

## ELECTION INFORMATION

### OFFICES TO BE VOTED ON:

Mayor	4-year term; January 1, 2018 – December 31, 2021
Council Member	4-year term; January 1, 2018 – December 31, 2021
Council Member	4-year term; January 1, 2018 – December 31, 2021

### QUALIFICATIONS FOR ELECTED OFFICE:

1. A candidate must be a United States citizen.
2. A candidate must be at least 18 years old and a registered voter of the municipality.
3. A candidate must have resided in the City of Clearfield or recently annexed area for 12 consecutive months immediately preceding the election.
4. A candidate must not have been convicted of a felony unless the right to hold elective office has been restored as stipulated by U.C.A. 20A-2-101.5

### PLEDGE OF FAIR CAMPAIGN PRACTICES

The City Recorder shall provide each candidate that appears to meet the requirements of candidacy with a copy of the “Pledge of Fair Campaign Practices” (Exhibit A). Signing the pledge is voluntary. Signed pledges shall be kept on file in the office of the City Recorder for public inspection for 30 calendar days after the general election. (U.C.A. 20A-9-206)

### UTAH STATEWIDE ELECTRONIC VOTER INFORMATION WEBSITE

As directed in Utah Code § 20A-7-801, Utah’s lieutenant governor hosts a statewide electronic voter information website. Candidates may submit statements of qualifications (up to 200 words) and certain biographical information for inclusion on the website. You can create an online profile page that will provide information about you to the voters at: <http://vote.utah.gov/>. Under the heading, “Candidates & Parties,” select “Enter Candidate Profile.” Enter the password, select your name in the drop down menu, enter your biographical information upload a small photograph and type your 200-word statement. Candidate profiles can be edited until the submission deadline. Once the deadline has passed, *no changes may be made to a candidate’s profile and no late submissions will be accepted.* (Exhibit B)

The Lt. Governor's office will review and approve your profile page and link it to your name on the "Sample Ballot" found at VOTE.UTAH.GOV. No candidate profiles will appear on the website until 7 days after the submission deadline.

The deadline for submission for the **2017 Municipal Primary Election** is **5:00 p.m., Monday, July 3, 2017**. The Password is VOTEAUGUST2017.

The deadline for submission for the **2013 Municipal General Election** is **5:00 p.m., Friday, September 8, 2017**. The Password is VOTENOVEMBER2017.

## **DATES TO REMEMBER**

**Thursday, June 1, 2017 through Wednesday, June 7, 2017 (no later than 5:00 p.m.)** - Filing Period for Declaration of Candidacy Forms or Nominating Petition with the City Recorder.

**June 7, 2017** - Candidate Orientation Meeting, 6:00 p.m. in the Clearfield City Executive Conference Room, 55 South State, 2<sup>nd</sup> Floor, Clearfield.

**June 30, 2017** – Transmit ballots to Military and Overseas voters that have requested a ballot (45 days prior to Primary Election).

**July 3, 2017** – Last day to submit 200-word statements of qualifications and certain biographical information for inclusion on the Utah Lieutenant Governor's website if there will be a Municipal Primary Election.

**July 16, 2017** - Last day a new resident of Utah can establish a 30-day voting residence for the Municipal Primary Election.

**July 17, 2017** – Last day the County Clerk will accept mail-in voter registration forms for the Municipal Primary Election.

**July 25, 2017** – Mail ballots to all registered voters.

**August 8, 2017.** Deadline for filing the First Campaign Financial Statement covering contributions and expenditures from the date of the first campaign contribution or expenditure through August 8, 2017. *Any candidate not submitting a campaign financial disclosure report shall have his/her name removed from the ballot in accordance with UCA § 10-3-208.*

**August 8, 2017** – Last day the County Clerk can register voters in office or online for the Municipal Primary Election.

**August 10, 2017** – Last day to request Absentee Ballot in person.

**August 15, 2017** - Primary Municipal Election Day. Clearfield City Hall is the central Voting Center for residents and the polls will open at 7:00 a.m. and close at 8:00 p.m. Other vote centers have been identified by the County for the convenience of the voters.

**August 16, 2017 – September 14, 2017** - Candidates who are eliminated at the [P]rimary Municipal Election shall file a second campaign financial statement within thirty (30) days after the Municipal Primary Election covering contributions and expenditures made from August 8, 2017 through September 14, 2017.

**August 29, 2017** – Municipal Primary Election canvass will be held in the City Council Chambers at 6:00 p.m.

**September 1, 2017** – Deadline a primary candidate may request a recount if that candidate loses by less than 25 percent of the total number of votes cast for all candidates in the race.

