



# **CITY OF PHOENIX CANDIDATE INFORMATION**

## **COUNCIL ELECTION**

### **AUGUST 29, 2017**

**Includes copies of all forms and documents for candidacy**

Provided By:  
Cris Meyer, City Clerk  
Reviewed By:  
Deryck Lavelle, Assistant City Attorney IV



**INTRODUCTION**  
CITY OF PHOENIX  
CANDIDATE INFORMATION

COUNCIL ELECTION  
AUGUST 29, 2017

**IMPORTANT DATES!**

**MARCH 2, 2017 (THUR)**  
First date to obtain signatures on  
nomination petition

**MAY 1, 2017 (MON)**  
Earliest date to file nomination  
papers

**MAY 31, 2017 (WED)**  
Latest date to file nomination  
papers

**AUGUST 29, 2017 (TUES)**  
Election Day

**For additional information contact:**

Erik Reichstein  
Elections Coordinator\*Citizen  
Support  
200 W. Washington St., 15<sup>th</sup> Floor  
Phoenix, AZ 85003  
602-261-8839  
erik.reichstein@phoenix.gov

**NO. 1**

**INTRODUCTION**

**NO. 2**

**NOMINATION AND  
PETITION  
INFORMATION**

**NO. 3**

**CAMPAIGNING AND  
ADVERTISING  
INFORMATION**

**NO. 4**

**FINANCIAL  
DISCLOSURE  
INFORMATION**

**NO. 5**

**CAMPAIGN FINANCE  
INFORMATION**

**NO. 6**

**VOLUNTARY  
CONTRIBUTION AND  
EXPENDITURE LIMITS**

**NO. 7**

**NO. 8**



**City of Phoenix**  
**CONTENTS OF CANDIDATE PACKET**  
**COUNCIL ELECTION**  
**AUGUST 29, 2017**

**NOTE: Items in bold-faced type indicate forms which must be filed prior to or at the time of filing nomination petitions.**

**CANDIDACY**

1. Introduction
  - Letter to Candidate Regarding Candidacy
  - Important Election Dates Flyer
  - Candidate Notice Regarding Voting Centers
  - **Notice of Candidacy and Request for Candidate's Information**
2. Nomination and Petition Information
  - Instructions to Nomination Petition Circulators
  - **Nomination Petition Sheets** (1 English, 1 Spanish)  
(Additional petition sheets are available upon request)
  - City of Phoenix District Map (8.5" x 11" color map)
  - **Acceptance of Nomination**
3. Campaigning and Advertising Information
  - Letter to Candidates from City Manager's Office
  - City Council Meeting and Report Information for Candidates
  - 2017 Campaign Information Policy
  - Soliciting Campaign Funds from City Employees (City Code §12-217)
  - City Policy Regarding Use of Corporate Symbol, the Phoenix Bird
  - Political Signs on City-Owned Property
  - Distribution, Installation and Display of Political Signs
  - Political Sign Flyer
  - Pledge of Safety Brochure
  - **Electioneering**
  - Early Voting
  - **Voter Data Request**
  - Website Link to City Charter and Code
4. Financial Disclosure Information
  - Financial Disclosure Flyer
  - **Financial Disclosure Statement**
  - Financial Disclosure Statement Sample

**CAMPAIGN FINANCE**

5. Campaign Finance Information
  - Candidate Notice Regarding Campaign Finance (includes table of campaign contribution limits)
  - Campaign Finance FAQs (Frequently Asked Questions)
  - Schedule Campaign Finance Reporting Deadlines
  - Website Links
    - Arizona Revised Statutes (A.R.S.) Title 16, Chapter 6 -- (Campaign Contributions and Expenses)
    - Campaign Finance Reporting

6. Voluntary Contribution and Expenditure Limits
  - City Code Supplement to A.R.S. Title 16
  - **Voluntary Personal Contribution/Total Expenditure Limitations Affidavit** (optional)
  
7. Fillable forms ([available on separate link](#))
  - Notice of Candidacy
  - Nomination Petition (English and Spanish)
  - Acceptance of Nomination
  - Electioneering
  - Voter Data Request Form
  - Financial Disclosure Statement
  - Voluntary Personal Contribution/Total Expenditure Limitations Affidavit (optional)

**Receipt for Candidate Packet**



## City of Phoenix

CRIS A. MEYER  
CITY CLERK

December 2016

Dear Candidate:

The City of Phoenix will conduct an election for Councilmembers in City Council Districts 2, 4, 6 and 8 on August 29, 2017. The City of Phoenix provides the enclosed information to assist candidates in meeting legal requirements of candidacy; however, **it is the candidate's responsibility to ensure that all legal requirements have been met.**

Each candidate for City Councilmember must be a qualified elector of the City of Phoenix and, at the time of the candidate's nomination and during the person's tenure, maintain permanent residence within the district from which the candidate is nominated. According to the City Charter and Code, for a candidate's name to appear on the ballot for the office of Councilmember, candidates must obtain 200 valid signatures of qualified electors of the district that the candidate is seeking to represent.

This packet also contains:

- Important dates related to the election
- Nomination petitions and other required forms
- Political sign information
- Electioneering information
- Financial disclosure information
- Campaign finance information
- Forms that must be filed with the City Clerk

Please feel free to contact the City Clerk Department or the City Attorney's Office if you have any questions regarding the legal requirements related to your candidacy. Although City employees cannot provide legal advice, staff will answer your questions whenever possible and as appropriate.

Thank you for your attention to City and State law regarding candidacy and campaigning, and for working with your committee to ensure compliance with all applicable laws.

A handwritten signature in blue ink that reads "Cris Meyer".

Cris Meyer  
City Clerk

A handwritten signature in blue ink that reads "Brad Holm".

Brad Holm  
City Attorney



# IMPORTANT DATES COUNCIL ELECTION AUGUST 29, 2017

**MARCH 2, 2017 (THURSDAY)**

Earliest date for elector to sign petition for nomination. *Charter, Chapter XII, Sec. 2*

**MAY 1, 2017 (MONDAY)**

Earliest date for presentation of nomination petitions to the *City Clerk. City Charter, Chapter XII, Sec. 2*

Earliest date for City Clerk to accept request for early ballot. *City Code Sec. 12-903*

**MAY 31, 2017 (WEDNESDAY)**

Latest date to present nomination petitions to the City Clerk. *City Charter, Chapter XII, Sec. 2*

Latest date to file arguments supporting or opposing propositions. *City Code Sec. 12-403*

**JUNE 10, 2017 (SATURDAY)**

Latest date for the City Clerk to prepare list of names of candidates who have filed petitions, except candidates who have withdrawn or died or are otherwise disqualified. *City Charter, Chapter XII, Sec. 7*

**JUNE 15, 2017 (THURSDAY)**

Latest date to withdraw name from nomination by filing with the City Clerk. *City Charter, Chapter XII, Sec. 4*

**JUNE 26, 2017 (MONDAY)**

Expected latest date for the City Clerk to certify list of candidates. *City Charter, Chapter XII, Sec. 7*

**JULY 20, 2017 (THURSDAY)**

Latest date for write-in candidate to file nomination papers with the City Clerk. *City Code, Sec. 12-1103*

**JULY 31, 2017 (MONDAY)**

Latest date to register to vote for Council Election. *City Code, Sec. 12-106*

**AUGUST 2, 2017 (WEDNESDAY)**

Early voting begins/early ballots mailed. *A.R.S. 16-542*

**AUGUST 18, 2017 (FRIDAY)**

Latest date to request an early ballot by mail. *City Code, Sec. 12-903*

Latest date to submit challenger names to City Clerk. *City Code, Sec. 12-210*

**AUGUST 25, 2017 (FRIDAY)**

Latest date to vote early at an early voting location. *City Code, Sec. 12-907*

**COUNCIL ELECTION**

Voting begins at voting center locations on Saturday, August 26, 2017 and continues on Monday, August 28 and Tuesday, August 29.

*City Code, Sec. 12-506*

Election results will be available on August 29 beginning at 8 PM on phoenix.gov.

**SEPTEMBER 13, 2017 (WEDNESDAY)**

Latest date the Council shall meet as the Canvassing Board to announce and declare the results of the election. *City Charter, Chapter XIII, Sec. 1.*

## RUNOFF ELECTION DATES (IF NECESSARY)

If no candidate receives a majority of all votes cast for an office in the Council Election held on August 29, 2017 the two candidates with the highest vote count will be placed on a Runoff ballot. *City Charter, Chapter XII, Sec. 16.*

**OCTOBER 9, 2017 (MONDAY)**

Latest date to register to vote for Runoff Election. *City Code, Sec. 12-106*

**OCTOBER 11, 2017 (WEDNESDAY)**

Early voting begins/early ballots mailed. *A.R.S. 16-542*

**OCTOBER 27, 2017 (FRIDAY)**

Latest date to request an early ballot by mail for the Runoff Election. *City Code, Sec. 12-903*

Latest date to submit challenger names to *City Clerk. City Code, Sec. 12-210*

**NOVEMBER 3, 2017 (FRIDAY)**

Latest date to vote early at an early voting location. *City Code, Sec. 12-907*

**RUNOFF ELECTION (IF NECESSARY)**

Voting begins at voting center locations on Saturday, November 4, 2017 and continues on Monday, November 6 and Tuesday, November 7.

Election results will be available on November 7 beginning at 8 PM on phoenix.gov.

