Development Authority

Purpose of the Downtown Development Authority

The Sheridan Downtown Development Authority (DDA) is a development agency responsible for making improvements in the downtown district. The DDA focuses on projects that benefit the entire community. The mission of the DDA is to grow, strengthen, and promote the economic health and vitality of downtown Sheridan⁶⁰.

The DDA builds public and private investment partnerships that promote the economic growth of Sheridan. To do this, DDA can use tools such as tax increment financing, which captures a defined portion of the property tax revenues or the assessment of Mills in downtown Sheridan^{61 62}.

Services and Initiatives:

- Pursue capital projects
- Acquire and dispose of property
- Create public/private partnerships for development projects
- Provide funding stream for development projects
- Parking management
- Marketing
- Downtown maintenance and appearance
- Business support
- Committing to long-term economic stability

Powers and Duties of the DDA

The Board may⁶³:

(1) Appoint and remove a director and other staff members, who shall be employed upon recommendation of the director, and prescribe their duties and fix their compensation;

(2) At the request of the Governing Body, prepare an analysis of economic changes taking place in the central business district of the municipality;

⁶⁰ W.S. 15-9-207; See generally Ordinance 2-76

⁶¹ W.S. 15-9-207 through 15-9-222; Ordinance 2-77

⁶² Ordinance 2-73

⁶³ W.S. 15-9-203; W.S. 15-9-207 through 209; Ordinance 2-76

(3) Study and analyze the impact of metropolitan growth upon the central business district;

(4) Plan and propose, within the downtown development area, plans of development for public facilities and other improvements to public or private property of all kinds, including removal, site preparation, renovation, repair, remodeling, reconstruction or other changes in existing buildings which may be necessary or appropriate to the execution of any development plan which in the opinion of the Board will aid and improve the downtown development area;

(5) Implement any plan of development, whether economic or physical, in the downtown development area as is necessary to carry out its functions;

(6) In cooperation with the planning board and the planning department of the municipality, develop long-range plans designed to carry out the purposes of the authority and to promote the economic growth of the district, and implement education and public relations programs to persuade property owners and business proprietors to implement such plans to the fullest extent possible;

(7) Retain and fix the compensation of legal counsel to advise the Board in the proper performance of its duties;

(8) Make and enter into all contracts necessary or incidental to the exercise of its powers and the performance of its duties.

(9) Additionally, the authority shall have all other powers and duties enumerated in or reasonably implied from the Act and any Wyoming Statutes⁶⁴.

Appointments

The DDA is under the direct supervision and control of a Board consisting of five members appointed by the Mayor and approved by the City Council. A majority of the members of the authority, except any member from the City Council, shall reside, be a lessee or own property within the designated downtown development district⁶⁵.

The Board has adopted bylaws governing its procedure and the election of officers. The bylaws are filed in the office of the Sheridan City Clerk. The Board holds regular

⁶⁴ W.S. 15-9-203; W.S. 15-9-207 through 209; Ordinance 2-76

⁶⁵ W.S. 15-9-205; Ordinance 2-73

or special meetings in the manner provided by the Board. All meetings of the Board are open to the public except those issues eligible for executive session under Wyoming Statute. Members of the Board shall serve without compensation, but they may be reimbursed for actual and necessary expenses⁶⁶.

⁶⁶ W.S. 15-9-206(c); Ordinance 2-73

Employee Relations Committee

Purpose of the Employee Relations Committee

The Employee Relations Committee's mission exchanges information and concerns that may affect either the City or employees and to promote a harmonious relationship. The Committee may discuss any topic of interest, and endeavors to be a genuine avenue of communication between employees and the Governing Body⁶⁷.

The underlying purposes of the Committee and related Ordinances are to⁶⁸:

- (1) To provide public employees the option to meet and confer with the City;

- (2) To promote harmonious, peaceful and cooperative relationships between public employees and the City;

- (3) To protect the public interest by assuring, at all times, the safe, orderly, efficient and timely operation of all City departments, delivery of services and instrumentalities of local government

Appointments

The Employee Relations Committee is a standing committee consists of two members of the Governing Body appointed by the Mayor and approved by the City Council, two exempt City employees, and two nonexempt City employees from public safety (police or fire/rescue), public works, or administration. The overall goal is an evenly balanced committee that represents all City employees⁶⁹.

The Committee meets at the request of any committee member, but not more often than monthly, or less often than quarterly.

