

## **Santa Clara City**

### **Public Notice of Mid-Term City Council Vacancy**

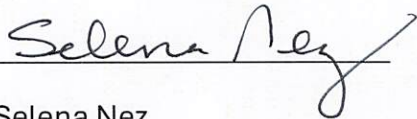
Santa Clara City will have a city council vacancy as of January 5, 2026. In accordance with Utah State Code Ann. 20A-1-510, notice is hereby given and Santa Clara will be accepting applications on January 6. Applications can be found online and must be submitted in person, along with a cover letter and resume to the City Recorder, Selena Nez.

The deadline to apply is January 16, 2026, at 12:00pm (noon).

Candidates will be interviewed by the City Council in a public meeting taking place on January 28, 2026, at 6pm at the Santa Clara City Hall, 2603 Santa Clara Drive, Santa Clara, UT 84765.

If you have questions, please contact the City Recorder, Selena Nez at [snez@santaclarautah.gov](mailto:snez@santaclarautah.gov) or 435-673-6712.

I, the undersigned, duly appointed City Recorder for Santa Clara, Utah, hereby certify that the foregoing Public Notice was posted at the Santa Clara City Office, on the Santa Clara City website, locations throughout Santa Clara City and on the Utah Public Notice website.

A handwritten signature in cursive script that reads "Selena Nez". The signature is written in black ink and is positioned above a horizontal line.

Selena Nez

**CITY OF SANTA CLARA  
RESOLUTION NO. 2026-01R**

**A RESOLUTION ESTABLISHING PROCEDURES TO FILL THE 2026 CITY  
COUNCIL SEAT MIDTERM VACANCY**

**WHEREAS**, pursuant to the results of the 2025 Santa Clara City Municipal election, it is anticipated that Councilmember Jarett Waite will be resigning his council member position to assume the duties of Santa Clara City Mayor effective as of January 5, 2026, leaving a vacancy on the Santa Clara City Council;

**WHEREAS**, after Jarett Waite resigns his council member seat, just under two (2) years will remain in the term of office for the vacant seat;

**WHEREAS**, Utah Code § 20A-1-510 governs how the City Council can fill a midterm vacancy and allows the Santa Clara City Council to, “consistent with the provisions of state law, adopt procedures governing the appointment, interview and voting process for filling vacancies in municipal offices,” §20A-1-510(7), including the office of city councilperson;

**WHEREAS**, the Santa Clara City Council values transparency, openness and fairness filling the vacant seat.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Santa Clara City as follows:

**Vacancy Procedures.** The Santa Clara City Council will follow the following procedures to fill the city council vacancy created by the resignation of Jarett Waite to assume the duties of Mayor, effective as of as of January 5, 2026:

1. Notice of Vacancy. The City shall publish the notice of vacancy required by Utah Code §20A-1-510(1)(c) on or before Wednesday, January 14, specifying as follows:
  - a. The vacancy will be filled by the City Council at the regular City Council meeting scheduled for Wednesday, January 28, 2026, at 6:00 p.m. (the “Vacancy Meeting”).
  - b. Interested individuals who are qualified by law to serve as city council members (“Candidates”) shall submit their name, campaign finance statement and conflict of interest disclosure statement to Selena Nez, City Recorder, in person at the City offices, no later than Friday, January 16, 2026, at noon (the “Submission Deadline”).
  - c. On or before the Submission Deadline, Candidates may complete and submit additional materials consisting of no more than the application attached hereto as Exhibit A, written answers to the questions attached hereto as Exhibit B, a statement of interest, a resume, and up to three (3) letters of recommendation. No Candidate is required to submit any items of additional information, but

submission is highly encouraged so that the City Council will have additional information to consider for each Candidate before the interviews. No other materials will be considered. In lieu of submitting written answers to the questions attached as Exhibit B, Candidates may submit a video of them answering the questions. All materials submitted by Candidates will be public records available with the agenda for the Vacancy Meeting, except that home addresses, telephone numbers, and email addresses will be redacted.