**NOVEMBER 22, 2017 (WEDNESDAY)**

Latest date the Council shall meet as the Canvassing Board to announce and declare the results of the election. *City Charter, Chapter XIII, Sec. 1.*

Upon request, this publication is available through appropriate auxiliary aids or services to accommodate an individual with a disability by calling 602-262-6837; faxing a request to 602-495-5847; or using the 7-1-1 Relay System.



# FECHAS IMPORTANTES ELECCIÓN DEL CONCEJO 29 DE AGOSTO DE 2017

## **2 DE MARZO, 2017 (JUEVES)**

Fecha más temprana para que los electores firmen una petición de nominación. *Secc. 2 del capítulo XII de la Constitución Municipal*

## **1º DE MAYO, 2017 (LUNES)**

Fecha más temprana para presentación de peticiones de nominación ante el Secretario Municipal. *Secc. 2 del capítulo XII de la Constitución Municipal*

Fecha más temprana para que el Secretario Municipal acepte solicitudes para boletas anticipadas. *Secc. 12-903 del Código Municipal*

## **31 DE MAYO, 2017 (MIÉRCOLES)**

Última fecha para presentar peticiones de nominación ante el Secretario Municipal. *Secc. 2 del capítulo XII de la Constitución Municipal*

Última fecha para presentar argumentos a favor o en contra de las proposiciones. *Secc. 12-403 del Código Municipal*

## **10 DE JUNIO, 2017 (SÁBADO)**

Última fecha para que el Secretario Municipal prepare el listado de los candidatos que han presentado peticiones, con excepción de los candidatos que se hayan retirado, hayan fallecido, o de alguna otra manera hayan sido descalificados. *Secc. 7 del capítulo XII de la Constitución Municipal*

## **15 DE JUNIO, 2017 (JUEVES)**

Última fecha para retirarse de la nominación a través del Secretario Municipal. *Secc. 4 del capítulo XII de la Constitución Municipal*

## **26 DE JUNIO, 2017 (LUNES)**

Última fecha que se anticipa para la certificación del listado de candidatos por parte del Secretario Municipal. *Secc. 7 del capítulo XII de la Constitución Municipal*

## **20 DE JULIO, 2017 (JUEVES)**

Última fecha para que los candidatos por voto escrito presenten papeles de nominación con el Secretario Municipal. *Secc. 12-1103 del Código Municipal*

## **31 DE JULIO, 2017 (LUNES)**

Última fecha para inscribirse para votar para la Elección del Concejo. *Secc. 12-106 del Código Municipal*

## **2 DE AGOSTO, 2017 (MIÉRCOLES)**

Comienza la votación anticipada/se envían por correo las boletas anticipadas. *A.R.S. 16-542*

## **18 DE AGOSTO, 2017 (VIERNES)**

Última fecha para pedir una boleta anticipada por correo. *Secc. 12-903 del Código Municipal*

Última fecha para presentar nombres de opositores ante el Secretario Municipal. *Secc. 12-210 del Código Municipal*

## **25 DE AGOSTO, 2017 (VIERNES)**

Última fecha para votación anticipada en los sitios de votación anticipada. *Secc. 12-907 del Código Municipal*



## **ELECCIÓN DEL CONCEJO**

La votación comienza en las ubicaciones de los centros de votación el sábado 26 de agosto, 2017 y continúa el lunes, 28 de agosto y el martes, 29 de agosto. *Secc. 12-506 del Código Municipal*

Los resultados de la elección estarán disponibles el 29 de agosto, 2017 a partir de las 8 de la noche en [phoenix.gov](http://phoenix.gov).

## **13 DE SEPTIEMBRE, 2017 (MIÉRCOLES)**

Última fecha para que el Concejo Municipal se constituya como Junta de Escrutinio para anunciar y declarar los resultados de la elección. *Secc. 1 del capítulo XIII del Código Municipal*

## **FECHA DE ELECCIÓN DE DESEMPATE (EN CASO NECESARIO)**

Si ninguno de los candidatos recibe una mayoría de todos los votos emitidos para un cargo en la Elección del Concejo que se celebre el 29 de agosto, 2017, se pondrá a los dos candidatos con la mayoría de los votos en una boleta electoral de Desempate. *Secc. 16 del capítulo XII de la Constitución Municipal*

## **9 DE OCTUBRE, 2017 (LUNES)**

Última fecha para inscribirse para votar para la Elección de Desempate. *Secc. 12-106 del Código Municipal*

## **11 DE OCTUBRE, 2017 (MIÉRCOLES)**

Comienza la votación anticipada/se envían por correo las boletas anticipadas. *A.R.S. 16-542*

## **27 DE OCTUBRE, 2017 (VIERNES)**

Última fecha para pedir una boleta anticipada por correo para la Elección de Desempate. *Secc. 12-903 del Código Municipal*

Última fecha para presentar nombres de opositores ante el Secretario Municipal. *Secc. 12-210 del Código Municipal*

## **3 DE NOVIEMBRE, 2017 (VIERNES)**

Última fecha para votación anticipada en un sitio de votación anticipada. *Secc. 12-907 del Código Municipal*



## **ELECCIÓN DE DESEMPATE (EN CASO NECESARIO)**

Comienza la votación en los centros de votación el sábado, 4 de noviembre, 2017 y continúa el lunes, 6 de noviembre y el martes, 7 de noviembre.

Los resultados de la elección estarán disponibles el 7 de noviembre a partir de las 8 de la noche en [phoenix.gov](http://phoenix.gov).

## **22 DE NOVIEMBRE, 2017 (MIÉRCOLES)**

Última fecha para que el Concejo Municipal se constituya como Junta de Escrutinio para anunciar y declarar los resultados de la elección. *Secc. 1 del capítulo XIII de la Constitución Municipal*



## City of Phoenix

### **NOTICE TO CANDIDATES USE OF VOTING CENTERS**

In response to the significant increase in early voting and dramatic decline in ballots cast at traditional polling places, the City of Phoenix implemented voting centers in 2011. The City will be using voting centers again for the 2017 Council Election. An appropriate number of voting centers will be approved by the City Council in April. These conveniently-located centers will be used in place of polling places, saving the City money and allowing voters the flexibility to vote at a place and time that is most practical for them. Voters can vote at any of the locations over a three-day period and, as with traditional polling places, voters must present identification when voting at voting centers. The early voting process will remain the same.

The advantages of using voting centers are:

- Voters do not have to vote in their precinct and identify their designated polling place, but simply identify and go to the facility that is most convenient for them.
- Voting centers are open on the Saturday and Monday prior to the election in addition to Tuesday, Election Day.
- The voting center facilities are accessible by public transit and located along major streets and near business and shopping cores.
- Voters can drop off their voted early ballots at any voting center location during voting hours.
- Ballots are printed as needed at a voting center, thereby saving resources by not printing ballots in advance for all registered voters.
- Accessible voting equipment is available at the voting centers.
- Voting centers reduce the need for provisional ballots except when the voter presents insufficient identification or needs to update their voter registration.





**City of Phoenix**

**NOTICE OF CANDIDACY  
AND REQUEST FOR CANDIDATE'S INFORMATION**

**COUNCIL ELECTION  
AUGUST 29, 2017**

I hereby notify the City Clerk that I, \_\_\_\_\_,  
am a resident of the City of Phoenix and I submit this notice of candidacy for the following  
office.

**Council Member, District No.** \_\_\_\_\_

I understand that at the time of my nomination and through the term of my office, I must be  
a resident of this district. In accordance with my candidacy, I hereby request that I receive  
all documents, forms and information provided by the City of Phoenix to candidates for the  
office I am seeking. I understand that a copy of my completed form will be available to the  
public and will be posted on the internet at phoenix.gov.

\_\_\_\_\_  
Candidate's Signature Phone Date

\_\_\_\_\_  
Candidate's Mailing Address

\_\_\_\_\_  
E-mail Address Website Address

**Materials provided by the City of Phoenix are intended to assist in meeting the  
requirements of candidacy; however, it is the candidate's responsibility to see that  
all legal requirements have been met. Therefore, all candidates should familiarize  
themselves with those requirements and should seek legal counsel, if necessary,  
regarding questions about candidate requirements or qualifications.**

c: City Manager's Office



## City of Phoenix

### INSTRUCTIONS TO NOMINATION PETITION CIRCULATORS FOR CITY OF PHOENIX COUNCIL MEMBER CANDIDATES

**The Petition:** The Nomination Petition is the form or forms used for obtaining the required number of signatures of qualified electors that is circulated by or on behalf of the person wishing to become a candidate for a political office. To ensure the petition contains a sufficient number of valid signatures, the candidate should comply with the following requirements.

**Petition Circulation and Filing:** Petition circulation may begin 180 days prior to the date of the election. Signatures obtained before that date will be invalid and will not be counted. Nomination papers, including signed petitions, may be filed beginning on the 120th day before the election and must be filed no later than 5:00 p.m. on the 90th day before the election. These dates may be found on the Important Dates document included in this packet.

Pursuant to Arizona Revised Statutes Section 16-321(D), each petition circulator is not required to be a resident of this state, but otherwise shall be qualified to register to vote in the State of Arizona. Also, the circulator must certify that, to the best of their knowledge, all signers are qualified electors of the Council District (if for a Councilmember candidate) and have not signed another petition for the same office, and that each of the names on the petition sheet was signed in the circulator's presence on the date indicated.

**Signature Verification:** Each signature on the petition will be verified against voter registration records to determine the validity of the signature. Any signature that is dated too early, or missing a part of the date signed, will not be counted. Also, signatures on petitions for Councilmember will not be valid if the voter does not reside in the Council District the candidate seeks to represent. If the signature and/or printed name or address is not legible, it is extremely difficult to verify the validity of the signature. Therefore, petition circulators should confirm the following information with each signer.

