



Spanish Fork City

2025 CANDIDATE GUIDE

Offices to be Voted Upon
Mayor and 2 Council seats – At-Large (four-year term)
January 2026 to January 2030



City Recorder's Office Candidate Guide 2025

WELCOME

Welcome Spanish Fork City Candidate. You are embarking on a journey into the political and government arena. It can be very rewarding and challenging at the same time. "Public Service" may often mean setting aside your own personal desires and issues for the good of the community. An elected official has the responsibility of being prepared and informed on the issues, maintaining honor and integrity in all actions, making the commitment to attend all necessary meetings, and participating actively as a member of the community and the city team.

Public service begins by conducting a campaign in a fair and honest manner. Holding an elected office is a position of great trust, which requires a person of the highest integrity and desire to serve others. Personal gain by elected officials must never occur, and in many cases may be illegal and certainly unethical.

In public service, elected officials often find they have to make decisions that are not popular with family, friends, or those attending public meetings. Those attending meetings may or may not reflect the desires of the public. Elected officials often find that once they know all the facts about an issue, they may need to change their position. Compromise often needs to take place to make decisions and to work as a team. However, compromise of principles and truth need never take place.

In particular, you should closely study the ethics and financial disclosure information. Please be aware that the information in this booklet does not relieve you of your obligation to become familiar with current election laws in the Utah Code Title §20A, Election Code, and Title 10, Utah Municipal Code. In case of conflict, the state law, regulation, or rule will apply.

In order to respond to your questions, a candidate orientation meeting will be held on **June 19th, 2025, from 5 - 6 pm**. Candidates ONLY.

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City Recorder's Office Candidate Guide

PRIMARY ELECTION

The municipal primary election, if necessary, will be Tuesday, August 12, 2025. The Election Service Center will be open between the hours of 7:00 a.m. and 8:00 p.m. A primary election will be held only if the number of candidates is more than twice the number of positions open. More than 2 candidates for each position open will require a Primary Election to get it down to 2 candidates per office. The Primary Election is a nominating election.

GENERAL ELECTION

The municipal general election will be held on Tuesday, November 4, 2025. The Election Service Center will be open between 7:00 a.m. and 8:00 p.m.

PERSONAL COMMITMENT

To perform effectively as a mayor or council member, you will need to budget your time wisely. Organizing your time effectively will be essential to achieve success and to avoid conflict between your public position, your family, and 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.

Council Meetings- Council meetings are usually held monthly on the first and third Tuesdays at 4:30 pm. Depending on the agenda, meetings can last from 90 minutes to several hours. At least twenty-four hours before each meeting, a packet of material is provided to all council members. The packet contains an agenda and minutes from previous meetings. It may also contain support information for the agenda as well as proposals from the Mayor, Staff, and/or public. The time needed to study all these items depends on the length of the agenda, how fast you read and absorb information, and/or whether you need to search out additional information or visit a site.

Constituent Response - Depending on the issues or concerns, the Mayor or Council member may get telephone calls or visits from their constituents. When a major issue is before the Council, the elected officials often receive several emails or telephone calls.

The Mayor or Council member then follows up on these issues (e.g., making calls to solve the problem or to request information or help from the Council or Administrative Staff).

Representing the Council at Other Meetings- Often the Council is asked to send a representative to serve on various committees or boards (i.e., UMPA, SUVMWA, Utah League of Cities and Towns, etc.) or as a member of an ad hoc committee which meets for several months and then ends. The Mayor and Council discuss the various requests and assign individuals to each board or committee.

Invitations to Events- The Mayor and Council are often invited to several community events, such as ribbon cuttings for new businesses and riding in the parade for Fiesta Days.

Elected Officials' Compensation

Mayor \$2,581 / month
Council Member...\$1,483 / month

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

DECLARATION OF CANDIDACY

The candidate filing period is between June 2 at 8:00 am and June 6 at 5:00 pm. You must obtain a declaration of candidacy form from the City Recorder's office, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether they fulfill the requirements, and sign in front of the City Recorder or Deputy Recorder during regular business hours (Monday – Friday, 8:00 a.m. – 5:00 p.m.). New laws require a conflict of interest form [UCA 10-3-301.5](#) to be filled out in order to be considered for candidacy. If you plan on using something other than your legal name please refer to [UCA 20A-6-109](#). Your residency and voter status will be verified. There is no fee required to file. Be prepared to fill out the conflict of interest form per [UCA §20A-11-1603](#), except if you are filing for the same position you currently hold and your conflict of interest form is still correct you fill out an affidavit stating it is correct.

