



Woods Cross City

Instructions and Application for 2024 Woods Cross City Council

Woods Cross City Municipal Building

1555 S. 800 W.

Woods Cross, UT 84087

www.woodscross.com

801.677.1006

September 04, 2024

Thank you for considering filling the vacancy on the Woods Cross City Council. We look forward to working with you during this process. This packet has been created to provide information about how to apply to serve on the Council and Woods Cross City government in general. Please read the entire packet carefully. The packet includes the following:

- City Government Overview
- **Declaration of Candidacy** – this is the form to fill out should you decide to be considered for filling the vacancy. Please sign at City Hall in the presence of the City Recorder/Deputy Recorder
- **Application** – to be completed as directed.
- Notice of City Council Vacancy and Intent to Fill

To qualify for the vacancy, you must:

1. Be a United States Citizen at the time of filing
2. Be a registered voter of Woods Cross City
3. Be a resident of the municipality for 12 consecutive months immediately preceding the date of the appointment
4. Not be a convicted felon, unless the right to hold elective office has been restored.

Important to note: In addition to the required City Council meetings, held on the 1st and 3rd Tuesday of every month, members of the Council often spend several hours per week working on City issues and consulting with residents and staff

Applications are available at WoodsCross.com > Elections > City Council Vacancy Sept 2024 and at the Woods Cross City Hall, 1555 S 800 W, Woods Cross, UT 84087 between 7:30 am and 5:30 pm Monday-Thursday. **To apply, a completed application, Declaration of Candidacy form and other related documents must be completed and received by the City Recorder/Deputy Recorder no later than 5:00 p.m. MDT on Tuesday, September 24, 2024.** Any received after that time will not be considered. All material submitted become public records.

The City Council will hold a special public meeting on **Tuesday, October 1, 2024, beginning at 5:30 pm** at City Hall, 1555 S 800 W, Woods Cross, UT 84087. All applicants will be interviewed at this meeting. *Attendance at that meeting is mandatory if you want to be considered.* During this meeting each candidate will be given a chance to answer questions and/or address the Council, the candidates will be scored, and a vote will take place. Following the interviews and the vote by the City Council, the new City Council member will be appointed and sworn into office for a term that will extend through December 31, 2025.

Please let me know if you have any additional questions. I can be reached at Woods Cross City Hall (1555 S. 800 W, Woods Cross, UT 84087), by phone (801.677.1006) or by email (AHanson@WoodsCross.com).

Sincerely,

Annette Hanson

Annette Hanson, Woods Cross City Recorder

AHanson@WoodsCross.com

801.677.1006

WOODS CROSS CITY GOVERNMENT OVERVIEW



Woods Cross City was incorporated in 1935 and currently operates as a fifth-class city. Woods Cross City has adopted a six-member form of government. In this form of government, the legislative body is made up of elected officials; the Council appoints a City Manager/Administrator to act as the Chief Administrative Officer of the City. The primary responsibilities of the City Administrator are to oversee all daily operations of the city.

This type of municipal administration is known as council-manager form of government; council-manager form of government is the most common form of city government in the United States. The City Council, made up of five individuals, functions as the City's legislative body adopting laws and policies as allowed by federal and state law. The Mayor serves as the head of the Council. The Woods Cross City Council is also designated as the Redevelopment Agency of Woods Cross City. The City Administrator is a career administrator who serves as Chief Administrative Officer of the organization. This role includes directing and overseeing day-to-day operations, hiring and supervision of all staff, preparation of the annual budget, and acting as the City Council's primary advisor.

Additional information on the form of government and the roles of the Mayor, Council, and City Manager can be found in the Woods Cross City Code, accessible via Woods Cross City website: <https://www.woodscross.com/> → GOVERNMENT TAB → Municipal Code → Title 2 Government → Ch. 6 Elections/Qualifications

The Mayor and City Council are elected at-large by the voters of Woods Cross City for a term of four (4) years. In this election, there are three (3) Councilmember positions to be filled. The City's elected positions are designed so that three Council members are elected in one election, and the Mayor and the two other Council members are elected two years later, thus maintaining some experience and continuity on the Council regardless of election outcome in any given year.