#### Instructions to Circulators

1. If circulating petitions for a candidate for Councilmember, the circulator should be sure the signer resides in the district from which the candidate seeks nomination.
2. The circulator should make sure that the signature and printed name of the signer, actual residence address or description of place of residence and date of signing are filled in on each line having a signature, and that the information is legible.
3. The circulator should make sure that there are no more than fifteen signers on each petition page.
4. The signer has not signed another petition for candidate office.
5. The circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the Secretary of State.

## NOMINATION PETITION FOR CITY COUNCIL MEMBER

I, the undersigned, a qualified elector residing within District \_\_\_ of the City of Phoenix, Arizona, hereby join in a petition for the nomination of \_\_\_\_\_, who resides at \_\_\_\_\_ in the City of Phoenix, Arizona, for the office of City Council Member from District \_\_\_\_\_, to be voted for at the municipal election to be held in the City of Phoenix, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and I hereby affirm that I am qualified to vote for this office, that I have not signed and will not sign a petition nominating any other candidate for the above named office, and that my actual residence is as set opposite my name below. I further declare that if I choose to use a Post Office Box address on this petition, my residence address has not changed since I last reported it to the County Recorder for purposes of updating my voter registration file.

SIGNATURE	PRINTED NAME	ACTUAL RESIDENCE ADDRESS, DESCRIPTION OF PLACE OF RESIDENCE, OR ARIZONA POST OFFICE BOX ADDRESS	CITY OR TOWN & ZIP CODE	DATE SIGNED
1.				
2.				
3.				
4.				
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10.				
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12.				
13.				
14.				
15.				

### CERTIFICATE

I, the undersigned, a person who is not required to be a resident of this state but who is otherwise qualified to register to vote in the State of Arizona, do hereby certify that each of the signatures appearing on this petition sheet was signed in my presence on the date indicated and that to the best of my knowledge and belief all the signers of this nomination petition are qualified electors of the Council District the candidate named on this petition seeks to represent.

\_\_\_\_\_  
Circulator's signature

\_\_\_\_\_  
Circulator's printed name

\_\_\_\_\_  
Circulator's actual residence address or description of place of residence

## PETICIÓN DE NOMBRAMIENTO PARA MIEMBRO DEL CONCEJO MUNICIPAL

Yo, el que firma abajo, soy un elector calificado que reside dentro del distrito \_\_\_\_\_ de la municipalidad de Phoenix, Arizona, y por medio de la presente me uno a la petición para el nombramiento de \_\_\_\_\_, que reside en el \_\_\_\_\_ en la municipalidad de Phoenix, Arizona, para el puesto de miembro del Concejo Municipal del distrito número \_\_\_\_\_ por el cual se votará en las elecciones municipales a verificarse en la municipalidad de Phoenix, el día \_\_\_\_\_ de \_\_\_\_\_, 20\_\_\_\_, y por la presente afirmo que estoy calificado para votar por este puesto, que no he firmado y que no firmaré una petición nombrando a ningún otro candidato para el puesto mencionado arriba, y que mi domicilio es el que aparece abajo, al lado de mi nombre. Asimismo, declaro que aunque haya decidido utilizar una dirección de apartado de correos en esta petición, mi dirección de residencia no ha cambiado desde la última vez que se la proporcioné al registrador del condado para actualizar los datos de mi registro electoral.

FIRMA	NOMBRE EN LETRA DE MOLDE	DOMICILIO ACTUAL, DESCRIPCIÓN DEL LUGAR DE RESIDENCIA, O BUZÓN DE CORREO POSTAL DE ARIZONA	CIUDAD O PUEBLO & CÓDIGO POSTAL	FECHA FIRMADO
1.				
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### CERTIFICACIÓN

Yo, el firmante, una persona que no se requiere ser un residente de este estado, pero quien es por otra parte calificado para registrarse para votar en el estado Estado de Arizona, y declaro por medio de la presente que cada una de las firmas que aparecen en esta hoja de petición fue firmada en mi presencia en la fecha indicada y que, según mi leal saber y entender, todos los firmantes de esta petición de nominación son electores calificados del Distrito del Concejo que el candidato nombrado en esta petición busca representar.

\_\_\_\_\_  
Firma del que circula la petición

\_\_\_\_\_  
Nombre en letra de molde del que circula la petición

\_\_\_\_\_  
Domicilio actual o descripción del lugar de residencia del que circula la petición





**City of Phoenix**

**ACCEPTANCE OF NOMINATION**

**COUNCIL ELECTION  
AUGUST 29, 2017**

**Candidate for Council Member, District No.** \_\_\_\_\_

In accordance with the provisions of Chapter III, Section 1 and Chapter XII, Section 3 of the Charter of the City of Phoenix, Arizona, you are hereby notified that I, \_\_\_\_\_, am a qualified elector and resident of the City of Phoenix, Arizona, and a resident of the district from which I seek nomination. My actual residence address is:

\_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

I also declare that I am a candidate and accept nomination for the office indicated above and, further, that I am or will be qualified at the time of election to hold the office I seek, having fulfilled the constitutional and City requirements of age, residency, citizenship and all others.

**My name is to appear on the Official Ballot as follows, consistent with City Code Section 12-1102.**

\_\_\_\_\_  
FIRST NAME LAST NAME  
(PLEASE TYPE OR PRINT YOUR NAME LEGIBLY)

I declare that I have no unsatisfied monetary penalties, fines, or judgments as prescribed by A.R.S. §16-311.

\_\_\_\_\_  
SIGNATURE OF CANDIDATE DATE

**TO BE FILED WITH THE CANDIDATE'S NOMINATION PETITION AND OTHER PAPERS.**



**City of Phoenix**  
OFFICE OF THE CITY MANAGER

January 2017

Dear Candidate:

City Manager Ed Zuercher has appointed me as your primary point of contact in order to provide you and other City Council candidates with timely information throughout the Council Election process. City Clerk staff are notifying all individuals who file the Notice of Candidacy that they may obtain by email a link to the same City Council Policy, Consent, and Formal Agenda packet that is sent to the Mayor and City Councilmembers each week. A brief summary explaining the packet contents is attached for your information.

The Campaign Information Policy, which was approved by the City Council in January 2017, is also provided here. It explains City policies and procedures regarding campaigns and requests for information. It would assist us greatly if you personally make such requests in writing to me, at the address below.

Also enclosed is information on City Council meetings and reports which may be of interest to you.

Please contact me at (602) 534-1210 or via e-mail at [toni.maccarone@phoenix.gov](mailto:toni.maccarone@phoenix.gov) if you need further City information or have any questions regarding the enclosed Campaign Information Policy.

Sincerely,

A handwritten signature in blue ink that reads "Toni Maccarone".

Toni Maccarone  
Special Assistant to the City Manager

Enclosures

R:\ELECTADM\CANCAMP\Packet\2017\Letter-Toni Maccarone.doc



# City of Phoenix

## CITY COUNCIL MEETING AND REPORT INFORMATION FOR CANDIDATES

City Council Meeting Schedule	
Policy Session	When: Tuesday 2:30 p.m., usually 2 <sup>nd</sup> and 4 <sup>th</sup> weeks of each month*
	Purpose: To consider the Consent and Policy Agendas
	Location: City Council Chambers, 200 West Jefferson Street
Formal Meeting	When: Wednesday 2:30 p.m., usually 1 <sup>st</sup> and 3 <sup>rd</sup> weeks of each month*
	Purpose: To take formal action regarding ordinances, resolutions and zoning matters. Citizen requests are heard at the beginning of the Formal Meeting for 15 minutes and again at the end of the Formal Meeting.
	Location: City Council Chambers, 200 West Jefferson Street
<b>*Note: The meeting schedule is subject to change. Please visit <a href="http://phoenix.gov/publicmeetings">phoenix.gov/publicmeetings</a> or call (602) 262-4449 to confirm dates.</b>	

Meeting Information	
Policy Items	<p>The City Council generally holds Policy Sessions on Tuesdays at 2:30 p.m. in the City Council Chambers, 200 West Jefferson Street. At these Policy Sessions, the Council discusses general issues. These meetings provide the Council with an opportunity to hear presentations by staff on topics that may come before the Council at the Formal Meeting. The Policy Session also allows the Council to give general direction to staff for future City policies.</p> <p>During the Policy Session, the Council will also publicly request information from staff or follow-up on issues of interest to the public, ask questions about the Formal agenda, and hear reports from the City Manager.</p>
Consent Items	The consent agenda is made up of items recommended by City staff or Council Subcommittees which require approval. This agenda is placed weekly as a separate item on the Policy agenda. The items on the consent agenda usually have unanimous Council support and are voted on as a "package" in the interest of saving time on non-controversial issues. However, any Councilmember may remove an item from the consent agenda to be voted on separately.
Formal Items	The Council generally holds a "Formal" meeting at 2:30 p.m. on Wednesdays to take official action on ordinances, resolutions, and other items on the agenda. Although the Formal agenda is subject to change, all changes to the printed agenda will be available 24 hours prior to the meeting. The agenda is available to councilmembers the Thursday prior to the meeting, giving them the opportunity to study every item and to ask questions of City staff members.

Additional Information	
Information on these meetings is provided as a public courtesy and is updated on the website on a weekly basis. Most backup reports for the Council meetings are available online. However, there may also be items available only in hard copy. Detailed reports are filed in the City Clerk Department, which can be contacted at 602-262-6557.	
City Council Policy, Formal and Subcommittee meetings are televised live on PHX11. PHX11 can be viewed on Cox Channel 11, CenturyLink Prism TV Channel 8005, or online at <a href="http://phoenix.gov/phxtv">phoenix.gov/phxtv</a> or <a href="http://youtube.com/cityofphoenixaz">youtube.com/cityofphoenixaz</a> .	





