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CITY OF OREM

CANDIDATE GUIDE

OFFICES TO BE VOTED ON

Three City Council positions – 4 years terms; January 2018 – January 2022

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 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 to twenty 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. Council members also serve as representatives to the City's advisory boards and commissions.

ELECTED OFFICIALS COMPENSATION

Council members currently receive compensation based on the minimum State Retirement Qualifying Salary. The mayor receives two times the minimum State Retirement Qualifying Salary. The elected official compensation for Fiscal Year 2016-2017 is as follows:

Mayor	\$3,300 per month
Council	\$1,100 per month

Those elected officials who choose not to participate in the group health program shall receive compensation equivalent to the group health insurance premium. In addition to the base salary, each elected official is reimbursed for the expenses incurred while carrying out specific Council related responsibilities.

OATH OF OFFICE

Once elected, council members are required to take the following oath of office during the Oath of Office Ceremony held at noon on the first Monday in January or as soon thereafter as practically possible. For this election the Oath of Office ceremony will be held on Tuesday, January 2, 2018, at noon. The oath states:

"I do solemnly swear that I will support, obey, and defend the Constitution of the United States, the Constitution of the State of Utah, and the laws and ordinances of the City of Orem, and that I will discharge the duties of my office in the City of Orem with fidelity."

ELECTION DAY

A single voter service center will be open at the Orem City Center. The voter service center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help. It will operate during traditional voting hours (7 a.m. to 8 p.m.) on Election Day only.

CAMPAIGN LITERATURE

Please be aware that placing campaign literature inside residential mailboxes is a violation of federal postal standards. Anything placed in the mailbox must have proper postage attached and have been through the postal

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 Orem or recently annexed area for 12 consecutive months immediately preceding the election.
4. Any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute.

system. Any material found in the mailboxes will be removed by the postal carrier and, at the discretion of the postmaster, the offender may be charged with violation of federal postal standards. You are also encouraged to warn your campaign workers against the use of mailboxes for campaign literature. Feel free to check with the postmaster on any postal questions you have, including requests for assistance with mailing bulk rate campaign literature.

POLITICAL CAMPAIGN SIGNS

To help you remember where you can or cannot put signs:

- When there is a grass strip between the sidewalk and the street, it is almost always City property. To be safe, assume that it is and don't place signs there. Illegal signs will be confiscated.
- Please be sure to have your campaign helpers place the campaign signs behind the sidewalk.
- Always obtain permission of the property owner before placing campaign signs.
- While most voting occurs in public buildings, Orem does use The Seville Senior Living facility on Center Street for voting. Any signs placed on the berm outside of the Seville will need to be removed before voting begins.

ELECTION NIGHT RETURNS

The City is contracting with Utah County to conduct a Vote by Mail (VBM) election. The process will be almost the same as we use for those on the permanent absentee voter list. A couple of differences are

1. Ballots will be mailed to all Orem registered voters
2. A single voter service center will be provided to address voter concerns/issues. The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help. The center will operate during traditional voting hours (7 a.m. to 8 p.m.) on Election Day.

PLEASE NOTE: ballots will be mailed approximately 21 days before the election. Voted ballots can be mailed (postage paid by the City). They can also be dropped off at the Recorder's Office or the Utah County Clerk's Office (in Provo)—**including on Election Day**. Election returns will be available on the County's webpage.

CAMPAIGN FINANCIAL REPORTING

Candidates for elected municipal office must file signed Campaign Financial Statements (example of form enclosed at the end of the Candidates' Guide) with the City Recorder containing itemized and total campaign contributions and expenditures as outlined below:

1. **Candidates in the Municipal Primary** shall file:
A first Campaign Financial Statement must be filed no later than 7 days before the Municipal Primary (August 15, 2017). The first statement shall include contributions received and expenditures made up through and including August 5, 2017. The filing period for the first statement is August 7 through August 8, 2017, at 5:00 p.m. ***The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal Primary.***
2. **Candidates Eliminated at the Municipal Primary** must file a Campaign Financial Statement within 30 days following the Municipal Primary Election. The deadline for this filing is September 14, 2017.
3. **Candidates in the Municipal General Election** shall file:
 - a. A second Campaign Financial Statement must be filed no later than 7 days before the Municipal General Election (November 7, 2017). The second statement shall include contributions received and expenditures from August 6, 2017 up through and including October 28, 2017). The filing period for the second statement is October 30 through October 31, 2017. ***The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal General Election.***
 - b. A third campaign Financial Statement shall be filed within 30 days after the Municipal General Election. The third statement shall include contributions received and expenditures made from October 29, 2017 until the date of the third filing. The deadline for this filing is December 7, 2017.

- c. If a candidate receives contributions or makes expenditures after the date of the last filing, an additional campaign financial statement(s) shall be filed within 30 days of receiving the contribution or making the expenditure.

Signed campaign financial statements received by the City Recorder are classified as a public record and must be posted to the City's webpage "no later than seven days after the statement is filed."

Any person who fails to comply with this requirement is guilty of an infraction. Each and every failure to file the required campaign financial statement constitutes a separate offense.

The campaign financial statements must include the following information:

1. For each contribution of more than \$50.00, the name of the donor of the contribution and the amount of the contribution.
2. An aggregate total of all contributions of \$50.00 or less received by the candidate.
3. For each expenditure, the name of the recipient and the amount of the expenditure.

*Political issues committees (PICs), Political action committees (PACs), and corporations must report to the Lt. Governor's office any expenditures made to state, county, or **municipal** candidates on ballot issues. Failure to do so is a Class B misdemeanor (Up to six months in jail and a fine of up to \$1,000).*

ELECTIONEERING

"Electioneering" includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue. A "polling place" means the physical place where ballots and absentee ballots are cast and includes city hall during the period in which absentee ballots may be cast there.