Employees of each respective department nominates members for the Committee. If more candidates are nominated then there are positions to fill, those nominated shall agree among themselves as to which two shall serve. Members shall serve for one year.

⁶⁷ Ordinance 14B-12
⁶⁸ Ordinance 14B-12
⁶⁹ Ordinance 14B-12(b)



Fire Civil Service Commission

Purpose of the Fire Civil Service Commission

Wyoming Statute 15-5-101 defines and requires the establishment of a fire department civil service commission. The purpose of the Fire Civil Service Commission is to certify a list of eligible persons for hiring and promotion. The commission also implements the Fire Civil Service Rules. More details may be obtained from the Rules and Regulations Packet for the City of Sheridan provided by the Human Resources Department.

Appointments

The commission consists of three (3) appointed by the Mayor and confirmed by the City Council. Each commissioner shall be a qualified elector of the City and serve without compensation for a term of three (3) years and remain until his successor is appointed and qualified. No more than one (1) commissioner may be appointed from the Governing Body, and no officer or employee in the fire or police department is eligible to serve as a commissioner⁷⁰.

Commissioners take an oath before the City of Sheridan Clerk affirming that they will not appoint or remove any person because of his political opinions or for any reason other than the person's fitness or unfitness. The oaths or affirmations shall be filed with the City Clerk⁷¹.

⁷⁰ W.S. 15-5-103, Charter Ordinance 2202

⁷¹ W.S. 15-5-103(b)

Juvenile Justice Joint Powers Board

Purpose of the Juvenile Justice Joint Powers Board

To develop a comprehensive plan for the prevention of juvenile crime, assess and nurture existing programs of intervention, establish new programs for intervention, and the construction and implementation of facilities, programs and policies essential for the needs of youth in Sheridan County.

Appointments

The Juvenile Justice Joint Powers Board has seven (7) board members serving three year terms. The members consist of a member from each of the following governing bodies: the City Governing Body, the Sheridan County Board of County Commissioners, the Ranchester Town Council, the Dayton Town Council, and a representative of the Town of Clearmont. Two additional members shall be selected by the combined determination of the participating agencies.

A vacancy in term is filled within thirty (30) days from the date of the vacancy by appointment of the participating agency which appointed the vacating member. The appointment shall be for the unexpired portion of the term of the member who was replaced.

For References, please see the Sheridan Juvenile Justice Commission Joint Powers Agreement

Law Enforcement Center Joint Powers Board/E911 Board

Purpose of the Law Enforcement Center JPB and E911 Board

The JPB is established for the Sheridan Law Enforcement Center located at 45 West 12th Street and 54 West 13th Street. The JPB is to issue and administer revenue bonds for the remodeling of the detention area of the Center. The E911 committee meets within the same timeframe as the LEC JPB and discusses the funding of the City of Sheridan's operation of the E-911 dispatch function for the benefit of the entire community.

Appointments

The City of Sheridan appoints two members to the board that consists of five members.

Planning Commission

Purpose of the Planning Commission

The Planning Commission was created to plan for and regulate the orderly development of the incorporated and unincorporated areas in and around the City of Sheridan. The Commission prepares and recommends to the City Governing Body a comprehensive plan for development of the City, reviews zoning and development proposals for compliance, prepares regulations governing the subdivision of land for recommendation to the City Governing Body, advises the City Governing Body on proposed changes to the zoning regulations or the Zoning Map, and cooperates with and assists other planning commissions, boards, and agencies as required⁷².

Meetings

All Commission meetings are public meetings. Notice shall be posted giving the time and place of the meeting and the scheduled agenda. Notice includes advertising in a newspaper of general circulation at least one week prior to the regularly scheduled meeting and mailing notice of the date and time of the Commission meeting to all property owners within three hundred feet of the boundaries of a proposed project⁷³.

A quorum for the Committee consists of a majority of the appointed members of the Commission. A member declaring conflict of interest is counted as present for the purpose of determining a quorum⁷⁴.



Appointments

The Commission consists of seven members, all residents of the City of Sheridan, duly appointed by the Mayor and confirmed by the City Council. No member of the

⁷² W.S. 15-1-502; Ordinance 2-10; Ordinance 996; Ordinance 1090; Ordinance 1358
⁷³ W.S. 15-1-503 + 509
⁷⁴ Ordinance 2-17

City Council, Board of Adjustments, nor City employee shall serve on the Planning Commission⁷⁵.

Members are to be appointed to three year terms⁷⁶. Members may be reappointed for consecutive terms, but it is recommended that no member should be reappointed after having served twelve (12) years consecutively.