## City of Phoenix

### 2017 CAMPAIGN INFORMATION POLICY

This Campaign Information Policy provides guidelines for responding to information and research requests by incumbent and non-incumbent candidates during election campaigns.

- In order to be placed on the candidates' information mailing list, persons intending to run for elective City office are requested to file a completed form with the City Clerk stating that they intend to be a candidate.
- All candidates will be given access to information which is immediately available to staff without research, or which may be photocopied. A photocopy charge of 19 cents per side will be assessed. This is the standard charge for copies of public records.
- Information or research requested by the Mayor and City Council to fulfill their duties and responsibilities, which can be prepared with less than eight hours of staff time, will be routinely performed and distributed to the Mayor and City Council during the campaign period. Copies of this information will be made available to other candidates upon request.
- Personal information collected by the City must be used solely for the purpose for which it was collected. Aside from early voting lists provided by the City Clerk, City mailing lists cannot be provided to or used by incumbent or non-incumbent candidates for campaign-related mailings.
- Research requests made by non-incumbents will be performed only upon City Council approval. Research requests made by incumbents that require more than eight hours of preparation only will be performed upon City Council approval. Once prepared, this information will be distributed to the Mayor and City Council. Other candidates may obtain this information upon request.
- Requests for information or research must be made by the individual candidate and not by campaign personnel. If campaign staff asks for information other than what is normally available to citizens, City staff will courteously indicate that the candidate must personally make special information requests.
- Beginning 60 days prior to the City Council Election Day (June 30, 2017), all legally declared incumbent and non-incumbent candidates for any elected office will not receive air time on Phoenix Channel 11 or know99 in any programming other than regularly scheduled coverage of City Council meetings and other official City events. This restriction shall remain in effect until after the applicable August or November election.
- Beginning 60 days prior to the City Council Election Day (June 30, 2017), all legally declared incumbent candidates for municipal office will not issue any newsletters, brochures and/or printed, electronic or web-based information updates that are produced with City dollars. Routine constituent service communications and notices about City-sponsored events are allowable. This restriction shall remain in effect until after the applicable August or November election.

For further information, please contact Toni Maccarone, City Manager's Office, at 602-534-1210.

**APPROVED BY THE CITY COUNCIL  
MARCH 21, 2017 POLICY MEETING**



## City of Phoenix

OFFICE OF THE CITY ATTORNEY

BRAD HOLM  
City Attorney

January 12, 2017

**Re: Private Expression of Opinions By City of Phoenix Employees in Campaigns for Elected City Office**

Dear Candidate:

The City of Phoenix recently adopted changes to clarify how City of Phoenix employees may privately express their opinions in elections for city office. Phoenix City Code 12-217 prohibits Phoenix city employees from taking part in the political management or affairs of any candidate's campaign for nomination or election to any city office other than to vote or privately express opinions.

As interpreted, the Phoenix City Charter and City Code clarify that Phoenix City employees may: (1) express their private opinions on candidates for Mayor and City Council, including signing nomination or recall petitions for City elections; post private opinions on personal or nongovernmental social media accounts; display a sign on nongovernmental property; communicate with another person or group of people regarding city elections when the employees do not do so in an official capacity; and (2) be politically active in connection with a charter amendment, bond issue, referendum or issue of similar character unless explicitly prohibited due to the nature of their employment with the City. These activities are only permitted for a city employee on his or her own time, and are not permitted while on duty, on City property, in City uniform, using City resources, or in any context that implies an employment relationship with the City.

Candidates should also be aware that candidates are prohibited by law from receiving any such employee participation. The revised applicable city code provisions is Section 12-217 (a):

Sec. 12-217. Soliciting or contributing to campaign funds; membership in political organization; political activity.

(a) It shall be unlawful for any candidate for nomination or election to any office of the City to receive, either directly or indirectly, from any employee of the City, any money, or other thing of value whatever, for the purpose of defraying the expenses of or furthering such candidate's nomination for or election to any City office.

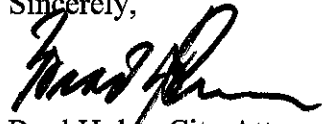
This section imposes an affirmative obligation on candidates to ensure that nothing of value is received from any city employee in furtherance of their campaign. For example, mailing lists used for campaign fund solicitations should be checked and purged of employee names, and no pictures of City of Phoenix uniformed employees, or any other identifiable depictions of employees, should be used in campaign literature. Similarly, email lists should be purged of addresses containing phoenix.gov.

January 12, 2017

Page 2

The intent of this provision is to allow the professional staff of the City of Phoenix to remain neutral and uninvolved in the electoral process so that the voters are free to make choices untainted by political patronage. I ask all candidates to ensure that their campaigns comply fully with the intent and spirit of this law. Thank you for your attention to this matter and please feel free to contact my office or the City Clerk with any questions or concerns.

Sincerely,



Brad Holm, City Attorney

cc: Mayor and Council  
Ed Zuercher, City Manager  
Cris Meyer, City Clerk  
Toni Maccarone, Special Assistant to the City Manager

BH:dh/588174v6: Revised 1/12/17



## City of Phoenix

COMMUNICATIONS OFFICE

December, 2016

To all Candidates for Phoenix City Council:

I am writing to let you know the city's policy regarding the use of our corporate symbol, the Phoenix bird.

That symbol, pictured at the top of this stationery, went through an extensive selection process to become our official trademark. The process featured a call for logo designs from the public, a citizen review panel that selected four finalists, and a public vote on the finalists. The winning entry received 20,000 votes more than the other three designs combined. The city Council formally adopted the new bird design as our official corporate symbol in late 1987.

Since that time, the city has worked to build public recognition of the bird as representing Phoenix municipal government. The bird appears on city vehicles, uniforms and stationery, and phoenix.gov. To protect the symbol from misuse, the city has obtained federal copyright and trademark registrations for it. We want to be sure that the bird is identified only with the organization of the city of Phoenix, its employees and its property.

For these reasons, our Phoenix bird symbol cannot be used on any of your campaign materials and related communications platforms, such as campaign social media accounts. Such use might create the false impression that a candidate is being endorsed by the city or otherwise affiliated with the organization.

Thank you for your cooperation, and please call me at 602 262-7177 with any questions.

Sincerely,



Julie Watters  
Communications Director



**City of Phoenix**  
OFFICE OF THE CITY MANAGER

December 2016

Dear Candidate:

As the campaign season for the Phoenix City Council begins, I want to remind you that political signs may not be placed in City right-of-way, except during the 60-day period prior to Election Day pursuant to Arizona Revised Statutes Section 16-1019. Also, political signs may not be placed on any City-owned property.

In the event signs are reported on City-owned property, the Planning and Development Department will contact the campaign office associated with the sign(s) requesting removal within 48 hours. If the signs are not removed as requested, the Planning and Development Department will remove the signs and notify the appropriate campaign office as to where they may be retrieved. To better enable us to contact your campaign, please make sure that current contact information is provided to the Planning and Development Department, which maintains contact information for political signs, at 602-256-4242.

Your diligence is encouraged in ensuring that campaign materials are not placed on City property. Should you have any questions, or require assistance regarding signs on City property, please feel free to contact the Planning and Development Department, Signs Services Section at [sign.complaints@phoenix.gov](mailto:sign.complaints@phoenix.gov), or 602-495-0301.

Sincerely,

Toni Maccarone  
City Manager's Office



**City of Phoenix**  
PLANNING & DEVELOPMENT DEPARTMENT

**To:** All Political Candidates

**Date:** November 1, 2016

**From:** Alan Stephenson   
Planning & Development Director

**Subject:** POLITICAL SIGNS

As the political campaign season begins, the city of Phoenix would like to remind you of the relevant laws and procedures.

Political signs may not be placed in City right-of-way, except during the 60-day period prior to the election pursuant to Arizona Revised Statutes Section 16-1019. The city of Phoenix interprets that period to entail the 60 calendar days prior to the August 29, 2017 Primary Election, which is consistent with the Arizona Supreme Court decision in *Sherman v. City of Tempe*, 202 Ariz. 339 (2002). Therefore, the earliest political campaign signs may be posted in the right-of-way is June 30, 2017. Please be aware that the right-of-way may project beyond the public sidewalk.

The city of Phoenix Zoning Ordinance Section 705.B (Sign Permits) and City Code Chapter 3 (Advertising) regulate the erection and display of political signs on private property. There are no time or date restrictions regarding when political signs may be erected prior to an election on private property. Potential candidates and their campaigns should review the attached information before installing political signs on private property.

If you wish to research the sign regulations for the city of Phoenix further, you may look on-line at <http://www.codepublishing.com/AZ/phoenix/> to access Section 705 of the Phoenix Zoning Ordinance. Of particular importance may be the following sections:

- Section 705.B.2.h., Political Signs
- Section 705.B.3.a., Signs Which Occupy or Project Into the Public Right-of-Way
- Section 705.B.3.c., Signs Which Pose a Traffic Hazard
- Section 705.B.3.e., Signs Which Interfere With Visibility at Intersections or Driveways
- Section 705.C.2., Flags and Banners

Chapter 3 of the City Code has additional regulations on advertising materials such as the distribution of handbills, placards, etc. Also, political signs may not be placed on any City-owned property.

To register or obtain additional information, please contact Samantha Keating, Planner III, at (602) 256-4242 or [samantha.keating@phoenix.gov](mailto:samantha.keating@phoenix.gov).