Please get with the City Recorder to declare by a designated agent, if the candidate is out of the state during the entire filing period. If the candidate indicates that they do not qualify, the filing officer may not accept the declaration of candidacy [UCA §20A-9-203](#). Be prepared to fill out the conflict of interest form per [UCA §20A-11-1603](#), except if you are filing for the same position you currently hold and your conflict of interest form is still correct you fill out an affidavit stating it is correct. There is no fee required to file.

TO NOMINATE A PERSON FOR OFFICE

Submit a written nomination petition to the City Recorder after June 2, 8:00 a.m. and prior to the deadline of June 6, 2025 at 5:00 p.m. Any objections to a filing must be made within five days after the filing deadline, which will be by 5:00 p.m. on June 11, 2025. Candidates who were nominated can withdraw the nomination by filing a written affidavit with the City Recorder a minimum of 23 days before the election. [UCA §20A-9-203\(3\)\(c\)](#)

WRITE-IN CANDIDATES

To become a valid write-in candidate for the municipal general election, a person must file a Declaration of Candidacy form with the City Recorder no later than sixty-five (65) days before the Municipal General Election, or by 5:00 p.m., on September 2nd, 2025. The candidate must also qualify by meeting all the requirements of the office. See the qualifications referenced above in the 'Declaration of Candidacy'. Your name will not be put on the ballot and it only affects the general election. [UCA §20A-9-601](#). Be prepared to fill out the conflict of interest form per [UCA §20A-11-1603](#), except if you are filing for the same position you currently hold and your conflict of interest form is still correct you fill out an affidavit stating it is correct. No fee is required to file.

WITHDRAWAL OF CANDIDACY

Any person who filed a declaration of candidacy or is nominated by a nomination petition may withdraw the nomination by filing a written affidavit with the City Recorder. [UCA §20A-9-203\(11\)](#) To have your name taken off the ballot it must be in by June 13, 2025 at 5 pm

OBJECTIONS TO CANDIDACY

Immediately following the filing deadline, the City Recorder will publish the names of the candidates as a class A notice. Any Declaration of Candidacy or Nominating Petition will be deemed valid unless a written objection is filed with the City Recorder within five (5) days after the last day for filing. If an objection is made, the City Recorder will immediately mail or personally deliver notice of the objection to the affected candidate, and decide on any objection within 48 hours after it is filed. If the City Recorder sustains the objection, the candidate may correct the problem by either amending the declaration/nominating petition or by filing a new declaration within three days after the objection is sustained. Examples of objections are: (1) a question on whether a candidate meets the residency requirements, or (2) a question on whether a candidate is a registered voter, etc. [UCA 20A-9-203\(10\)](#)

OATH OF OFFICE

Once elected, Councilmembers are required to take the following oath of office during the Oath of Office ceremony will be held on Tuesday, January 6, 2026, The oath states:

"I [NAME], having been elected to the office of City Council Member/Mayor, solemnly swear that I will support, obey, and defend the Constitution of the United States, the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity."

CAMPAIGN FINANCIAL REPORTING [§10-3-208](#)

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

1. Candidates in the Municipal Primary shall file: The first *Primary Campaign Financial Statement*. This must be filed no later than seven days before the Municipal Primary on **August 5th, 2025 by 5:00 p.m.** The first statement shall include contributions received and expenditures made up through and including July 31, 2025 by 5 pm. *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 Final Primary Campaign Financial Statement within 30 days following the Municipal Primary Election. The deadline for this filing is **September 11, 2025 by 5 pm** and should include all remaining transactions.
3. Candidates in the Municipal General Election shall file:
 - a. The *first General Campaign Financial Statement* must be filed no later than 28 days before the Municipal General Election which is **October 7th, 2025 by 5 pm** and includes August 1, 2025 through October 2, 2025
 - b. The second *General Campaign Financial Statement* must be filed no later than 7 days before the Municipal General Election which is **October 28, 2025 by 5:00 p.m.** The second statement shall include contributions received and expenditures from October 3, 2025 through October 23, 2025. *The names of candidates who fail to comply with this deadline will be removed from the ballot for the Municipal General Election.*
 - c. A *Final General Campaign Financial Statement* shall be filed within 30 days after the Municipal General Election which is **December 4, 2025, at 5 p.m.** The final statement shall include contributions received and expenditures that are remaining.
 - d. 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.