If a vacancy occurs, the Mayor shall fill the vacancy by appointment, as confirmed by the Council, for the unexpired term⁷⁷. Attending less than fifty percent (50%) of the regular meetings in any calendar year or missing three (3) or more consecutive regular meetings without notification are causes for removal from the Commission.

⁷⁵ W.S. 15-1-502; Ordinance 2-10 + 11

⁷⁶ Ordinance 2-11

⁷⁷ Ordinance 2-12

Police Civil Service Commission

Purpose of the Police Civil Service Commission

Wyoming Statute 15-5-101 et. seq. establishes a police department civil service commission.

Appointments

The Police Civil Service Commission consists of three (3) members who are appointed by the mayor and confirmed by the governing body. Each commissioner shall be a qualified elector of the city and serve without compensation for a term of three (3) years until his successor is appointed. Not more than one (1) commissioner may be appointed from the Governing Body, and no officer or employee in the fire or police department is eligible to appointment or service as a commissioner. In the case of a vacancy or disqualification of any commissioner, the Mayor, with the consent of the Governing Body, may appoint a person to serve during the unexpired portion of the term and until a commissioner is appointed and qualified⁷⁸.

Before entering on the duties of their offices, all commissioners take and subscribe before the Clerk, an oath that in no event will they appoint or remove any person because of their political opinions or for any reason other than the person's fitness or unfitness. The oaths shall be filed with the City Clerk⁷⁹.

⁷⁸ W.S. 15-5-103; Ordinance 22-5

⁷⁹ W.S. 15-5-103(b)

Sheridan Economic and Educational Development Joint Powers Board

Purpose of the SEEDA JPB

SEEDA is an entity created by the City of Sheridan and the Northern Wyoming Community College District (Sheridan College) to collaborate on the financing and development of capital projects, workforce training, education or job creation initiatives in Sheridan County for purposes of economic and educational development of the Sheridan Community.

SEEDA is intended to provide a mechanism to facilitate grants; provide a mechanism for nonprofit entities, associations, foundations, and others to make investments in projects; provide a mechanism for the participating agencies to jointly finance, develop, own, manage, lease, buy and sell real property assets to facilitate development of which will provide educational, business, cultural and social service opportunities; provide long-term stability in the management of assets without disruption by shorter term political and personnel changes in the participating agencies; and provide for the financing and development of workforce training or job creation initiatives.

Appointments

The composition of the SEEDA JPB consists of the following:

- (a) Each of the two participating agencies shall appoint one member from its governing body;
- (b) Each of the two participating agencies shall appoint one member at large;
- (c) The final member shall be appointed by unanimous consent of the governing bodies of the two participating agencies; and
- (d) All persons appointed to serve on the Joint Powers Board shall be qualified electors of Sheridan County, Wyoming.

Members of the board shall serve three year terms.

For References, please see the Amended and Restated SEEDA Joint Powers Agreement



Sheridan Area Water Supply Joint Powers Board

Purpose of the SAWS JPB

The Sheridan Area Water Supply JPB (City of Sheridan and Sheridan County) is the rural water system surrounding the City of Sheridan. SAWS takes applications to connect to the water system, prepares water service agreements with developers, and administers board business such as monthly meetings, budget and finances, and contracts with consultants and contractors. The JPB maintains records, conducts future planning, and coordinates with the City of Sheridan for billing and maintenance of the water system.

The physical system of reservoirs, intakes, treatment plants, water storage tanks, pumping stations, transmission mains, distribution mains and meters are operated and maintained by the City of Sheridan Utility Department. The City of Sheridan is responsible for billing SAWS customers and collecting and depositing the revenues to the SAWS operating account.

Appointments

The Joint Powers Board consists of six members consisting of qualified electors of Sheridan County, at least three of which shall be residents of the City of Sheridan. Three of the members are appointed by the Sheridan City Governing Body, and three are appointed by the Sheridan County Commissioners. The three City members are the Mayor and two City Council members. The three County members are three County Commissioners.

For References, please see the SAWS Joint Powers Board Agreement and Amendments

Sheridan Recreation District

Purpose of the Sheridan Recreation District

The Sheridan Recreation District was created per Wyoming Statute 18-9-202 between the City of Sheridan and Sheridan School District #2. The mission of the Sheridan Recreation District is to provide a wide range of opportunities to meet the needs of everyone in the community. This includes the provision of group and individual programming to promote positive, constructive social, cultural, physiological, emotional and psychological development within the population served. It also includes provisional safe, clean, well maintained and functional facilities for active and passive use by constituents. A further mission is to contribute to the economic climate of the community through provisions of programs and facilities that attract regional and national participation and travelers to the Sheridan area.