If the city of Phoenix receives a complaint about a political sign in City right-of-way prior to June 30, 2017, City staff will contact you to give you 48 hours to remove the sign(s) from the right-of-way, or place them on private property with the property owner's permission. If the signs related to the complaints are not removed after the 48-hour period, the Planning and Development Department will remove the signs and take them to the Elections Warehouse located at the City Clerk Customer Service Center at 2640 South 22nd Avenue. The major cross streets are 19th Avenue and Lower Buckeye Road. The Customer Service Center is open from 8 a.m. to 5 p.m. You may retrieve your removed signs from that location during business hours. The process for reclaiming your signs at the warehouse is as follows:

- Please call Ben Martinez at (602) 495-5137 to let him know when you will be picking up your signs.
- Bring a photo ID (such as a driver's license or state-issued ID card).
- Sign a receipt at the warehouse acknowledging that you picked up signs, and include the number of signs, the date you reclaimed the signs, and on behalf of which campaign you are working.

Attachment



The city of Phoenix, in its ongoing efforts to provide a safe and well-maintained environment, addresses the erection and display of political signs in the Zoning Ordinance. The following information is provided as an introduction to political sign regulations and to help you avoid placing your political signs in prohibited areas.

Additional information may be obtained at Sign Services of the Planning & Development Department (P&D), Phoenix City Hall, 200 West Washington Street, (602) 495-0301 or at the following website:  
<https://www.phoenix.gov/pdd/development/permits/signs>

**All individuals or organizations are required to file notification which includes the name, address, and telephone number of a person(s) who will be responsible for the proper erection, on-going maintenance and timely removal of the political signs.**

Political signs are allowed to be placed on private property and in the public right-of-way. For regulations related to political signs on private property, please refer to the Phoenix Zoning Ordinance. For regulations related to political signs in the right-of-way along streets, please refer to Arizona Revised Statute §16-1019 (see text later in this document).

To determine where the right-of-way boundary is located, please refer to the Maricopa County Assessor's <http://maps.mcassessor.maricopa.gov/>

While political signs that are 32 square feet or less are exempt from obtaining permits for private property only, other provisions of the Sign Ordinance and Arizona State law remain applicable. Please refer to the following websites for more information:

You are responsible for reviewing, understanding and complying with the following:

<http://www.azleg.gov/ars/16/01019.htm>

A.R.S. §16-1019, Political signs; printed materials; tampering; classification

<http://www.codepublishing.com/AZ/phoenix/> (See Zoning Ordinance Chapter 7 in directory on left)

Z.O. Section 705.B.2.h., Political Signs

Z.O. Section 705.B.3.c., Signs Which Pose a Traffic Hazard

Z.O. Section 705.B.3.e., Signs Which Interfere With Visibility at Intersections or Driveways

Z.O. Section 705.C.2., Flags and Banners

Please note that Chapter 3 of the City Code has additional regulations on advertising materials such as the distribution of handbills, placards, etc.

**City of Phoenix Zoning Ordinance:**

All non-commercial signs, including political signs, may be erected on a lot or property with permission from the legal property owner, so long as each sign does not exceed 32 square feet. However, as stated above, you are required to file notification with P&D.

Signs cannot be erected on public utility poles, public buildings, or parks and trees therein. They also must not be placed in any manner that will cause a traffic hazard or unsafe conditions for motorists and pedestrians. Signs in public rights-of-way and utility structures often pose dangerous conditions.

All political signs on private property shall be removed within ten days after the election to which they refer, as stated in Section 705.B.2.h.(3) of the Phoenix Zoning Ordinance. After the ten-day period, the Zoning Ordinance states that enforcement personnel can confiscate signs, and/or a formal citation can be issued.

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For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1 .



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The entity who erects the signs is responsible for compliance with the city and state regulations, on-going maintenance, and removal of the campaign signs.

**Arizona Revised Statute (ARS § 16-1019):**

The city of Phoenix will not remove, alter, deface or cover any political sign in the right-of-way if the following conditions are met:

- The sign is placed in the city public right-of-way that is owned or controlled by that jurisdiction.
- The sign supports or opposes a candidate for public office or it supports or opposes a ballot measure.
- The sign is not placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with Disabilities Act.
- The sign has a maximum area of sixteen square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two square feet if the sign is located in any other area.
- The sign contains the name and telephone number of the candidate or campaign committee contact person.

These conditions apply only during the period beginning sixty days before a primary election and ending fifteen days after the general election, except that for a sign for a candidate in a primary election who does not advance to the general election, the period ends fifteen days after the primary election.

**FAQ's – Political Signs**

- **Do I need a sign permit for my political sign?**

Yes, if the sign is on private property and the sign is larger than thirty-two (32) square feet.

No, if the sign is thirty-two (32) square feet or less, or it is in the right-of-way. However, you need to file the name, address, and telephone number of the person responsible for the proper erection and timely removal of the signs with P&D.

- **How do I file with P&D?**

You can file with P&D by U.S. mail, via facsimile or email.

U.S. Mail: City of Phoenix, Planning & Development Department, Signs Services, 200 West Washington, 2nd Floor, Phoenix, AZ 85003

Fax Number: (602) 534-7199

Email: [sign.complaints@phoenix.gov](mailto:sign.complaints@phoenix.gov)

- **How early can I put up my signs before the election?**

There is no restriction on when political signs may be erected prior to the election on private property. However, political signs can be placed in the right-of-way only 60 days before a primary election.

- **Where can I place my signs?**

If the sign(s) is larger than thirty-two (32) square feet a permit can be obtained at City Hall, Planning & Development Center, 200 West Washington, 2<sup>nd</sup> Floor, Sign Services Counter.

If the sign(s) is thirty-two (32) square feet or less, then the sign can be placed on private property with the property owner's permission. Property ownership information can be obtained from the Property Records Section at (602) 262-7800.

Political signs can also be placed in the right-of-way subject to specific conditions (see Subsections C & H of ARS §16-1019 at website mentioned above).

- **What type of information is required to be placed on the sign?**

The sign must contain the name and telephone number of the candidate or campaign committee contact person.

- **Can my sign be placed anywhere on private property?**

Yes, unless the height of the sign exceeds three feet in height, in which case the sign may not be placed in the visibility triangles at the driveway or intersection. The visibility triangle is ten (10) feet by (20) feet at driveways and thirty-three (33) feet by thirty-three (33) feet at street intersections.

- **How do I determine where the property line is?**

The property line does not necessarily begin where the sidewalk or curb ends. The half-street dimension given on city quarter section maps determines property lines. Half streets are identified in the street by a brass cap, which is where a half street should be measured from. City right-of-way widths can be obtained by calling Property Records (602) 262-7800 or refer to Maricopa County Assessor's website (see above).

- **What if my sign is in violation?**

If P&D Sign Inspectors find violations, they normally contact the responsible party and allow forty-eight (48) hours to obtain compliance. In the event that it is a safety hazard, Sign Inspectors will lay the signs down and then contact the responsible party. Inspectors will take signs that cannot be laid down safely to a storage yard where the candidate may retrieve it.

If the placement of the sign in the right-of-way constitutes an emergency, sign inspectors or police officers may immediately relocate the sign. The city will notify the candidate or campaign committee that placed the sign within twenty-four hours after the relocation.

If a sign is placed in violation of the conditions above yet it is not an emergency, P&D staff may notify the candidate or campaign committee that placed the sign of the violation. If the sign remains in violation at least twenty-four hours after P&D notified the candidate or campaign committee, then staff may remove the sign. City staff shall then contact the candidate or campaign committee and shall retain the sign for at least ten business days to allow the candidate or campaign committee to retrieve the sign without penalty.

- **When do the signs need to be removed?**

Signs on private property must be removed ten (10) days after the election to which they refer. In the event of a run-off, the signs may remain for ten (10) days after the run-off election. Signs in the right-of-way must be removed fifteen (15) days after the election to which they refer except runoff elections. Please be sure to remove the stakes that the signs are placed on, as they pose a safety hazard to pedestrians and bicyclists.

- **What If I have more questions?**

Please contact P&D, Signs Services Section at [sign.complaints@phoenix.gov](mailto:sign.complaints@phoenix.gov), (602) 495-0301 or (602) 256-4242.



Being **Committed to Safety** is free and easy.

You can get started now at  
[www.Arizona811.com/PoliticalSigns](http://www.Arizona811.com/PoliticalSigns).

Protect the **safety** of campaign workers, volunteers, and the public.

Reduce your risk of **personal liability** for damage to critical underground facilities.

Avoid endangering or angering your **voters** by disrupting vital services.

Earn the ability to use the *Arizona 811 Committed to Safety* logo to demonstrate your commitment to protecting the community you seek to represent.



## Protect the Safety of Campaign Workers, Volunteers, and the Public During Political Seasons

### Questions?

- Email [PoliticalSigns@Arizona811.com](mailto:PoliticalSigns@Arizona811.com).
- For information about the Arizona Underground Facilities Protection Law including the process of enforcing its requirements, call the Arizona Corporation Commission Pipeline Safety Division at 602-262-5601 or email [Safety@azcc.gov](mailto:Safety@azcc.gov).



**Know what's below.**  
Call 811 or click [Arizona811.com](http://Arizona811.com)  
before you dig.



**Know what's below.**  
Call 811 or click [Arizona811.com](http://Arizona811.com)  
before you dig.

Campaign signs remind voters of an upcoming election and build name recognition and support. They can also be a potential safety hazard for campaign workers, volunteers and the public. Signs are strategically installed at busy intersections - precisely the locations where multiple utilities such as gas pipelines, water, sewer, electric, and telecommunications lines are buried.