If your expenditures and expenses are **zero** you still must still file a Financial Statement on the due date stating you had zero dollars to report.

Please be aware your campaign funds must be in a separate bank account from your personal finances. [SUCA §10-3-208](#). Make yourself aware of [§20A-11-104](#) defining personal use expenditures. All funds left over after a campaign must be used per [§10-3-209](#).

Signed campaign financial statements received by the City Recorder/Deputy 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 the financial statement deadline is guilty of an infraction. Each and every failure to file the required campaign financial statement constitutes a separate offense.

[SFMC §2.64.050 Contents of Statements](#)

A. Except as set forth in subparagraph (B), the campaign finance statements required herein shall include:

1. A list of each contribution, by amount and donor, made up to five days prior to the due date of the campaign finance statement, excluding a contribution previously reported;
2. A list of each expenditure made up to five days prior to the due date of the campaign finance statement, excluding an expenditure previously reported.

B. The campaign finance statement shall report, in aggregate, the total amount of all contributions and expenditures if the total of all contributions and all expenditures is less than \$500. If, between a prior report and the next report due, total contributions or expenditures have exceeded \$500, all contributions and expenditures shall be accounted for as set forth in subparagraph (A).

C. All contributions and expenditures related to the candidate's candidacy should be accounted for between the pre-election and post-election statements.

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).

Spanish Fork 2025 Municipal Financial Disclosure Deadlines:

Campaign Financial Disclosures are due by 5:00 p.m. on the due date.

Report Name	Due Date	Report includes all transactions between	Who this applies to
Primary Election Report	August 5, 2025	January 1, 2025 - July 31, 2025	Candidates in a Primary
Post-Primary Report	September 11, 2025	Remaining Transactions	Candidates eliminated at the Primary
28 Day Report	October 7, 2025	January 1, 2025 -October 2, 2025 (no primary) OR August 1, 2025 -October 2, 2025 (won primary)	Candidate not in a Primary, OR Candidates who won the Primary
General election Report November 4, 2025	October 28, 2025	October 3, 2025 - October 23, 2025	Candidates in the General Election
Post-General Report	December 4, 2025	Remaining transactions	Candidates in the General Election
30 Days after Disqualification	Varies; contact your municipal clerk/recorder	Varies; contact your municipal clerk/recorder	Candidates who are disqualified for failing to file a financial report by the deadline

A template of the financial disclosure statement report is included on the candidate information webpage: spanishfork.gov/government/elections/candidateInfo.php.

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 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. If you are an incumbent in office and running for reelection please refer to [§20A-11-1203.5](#) and [§20A-11-1202](#) on using public money for billboards and mass communication.

POLITICAL CAMPAIGN SIGNS

The following is from the Spanish Fork Municipal Code Section [§5.36.060](#)



Permitted Temporary Signs - 2 Freestanding Temporary Signs.

(Commercial)

Freestanding temporary signs may be constructed of a variety of materials and shall be securely installed so as to be immovable without some measure of disassembly. Freestanding temporary signs may be up to eight (8) feet tall and may have up to thirty-two (32) square feet of copy area on each side.

(Residential)

e. Five (5) temporary freestanding signs are allowed on each residential lot. Temporary freestanding signs on residential lots may be up to six (6) feet tall and may have up to six square (6) feet in copy area on each side. In addition, a total of ten (10) freestanding signs are allowed from July 15 through August 25 each year and from September 2 through November 18 each year.

The following is from the Spanish Fork Municipal Code Section [§5.36.040](#) Prohibited Signs:

1. Any sign not specifically permitted by this Chapter is prohibited.
2. Signs placed on public property or in the public rights-of-way are prohibited, except for the following [§5.36.020](#) :
 - a. For government signs and traffic control signs; See Spanish Fork City Business Licenses & Regulations Title 5.84
 - b. The City is authorized to sell off-site advertising at City ball fields, the rodeo arena, and the golf course to raise revenue to offset the subsidy to the recreation programs;
 - c. The Spanish Fork/Salem Area Chamber of Commerce is authorized to sell off-site advertising on bus benches at UTA authorized bus stops, in order to raise revenue to reduce the City subsidy to the Chamber.

Definition:

Sign: A name, identification, description, display or illustration affixed to a surface visible to the public and used for visual communication which is intended to attract the attention of the public and is visible from the public rights-of-way or other properties. The term "sign" shall not include any flag, badge, or insignia of any governmental unit nor shall it include any item of merchandise normally displayed within a show window of a business.