Appointments

The Board is composed of seven (7) members with staggered terms and an alternating majority. The City and the School may appoint as their representative any person of legal age residing within the boundaries of the appointing entities, including elected members of the City Council or the School Board. The District Board must have at least one (1) member from the City Council and one (1) member from the School Board. The terms of office for each appointee is three (3) years, and no appointee may serve more than nine (9) years in succession. If vacancies occur, the entity which originally appointed the vacated position shall reappoint a person to fill the unexpired term. The Board is governed by Sheridan Recreation District Rules and Regulations. Appointments to the District Board are made by the appointing entity in June of each year with their term starting at the regular meeting in July of the same year.



For References, see Rec. District By-Laws, see Rec. District Operating Agreement, please see the City of Sheridan and Sheridan County School District #2 Agreement

Sheridan Public Arts Committee

Purpose of the Sheridan Public Arts Committee

The Sheridan Public Arts Committee selects and manages visual works of art displayed in outdoor City-owned areas, on the exterior and interior of City-owned facilities, or on private property open to the public. Art is vitally important to the quality of life of the citizens of the City the program is intended to encourage and enhance artistic expression, appreciation and add value to the community.

Appointments

The SPAC board consists of up to 15 members who serve 3 year terms. Members are appointed by the Mayor with consent of the City Council. Vacancies may be declared by the SPAC chair for any member who has three or more unexcused meeting absences within a year.

For References, please see Resolution 46-18



Sheridan Travel and Tourism Joint Powers Board

Purpose of Sheridan Travel and Tourism

The Sheridan County Travel & Tourism Joint Powers Board was created by the County and all the municipalities. The purpose of Sheridan County Travel and Tourism (SCTT) is to promote, invite, and encourage all types of state, regional and national conventions, travelers and tourists to visit the City of Sheridan.



Appointments

The Mayor, with consent of the City Council appoints four individuals to the SCTT Board to represent the City of Sheridan's interest. Each appointed member serves a term of three years from the date of appointment, except when filling an incomplete term. Each appointee must have a connection with tourism. For additional information, please view the Sheridan Travel and Tourism MOU and bylaws.

Sheridan Urban System Advisory Committee (SUSAC)

Purpose of SUSAC

The purpose of SUSAC is to facilitate Transportation planning with participation from the City, County, and the Wyoming Department of Transportation. These entities maintain a cooperative agreement for the designation and appropriation of funds and maintenance of urban transportation systems.

Appointments

SUSAC meetings are attended by the Mayor and the Public Works Director.

Tree Board

Purpose of the Tree Board

The City Tree Board studies, investigates, counsels, and develops written standards, rules, and regulations for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs in public ways, streets and alleys. The standards constitute the official city tree rules, regulations and the comprehensive City tree plan. The Tree Board, when requested by the City Governing Body, can also consider, investigate, make findings, report, and recommend upon any special matter or question coming within the scope of its responsibilities⁸⁰.

Appointments

The Tree Board consists of the Public Works Director and/or one of his or her representatives, and up to six at large members who are residents or conduct business in Sheridan. One member must be the City Arborist . The members are appointed by the Mayor with the approval of the City Council. The term of the members, other than that of the Public Works Director, is two years. In the event of a vacancy during the term of any appointed member, his or her successor shall be appointed by the Mayor for the unexpired portion of the term. At-large members of the board serve without compensation.

⁸⁰ City of Sheridan Ordinance 26-2

Additional Resources - Google Shared Drive

Administration

- A1 - Charter Ordinance 2202 (City Administrator)
- A2 - City Administrator Contract
- A3 - Organizational Chart

Attorney

- AT1 - Agreement for City Attorney Services
- AT2 - City Attorney Summary

Board and Commission Bylaws and Agreement

- BC1 - Board of Adjustment
- BC2 - Board of Appeals
- BC3 - Critical Air Service Team
- BC4 - Downtown Development Authority
- BC5 - Downtown Sheridan Association
- BC6 - Employee Relations Committee
- BC7 - Fire Civil Service Commission
- BC8 - Forward Sheridan
- BC9 - Juvenile Justice Board
- BC10 - Law Enforcement Center Joint Powers
- BC11 - Planning Commission
- BC12 - Police Civil Service Commission
- BC13 - Safety Committee
- BC14 - SEEDA
- BC15 - Sheridan Area Water Supply Joint Powers Board
- BC16 - Sheridan Public Arts Committee
- BC17 - Sheridan Recreation District
- BC18 - Sheridan Travel and Tourism
- BC19 - Tree Board
- BC20 - NEWGA
- BC21 - NEWY