Any person who violates any provision of this section is guilty of a Class A misdemeanor (up to one year in jail and a fine of up to \$2,500).

On the day of any election, within a polling place or in any public area within 150 feet of the building where a polling place is located, a person may NOT:

1. Do any electioneering
2. Circulate cards or handbills of any kind
3. Solicit signatures to any kind of petition
4. Engage in any practice that interferes or disrupts the administration of the polling place
5. Obstruct the doors at polls or prevent free access to and from the polling place
6. Remove a ballot from the polling place unless the poll worker is assisting a physically disabled voter outside the building
7. Solicit any voter to show his ballot.
8. No campaigning can take place within 150 feet of the City Center during Early Voting.

VOTER REGISTRATION

Residents wishing to vote must be registered. Registration is handled by Utah County at 100 East Center Street, Room 3100, in Provo. Registration forms are available at the Provo elections office, the Orem City Recorders office (Room 101), or online at orem.org.

EARLY VOTING

There will be **no** Early Voting because the City is doing VBM, and ballots will have already been mailed to all registered voters. They are welcome to return their ballots early.

VOTE BY MAIL (FORMERLY ABSENTEE VOTING)

The City is doing all VBM and ballots will automatically be mailed to all registered voters.

RECOUNTS

Municipal Elections - when the difference of votes cast between the winning and losing candidate is equal to or less than .25% of the total number of votes cast for all candidates in the race, the candidate may file a request for a recount with the City Recorder within three days after the canvass.

20A-4-401(1)(a)(ii) UCA

VALID VOTER IDENTIFICATION

- A form of identification that bears the name and photograph of the voter which may include:
 - A currently valid Utah driver license;
 - A currently valid ID card issued by
 - The state or
 - A branch, department, or agency of the United States;
 - A currently valid Utah permit to carry a concealed weapon;
 - A currently valid United States passport;
 - A currently valid United States military identification card; or
- One of the following identification cards, whether or not the card includes a photograph of the voter:
 - A valid tribal ID card;
 - A Bureau of Indian Affairs card; or
 - A tribal treaty card;

OR

- TWO forms of identification not listed under Subsection (83)(a) or (b) but that bear the name of the voter and provide evidence that the voter resides in the voting precinct, which may include:
 - A current utility bill or a legible copy thereof, dated within the 90 days before the election;
 - A bank or other financial account statement, or a legible copy thereof;
 - A certified birth certificate;
 - A valid social security card;
 - A check issued by the state or the federal government or a legible copy thereof;
 - A paycheck from the voter's employer, or a legible copy thereof;
 - A currently valid Utah hunting or fishing license;
 - Certified naturalization documentation;
 - A currently valid license issued by an authorized agency of the united states;
 - A certified copy of court records showing the voter's adoption or name change;
 - A valid Medicaid card, Medicare card, or electronic benefits transfer card;
 - A currently valid identification card issued by:
 - A local government within the state;
 - An employer for an employee; or
 - A college, university, technical school, or professional school located within the state; or
 - A current Utah vehicle registration.

STATEWIDE ELECTRONIC VOTER INFORMATION WEBSITE

This website allows registered voters to view election information particular to them, including their polling places, election officials, a sample ballot, and a 200-word blurb from the candidates.

ETHICS AND FINANCIAL DISCLOSURE

The State has enacted the "Municipal Officers and Employees Disclosure Act" which establishes standards of conduct for elected and appointed officials. According to this act, elected or appointed officers or municipal employees may not:

1. Disclose or improperly use private, controlled, or protected information acquired by reason of their positions or in the course of official duties in order to further substantially their personal economic interests or to secure special privileges or exemptions for themselves or others.
2. Use or attempt to use their positions to further substantially their personal economic interests, or secure privileges for themselves or others.
3. Knowingly receive, accept, take, seek, or solicit, directly or indirectly for themselves or others 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 to depart from the faithful and impartial discharge of the person's public duties; or the person knows or a reasonable person in the office should know that under the circumstances the gift is primarily for the purpose of rewarding the person for official action taken. This does not apply to:
 - a. An occasional nonpecuniary (nonmonetary) 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. Failure to disclose in public meeting any personal interests or investments by any elected or appointed officials of a municipality, which creates a conflict between officials' personal interests and their 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 positions 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 Second Degree Felony action.
2. Mandatory removal from office.
3. Rescission of transaction.

The complete text of the applicable State law and City ordinance 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.

ECONOMIC DEVELOPMENT EFFORTS OF THE CITY OF OREM REDEVELOPMENT AGENCY OF THE CITY OF OREM (RDA)

The City Council has designated itself as the Redevelopment Agency, and serves as its Board of Directors. 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.

OFFICE OF THE CITY MANAGER - ECONOMIC DEVELOPMENT DIVISION

Historically, the Commission on Economic Development in Orem (CEDO), a nonprofit corporation, provided economic services. Recently, CEDO merged with the City and the Economic Development Division was created.

The Economic Development Division provides the following services:

1. Promote economic development within the City of Orem; and
2. Inform, educate and act as a resource clearing house for all parties and concerns interested and involved in the economic development of the City of Orem; and
3. Evaluate the economic development needs of the City and to recommend programs and activities to the City Council that would strengthen the economic base of the City; and
4. Act as a resource to the Redevelopment Agency of the City of Orem.

The Economic Development Division staff not only works to attract quality business to Orem but work directly with developing and expanding business within the area. Assistance is given through business counseling, exploring financial alternatives, locating available space, and acting as an advocate for business.