If you are unable to locate your sign, please check the area behind the Police Station or City Hall, near the dumpsters. Signs that have been picked up by the Utah Department of Transportation (UDOT) are not stored and are instead discarded.

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. [UCA §20A-3-501](#)

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. Engage in or perform 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.

*A map is included on the candidate information webpage:
spanishfork.gov/government/elections/candidateInfo.php.*

VOTER REGISTRATION

Residents wishing to vote must be registered. Voters will need to be registered to vote by the dates listed below in order to receive a ballot in the mail.

Registration forms are available online at:

- vote.utahcounty.gov
- vote.utah.gov - with a current Utah Driver License or State ID Card and you can also update your registration if you have moved or changed your name.

Registration forms are also available at the Utah County Elections Office - 100 East Center Street, Room 3100, Provo.

Election Date:	August 12, 2025	November 4, 2025
	Primary Election	General Election
Registration Method:	Received by the County	Done on or before:
Online	August 1, 2025	October 24, 2025

Address Update per Phone Call

Any Utah County registered voter who moves within the county can call the office at (801) 851-8128 to have their address updated.

Same Day

Voters can register on election day at a vote center between the hours of 7 AM and 8 PM. Please bring proof of identity and residency with you to the vote center, so you can register and vote provisionally.

A list of valid identification options can be found at vote.utah.gov

**All voter registration and address updates must be made no later than 5 pm, 11 days before the election. Otherwise it needs to be done at a vote center on election day.*

HOW TO VOTE

Mail in ballots may be returned one of these three ways:

- 1 DEPOSIT IT IN A UTAH COUNTY DROPBOX (open 24/7) in Utah County.** Drop boxes are open until 8 pm on Election night. Spanish Fork's drop box is located at 80 South Main Street at the parking lot of the Library Hall. Once you fill out and sign your ballot envelope, take it to one of the drop boxes located throughout Utah County for your convenience. There is at least one located in each city or town, and they are open 24/7 through close of polls on election day. Most are drive-ups and do not require getting out of your car. A complete list of locations can be found by going to the [Drop Box Locations](#).
- 2 VOTE IN PERSON:** Go to an Election Day Vote Center between 7:00 am and 8:00 pm sharp on Election Day. You can find voting locations here: [Vote Center and Drop Box Locations](#)

Early Voting

Early Voting will be held at the Health and Justice Building located at 151 S. University, Suite 1600 Provo, UT 84606. Specific dates and times will be announced in advance of each election.

Fast Cast Voting

Utah County has implemented a quicker, faster way to vote in-person called Fast Cast Voting. To use Fast Cast Voting:

- At your convenience, fill out your mail-in ballot while at home
- Bring your filled in ballot and envelope to a Vote Center on Election Day
- Look for the Fast Cast Voting line when you arrive
- Bring valid ID
- Show ID, sign the Poll Pad, and deposit your ballot - it's that quick and easy!

On-Demand Ballot Printing

The classic form of in-person voting. When you arrive and check-in with your ID a poll worker will print a ballot for you. You will then fill it out and put it into one of our tabulators.

Same Day Registration

If you are not currently registered to vote or if you are moving from another county, you can register and vote provisionally at a vote center. We will have you fill out a provisional ballot envelope and you will be required to show proof of identity and proof of residency to vote this way.

- 3 RETURN IT BY MAIL** in the postage paid envelope provided in your ballot packet. To be valid, your ballot must be received by the county on **Election Day by 8 pm.**

Spanish Fork City has contracted with Utah County to conduct an all Vote By Mail Election. Voters will need to be registered to vote by the dates listed on the previous page in order to receive a ballot in the mail. ONLY registered voters will receive ballots that will be mailed out 21 days before the election. Visit vote.utah.gov to make sure you are registered and you have the correct address.

A voter may research the candidates and follow the instructions with the ballot to vote. Fold the ballot and put it in the affidavit envelope provided. **VOTERS MUST SIGN THE ENVELOPE WHERE INDICATED!** Follow the mailing instruction included with the ballot. The envelope with the ballot sealed inside **MUST** be at the County on **Election Day (if mailed), put in a dropbox, or brought to the Election Service Center the day of the election by 8pm.** If a person does not receive a ballot in the mail, they should contact the Utah County Elections Office (801-851-8128). Ballots are only mailed to registered voters. See how to get registered on the previous page.