Finance

- F1 - 2017 Audit Report
- F2 - 2018 Budget

Fire Department

- FD1 - Fire Civil Service Rules 2014
- FD2 - Fire Civil Service Rules Edits 2018
- FD3 - Fire Contract 2018-2019

Human Resources

- HR1 - City of Sheridan Benefits Overview
- HR2 - Drug and Alcohol Plan
- HR3 - Employee Handbook
- HR4 - Job Classification and Compensation Plan

Mayor and Council

- MC1 - Council Vacancy Memo
- MC2 - Line Item Veto Memo
- MC3 - Resolution 3-14, Appointment of Council Seat When Vacant

Municipal Court

- MCOURT1 - Municipal Court Summary

Police Department

- PD1 - Police Civil Service Rules

Public Works

- PW1 - Building
 - PW1.1 - Contractor License Procedures
 - PW1.2 - Fee Resolution 18-17



- PW1.3 - Journeyman Carpenter Information
- PW1.4 - Downtown Development Incentive Resolution 6-17
- PW2 - Engineering
 - PW2.1 - 2014 Capital Improvement Plan
 - PW2.2 - City Specification Book
 - PW2.3 - City of Sheridan Design Standards
 - PW2.4 - Engineering Design Standards
 - PW2.5 - Flood Insurance Rate Study
 - PW2.6 - Storm Drainage Manual
 - PW2.7 - Transportation Policy Plan
- PW3 - Parks, Cemetery, Weed and Pest
 - PW3.1 - Evergreen Cemetery Map
 - PW3.2 - Lodges Cemetery Map
 - PW3.3 - Cemetery Committee Recommendation Report
 - PW3.4 - Kendrick Park Master Plan
 - PW3.5 - Pathways and Parks Map
 - PW3.6 - 5th St Park Conceptual Views
 - PW3.7 - Parks and Recreation Draft Plan
 - PW3.8 - South Park Final Report
 - PW3.9 - Thorne Rider Park Final Report
- PW4 - Planning and Community Development
 - PW4.1 - 5th St Corridor Plan
 - PW4.2 - Developer Handbook
 - PW4.3 - Entryway Design Standards
 - PW4.4 - High Tech Park Design Standards
 - PW4.5 - Kendrick Park Master Plan
 - PW4.6 - North Main Master Plan
 - PW4.7 - Sheridan Land Use Plan
 - PW4.8 - Sheridan Joint Land Use Plan
 - PW4.9 - Wrench Ranch Master Plan
- PW5 - Streets
 - PW5.1 - Sheridan Snow and Ice Control Plan
 - PW5.2 - Snow Maintenance Map
 - PW5.3 - Snow Pickup Map
 - PW5.4 - Street Map

State Statue

- Title 12 - Alcoholic Beverages
- Title 15 - Cities and Towns
- Title 16 - City, County, State, and Local Powers
- Title 22 - Elections
- Title 39 - Taxation and Revenue

Sheridan Travel and Tourism Joint Powers Board

- STT1 - Marketing Strategy
- STT2 - County Wide Primer
- STT3 - Visitor Guide
- STT4 - Sheridan County Travel Tourism Joint Powers Board Agreement
- STT5 - Travel and Tourism Operations Agreement

Utilities

- U1 - Utilities Governing Rules and Regulations
 - U1.1 - Clean Water Act
 - U1.2 - Solid Waste Rules and Regulations
 - U1.3 - City of Sheridan Public Infrastructure Design Standards
 - U1.4 - Safe Drinking Water Act
- U2 - County/City Agreement for Sheridan Wastewater Treatment Facilities
- U3 - Long Term Water Supply Plan
- U4 - Long Term Water Supply Plan First Priority Evaluation
- U5 - Organizational Chart
- U6 - Water and Sewer Rate Study and Financial Plan
- U7 - Water System Master Plan

WAM Documents

- 2018 Mayor/Council Handbook
- FY2019 Budget Handbook
- Municipal Finance Report 2016
- Municipal Finance Report 2017