City Council meetings are held on the first and third Tuesday of each month starting at 6:30 p.m. (Note: The date and time of Council Meetings are subject to change as circumstances require.) All meetings are held in compliance with the provisions of the Utah Open and Public Meetings Act (OPMA) § 52-4-101 through § 52-4-305.



**WOODS CROSS CITY DECLARATION OF CANDIDACY
(Non-Partisan) of**

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^{ss} State of Utah
County of Davis

I, _____, being first sworn, say that I reside at _____, City of Woods Cross, County of Davis, State of Utah, 84087 that I am a registered voter; and that I wish to submit my name for consideration in filling the vacancy in the office of City Council. I understand that the Councilmember appointment will be made in a public meeting on Tuesday, October 1, 2024, which will begin at 5:30 p.m. in the Woods Cross City Council Chambers, 1555 S 800 W, Woods Cross, Utah and that I will be subject to an interview before the Woods Cross City Council in that meeting. I meet the legal qualifications listed below of candidates for this office.

(Signed)_____

Subscribed and sworn to (or affirmed) before me by

on this _____ day of _____, 2024 at _____ am/pm

(Signed)_____
Woods Cross City Recorder/Deputy Recorder)

PLEASE NOTE
The qualifications to be a candidate are:
1. Be a United States Citizen at the time of filing
2. Be a registered vote of the municipality
3. Be a resident of the municipality for 12 consecutive months immediately preceding the date of the appointment.
4. To not be a convicted felon, unless the right to hold office has been restored.

4. In addition to the required City Council meetings, held on the 1st and 3rd Tuesday of every month, members of the Council often spend several hours per week working on City issues and consulting with residents and staff. Please discuss your ability to dedicate sufficient time to this position of service:

5. What is your fiscal philosophy? Under what circumstances would you consider tax and/or fee increases?

6. Please list relevant work experience that you believe would help you fill the role of City Councilmember:

Please note that your answers to these questions, any other information you submit and your declaration of candidacy will be classified as a public record and will be provided to the entire City Council for their review in advance of the October 1, 2024 meeting.

WOODS CROSS CITY PUBLIC NOTICE OF CITY COUNCIL VACANCY AND INTENT TO FILL

This is formal notice that the Woods Cross City Council will fill a City Council vacancy caused by the resignation of Jessica Kelemen, effective September 23, 2024. The City Council intends to appoint a replacement at a public meeting to be held on October 1, 2024, at 5:30 p.m. at City Hall, 1555 S. 800 W, Woods Cross, UT 84087. This will be an open meeting which the public is welcome to attend.

Per Utah Code 20A-1-510(1)(b), this notice is posted until September 24, 2024, at City Hall, on the City and the Utah Public Notice websites, in the Davis County Clipper and on the City's social media accounts inviting all interested and qualified persons to apply.

To be considered for this vacancy, an applicant must file an application and a declaration of candidacy with the Woods Cross City Recorder, during normal office hours at Woods Cross City Hall 8:00 a.m. until 5:30 p.m. Monday through Thursday, 1555 S 800 West. Interested persons who meet the following qualifications will be interviewed in a public meeting held on October 1, 2024

- (1) Be a United States citizen at time of filing.
- (2) Be a registered voter of the municipality.
- (3) Be a resident of the municipality for 12 consecutive months immediately preceding the date of the appointment.
- (4) Not be a convicted felon, unless the right to hold elective office has been restored.

Interested persons may pick up an application and instructions from the Woods Cross City Recorder, at City Hall located at 1555 S 800 West, Woods Cross, UT 84087 during normal office hours at Woods Cross City Hall 7:30 a.m. until 5:30 p.m. Monday through Thursday, between September 10 and September 24, 2024. The Application, Declaration of Candidacy form and other related documents must be completed and physically received by the City Recorder/Deputy City Recorder no later than 5:00 p.m. MST on Thursday, September 24, 2024. All documents submitted are public records.

The term of the vacancy is through December 31, 2025. If the appointed member wishes to serve after that date, they will be required to file for candidacy in the 2025 general election and win one of the two City Council seats that will be up for election at that time.

Annette Hanson

Annette Hanson City Recorder

September 4, 2024

Date