OREM'S JUSTICE COURT

Established in September 2010 by the City of Orem, the City of Orem Justice Court is a court of limited jurisdiction for the adjudication of Class B and C misdemeanors and infractions occurring within the community. The court also handles civil small claim filings.

The City of Orem Justice Court follows several core principles as service delivery objectives:

1. Treating individuals with dignity and respect.
2. Ensuring that proceedings are open, impartial, and timely.
3. Providing appropriate case follow-up to ensure compliance with judicial orders.
4. Advancing justice under the law.

“The mission of the Utah Justice Courts is to improve the quality of life in our communities.”

OREM'S FORM OF GOVERNMENT

In a special election on October 21, 1980, the citizens of Orem voted to adopt the Council-Manager form of government as authorized by State law for municipalities. Since January 1, 1982, the City Council has consisted of six council members and the mayor, who are all elected at large.

Today the majority of America's cities with a population above 25,000 have adopted the Council-Manager form of government. The Council-Manager form capitalizes on a basic tenet of American democracy the separation of legislative and executive powers. The Council assumes the legislative or policy-making role of the community, while the manager assumes the executive or administrative role.

Mayor:

1. Presides at all meetings of the Council and serves as chairman of the Council.
2. Has one vote in all Council proceedings.
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 the chairman of the boards of the Redevelopment Agency of the City of Orem, the Municipal Building Authority of the City of Orem, and the Special Service Lighting District of the City of Orem.
7. Has all of the powers, duties, and privileges of other City Council members.
8. Serves as a City Council liaison to City advisory commissions.

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 boards of directors of the Redevelopment Agency of the City of Orem, the Municipal Building Authority of the City of Orem, and the Special Service Lighting District of the City of Orem.
9. Serve as City Council liaisons to City advisory commissions.

City Manager:

1. Is the City's chief administrative and executive officer.
2. Signs and executes administrative agreements that carry out the directives of the City Council.
3. 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.
4. Organizes and directs the management of the executive affairs of the City in a manner consistent with the Optional Forms of Municipal Government Act and with City ordinances.
5. Is the City's chief budget officer and exercises fiscal and administrative control over all City operations through compliance with requirements of the Uniform Municipal Fiscal Procedures Act.
6. Appoints, with the advice and consent of the City Council, a qualified person to each of the offices of recorder, treasurer, engineer, and attorney; and creates any other offices deemed necessary.
7. Appoints heads of municipal offices, departments, and agencies and, with the advice and consent of the City Council, suspends or removes them.
8. Establishes standards, qualifications, criteria, and procedures to govern the appointment, by heads of departments, divisional officers, assistants, deputies, and employees, subject to any applicable provisions of the merit system and Municipal Administrative Code.
9. Attends all meetings of the City Council and participates in its discussions and deliberations, but without the right to vote.
10. 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.
11. Carries out the policies, plans, and programs adopted by the City Council.
12. Acts as the Chief Executive Officer of the Redevelopment Agency of the City of Orem.

OREM'S ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES

ARTS COUNCIL

The Arts Council shall act in an advisory capacity to the City Council (1) promotes the cultural arts in Orem and advocate for the role of cultural arts in civic life, (2) strengthens local artistic and cultural resources by encouraging grants and fundraising on behalf of the arts in Orem, (3) encourage artistic development by recognizing outstanding achievements in and contributions to the arts in Orem. They are also charged with providing a forum of communication and information sharing to benefit the arts and the cultural arts environment in Orem, assessing the cultural arts needs of the community and performing a comprehensive review of the City's Cultural Arts Master Plan at least every five years, and making recommendations to the City Council regarding updates to and implementation of the Cultural Arts Master Plan.

Meetings: Monthly

Staff: Charlene Crozier, Library Director - 801.229.7047

BEAUTIFICATION ADVISORY COMMISSION

This commission is an advisory commission organized to (1) advise the City Council on the methods and means of enhancing the beauty of the city; (2) make recommendations concerning the abatement of noxious weeds and unsightly or deleterious objects; (3) assist the City Council in public relations concerning city beautification matters; (4) make recommendations to the City Council for programs such as Arbor Day, Clean Up, and Home Beautification contests; (5) undertake studies and make recommendations concerning the landscaping of homes and businesses and make recommendations concerning the landscaping of homes and businesses; (6) sponsor contests for holiday decorations and make monetary awards to the winners if budgeted by City Council; (7) encourage residents, businesses, and property owners to participate in spring and fall clean-up activities; (8) recognize those residents and/or businesses which have made a significant contribution to the beautification of the neighborhood or surrounding area; (9) solicit gifts or bequests from any person or source, on behalf of the City, for the development or improvement of civic pride or for beautification projects; (10) recommend changes in City ordinances, policies and practices to encourage and enhance the beautification of the city; (11) participate in the development of the Urban Forestry Program for the betterment, care, and maintenance of City and NonCity Trees; (12) participate in the development and periodic updating of a Street Tree Master Plan and an Arboretum Master Plan; (13) work with and give recommendations to the Urban Forester; and (14) prepare and present periodic reports to the City Council on the progress and status of the Urban Forestry Program.

Meetings: Monthly

Staff: Laura Bascom, Volunteer Coordinator - 801.229.7560

BOARD OF ADJUSTMENT

This board has the power to (1) hear and decide appeals of the City zoning subdivision ordinances, (2) hear and decide special exceptions to the ordinance, (3) authorize variances; and (4) hear and decide ordinance appeals.

Meeting: As needed

Staff: David Stroud, City Planner – 801.229.7095

BOARD OF BUILDING & FIRE CODE APPEALS

This board hears and decides appeals of orders, decisions or determinations made by any City building or fire official relative to the application and interpretation of the Building, Plumbing, Electrical, Mechanical, Abatement of Dangerous Buildings and Fire Codes.