Striking one of these utilities while pounding metal T-posts or rebar into the ground can put campaign workers, volunteers and the public in danger of serious injury, interrupt vital services in a community full of voters - and potentially create headlines no campaign wants.

Arizona 811 has now made the process of having underground utilities located and marked prior to political sign installation easier than ever for those seeking to take a solemn oath to protect and serve the public -- candidates for elected office -- and campaigns advocating for or against ballot measures.

**Demonstrate your commitment to preventing serious injuries and protecting the buried infrastructure we all rely on every day:**

- ✓ *Participate by being **Committed to Safety** now at [www.Arizona811.com/PoliticalSigns](http://www.Arizona811.com/PoliticalSigns).*
- ✓ *Compile a list of all intersections/corners where political signs will be installed.*
- ✓ *Submit the identified list of political sign locations as early as possible, but not less than two full working days in advance of sign installation, at: [www.Arizona.com/PoliticalSigns](http://www.Arizona.com/PoliticalSigns).*
- ✓ *Review confirmation information returned from Arizona 811 identifying all underground utility owners/operators who have marked their utilities.*
- ✓ ***Safely install sign posts at least 24 inches from any mark on the ground to avoid striking a buried utility.***
- ✓ *Demonstrate to voters that your campaign is part of an important effort to protect the public and our community!*



## City of Phoenix

# NOTICE TO ALL CANDIDATES – ELECTIONEERING COUNCIL ELECTION – AUGUST 29, 2017

Please note that electioneering is prohibited at all polling locations, including all early voting locations. Electioneering means any verbal activity that can reasonably be interpreted as an attempt to persuade or influence a person to vote for or against any candidate or ballot measure. Please inform your campaign staff of these requirements to ensure that none of your staff is in violation. It is imperative you comply with City Code requirements as well as with each facility's policy.

### City Code § 12-511. Electioneering prohibited; notice

- (a) There shall be no electioneering within seventy-five feet of the entrance of a voting center while the polls are open, or while any person entitled to vote is voting or is in line to vote.
- (b) A notice shall be posted in conjunction with each seventy-five-foot limit sign to read as follows: "No Electioneering within 75 feet of this voting center."
- (c) There shall be no electioneering within 75 feet of any area where the City Clerk makes early or accessible voting available, or at any mail ballot receiving or voter assistance location.
- (d) This section does not authorize any person or organization to post any political sign in the public right-of-way or on City property or on private property without consent of the owner. This section also does not authorize any person or organization to post any political sign in the public right-of-way outside of the posting period allowed by State Law.

Acknowledged by:

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Print Name

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Signature

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Date

**TO BE FILED NO LATER THAN WITH THE CANDIDATE'S NOMINATION PAPERS**



## City of Phoenix

### NOTICE TO CANDIDATES EARLY BALLOT REQUESTS AND EARLY VOTING

Early voting by mail has grown to be the preferred method of voting in City elections for the vast majority of Phoenix voters. In fact, since 2001 early ballots by mail have accounted for between 73% and 97% of all ballots cast.

According to law, the Maricopa County Recorder maintains a Permanent Early Voting List (PEVL) that is to be used for all elections. About 120 days before the election, the voters on this list will be mailed a notice of the election. An early ballot will be mailed to all voters on this list unless the notice is returned undeliverable, or the voter returns the reply postcard requesting that a ballot not be mailed for the election. There are currently about 500,000 voters on the list for the City of Phoenix, of which more than 260,000 are from Districts 2, 4, 6 and 8. We expect the list to grow before the Council Election and, as a result, we anticipate mailing ballots to over 270,000 voters beginning August 2, 2017.

Although there are a significant number of voters on the permanent early voting list, we will still be accepting early ballot requests from voters not on that list.

During your campaign, you or your committee may receive early ballot requests directly from voters. We appreciate your assistance in submitting those requests to the City Clerk Department immediately. A.R.S. §16-542(J) requires that all early ballot request forms be transmitted to the City Clerk Department within six business days after receipt, or by eleven days before the election, whichever is earlier. We would appreciate receiving any requests you might have as soon as possible to comply with the law and provide adequate time for processing and proper verification of the request. This includes time for the Maricopa County Recorder to clarify any discrepancies in the voter's registration record.

A.R.S. §16-542(I) allows a candidate, political committee or other organization to distribute early ballot request forms to voters. If the early ballot request forms include a printed address for return, the addressee must be the political subdivision that will conduct the election. Failure to use the political subdivision as the return addressee is punishable by a civil penalty of up to three times the cost of the production and distribution of the request.

Also, it is important that the security of the voted ballot be maintained in order to ensure the integrity of the early voting process. Voted early ballots must be sealed in the signed affidavit envelope and delivered by the voter, voter's family member, household member or caregiver to the City Clerk in person or mailed, using the postage prepaid envelope, to the City Clerk. Early ballots must be returned so that they are received by the City Clerk by 7:00 p.m. on Election Day, Tuesday, August 29. Voters should take the time they need to consider the choices and mark their ballot. However, voters who complete their ballots early are encouraged to **return the ballot as soon as it is voted**. Returning voted ballots as early as possible provides more time for signature verification and processing so that final results are available sooner.

As an alternative to voting by mail, voters may vote early at designated early voting locations during the early voting period. Beginning on August 2, 2017, in-person early voting will be available at Phoenix City Hall, 200 W. Washington St., 15<sup>th</sup> Floor. Accessible voting equipment will be available at the early voting location.

Finally, on Election Day, a voter, their family member, household member or caregiver, may deliver a voted early ballot to any voting center in the City before the polls close at 7:00 p.m. Please ensure that any person to whom you are providing vote-by-mail applications are instructed to return the voted ballot in the signed affidavit envelope to the City Clerk or mail it, postage prepaid.

If you have any questions, please contact the City Clerk Department at 602-261-8683.



# City of Phoenix

## VOTER DATA REQUEST

### VOTER LISTS, REGISTERS AND FILES CONTAIN RESTRICTED DATA

I, the undersigned, hereby acknowledge the receipt of the requested voter data, and affirm that, in accordance with Arizona Revised Statutes (A.R.S.) §16-168(E), said voter data will be used only for purposes relating to a political or political party activity, a political campaign or an election, for revising election district boundaries or for any other purpose specifically authorized by law and will not be used for a commercial purpose as defined in A.R.S. §39-121.03, and while said data is in my possession, in accordance with A.R.S. §16-168(F), I will not distribute, post or otherwise provide access to any portion of said data through the internet, except as authorized by law.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Total Cost:** \_\_\_\_\_

**Company, Candidate or Political Committee Name, Address and Telephone Number:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### TYPE OF DATA REQUESTED:

- PERMANENT EARLY VOTING LIST**  
A list of voters who requested to receive an early ballot by mail for each election.
- EARLY BALLOTS REQUESTED**  
A list of voters who requested an early ballot from the City of Phoenix.
- EARLY BALLOTS RETURNED** **CD or Email**  
A list of voters who returned an early ballot to the City of Phoenix.
- PRECINCT LIST – PHOENIX**  
A list of registered voters in the City of Phoenix.
- VOTER HISTORY – POLLING PLACE/VOTING CENTERS**  
A list of voters who cast a ballot at a polling location for past City Elections.
- VOTER HISTORY – EARLY VOTING**  
A list of voters who cast an early ballot for past City Elections.

#### DISTRICTS REQUESTED:

- EVEN**
  - ODD**
- PRECINCT LIST ONLY**
- |  |  |
|--|--|
| <input type="checkbox"/> <b>ODD</b>        | <input type="checkbox"/> <b>EVEN</b>       |
| <input type="checkbox"/> <b>DISTRICT 1</b> | <input type="checkbox"/> <b>DISTRICT 2</b> |
| <input type="checkbox"/> <b>DISTRICT 3</b> | <input type="checkbox"/> <b>DISTRICT 4</b> |
| <input type="checkbox"/> <b>DISTRICT 5</b> | <input type="checkbox"/> <b>DISTRICT 6</b> |
| <input type="checkbox"/> <b>DISTRICT 7</b> | <input type="checkbox"/> <b>DISTRICT 8</b> |

**Received for City Clerk by:**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## DATA DISK REFERENCE SHEET

TYPE OF DATA REQUESTED	DESCRIPTION OF DATA	HOW IT IS AVAILABLE	COST (per CD)
<b>PERMANENT EARLY VOTING LIST</b>	District, Precinct Number, Voter Registration Number, Voter Name and Address	Even or Odd Districts or both	\$20.95 (per CD) (2 CD files available)
<b>EARLY BALLOTS REQUESTED</b>	District, Voter Registration Number, Voter Name and Address	15 Weeks Even/Odd Districts	\$20.95 (per CD) (15 weekly CD files available)
<b>EARLY BALLOTS RETURNED</b>	District, Voter Registration Number, Voter Name and Address	4 Weeks Even/Odd Districts	\$20.95 (per CD) (4 weekly CD files available)
		4 Weeks Even/Odd Districts	\$26.00 (one-time fee) (sent on a daily basis by email)
<b>PRECINCT LIST</b>	Voter Registration Number, Voter Status, City District Code, City Precinct, County Precinct, Voter Name, Voter Address, Mailing Address, Telephone Number, Registration Year, Month, and Day, Birth Year, Party Affiliation, School Code, Primary Election 1 Name, Primary Election 1 Voted Mail, General Election 1 Name, General Election 1 Voted Mail, Primary Election 2 Name, Primary Election 2 Voted Mail, General Election 2 Name, General Election 2 Voted Mail, Primary Election 3 Name, Primary Election 3 Voted Mail, General Election 3 Name, General Election Voted Mail, Congress District, Legislative Code, Justice of the Peace District, Board of Supervisor District, County Perm, High School District Code, Military Addresses	Even Districts or Odd Districts or Individual Districts	\$20.95 (per CD) (2 CD files available)
<b>VOTER HISTORY</b>	Voter Registration Number and Voter Name	Polling Location or Early or both	\$20.95 (per CD) (2 CD files available)





**City of Phoenix**

## **Phoenix City Charter and Code**

For further information regarding any City Charter or Code references in this packet, please refer to the following link:

<http://www.codepublishing.com/AZ/Phoenix/>



# City of Phoenix

## FINANCIAL DISCLOSURE FOR LOCAL PUBLIC OFFICERS

Attached is the Financial Disclosure Statement form for City of Phoenix elected officials which conforms to City Code, Sec. 12-1401.