MILITARY AND OVERSEAS VOTERS (UOCAVA)

Who Qualifies

The Uniformed Overseas Citizen Absentee Voting Act is commonly referred to as UOCAVA. Those eligible to vote absentee under UOCAVA in Utah County elections are:

- Members of the United States Uniformed Services and Merchant Marine;
- Their family members; and
- United States citizens residing outside the United States, who maintain legal residency in Utah County.

How to Enroll

To request a mail or email ballot through the [Federal Voting Assistance Program](#) (FVAP), fill out a Federal Post Card Application (FPCA) and mail, email, or bring it into the County office.

Utah County Elections Division
100 East Center Street, Suite 3100
Provo, Utah 84606

Email: elections@utahcounty.gov

Military and Overseas Voters (UNOCAVA)

Election Date	Registration Deadline	Deadline to Request Ballot
August 12th Primary Election	By Aug 1 at 5 PM	By Aug 11th at 5 PM
November 4th General Election	By Oct 24th at 5 PM	By Nov 3rd at 5 PM

The deadline to request a UOCAVA ballot is the day before the election at 5 PM.

Questions

Utah County Elections Division
(801) 851-8128
elections@utahcounty.gov

OPTIONS FOR VOTERS WITH DISABILITIES

Vote by Mail

All active, registered voters in Utah County are mailed a ballot three weeks before election day. Voters can then fill out their ballot at home, and return it to our office through U.S. Postal Mail or by putting it in one of the Drop Boxes located throughout the county. If a voter has difficulty signing their ballot they can reach out to the county for accommodations.

In Person Voting

If a voter prefers, they can go to one of our vote centers to vote in person on election day. All vote centers are ADA compliant. Additionally, touch screen voting machines with assistive technology are available for voters to use at all vote centers.

Electronic Voting

Disabled voters may also request that a ballot be sent to them electronically. Utah uses a system called Enhanced Voting which emails ballots to eligible voters, and the voter can securely vote and return their ballot. Reach out to our office to enroll in this program.

If you have any additional questions, contact the county office at (801) 851-8128 or elections@utahcounty.gov

ELECTION SERVICE CENTER

With a Vote By Mail Election, there is no need for polling places. The county will provide an Election Service Center that will be open during traditional voting hours, 7:00 am to 8:00 pm on Election Day only (80 South Main Street) for the general election and if a primary election is needed. The Election Service Center is NOT intended to be a polling place, rather it is a place for voters to go to receive help or drop off your ballot envelope you received in the mail. At the Election Service Center, a provisional ballot may be cast once valid proof of identification and proof of residency is shown. This will take several minutes to vote a provisional ballot. It is recommended to vote with the ballot you receive in the mail.



ELECTION NIGHT RESULTS

Voting results are collected, validated, processed and counted at the Utah County Elections Office. Results will be reported to the City Recorder's Office on election night. Preliminary election results may start to be available after 8:30 p.m. on the City's Website. More ballots could be validated over the next week or two after election day, as provisional and absentee ballots arrive, are validated, and counted. The county has promised to release results on Tuesday, election day at 8:00 pm and 11:59 pm. Thereafter, and continuing until the official canvass, Utah County shall release updated election results each Tuesday and Friday at or shortly prior to 5:00 PM. For the required releases after Election Day, if no additional ballots have been tabulated since the previous release, Utah County shall instead notify the CITY that no changes have occurred.

ELECTION CANVASS

The election will be finalized at the Election Canvass; this Canvass will be up to two (2) weeks after the election night. Total vote count will include all the valid ballots received up until election night, plus those valid ballots received up until the day of the canvass.

RECOUNTS

Municipal Elections – when the difference of votes cast between the winning and losing candidate is equal to or less than 0.25% of the total number of votes cast for all candidates in the race, the candidates may file a request for a recount with the City Recorder within three (3) days after the canvass. [UCA §20A-4-401](#).

For a race between candidates where the total of all votes cast in the race is 400 or less, if the difference between the number of votes cast for a winning candidate in the race and a losing candidate in the race is one vote, the losing candidate may file a request for a recount in accordance with [UCA §20A-4-401](#) Subsection (4).

VOTER REGISTRATION PUBLIC SERVICE REQUEST (PSR)

- Voter registration records are considered public information. A list of voters is available to the public upon request. Certain information including social security numbers, driver's license or state ID numbers, email addresses, full dates of birth, phone numbers, and voter signatures are considered protected information and shall not be disclosed.
- Information available in the data file generated includes: address, precinct, party affiliation and districts. Vote History (2015 - present) is provided if requested on the form.
- When your data request is received, an invoice will be sent to you with the price. The PSR reports are generated by the State Election Office, which also sets the fees (See fee schedule below). The PSR data will come in three different files: A voter list, a vote history list, and a precinct – district list. It can take up to two business days from the date that your request is received with our staff to be processed.
- When you have paid your fee, your data will be emailed to you in a CSV document. If any of what is described above does not meet your needs, it is your responsibility to let us know before we generate your file. Refunds will not be issued after your data file has been sent.