Meeting: As needed

Staff: Bill Bell, Head Building Official – 801.229.7053

CARE TAX ADVISORY COMMISSION

The Commission is an advisory commission organized to (1) review applications for CARE funding, (2) consider priorities outlined in the Strategic Plans of the Recreation Advisory Commission and the Orem Arts Council, (3) consult with and give opinions to the City Council, consistent with CARE policies established by the City Council, regarding how CARE funds should be allocated.

Meetings: Mar, Apr

Staff: Steven Downs, Assistant to the City Manager – 801.229.7115

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ADVISORY COMMISSION

This commission is an advisory commission organized to (1) review proposed projects for the use of CDBG funds received from the federal government, (2) make annual recommendations to the City Council for the use of the City's CDBG entitlement, and (3) receive citizen input regarding proposed uses of those funds.

Meetings: As needed—Jan, Feb, Mar

Staff: Steven Downs, Community & Neighborhood Services – 801.229.7115

HERITAGE ADVISORY COMMISSION

This commission is an advisory commission organized to (1) develop two memorials honoring veterans (one at the City Cemetery and the other is to be located at the City Center), (2) establish a local tradition of formally celebrating our heritage through Memorial Day, Independence Day and Veterans Day celebrations and other

appropriate holiday celebrations, (3) establish the tradition of flag raising ceremonies, and (4) conduct educational outreach to enhance appreciation for our nation and the sacrifices made on its behalf.

Meetings: Mar, Apr, May, September, and October
Staff: Brenn Bybee, Assistant City Manager – 801.229.7035

LIBRARY ADVISORY COMMISSION

The Library Advisory Commission has the responsibility to advise the City Council on the needs and desires of the public with regard to library services. They also encourage grants or gifts and recommend the purchase of various library materials for the benefit of the community.

Meetings: Bimonthly
Staff: Charlene Crozier, Library Director - 801.229.7047

METROPOLITAN WATER BOARD

The Metropolitan Water Board procures water rights to provide an adequate supply of water while taking into consideration growth and future needs of the City of Orem. This board is established under special legal statute and operates independently from the City except for the appointment of its Board of Directors.

Meetings: Held as needed, usually about four times a year at the Public Works Building.
Ruth Ann Ivie – 801.221.0837

NATURAL RESOURCES STEWARDSHIP COMMITTEE

The Committee shall act in an advisory capacity to the City Council and shall (1) Encourage a vision and goals to protect the City’s natural resources, which may include but are not limited to water, air, soil, and open space; (2) explore and advise the City Council and staff of recycling programs the City might utilize to assist with accomplishing the committee’s vision and goals, including engaging existing recycling businesses for education and training; (3) advise the City Council and staff of innovative measures to protect the City’s natural resources and suggest feasible policies, procedures, and/or projects that will have public support; (4) review and advise the City Council on sustainability, recycling, and natural resources policies, procedures, and/or projects brought to the Committee by City appointed staff; (5) work with other citizens’ commissions and committees, including the Transportation Advisory Commission, Public Works Advisory Commission, and Planning Commission as needed; (6) work toward the continuing education of citizens regarding sustainability, recycling, and natural resource protection issues in our community, including the development of strategies to increase resident participation in existing recycling programs; (7) publicize and encourage citizen involvement in projects; (8) participate on the Utah Valley Clean Air Task Force as desired; and (9) attend the Recycling Coalition of Utah board meetings in place of the city staff representative on an as needed basis.

Meetings: Quarterly
Christian Kirkham – 801.221.7267

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 and Third Wednesdays
Staff: Bill Bell, Development Services Director – 801.229.7059

PUBLIC WORKS ADVISORY COMMISSION

The Public Works Advisory Commission reviews and makes recommendation to the City Council on master plans that could include a capital facilities plan, a financial plan, supporting utility rates, and other relevant recommendations. They work toward the continuing education of citizens regarding Public Works issues in our community. They also plan and arrange for neighborhood meetings/open houses and attend such meetings to receive and review public input.

Meetings: Monthly
Staff: Chris Tschirki, Development Services Director – 801.229.7501

RECREATION ADVISORY 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: Bimonthly
Staff: Karl Hirst, Recreation Department Director - 801.229.7152

SENIOR CITIZEN ADVISORY COMMISSION

The Senior Citizen Advisory Commission makes recommendations to the City Council on matters pertaining to the Senior Citizen program of the City, develops and promotes Senior Citizen programs, coordinates Senior Citizen programs and activities with the City, the Utah Council on Aging, Mountainlands Association of Governments, and other agencies on the State and National levels.

Meetings: Bimonthly
Staff: Karl Hirst, Recreation Department Director - 801.229.7152

SUMMERFEST ADVISORY COMMITTEE

The Summerfest Advisory Committee makes recommendations to the City Council, plans, and directs Orem's Annual Family Summerfest. The Committee also enlists the cooperation of various volunteers, community clubs, and other organizations to develop programs in association with the Summerfest. At the direction of the City Council, the Committee may participate in the development of other special community events.

Meetings: Jan, Feb, Mar, Apr, May, Jul
Staff: Chris Tschirki, Public Works Director – 801.229.7501

TRANSPORTATION ADVISORY COMMISSION

The Transportation Advisory Commission makes recommendations to the City Council on a Transportation Master Plan and updates to the Transportation Master Plan. They also make recommendation on road classifications; speed limit changes; bike paths, lanes, trails, and other bicycle uses; mass transit issues; other traffic & transportation issues brought by the City Manager; continuing education of citizens regarding transportation issues; intersection improvements. The commission approves stop sign changes, hears requests from citizens for traffic calming devices and recommends a priority list of traffic calming devices to the City Manager for inclusion into the proposed City Budget, and plans and arranges for neighborhood meetings/open houses and attends such meetings to receive and review public input.