### 1. When must financial disclosure statements be filed?

- a. Local public officers file by **January 31** of each year. (See reverse side for definition of local public officer.)
- b. Candidates file **at the time they file nomination papers**. The Financial Disclosure Statement will cover the preceding 12 month period.
- c. Persons appointed to fill a vacancy in a local public office file **within 60 days of filling such vacancy**.

### 2. Who must file financial disclosure statements?

- a. Persons who qualified as local public officers at any time during the preceding calendar year.
- b. Candidates for local public offices.
- c. Persons appointed to fill a vacancy in a local public office.

### 3. Where are financial disclosure statements filed?

Completed statements are filed at the City Clerk Department, 200 West Washington Street, 15th Floor, Phoenix, Arizona, 85003 or via email at [phoenixelections@phoenix.gov](mailto:phoenixelections@phoenix.gov).

Once filed, the statements will be posted online and available to the public at <https://www.phoenix.gov/cityclerk/services/financial-disclosure>.

### 4. Where are the requirements for financial disclosure statements found?

City Code, Sec. 12-1401.

### 5. What if a section on the financial disclosure statement does not apply to me?

The Financial Disclosure Statement should be filed as a complete document. For sections on the form that are not applicable to you, please indicate this by marking "N/A" or by striking through the section with a line.

### 6. What is the penalty for failure to file financial disclosure statements?

Any local public officer or candidate who fails to file a financial disclosure statement required by Phoenix City Code Sec. 12-1401, or who knowingly and intentionally files an incomplete or a false financial disclosure statement, is guilty of a Class 1 misdemeanor (City Code Sec. 12-1402).

## Definitions - City Code Sec. 12-1400

- a. Business means any enterprise, organization, trade, occupation or profession, whether or not operated as a legal entity or for profit, including any business trust, corporation, partnership, joint venture or sole proprietorship.
- b. Compensation means anything of value or advantage, present or prospective, including the forgiveness of debt.
- c. Controlled business means any business in which the local public officer or any member of the local public officer's household has an ownership or beneficial interest, individually or combined, amounting to more than a 50 percent interest.
- d. Dependent business means any business in which the local public officer or any member of the local public officer's household has an ownership or beneficial interest, individually or combined, amounting to more than a ten percent interest, and during the preceding calendar year the business received from a single source more than \$10,000 and more than 50 percent of its gross income.
- e. Local elective office means the offices of Mayor or Council Member, whether by election or City Council appointment
- f. Gift means any gratuity, special discount, favor, hospitality, service, economic opportunity, loan or other benefit received without equivalent consideration and not provided to members of the public at large. Gift does not include:
  - (a) Travel-related expenses that are publicly reported pursuant to this article.
  - (b) Political campaign contributions that are publicly reported pursuant to Title 16, Chapter 6.
- g. Local Public Officer means a person holding an elective office of the City of Phoenix.
- h. Member of household means a Local Public Officer's spouse and any minor child of whom the local public officer has legal custody.
- i. Travel-related expenses means any costs associated with transportation, food, lodging and registration fees and other expenses directly related to travel to or from a meeting, conference or other event where the public officer is participating in the public officer's official capacity.

## Amount of Value Categories - City Code Sec. 12-1401

If an amount or value is required to be reported pursuant to this section, it is sufficient to report whether the amount or value of the equity interest falls within:

- a. CATEGORY No. 1: \$1,000 to \$25,000
- b. CATEGORY No. 2: More than \$25,000 to \$100,000
- c. CATEGORY No. 3: More than \$100,000

**Information that is privileged by law need not be disclosed. (City Code Sec. 12-1401)**



# City of Phoenix

## **FINANCIAL DISCLOSURE STATEMENT**

(For use by Public Officers and Candidates of the City of Phoenix)

Name of Public Officer or Candidate \_\_\_\_\_

Address (Home or Work Address) \_\_\_\_\_

Public Office Held or Sought \_\_\_\_\_ District # \_\_\_\_\_

Check one:

- I am a candidate for or have been appointed to fill a vacancy in a City of Phoenix public office, and am filing this Financial Disclosure Statement covering the 12 months preceding the date of this statement, from the month of \_\_\_\_\_ 20\_\_\_\_, thru the month of \_\_\_\_\_ 20\_\_\_\_\_.
- I am a public officer filing this statement covering the 12 months of calendar year 20\_\_\_\_\_.

### **VERIFICATION**

I verify under penalty of perjury that the information in this Financial Disclosure Statement is true and correct, and fully shows all information I am required to report pursuant to Phoenix City Code Section 12-1401.

\_\_\_\_\_  
Signature of Public Officer or Candidate

## SECTION A: PERSONAL FINANCIAL INTEREST

### 1. Household Members' Names

**What to disclose:** List your name, whether your spouse is a member of your household and the number of minor children who are members of your household. If none, please write "N/A". For the remaining questions in this Financial Disclosure Statement, the terms "spouse" or "minor child" may be used in lieu of the names, as applicable.

YOUR NAME	
IS THE PUBLIC OFFICER'S SPOUSE A MEMBER OF THE HOUSEHOLD?	
WHAT IS THE NUMBER OF MINOR CHILDREN WHO ARE MEMBERS OF THE HOUSEHOLD?	

### 2. Sources of Personal Compensation

**What to disclose:** In subsection (2)(a), the name and address of each employer who paid you, your spouse, or any member of your household more than \$1,000 in salary, wages, commissions, tips or other forms of compensation (other than gifts) during the period covered by this report. Describe the nature of each employer's business and the services for which you or a member of your household were compensated.

In subsection (2)(b), if applicable, list anything of value that any other person, outside your household, received for your or a member of your household's use or benefit. For example, if a person was paid by a third-party to be your personal housekeeper, identify that person, describe the nature of that person's services that benefited you, and provide information about the third-party who paid for the services on your behalf.

**You need not disclose:** Any money you or any member of your household received that was gross income paid to a business you or your household member owned. This will be disclosed in Section 11 below.

Subsection (2)(a):

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD	NAME AND ADDRESS OF EMPLOYER WHO PROVIDED COMPENSATION OVER \$1,000	NATURE OF EMPLOYER'S BUSINESS	NATURE OF SERVICE PROVIDED BY PUBLIC OFFICER OR MEMBER OF HOUSEHOLD FOR EMPLOYER

Subsection (2)(b) (if applicable):

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD BENEFITED	NAME AND ADDRESS OF PERSON WHO PROVIDED SERVICES VALUED OVER \$1,000 FOR YOUR OR YOUR HOUSEHOLD MEMBER'S USE OR BENEFIT	NATURE OF SERVICES PROVIDED BY PERSON FOR YOUR OR YOUR HOUSEHOLD MEMBER'S USE OR BENEFIT	NAME AND ADDRESS OF THIRD PARTY WHO PAID FOR PERSON'S SERVICES ON YOUR OR YOUR HOUSEHOLD MEMBER'S BEHALF

### 3. Professional, Occupational and Business Licenses

**What to disclose:** List of licenses issued by the City of Phoenix or by any other governmental agency which requires for its issuance the consideration of the application for such license by the City Council of the City of Phoenix, to, held by, or in which, you or any member of your household had an interest at any time during the period covered by this Statement.

This includes licenses in which you or a member of your household had an "interest," which includes (but is not limited to) any business license held by a "controlled" or "dependent" business as defined in Section 11 below.

PUBLIC OFFICER OR HOUSEHOLD MEMBER AFFECTED	TYPE OF LICENSE	PERSON OR ENTITY HOLDING THE LICENSE	JURISDICTION OR ENTITY THAT ISSUED LICENSE

### 4. Personal Creditors

**What to disclose:** The name and address of each creditor to whom you, or a member of your household, owed a personal debt over \$1,000 during the period covered by this Statement. If the debt was incurred or discharged during this period, list the date and whether it was incurred or discharged.

**You need not disclose:** Debts resulting from the ordinary conduct of a business (disclose those in Section B). Debts on personal residences or recreational property, on motor vehicles used primarily for personal purposes, on debts secured by cash values on life insurance, or debts owed to relatives, personal credit card transactions or retail installment contracts you or your household members entered into.

PERSONAL DEBTS OVER \$1,000		
NAME AND ADDRESS OF CREDITOR (OR PERSON TO WHOM PAYMENTS ARE MADE)	PUBLIC OFFICER OR MEMBER OF HOUSEHOLD OWING THE DEBT	DATE INCURRED AND/OR DISCHARGED
		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged

**5. Personal Debtors**

**What to disclose:** The name of each debtor who owed you or a member of your household a debt over \$1,000 at any time during the period covered by this Statement, and the approximate value of the debt (See last page of value categories). If the debt was first incurred or completely discharged during the period covered by this Statement, report the date and whether the debt was incurred or discharged.