**September 8, 2017** – Last day to submit 200-word statements of qualifications and certain biographical information for inclusion on the Utah Lieutenant Governor’s website for the Municipal General Election.

**September 8, 2017** – Last day a valid write-in candidate must file a Declaration of Candidacy form in the office of the City Recorder. The candidate must meet the qualifications of the office.

**September 22, 2017** – Transmit ballots to Military and Overseas voters that have requested a ballot (45 days prior to Primary Election).

**October 8, 2017** - Last day a new resident of Utah can establish a 30-day voting residency for the Municipal General Election.

**October 10, 2017** – Last day the County Clerk will accept mail-in voter registration forms for the Municipal General Election.

**October 15, 2017** – Last day a candidate can withdraw (in writing).

**October 17, 2017** – Mail ballots to all registered voters.

**October 23, 2017** – Last day the County Clerk can register voters in office or online for the Municipal Primary Election.

**October 31, 2017** - Filing period for the Second Campaign Financial Statement for those candidates successful in the Municipal Primary Election covering contributions and expenses made from August 8, 2017 through October 31, 2017. ***Any candidate not submitting a campaign financial disclosure report shall have his/her name removed from the ballot in accordance with UCA § 10-3-208.***

**November 7, 2017** - Municipal General Election Day. Clearfield City Hall is the central Voting Center for residents and the polls will open at 7:00 a.m. and close at 8:00 p.m. Other vote centers have been identified by the County for the convenience of the voters.

**November 21, 2017** – Municipal General Election canvass will be held in the City Council Chambers at 6:00 p.m.

**November 28, 2017** – Deadline a candidate may request a recount if that candidate loses by less than 25 percent of the total number of votes cast for all candidates in the race.

**December 7, 2017** - Deadline for filing the Final Campaign Financial Statement. All Municipal General Election candidates shall file a final campaign financial statement within thirty (30) days after the Municipal General Election covering contributions and expenditures from October 31, 2017 through December 7, 2017.

**December 1, 2017** – All successful candidates from the Municipal General Election must supply a list of Invitees to the City Recorder for the Swearing In Ceremony to be held on Monday, January 4, 2016 at 6:00 p.m.

**January 2, 2018** – Swearing In Ceremony at 6:00 p.m. in the Clearfield City Council Chambers, 55 South State, 3<sup>rd</sup> Floor, Clearfield. Dinner will be served.

### **OATH OF OFFICE**

After being elected, Council Members are required to take the following oath of office during the Swearing In Ceremony. Newly elected officials are required to take the oath of office at 12:00 noon on the first Monday in January or as soon thereafter as possible. In order to accommodate various schedules the City will hold the Oath of Office Ceremony on Tuesday, January 2, 2017 at 6:00 p.m.

“I do solemnly swear that I will support, obey and defend the Constitution of the United States, and the constitution of the State of Utah, and that I will discharge the duties of my office as Mayor or Council Member in the City of Clearfield with fidelity.” (Exhibit C)

### **ELECTED OFFICIALS COMPENSATION**

The Elected Mayor compensation is \$1,500.00 per month and includes a retirement benefit. Elected officials are also eligible to participate in the City’s health insurance programs

The Elected City Council member compensation is \$740.00 per month and includes a retirement benefit. Elected officials are also eligible to participate in the City’s health insurance programs.

## CAMPAIGN FINANCIAL REPORTING

Candidates for elected municipal office must file signed Campaign Financial Statements with the City Recorder even if their contributions and expenditures were zero (Exhibit D). The report shall contain itemized and total campaign contributions and expenditures as outlined below:

- A. **Candidates in the Municipal Primary Election** shall file:
1. A first Campaign Financial Statement at least seven (7) days before the Municipal Primary Election. The deadline for this filing is **August 8, 2017**.
  2. **Candidates Eliminated at the Municipal Primary Election** must file a Campaign Financial Statement within 30 days after the Municipal Primary Election. The deadline for this filing is **September 14, 2017**.
- B. **Candidates in the Municipal General Election** shall file:
1. A second Campaign Financial Statement at least seven (7) days before the Municipal General Election. The deadline for this filing is **October 31, 2017**.
  2. A third Campaign Financial Statement shall be filed within 30 days after the Municipal General Election. The deadline for this filing is **December 7, 2017**.
- C. **The campaign financial statements must include the following information:**
- For candidates receiving or spending \$500 or more for political purposes:*
1. A list of each contribution and name of the donor, if known; and
  2. A list of the amount of each expenditure and the name of the recipient.
- For candidates receiving or spending \$500 or less for political purposes:*
1. Report the total amount of all contributions and expenditures.
- D. Signed campaign financial statements received by the City Recorder are classified as a public record.
- E. Any person who fails to comply with this requirement is guilty of an infraction and shall have their name removed from the ballot.