Meetings: Monthly
Staff: Paul Goodrich, Transportation Engineer – 801.229.7320

YOUTH COUNCIL

The Youth City Council Advisory Commission is responsible for the development of the ongoing Youth Council program, which consists of representatives from each Orem high school and junior high school.

Meetings: Feb, Mar, Apr, May, Sep, Nov
Staff: Greg Stephens, City Attorney – 801.229.7097

The City also participates with a variety of other community-based organizations such as Mountainlands Association of Governments, Utah League of Cities and Towns, and others.

AD-HOC COMMITTEES

As merited, the City Council appoints special ad-hoc committees to review particular areas of concern facing the City. A good example of these would be the Major Corridor Study Committee, the Student Housing Citizens' Ad-hoc Committee, Transportation Master Plan Committee, and the Foothill Park Citizens' Ad-hoc Committee.

These special ad-hoc groups are generally organized to complete a special project or effort and then are disbanded on the completion of their work.

EXECUTIVE STAFF

The Executive Staff of the City consists of the City Manager, his Assistant, and the Department Heads. These individuals are:

<u>DEPARTMENT</u>	<u>INDIVIDUAL</u>	<u>BUS. PHONE</u>
City Manager	Jamie Davidson	801.229.7035
Assistant City Manager	Brenn Bybee	801.229.7035
Administrative Services	Richard Manning	801.229.7107
City Attorney	Greg Stephens	801.229.7097
Development Services	Bill Bell	801.229.7059
Library	Charlene Crozier	801.229.7048
Police Chief	Gary Giles	801.229.7062
Fire Chief	Scott Gurney	801.229.7327
Public Works	Chris Tschriki	801.229.7506
Recreation	Karl Hirst	801.229.7152

Please feel free to contact these individuals if you have questions or need for additional information.

EXHIBITS

Declaration of Candidacy Form (Sample)

Nominating Petition (Sample)

Municipal Campaign Financial Disclosure Form (Sample)

Disclosure Statement (Ethics & Financial Disclosure Form) (Sample)

Pledge of Fair Campaign Practices (Sample)

City Organizational Chart

Map of Voting Precincts

Dates to Remember

DECLARATION OF CANDIDACY

STATE OF UTAH)
 : §
COUNTY OF UTAH)

Sample

I, _____,
(Print name EXACTLY as it is to appear on the ballot)

declare my intention of becoming a candidate for the office of:
 _____ Mayor (four-year term)
 _____ Council Member (four-year term)

I do solemnly swear that:

- I will meet the qualifications to hold the office, both legally and constitutionally, if selected.
- I reside at _____, in the City of Orem,
County of Utah, State of Utah, Zip Code 84 _Phone No. _____
The mailing address that I designate for receiving official election notices is:

- I will not knowingly violate any law governing campaigns and elections.
- I will file all campaign financial disclosure reports as required by law.
- I understand that failure to do so will result in my disqualification as a candidate for this office and removal of my name from the ballot.

Signature of Candidate

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 2015.

(Signed) _____
Recorder/Clerk or other Officer Qualified to Administer Oath

I give permission to the City of Orem to release my phone number and address as they appear on the filed Declaration of Candidacy to the public for the purpose of the municipal election of 2015.

Signature of Candidate

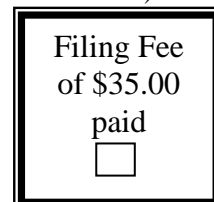
NOTE: The constitutional and statutory qualification requirements for municipal office are:

1. The person is a registered voter in the municipality.
2. The person will be at least 18 years old at the time of the next election.
3. The person has been a legal resident of the municipality or a resident of a recently annexed area for 12 consecutive months immediately preceding the date of the election.
4. Any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute (see UCA 20A-2-101.5).

The requirements to be a registered voter are:

1. Must be a United States citizen.
2. Has been a resident of Utah for at least the 30 days immediately before the election.
3. Will be at least 18 years old on the day of the election.
4. If the person is a convicted felon, his/her right to vote must have been restored (see UCA 20A-2-101.5).

Cell Phone Number: _____
Email Address: _____
Web Page Address: _____



NOMINATION PETITION

(Sample—needed only if unable to file in person)

The undersigned residents of the City of Orem, being 18 years of age or older, nominate:

(Print candidate's name as it is to appear on the ballot)

to the office of _____ for the term of _____ years.

NOTE: *This petition must be signed by at least 25 residents of the municipality who are at least 18 years old, or by 20% of such residents, whichever is less. 20A-9-203(5)*

#	Name	Address	Phone Number
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

The undersigned person who is submitting this petition to the municipal clerk or recorder further states the above-named nominee is:

1. A United States citizen at time of filing.
2. A registered voter of the municipality.
3. Has registered within the municipality or recently annexed area for 12 consecutive months immediately preceding the date of the election.
4. Any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to vote or hold elective office is restored as provided by statute (see UCA 20A-2-101.5).

Submitted by _____ Address _____, Utah

Phone _____

Received: _____, 20_____

Date

Clerk/Recorder

CAMPAIGN FINANCIAL STATEMENT
(Sample)

2-3-4. Campaign Finance Disclosure.

A. Purpose and intent. The purpose of this section is to comply with Section 10-3-208 of the Utah Code Annotated and to establish campaign financial disclosure requirements for candidates for elective office in the City of Orem.

B. Definitions.

Contribution means the receiving of money and nonmonetary contributions such as in-kind contributions and contributions of tangible things for a political purpose.

Expenditure means the spending or paying of money or nonmonetary items such as tangible things and in-kind payments for a political purpose made during the campaign period.