HAS VOTED SUBSCRIPTION

GRAMA 63-2-203(1)(iii) GRAMA 63G-2-301(2)(I)

- An individual may request a list of voters that have already voted in a given election. The list will be county wide and submitted electronically each night. The list will contain the voter ID, name, county, precinct, address, city, zip, ballot type, and date voted for all voters. Voters that have listed their registration record be protected or private will not be included in the list.
- There is a one-time fee of \$35.00 per election for this list. You can submit payment over the phone with a VISA or Mastercard, or you may pay the fee in person with cash, check, VISA or Mastercard.
- When you have paid the fee, the data will be emailed to you first thing in the morning once we start ballot processing.
- Please contact the county office if you have any questions or need further assistance. Phone: (801) 851-8128 . Email: elections@utahcounty.gov. Address: 100 E Center St, Rm 3100, Provo, UT 84606.

CITY INFORMATION

SPANISH FORK CITY'S FORM OF GOVERNMENT

Spanish Fork City operates under the six member council form of government. That consists of a Mayor and five Council Members. Collectively, they are known as the governing body. In 1983, Spanish Fork City enacted an ordinance which appointed a professional manager to conduct the administrative matters of the City. The Manager oversees the department heads and sees that the policies of the Mayor and Council are carried into effect. The Manager is appointed by the governing body, and may be removed at any time by the governing body.

The Mayor is elected at-large by the voters of Spanish Fork City for a term of four years. All Council members are elected at-large for a four-year term by the voters of Spanish Fork City. Municipal elections are held every odd numbered year. Terms of the governing body are staggered so only three members are up for election at one time. Two Council seats are up for election at the same time as the Mayor seat. Two years later, the other three Council seats are up for election.

MAYOR

- Presides at all meetings of the City Council.
- Votes only to break a tie.
- Executes bonds, notes, contracts, ordinances, resolutions and written obligations as required on behalf of the City.
- Acts as the City's chief ceremonial officer and represents the City in its external affairs.
- Makes appointments to City Boards, Councils, and Commissions, subject to approval of the Council.
- Acts as the Chair of the Redevelopment Agency of Spanish Fork City.
- Acts as Chair of the Local Building Authority of Spanish Fork City.
- Has all of the duties and privileges of other City Council members, with the exception of voting.

COUNCIL MEMBER

- Passes, modifies, or repeals City ordinances and resolutions.
- Determines City policy directives.
- Authorizes the issuance of bonds.
- Appropriates funds.
- Reviews City administration.
- Holds regular meetings in accordance with State law.
- Acts as the Board of Directors of the Redevelopment Agency of Spanish Fork City.

CITY MANAGER

- Functions as the chief administrative and executive officer supervising and directing department heads.
- Executes and enforces all applicable laws, ordinances, rules and regulations of the City.
- Appoints, removes, promotes and demotes any and all officers and employees of the City, except the Treasurer and Recorder.
- Acts as the City's chief budget officer and exercises fiscal and administrative control over all City operations through compliance with the Uniform Municipal Fiscal Procedures Act requirements.
- Attends all meetings of the City Council and participates in its discussion and deliberations; but without the right to vote.
- Carries out the policies, plans and programs adopted by the City Council.
- Acts as the Executive Director of the Redevelopment Agency of Spanish Fork City.
- Acts as the Chair of the Verk Industrial Regional Public District

ADVISORY BOARDS, COMMISSIONS AND COMMITTEES

Spanish Fork City has established various advisory boards and commissions to perform specific tasks for the City. The residents appointed to serve on these boards render valuable service to the City and receive no financial compensation. Councilmembers serve on some of these boards and commissions as appointed by the Mayor. Meeting date and contact person listed below.

AIRPORT BOARD

The city Airport Board shall have authority to recommend to the Mayor and City Council of Spanish Fork the needs and requirements of the airport and its facilities. The Board shall evaluate City, State and Federal budget money, appraise development that is desirable for the airport, and shall study and appraise the overall plan for the joint municipal airport, together with such other duties and responsibilities as may be delegated to said board from time to time.