2. Prc-Vacancy Meeting Actions. After the Submission Deadline, but before the Vacancy Meeting, all those individuals who may be entitled to vote to fill the vacancy (i.e., any City Council members serving as of the Vacancy Meeting and Jarrett Waite (pursuant to §20A-1-510(4)(a) (allowing the resigning council member to participate in the interview and vote on the replacement as set forth in that section), the “Voting Quorum”) may do any of the following:
  - a. Review the submitted materials from all Candidates.
  - b. Converse with any Candidates about their submitted materials in an informal setting, provided that no Candidate can be compelled to participate in any such informal conversations. If any member of the Voting Quorum opts to engage in informal conversations with any Candidate about their qualifications and/or desire to serve, the member should take reasonable steps to meet with each Candidate, recognizing that no Candidate can be compelled to participate.
3. Vacancy Meeting Interviews. All Candidates must attend the Vacancy Meeting and answer questions from the Voting Quorum. All Candidates present will be randomly assigned a Candidate Number by drawing a number from a hat, numbered from 1 to the total number of Candidates. Questions will be asked as follows:
  - a. The Mayor may, with counsel from the City Council, set a maximum time limit for each answer given by a Candidate, in the Mayor’s discretion and judgment and to ensure order and brevity of responses. Any maximum time limit set by the Mayor shall apply equally to each answer given by every Candidate during questioning.
  - b. Candidate Number 1 shall answer questions from the Voting Quorum first. The Voting Quorum shall take turns asking questions of Candidate Number 1, with multiple turns allowed if members of the Voting Quorum have multiple questions, including follow up questions, of the Candidate, until the Voting Quorum indicate they are done asking questions.
  - c. Candidate Number 2, and each successively-numbered Candidate, shall answer questions from the Voting Quorum in like manner, until all Candidates have answered any questions desired by the Voting Quorum.
  - d. After all Candidates have answered questions from the Voting Quorum, the Voting Quorum may recall any or all of the Candidates, regardless of Candidate number, to answer additional or follow-up questions. The Voting Quorum may recall any or all of the Candidates, but is not required to recall any or all of the

Candidates. Such recall for questions shall continue until the Voting Quorum indicate they are done asking questions.

- e. No member of the Voting Quorum shall be required to ask questions, or shall be limited as to the number of questions which may be asked.
- f. After the Voting Quorum has finished asking questions, each Candidate shall, in reverse numerical order, be allowed a maximum of three (3) minutes to present a concluding statement in favor of their Candidacy.

4. Vacancy Meeting Discussion. After the Interviews and concluding statements have ended, the members of the Voting Quorum may discuss the merits of the Candidates. In so discussing, the members of the Voting Quorum are encouraged not to specifically identify the Candidate for whom they intend to vote but to instead focus on the Candidates' respective qualifications, submissions, responses to questions, and the perceived strengths or weaknesses of each Candidate. This is intended to allow each member of the Voting Quorum to vote based primarily on the merits of the Candidates and not solely based on how another member of the Voting Quorum votes. Of course, it may become apparent during the discussion how a member of the Voting Quorum will likely vote. Such disclosure in any form will not invalidate any subsequent vote.
5. Initial Vote by City Council. At any time during the discussion of the Candidates under Section 4 above, any member of the City Council may move to proceed to an initial vote. If the motion is not seconded or fails to secure a majority of the members of the City Council, the discussion will continue. If the motion is seconded and a majority of the members of the City Council vote in favor of the motion, the discussion will end and each member of the Voting Quorum shall each select one Candidate in writing on a written ballot provided by the City Recorder. Once all members of the Voting Quorum have voted, the City Recorder, with the assistance of the City Attorney, will tabulate the results. The City Recorder will first determine whether any Candidate has received a majority of City Council votes (3 votes from the City Council). In the event that no Candidate has received a majority of City Council votes, then the City Recorder will consider the Mayor's vote as a potential tiebreaker vote. If a Candidate receives either a majority of City Council votes, or a majority of Voting Quorum votes when considering the Mayor's vote, then that Candidate will be declared the winner. The City Recorder will announce which Candidates have received votes and how many votes they received. The winning Candidate will be sworn in as a member of the City Council.
6. Narrowing of Candidates. If no Candidate receives a majority vote as described above, the two Candidates who have received the most votes will proceed to a second and final vote as described in Section 8 below. If two or more Candidates are tied for second place after considering only the City Council votes, and the tie is not broken by considering the Mayor's initial vote, then the tie shall be broken by the Mayor voting a second time, by written ballot, for no more than one of the second place Candidates. The winner of the Mayor's tiebreaker vote shall be declared the second place Candidate.

7. **Second Discussion Period.** Once only two candidates remain, the members of the Voting Quorum may discuss the merits of the remaining Candidates in the same manner as described in Section 4 above.
8. **Final Vote.** At any time during the discussion of the Candidates under Section 7 above, any member of the City Council may move to proceed to a final vote. If the motion is not seconded or fails to secure a majority of the members of the City Council, the discussion will continue. If the motion is seconded and a majority of the members of the City Council vote in favor of the motion, the discussion will end and each member of the Voting Quorum shall each select one Candidate in writing on a written ballot provided by the City Recorder. Once all members of the Voting Quorum have voted, the City Recorder, with the assistance of the City Attorney, will tabulate the results. The City Recorder will first determine whether any Candidate has received a majority of City Council votes (3 votes from the City Council). In the event that no Candidate has received a majority of City Council votes, then the City Recorder will consider the Mayor's vote as a potential tiebreaker vote. If a Candidate receives either a majority of City Council votes, or a majority of Voting Quorum votes when considering the Mayor's vote, then that Candidate will be declared the winner. The City Recorder will announce who received the majority of the votes and the number of votes they received. The winning Candidate will be sworn in as a member of the City Council.