Municipal primary election means the election held in municipalities on the second Tuesday after the first Monday in the August before the Municipal general election.

Municipal general election means the election held in municipalities on the Tuesday after the first Monday in November of each odd-numbered year.

C. Reporting.

1. The City Recorder shall, at the time the candidate for municipal office files a declaration of candidacy and again fourteen (14) days before each municipal primary and municipal general election, notify the candidate in writing of:

- a. the provisions of this ordinance governing the disclosure of campaign contributions and expenditures;
- b. the dates when the candidate's campaign finance statement is required to be filed; and
- c. the penalties that apply for failure to file a timely campaign statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required..

2. A report is considered filed if it is received in the City Recorder's office no later than 5 p.m. on the date that it is due;

3. Each candidate for elected municipal office shall file a signed campaign financial statement with the City Recorder containing itemized and total campaign contributions and expenditures as outlined below:

a. Candidates in the Municipal Primary Election.

Candidates in the municipal primary election shall file a first campaign financial statement seven (7) days before the municipal primary election. The first campaign financial statement shall include contributions received and expenditures made up through and including ten (10) days before the municipal primary election.

b. Candidates Eliminated at the Municipal Primary Election.

Candidates Eliminated at the Municipal Primary Election. Candidates who are eliminated at the municipal primary election shall file a campaign financial statement within the thirty (30) days after the municipal primary election. The post-primary election campaign financial statement shall include contributions received

and expenditures made from nine (9) days before the municipal primary election (all contributions received and expenditures made after the cutoff date for the first campaign financial statement filing period) until the date the candidate files the post-primary election financial statement.

c. Candidates in the Municipal General Election.

Candidates in the municipal general election shall file the following campaign financial statements:

(1) A second campaign financial statement shall be filed seven (7) days before the municipal general election. The second campaign financial statement shall include contributions received and expenditures made up through and including ten (10) days before the municipal general election.

(2) A third campaign financial statement shall be filed within the thirty (30) days following the municipal general election. The third campaign financial statement shall include contributions received and expenditures made from nine (9) days before the municipal general election (all contributions received and expenditures made after the cutoff date for the second campaign financial statement filing period) until the date the candidate files the third campaign financial statement.

(3) If the candidate receives contributions or makes expenditures after the date the candidate files the third campaign financial statement, the candidate shall file an additional campaign financial statement(s) within thirty (30) days of receiving the contribution or making the expenditure.

4. Contents of Statement. The campaign financial statement must include the following information:

a. For each contribution of more than \$50.00, the name of the donor of the contribution and the amount of the contribution.

b. An aggregate total of all contributions of \$50.00 or less received by the candidate.

c. For each expenditure for a political purpose made during the campaign period, the name of the recipient and the amount of the expenditure.

D. **Classification.** The signed campaign financial statement received by the City Recorder pursuant to this section shall be classified as a public record.

E. Penalty.

1. Any person who fails to comply with this Section is guilty of an infraction and upon conviction thereof shall be punished by a fine of not more than seven hundred fifty dollars (\$750.00). Each and every failure to file the required campaign financial statement shall constitute a separate offense.

2. In addition to the penalty imposed in E(1), if a candidate fails to file a campaign finance statement before a municipal primary or general election by the deadlines specified above, the candidate's name shall be removed from the ballot pursuant to State law.

FILING PERIOD _____ NAME OF CANDIDATE _____ ADDRESS _____ Orem, UT 840____ NAME OF OFFICE _____	Type of Report (check appropriate box)
1. Total Contributions of donors who gave more than \$50.00 _____ 2. Aggregate total of contributions of \$50.00 or less _____ 3. In-Kind Contributions _____ 4. Total campaign expenditures for this filing _____	<input type="checkbox"/> Seven days preceding Primary <input type="checkbox"/> Final for candidates eliminated in Primary (due 30 days after election) <input type="checkbox"/> Seven days preceding General Election <input type="checkbox"/> Final for candidates successful in General Election (due 30 days after) <input type="checkbox"/> Additional filing <input type="checkbox"/> Is this an amendment? <input type="checkbox"/> Yes, Date of Report <input type="checkbox"/> No
Date _____ _____ Signature	

DISCLOSURE STATEMENT

(Sample)

TO: Mayor _____

Pursuant to the requirements contained in the Municipal Officers and Employees Disclosure Act, I am making the following sworn disclosure statement:

1. Employee Name and City position held _____

2. Name and address of the business _____

3. Nature of the business _____

4. A brief but complete description describing the nature of the incident or event requiring disclosure (use the back of this form if necessary):

5. A brief summary describing the employee's position in the regulated business and the precise nature of the interest:

6. The precise nature and value of any change of interest since last disclosure if applicable:

Dated this ____ day of _____, 20____

Signature

Subscribed and sworn to before me this ____ day of _____, 20____

Notary

Approval

Department Director

City Attorney

City Manager

Mayor

(Sample)