- F. Anonymous Contribution Limit - \$50. Anonymous Contributions over \$50 shall be handled as follows:
1. Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:
    - a. the treasurer of the State of Utah or City Treasurer for deposit into the State's or City's general fund; or,
    - b. an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.

### **ETHICS AND FINANCIAL DISCLOSURE**

The State has enhanced the "Municipal Officers' and Employees' Ethics Act" (Utah Code Annotated Title 10, Chapter 3, Part 13) which establishes standards of conduct for elected and appointed officials. According to this act, an elected or appointed officer or municipal employee may not:

1. Disclose or improperly use private, controlled or protected information acquired by reason of the officer's or employee's official position or in the course of official duties in order to further substantially the officer's or employee's personal economic interest or to secure special privileges or exemptions for the officer or employee or for others.
2. Use or attempt to use the officer's or employee's position to further substantially the officer's or employee's personal economic interest, or secure privileges for the officer or employee or for others.
3. Knowingly receive, accept, take, seek, or solicit, directly or indirectly for the officer or employee or for another, a gift of substantial value or a substantial economic benefit tantamount to a gift (which is defined as a loan received at an interest rate that is substantially lower than the commercial rate, or compensation received for private services rendered at a rate substantially exceeding the fair market value of the services) that would tend to improperly influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties; or the person knows or a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding the person for official action taken. This does not apply to:
  - a. An occasional non-pecuniary gift under \$50 in value.
  - b. An award presented publicly in recognition for public service.
  - c. A bona fide loan in ordinary course of business.
  - d. Political campaign contributions.

4. Fail to disclose in public meeting any personal interest or investment by any elected or appointed official of a municipality, which creates a conflict between official's personal interests and his public duties.

Also according to the act, a Disclosure Statement must be filed with the mayor and proper notification must be given if any of the following situations exist:

1. City official or employee receives compensation for assisting any person or entity in a transaction involving the City. (Must be filed ten days before compensation is received or agreement is entered into.)
2. City official or employee is an officer, director, agent, employee or owner of substantial interest (over \$2,000) in business regulated by the City.
3. City official or employee is an officer, director, agent, employee or owner of substantial interest in business which does or anticipates doing business with the City.

Besides filing a disclosure statement, elected and appointed officials must also disclose their position verbally in open meeting to the other members of the body to which they belong as well as immediately prior to any discussion involving the business or interest.

Certain penalties may be imposed for violation of the above requirements. They include:

1. Potential of either a Third Degree or Second Degree Felony action.
2. Mandatory removal from office.
3. Rescission of transaction.

The complete text of the applicable State Law is available for your reference at the City Recorder's Office. A sample of the disclosure statement form is included at the end of the Candidate's Guide. (Exhibit E)

## **CLEARFIELD CITY'S FORM OF GOVERNMENT**

Clearfield City is governed under the six-member form of government as authorized by State Law for municipalities. The governing body consists of one mayor and five council members, all elected at large.

### Mayor:

1. Presides at all meetings of the City Council.
2. No vote except in the case of a tie when he shall give the casting vote.
3. Executes bonds, notes, contracts and written obligations as required on behalf of the City.
4. Acts as the City's chief ceremonial officer and represents the City in its external affairs.

5. Makes appointments to Council advisory boards and commissions.
6. Acts as a member of the Community Development and Renewal Agency, Municipal Building Authority and Housing Authority of the City of Clearfield.
7. Appoint, with the advice and consent of the City Council, a qualified person to the offices of recorder and treasurer.

Council Members:

1. Pass, modify or repeal City ordinances and resolutions.
2. Determine City policy directives.
3. Authorize the issuance of bonds.
4. Appropriate funds.
5. Appoint, evaluate, and remove the City Manager.
6. Review City administration.
7. Hold regular meetings in accordance with State law.
8. Act as the Board of Directors of the Community Development and Renewal Agency, Municipal Building Authority and Housing Authority.