**Open Meeting.** The actions described in Sections 3 through 8 above shall be taken in an open meeting. No closed meeting will be allowed.

**Amendment.** The City Council reserves the right to adjust these procedures based on a large number of candidates, which number would, in the City Council's sole discretion, require more compact procedures to be feasibly completed in one meeting.


**Severability.** If any section, clause, or portion of this ordinance is declared invalid by a court of competent jurisdiction, the remainder shall not be affected thereby and shall remain in full force and effect.

**Effective Date.** This Resolution shall become effective immediately upon passage and publication.

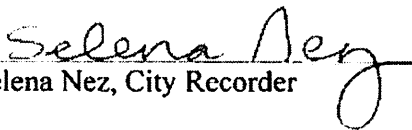
*(signature page to follow)*

**RESOLVED** by a duly constituted quorum of the Santa Clara City Council this 5<sup>th</sup> day of January, 2026.

**SANTA CLARA CITY**

  
Rick Rosenberg, Mayor

ATTEST:

  
Selena Nez, City Recorder



## City Council Member Appointment Application

The Santa Clara Mayor and Council will be accepting applications to fill a vacancy on the city council as of January 5, 2026. The term of office for the appointment will be approximately 24 months, January 28, 2026, to January 3, 2028. It is anticipated the selected individual will participate in monthly council meetings held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month. Those interested must meet the Requirements for Office outlined below, shall submit **in-person** a completed application, cover letter, and resume to the Santa Clara City Recorder, Selena Nez, not later than **Friday, January 16, 2026, at 12:00pm (noon)**. All material submitted with this application is public information and will be provided to the Mayor and City Council in the packet for the January 28, 2026, meeting.

The applicants will be interviewed by the Mayor and City Council in a public meeting scheduled for Wednesday January 28, 2026, at 6pm at the Santa Clara City Hall, 2603 Santa Clara Drive. The Mayor and Council will select an applicant. The applicant selected will be sworn in at the meeting.

## City Council Member Appointment Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Requirements of Office:

1. Must be 18 years of age, a United States citizen and a registered voter of Santa Clara.
2. Must have resided in the Santa Clara boundaries for at least twelve (12) consecutive months immediately preceding the date of appointment.
3. Must not be a convicted felon; must not have convicted of a treason or of an election crime; must not have been declared mentally incompetent; and must not have had the right to hold public office restricted pursuant to Article IV, Section 6, of the Utah Constitution and U.C.A. 20A-2-101.5.

I, \_\_\_\_\_, certify that I have read and understand the Requirements for Office listed above to file as a potential City Council member in Santa Clara, Utah, and verify that I meet said requirements and understand the legal qualifications for office.

\_\_\_\_\_  
Signature

*Subscribed and sworn to (or affirmed) before me by* \_\_\_\_\_ *on this* \_\_\_\_\_ *day of*  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Selena Nez  
Santa Clara City Recorder

Those individuals interested shall on or before January 16, 2026, at 12:00pm (noon) and **in-person** meet the Requirements of Office, sign and submit the above application along with a cover letter and resume. In the cover letter the applicant should answer the following questions:

1. Why are you interested in serving on City Council.
2. Briefly describe your vision for Santa Clara for the next 5-10 years.
3. What do you believe are the most important issues currently facing Santa Clara and provide your solutions.
4. Briefly share your thoughts on the new Santa Clara General Plan.
5. Share a current or past issue in Santa Clara you are passionate about and how you feel your appointment to the City Council can impact that issue.

For questions, please contact the Selena Nez, City Recorder at [snez@santaclarautah.gov](mailto:snez@santaclarautah.gov) or 435-673-6712.



CAMPAIGN FINANCIAL REPORT

To

\_\_\_\_\_ of \_\_\_\_\_  
(City Recorder) (Municipality)

For

Full name of candidate \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_, Utah Zip Code \_\_\_\_\_

Name of office \_\_\_\_\_ {District \_\_\_\_\_}

*Contributions*

1a. Aggregate total of contributions under \$500.00.....\$ \_\_\_\_\_

**OR**

1b. Itemized total of contributions totaling \$500.00 or more ..... \$ \_\_\_\_\_

*(Form "A" total from other side of this sheet)*

*Expenditures*

2a. Aggregate total of campaign expenditures under \$500.00.....\$ \_\_\_\_\_

**OR**

2b. Itemized total of campaign expenditures..... \$ \_\_\_\_\_

*(Form "B" total from other side of this sheet)*

3. Balance at the end of the reporting period ..... \$ \_\_\_\_\_

*(Difference between lines 1 and 2)*

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Candidate)

*NOTE:* If a candidate receives \$500 or less and spends \$500 or less, he or she can report the *total* amount of all contributions and expenditures.

*NOTE:* Utah election code 10-3-208 states that all municipalities shall adopt an ordinance establishing campaign finance disclosure requirements for candidates running for city or town