Meetings: First Thursdays at 5:00 p.m. at the City Office

Elected Official: Councilmember Jesse Cardon

Staff: Christian Davis, Airport Manager

ARTS COUNCIL

Meetings: Second Thursdays at 8:30 p.m. at the Parks & Recreation Office

Elected Official: Councilmember Jesse Cardon

Staff: Bronco Hunter, Parks & Rec Assistant Director; Emily Harryman, Special Events Supervisor

COUNCIL OF GOVERNMENTS (COG)

Elected Official: Mayor Mike Mendenhall

DEVELOPMENT REVIEW COMMITTEE (DRC)

The Development Review Committee is created to provide technical review, analysis, and recommendations to the Planning Commission and City Council related to the City's comprehensive general plan, zoning ordinance, subdivisions and capital facilities plan.

Meetings: Wednesdays at 10:00 a.m. at the City Office

Staff: Seth Perrins, City Manager; Cory Pierce, Public Works Director, Vaughn Pickell, City Attorney, Dave Anderson, Community Development Director.

FAIRGROUNDS COMMITTEE

Meetings: Quarterly at noon at the Spanish Fork Fairgrounds

Elected Official: Mayor Mike Mendenhall

Staff: Nick Hanks, Fairgrounds Manager; Dale Robinson, Parks & Recreation Director; Seth Perrins, City Manager.

FIESTA DAYS EXECUTIVE COMMITTEE

Meetings: First Mondays at 5:30 p.m. at the Parks & Recreation Office

Elected Official: Councilmember Stacy Beck

Staff: Emily Harryman, Special Events Coordinator

LIBRARY BOARD

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

Meetings: Fourth Tuesdays at 5:00 pm in the Library

Elected Official: Councilmember Stacy Beck

Staff: Scott Aylett, Library Director

LOCAL BUILDING AUTHORITY

The City Council has designated itself as the Local Building Authority, and serves as its Board of Directors. The City Recorder serves as the Secretary of the agency and the Mayor serves as the chair. The agency was adopted with bylaws and gave authority to set parameters of a bond issue.

Meetings: Held as needed in the City Council Chambers

Staff: Tara Silver, City Recorder

**MISS SPANISH FORK PAGEANT & LITTLE MISS
SPANISH FORK PAGEANT**

Elected Official: Councilmember Landon Tooke

Staff: Emily Harryman, Special Events Supervisor

MT. NEBO WATER AGENCY

Meetings: Quarterly 7:30 a.m. Salem City Office.

Elected Official: Councilmember Kevin Oyler

Staff: Cory Pierce, Public Works Director

PARKS AND RECREATION ADVISORY COMMITTEE

The Committee makes recommendations to the City Council on all matters pertaining to the recreation programs of the city, promotes parks & recreation within the City and stimulates public interest in parks & recreation.

Meetings: First Mondays at 5:00 p.m. at the Parks & Rec Office

Elected Official: Councilmember Landon Tooke

Staff: Dale Robinson, Parks & Recreation Director

PERSONNEL COMMITTEE

Meetings held as needed at the City Office

Elected Official: Councilmembers Stacy Beck; Shane Marshall

Staff: Seth Perrins, City Manager; Tyler Jacobson, Asst. City Manager

PLANNING COMMISSION

The Planning Commission is created by state law to provide analysis and recommendations to the City Council related to the City's comprehensive general plan, zoning ordinance, subdivisions, capital facility plans and conditional use permits.

Meetings: First Wednesdays at 6:00 pm in the City Office

Staff: Dave Anderson, Community Development Director

RAP PROGRAM COMMITTEE

Meetings: First Mondays at 5:00 p.m. at the Parks & Rec Office as needed

Elected Official: Councilmember Kevin Oyler

Staff: Dale Robinson, Parks & Recreation Director

REDEVELOPMENT AGENCY

The City Council has designated itself as the Redevelopment Agency, and serves as its Board of Directors. The City Manager serves as the Executive Director of the agency and the Mayor serves as Chair. The agency has adopted duties to provide the City with an economic development plan and to 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.

Meetings: Held as needed in the City Council Chambers

Staff: Seth Perrins, City Manager

RISK MANAGEMENT COMMITTEE

Meetings: Quarterly at the City Office

Elected Official: Councilman Kevin Oyler

Staff: Seth Perrins, City Manager; Tyler Jacobson, Assistant City Manager, Carson Hardy, Assistant to the City Manager

RODEO COMMITTEE

Meetings: First Wednesdays at 5:00 p.m. at the City Office

Elected Official: Mayor Mike Mendenhall

Staff: Nick Hanks, Fairgrounds Manager; Seth Perrins, City Manager

ROTARY CLUB

Elected Official: Jesse Cardon

SENIORS ADVISORY BOARD

This board was organized to promote and develop programs, evaluate the needs of seniors residing in the City, and recommend to the City Council programs and activities to meet the needs of those citizens.