PLEDGE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

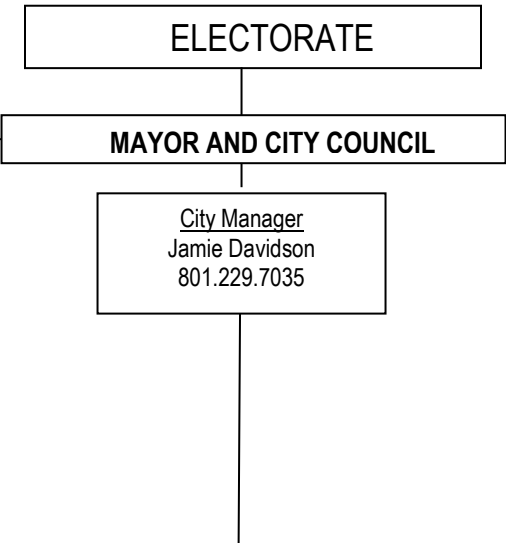
Name: _____

Signature: _____

Date: _____

CITY ORGANIZATION STRUCTURE

- Advisory Boards & Commissions
- Arts Council
 - Beautification Advisory Commission
 - Board of Adjustment
 - Board of Building & Fire Code Appeals
 - Cultural Arts Council
 - CDBG Advisory Commission
 - Heritage Advisory Commission
 - Library Advisory Commission
 - Metropolitan Water Board
 - Natural Resources Stewardship Committee
 - Planning Commission
 - Public Works Advisory Commission
 - Recreation Advisory Commission
 - Senior Citizens Advisory Commission
 - Summerfest Advisory Commission
 - Transportation Advisory Commission
 - Youth City Council

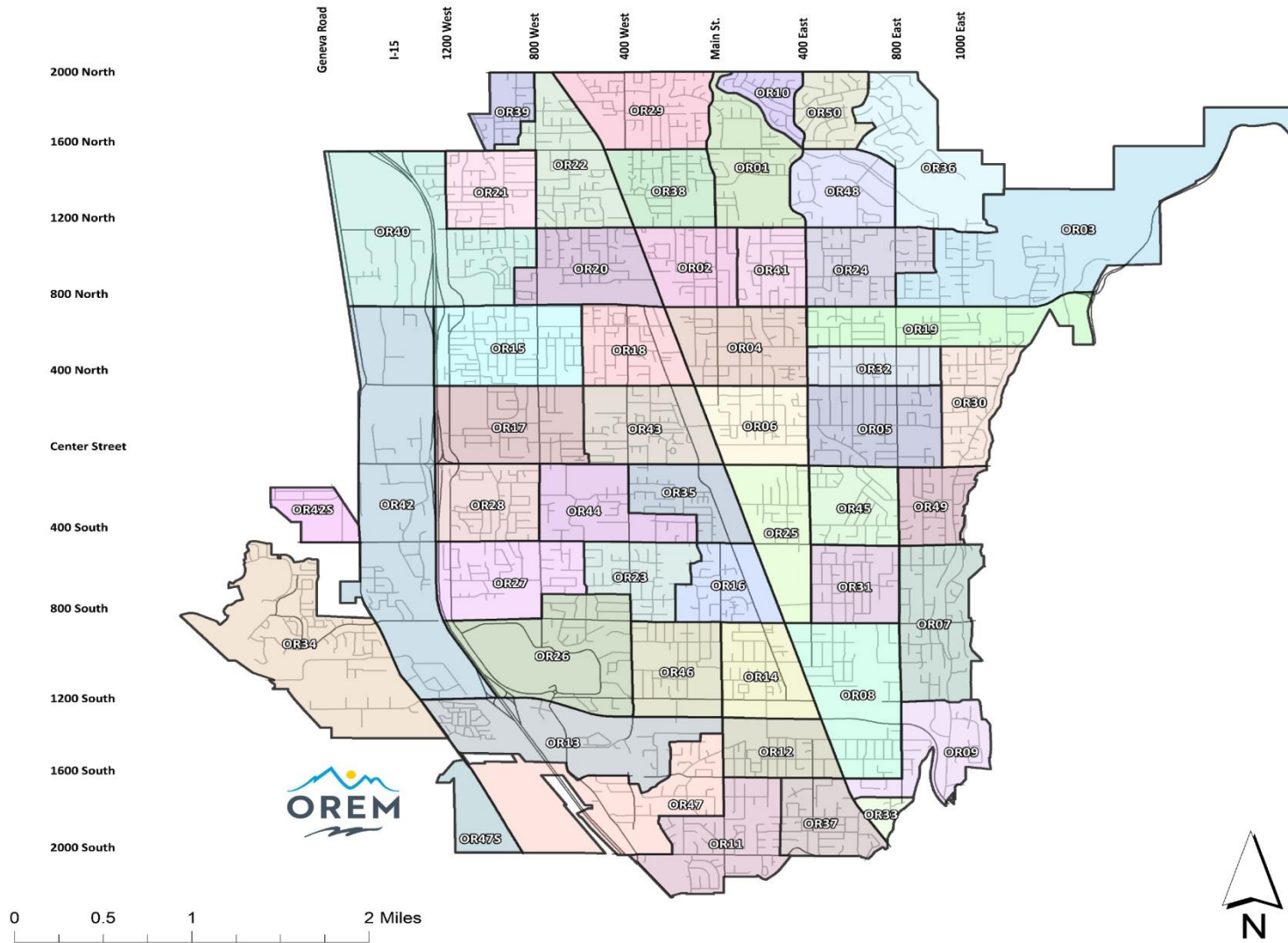


MAYOR AND CITY COUNCIL

- Mayor – Richard Brunst 801.226.0151
- Council – Debby Lauret..... 801.319.8655
- Council – Sam Lentz 801.899.9219
- Council – Tom Macdonald 801.225.2568
- Council – Mark Seastrand 801.226.0680
- Council – David Spencer..... 801.473.6189
- Council – Brent Sumner 801.863.6498