City Manager:

1. Is the City's chief administrative and executive officer.
2. Executes and enforces all applicable laws, ordinances, rules and regulations of the City, and sees that all franchises, leases, permits, contracts, licenses and privileges granted by the city are observed.
3. Organizes and directs the management of the executive affairs of the City in a manner consistent with City ordinances.
4. Prepares and submits the annual budget and capital improvements program to the City Council and exercises fiscal and administrative control over all City operations through compliance with requirements of the Uniform Municipal Fiscal Procedures Act.
5. Appoints, with the advice and consent of the City Council, a qualified person to each head of department, to include the Assistant City Manager, Police Chief, Administrative Services Director, Community Services Director, Public Works Director and City Attorney.
6. Attends all meetings of the City Council and participates in its discussions and deliberations; but without the right to vote.
7. Submits to the Council policies, plans and programs relating to the development and needs of the City. Provides annual and special reports concerning the financial, administrative and operational activities of the various offices, departments, boards, etc. in the City.
8. Carries out the policies, plans and programs adopted by the City Council.

### **POLITICAL CAMPAIGN SIGNS**

In order to avoid candidate confusion and potential violations of City ordinances, explanation is given regarding some specific provisions of Title 11, Chapter 15 of Clearfield City Code dealing with political signs.



Political Or Campaign Signs: In addition to signage otherwise authorized by this chapter, political or campaign signs on behalf of candidates for public office or measures on election ballots are allowed as follows:

- a. Political or campaign signs shall not be erected earlier than thirty (30) days prior to a primary election, or in such cases where no primary election is held, no earlier than forty five (45) days prior to the general election. All political or campaign signs shall be removed by the Monday following a general election. Candidates who lose a primary election shall remove signs by the Monday following the primary election. Signs relating to elections on special issues may be installed and must be removed on the same basis.
  - b. Any one political or campaign sign shall not exceed thirty two (32) square feet in aggregate area and, if freestanding, shall not exceed eight feet (8') in height. Such sign shall not be erected in a manner as to constitute a roof sign. Signs may not be placed on public property, in a public right of way, or in any place that would impede traffic visibility or safety. Signs along unimproved roadways may not be placed closer than ten feet (10') to the edge of the travel surface.
  - c. Political or campaign signs shall not be placed closer than one hundred fifty feet (150') to a building where any official voting station is located.
2. Campaign signs may not be placed closer than one hundred fifty feet (150') to a building where any official voting station is located UCA 20A-3-501. Clearfield polling places are the Clearfield Municipal Building, Antelope Elementary and Holt Elementary.
  3. No person shall erect, construct or maintain any sign upon any property without the consent of the owner, or person entitled to possession of the property.

### **PERSONAL COMMITMENT**

To perform effectively as a mayor or council member, you will need to budget your time wisely. You will be responsible for three very important roles: (1) your public position; (2) your spouse and/or family; and (3) your profession. You already know how much time is needed for your family and profession. However, few people realize how many hours are needed to conduct the official business of the City. Ten (10) to (20) hours per week is a good estimate for the time council members give to their council responsibilities.

In addition to the regularly scheduled Council meetings, numerous informal meetings and work sessions are required to address special issues or problems.

In short, organizing your time effectively will be essential to achieve success and avoid conflict between your public position, your family, and your profession.

## **CLEARFIELD'S ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES**

The City Council has established various advisory boards and commissions to perform specific tasks for the City. The citizens appointed to serve on these boards render valuable service to the City and receive little financial compensation. Council members serve on some of these boards and commissions as appointed by the mayor on an annual basis.

### **PLANNING COMMISSION**

The Planning Commission is regulated primarily by State Law and works to promote planned and orderly growth within the community. Items referred to the Planning Commission for their recommendation to the City Council include master plan amendments, rezone requests, conditional use permits, annexations, deep lots and planned residential developments. The Planning commission approves subdivision maps and commercial and industrial site developments.

Meetings      First Wednesday at 7:00 p.m. in Council Chambers  
Staff:            Spencer Brimley, Development Services Manager, 525-2785

### **PARKS AND RECREATION COMMISSION**

The Recreation Advisory Commission makes recommendations to the City Council on all matters pertaining to the recreation programs of the City, promotes recreation within the City and stimulates public interest in recreation.

Meetings:      Third Wednesday of the month at 7:00 p.m. in the Executive Conference  
                         Room  
Staff:            Eric Howes, Community Services Director 525-2793

## **ECONOMIC DEVELOPMENT EFFORTS OF THE CITY OF CLEARFIELD**

### **CLEARFIELD COMMUNITY DEVELOPMENT AND RENEWAL AGENCY (CDRA)**

The City Council has designated itself as the Community Development and Renewal Agency, and serves as its Board of Directors in accordance with State Law. The City Manager serves as the Chief Executive Officer of the Agency. The Agency was adopted with duties to provide the City with a redevelopment plan and take action that will revitalize, upgrade and develop certain areas of the City with quality developments which are conducive to the long range goals of the City.