Meetings: Second Wednesdays at 10:30 a.m. at the Senior Center

Elected Official: Councilmember Kevin Oyler

Staff: Verna Jo Hollingshead, Senior Center Director

SOUTH UTAH VALLEY ANIMAL SERVICES SPECIAL SERVICE DISTRICT

This District comprises all Utah County municipalities Provo and south. It was organized to combine the efforts of all these communities in providing better animal resources. An elected official serves on this board.

Elected Official: Councilmember Kevin Oyler

SOUTH UTAH VALLEY MUNICIPAL WATER ASSOCIATION (SUVMWA)

This Association comprises all Utah County municipalities south of Provo. It was organized to combine the efforts of all these communities in providing better water resources. An elected official serves on this board.

Meetings: Second Thursdays at 6:00 p.m. at the City Office

Elected Official: Councilmember Kevin Oyler

Staff: Cory Pierce & Jered Johnson

SOUTH UTAH VALLEY SOLID WASTE DISTRICT (SUVSWD)

This organization comprises Provo, Springville, Mapleton, Spanish Fork, and Salem. It is organized to handle the disposal of solid waste of each community. The organization operates the Transfer Station in Springville, and the landfill at Elberta.

Elected Official: Councilmember Shane Marshall

Staff: Cory Pierce & Gatlin Gardiner

SOUTHERN UTAH VALLEY POWER SYSTEM (SUVPS)

Elected Official: Councilmember Kevin Oyler

Staff: Jake Theurer, Electric Superintendent; Garrett Elmer; Cory Pierce

SPANISH FORK CHAMBER OF COMMERCE

An elected official serves as a liaison.

Elected Official: Councilmember Jesse Cardon

UTAH LAKE AUTHORITY

Meetings: Quarterly, 7:30 am.

Elected Official: Councilmember Shane Marshall

Staff: Zackary Staheli, Wastewater Treatment Plant Manager

UTAH MUNICIPAL POWER AGENCY (UMPA)

This Agency comprises Provo, Spanish Fork, Salem, Nephi, Levan and Manti. Its main function is to purchase electricity for these communities. An elected official from each of these municipalities serves as a member of the UMPA Board.

Meetings: Fourth Wednesdays at 6:00 p.m.

Elected Official: Mayor Mike Mendenhall

Staff: Jake Theurer, Electric Dept. Superintendent

WASTEWATER TREATMENT PLANT ADVISORY COMMITTEE

Elected Official: Councilmember Shane Marshall

Staff: Cory Pierce, Public Works Director;
Zachary Staheli, Wastewater Treatment Plant Manager

VETERANS COUNCIL

Elected Official: Councilmember Shane Marshall

YOUTH CITY COUNCIL

Meetings: Second Thursdays at 4:00 p.m. at the City Office

Elected Official: Councilmember Jesse Cardon

AD HOC COMMITTEES

As merited, the city council appoints special ad hoc committees to review particular areas of concern facing the city. 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, the Assistant City Manager, and the Department Heads. These individuals are:

Executive Staff	Name	Phone
City Manager	Seth Perrins	801-804-4535
Assistant City Manager	Tyler Jacobson	801-804-4508
City Recorder	Tara Silver	801-804-4530
Police Chief	Matt Johnson	801-804-4722
Fire & EMS	Eddie Hales	801-804-4632
City Attorney	Vaughn Pickell	801-804-4676
Public Works Director/City Engineer	Cory Pierce	801-804-4556
Community Development Director	Dave Anderson	801-804-4586
Information Systems/SFCN Director	Bryan Perry	801-804-4418
Parks and Recreation Director	Dale Robinson	801-804-4610
Finance Director	Jordan Hales	801-804-4522
Library Director	Scott Aylett	801-804-4488
Human Resource Director	Kim Hall	801-804-4504
Public Information Officer PIO	Jack Urquhart	801-804-4587
Assistant to the City Manager	Carson Hardy	801-804-4667
Executive Assistant	Shelley Hendrickson	801-804-4533

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



SPANISH FORK CITY ORGANIZATION CHART
Residents of Spanish Fork