<u>ASST. CITY MANAGER</u> Brenn Bybee Kristie Snyder 801.229.7035	<u>ADMINISTRATIVE SERVICES</u> Richard Manning Kathleen Speir 801.229.7017	<u>DEVELOPMENT SERVICES</u> Bill Bell 801.229.7059	<u>LEGAL SERVICES</u> Greg Stephens Suzette Clark 801.229.7097	<u>LIBRARY</u> Charlene Crozier Sheron Buttas 801.229.7448	<u>POLICE</u> Gary Giles Aubrey Robison 801.229.7062	<u>FIRE</u> Scott Gurney Harriet Jorgensen 801.229.7327	<u>PUBLIC WORKS</u> Chris Tschirki Jill Winder 801.229.7506	<u>RECREATION</u> Karl Hirst Gena Bertelsen 801.229.7110
CDBG	Car Pool	Business License	Civil	Arts Council	Animal Control	Fire Prevention	Capital Improvement	Fitness Center
City Recorder's Office	Financial Services	Building Safety	Criminal	Cultural Programming	Communications	Fire Services	Cemetery	Indoor Program
Community & Neighborhood Services	Human Resources	Engineering		Friends of the Library	Crime Prevention		Facilities	Outdoor Program
	Information Technology	Planning		Library Collections	Emergency Management		Fleet Maintenance	Park Scheduling
Justice Court	Purchasing			Library Services	Investigations		Golf Course	Scera Park Pools
Solid Waste	Risk Management			Timpanogos Storytelling Festival	Neighborhood Preservation		Metro of Orem	Senior Friendship Ctr
	Treasurer				Patrol Division		Parks	Skate Park
	Utility Billing						Sewer	Sports Park
	Warehouse						Storm Sewer	Scheduling
							Street Lights	
							Streets & Highways	
							Traffic	
							Water	

CITY OF OREM VOTING PRECINCTS 2017



2017 DATES TO REMEMBER

Thursday, June 1 st through Wednesday, June 7 th (no later than 5:00 p.m.)	Filing period for Declaration of Candidacy Forms or Nominating Petition with the City Recorder (examples enclosed at the end of the Candidate Guide). <i>We will close the doors on the 7th at 5:00 p.m. sharp. Rather than risk missing the deadline, please consider filing early.</i>
Wednesday, June 7 th	Last day for filing a written objection to a candidate filing. 20A-9-203(11)
Thursday, June 15 th	Candidate Orientation Meeting, 5:30 p.m. in the City of Orem Council Chambers.
Monday, July 3 rd	Deadline for candidates to submit 200-word blurb for State website for the Primary.
Sunday, July 16 th	Last day a new resident of Utah can establish a 30-day-voting residency for the Municipal Primary.
Monday, July 17 th (postmarked)	Last day the County will accept mail-in voter registration forms.
Thursday, July 13 th	Meet the Candidates Night—Mayoral Candidates—hosted by the Utah Valley Chamber of Commerce
Tuesday, August 8 th	Last day the County can register voters in office (20A-2-201) or online (20A-2-206) and vote in the Municipal Primary. <u>It is dangerous for voters to wait until the last minute to do this because the County could be overwhelmed with last-minute registrations and unable to process the forms in time to vote.</u>
Tuesday, August 8 th	First Campaign Financial Statement - Filing Period - 10-3-208(3)(b) The DEADLINE is 7 days before the Primary. All candidates must file this statement for contributions received and expenditures made up to and including August 5 th . The names of candidates failing to meet this deadline will be removed from the ballot. UCA
Tuesday, August 15 th	Municipal Primary. Voter Service Center opens at 7:00 a.m. and closes at 8:00 p.m. ***The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help.***
August 16-28 th	Beginning the day after the election and ending on the day before the date of the canvass—if ballots have been counted—the numbers shall be publicly released.
Tuesday, August 29 th	Municipal Primary Canvass (verification of election results).
Friday, September 8 th or before	Last day a write-in Candidate can file a Declaration of Candidacy for the Municipal General Election and pay the \$35 filing fee. (20A-9-601--60 days before General Election)
Friday, September 8 th	Deadline for candidates to submit 200-word blurb for State website for the General Election.
Thursday, September 14 th	Deadline for candidates eliminated in the Municipal Primary to file the Campaign Financial Statement for the total of contributions received and expenditures between August 6 th and date of this filing. (<i>due 30 days after Primary</i>)
Sunday, October 8 th	Last day a new resident of Utah can establish a 30-day voting residency for the November Municipal Election. UCA 20A-2-101
Monday, October 10 th	Last day the County will accept mail-in voter registration forms for the Municipal General Election. (<i>postmarked 30 days before</i>) UCA 20A-2-102.5(2)
Saturday, October 10 th	Last day any person who filed a declaration of candidacy and was nominated and any person who was nominated by a nomination petition may withdraw. (in writing) 20A-9-203(12)
Thursday, October 16 th (tentative)	Debate—Mayoral & Council Candidates—hosted by the Utah Valley Chamber of Commerce.
Monday, October 23 rd	Last day the County can register voters in office (20A-2-201) or online (20A-2-206) and vote in the Municipal Primary. <u>It is dangerous for voters to wait until the last minute to do this because the County could be overwhelmed with last-minute registrations and unable to process the forms in time to vote.</u>
Monday, October 30 th thru Tuesday, October 31 st	Filing period - Second Campaign Financial Statement. The DEADLINE is 7 days before the General Election. All candidates successful in the Municipal Primary must file this statement for contributions received and expenditures made from August 6 th through October 28 th . The names of candidates failing to meet this deadline will be removed from the ballot.
Tuesday, November 7 th	General Municipal Election Day. Voter Service Center opens at 7:00 a.m. and close at 8:00 p.m. ***The center is not intended to be a polling place, rather it is a place for voters with issues to go and receive help.***
Tuesday, November 21 st	General Municipal Election Canvass (verification of election results).
Thursday, December 7 th	Deadline for filing the Third Campaign Financial Statement. All candidates successful in the Municipal Primary must file this statement for contributions received and expenditures made beginning October 29 th through the date of this filing.
Tuesday, January 2, 2018	Oath of Office Ceremony at Noon.