DEBTS OVER \$1,000 OWED TO YOU PERSONALLY			
NAME OF DEBTOR	PUBLIC OFFICER OR MEMBER OF HOUSEHOLD TO WHOM THE DEBT IS OWED	APPROXIMATE VALUE OF DEBT BY CATEGORY	DATE INCURRED AND/OR DISCHARGED
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged

**6. Gifts**

**What to disclose:** The name of the donor who gave you or a member of your household a single gift or an accumulation of gifts during the preceding calendar year with a cumulative value over \$500, if that gift does NOT fit into a category below. A “gift” means a gratuity (tip), special discount, favor, hospitality, service, economic opportunity, loan or other benefit received without adequate consideration and not provided to members of the public at large (in other words, a personal benefit you or your household member received without providing an equivalent benefit in return.)

Please note: the concept of a “gift” for purposes of this Financial Disclosure Statement is separate and distinct from the gift restrictions outlined in Arizona’s lobbying statutes. Thus, disclosure in a lobbying report does not relieve you or a member of your household’s duty to disclose gifts in this Financial Disclosure Statement.

**You need not disclose:** Gifts you or a household member received by will, intestate succession, *inter vivos* (living) trusts, or testamentary trusts established by a spouse or ancestor. Gifts received from any other member of the household or relatives to the second degree of consanguinity (parents, grandparents, siblings, children and grandchildren) or political contributions reported on campaign finance reports.

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD RECIPIENT OF GIFTS OVER \$500	NAME OF GIFT DONOR

**7. Offices, Position or Fiduciary Relationships in Businesses, Nonprofit Organizations or Trusts**

**What to disclose:** The name and address of each business, organization, trust or non-profit organization or association in which you or any member of your household held any office OR had a fiduciary relationship during the period covered by this Statement. Describe the office or relationship.

NAME AND ADDRESS OF THE BUSINESS, ORGANIZATION, TRUST, OR NONPROFIT ORGANIZATION OR ASSOCIATION	PUBLIC OFFICER OR MEMBER OF HOUSEHOLD HAVING THE REPORTABLE RELATIONSHIP	DESCRIPTION OF OFFICE , POSITION OR FIDUCIARY RELATIONSHIP HELD BY THE PUBLIC OFFICER OR MEMBER OF HOUSEHOLD

**8. Ownership or Financial Interest in Businesses, Trusts or Investment Funds**

**What to disclose:** The name and address of each business, trust, or investment fund in which you or any member of your household had an ownership or beneficial interest of over \$1,000. This includes stocks, annuities, mutual funds, or retirement funds. It also includes any financial interest in a limited liability company, partnership, joint venture, or sole proprietorship. List the percentage of ownership or interest, and categorize the value of the equity. (See last page for value categories.).



NAME AND ADDRESS OF BUSINESS OR TRUST	PUBLIC OFFICER OR MEMBER OF HOUSEHOLD	DESCRIPTION OF INTEREST	EQUITY BY VALUE CATEGORY

**9. Ownership of Bonds**

**What to disclose:** Bonds, together with their value category, issued by the City of Phoenix, any industrial development authority of the City of Phoenix or any nonprofit corporation organized or authorized by the City of Phoenix, worth more than \$1,000 that you or a member of your household hold, or held during the period covered by this Statement.

Additionally, if the bonds were either acquired for the first time or completely divested (sold in full) during this statement, report the date that occurred. Otherwise, write "N/A" (for "not applicable") after the word "Date:" in the last column below.

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD ISSUED BONDS	ISSUING GOVERNMENT AGENCY	APPROXIMATE VALUE OF BONDS BY CATEGORY	DATE ACQUIRED AND/OR DIVESTED
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested

**10. Real Property Ownership**

**What to disclose:** Real property and improvements located in the City of Phoenix to which you or a member of your household hold, or held title during the period covered by this Statement. Describe the property's location and approximate size. Using the value categories (see last page) report the value of your equity. If that property was acquired or divested during the period covered by this Statement, list the date and what occurred.

**You need not disclose:** Your primary residence or property you use for personal recreation.

NAME OF PUBLIC OFFICER OR MEMBER OF HOUSEHOLD OR BUSINESS	LOCATION AND APPROXIMATE SIZE OF CITY OF PHOENIX REALTY	APPROXIMATE VALUE OF LAND BY CATEGORY	DATE ACQUIRED OR DIVESTED
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested

**SECTION B: BUSINESS FINANCIAL INTERESTS**

**11. Business Names**

**What to disclose:** The name of any business under which you or any member of your household owns or did business during the period covered by this Statement. Include corporations, limited liability companies, partnerships, sole proprietorships and any other business conducted under a trade name. Using the definitions provided in statute, disclose if the business named is controlled or dependent.

Also disclose if the named business is controlled or dependent. A business is “controlled” if you or any member of your household (individually or combined) had an ownership interest that amounts to more than 50%. A business is classified as “dependent,” on the other hand, if: (1) you or any household member (individually or combined) had an ownership interest that amounts to more than 10%; *and* (2) the business received more than \$10,000 from a single source during the period covered by this Statement, which amounted to more than 50% of the business’ gross income for the period.

If the business was either controlled or dependent, check whether it was controlled or dependent in the last column below. If the business was both controlled and dependent during the period covered in this statement, check both boxes. Otherwise, leave the boxes in the last column below blank.

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD OWNING THE BUSINESS	NAME AND ADDRESS OF BUSINESS	CONTROLLED BY OR DEPENDENT BUSINESS
		<input type="checkbox"/> Controlled <input type="checkbox"/> Dependent
		<input type="checkbox"/> Controlled <input type="checkbox"/> Dependent
		<input type="checkbox"/> Controlled <input type="checkbox"/> Dependent
		<input type="checkbox"/> Controlled <input type="checkbox"/> Dependent

**IMPORTANT:** If a business listed in the foregoing Section 11 was neither “controlled” nor “dependent” during the period covered by this Statement, you need not complete the remainder of this Statement with respect to that business. If none of the businesses listed in Section 11 were “controlled” or “dependent,” you need not complete the remainder of this Statement.

## 12. Controlled Business Information

**What to disclose:** The name of each controlled business you listed above, and the goods or services provided by the business. If a single client or customer (person or business) accounts for more than \$10,000 and 25% of your business' gross income during the period covered by this statement (a "major client"), describe what it is your business provides to the major client in the third column. Then, in column 4, describe what client/customer's business does (if your major client is a person, write "N/A" for "not applicable" in the last column blank). If you do not have a major client, write "N/A" for "not applicable" in the last two columns.

**You need not disclose:** The name of any major client, or the activities of any customer or client that is a person.

NAME OF YOUR OF YOUR HOUSEHOLD MEMBERS' CONTROLLED BUSINESS	GOODS OR SERVICES PROVIDED BY THE CONTROLLED BUSINESS	DESCRIBE WHAT YOUR BUSINESS PROVIDES TO ITS MAJOR CUSTOMER	TYPE OF BUSINESS ACTIVITIES OF THE MAJOR CUSTOMER

## 13. Dependent Business Information

**What to disclose:** The name of each dependent business, and the goods or services provided by the business. If a single client or customer (person or business) accounts for more than \$10,000 and 25% of the business' gross income during the period covered by this Statement (a "major client"), describe what the business provided to the major client in the third column. Also, describe the major client's type of business activities in the final column (but if the major client is an individual, write "N/A" for "not applicable" in the final column).

If the business does not have a major client, write "N/A" for "not applicable" in the last two columns.

**You need not disclose:** The name of any major client, or the activities of any major client that is a person.

NAME OF YOUR OF YOUR HOUSEHOLD MEMBERS' DEPENDENT BUSINESS	GOODS OR SERVICES PROVIDED BY THE DEPENDENT BUSINESS	DESCRIBE WHAT YOUR BUSINESS PROVIDES TO ITS MAJOR CUSTOMER	TYPE OF BUSINESS ACTIVITIES OF THE MAJOR CUSTOMER

**14. Real Property Owned by a Controlled or Dependent Business**

**What to disclose:** City of Phoenix real property and improvements the titles to which were held by a controlled or dependent business listed above during the period covered by this Statement. If the business is one that deals in real property and improvements, list the aggregate value of all parcels held in the period covered by this Statement. Describe the property’s location and approximate size. Using the value categories (see last page) report the value of your business’ equity. If the property was acquired or divested during the period covered by this Statement, list that and the date.

Additionally, if the land was either acquired for the first time or completely divested (sold in full) during this period, list the date and check whether the land was acquired or divested. Otherwise, write “N/A” (for “not applicable”) after the word “Date:” in the last column below.

LOCATION AND APPROXIMATE SIZE OF CITY OF PHOENIX REALTY	NAME OF CONTROLLED OR DEPENDENT BUSINESS THAT OWNS LAND	APPROXIMATE VALUE OF LAND BY CATEGORY	DATE ACQUIRED OR DIVESTED
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested

**15. Controlled or Dependent Business’ Creditors**

**What to disclose:** The name and address of each creditor to which your business owed more than \$10,000, if that amount was also more than 30 percent of your total business indebtedness at any time during the period covered by this Statement. If the debt was incurred or discharged during the period covered by this Statement, report that and the date (“qualifying business debt”).

Additionally, if the qualifying business debt was either incurred for the first time or completely discharged (paid in full) during this period, list the date and check whether it was incurred or discharge. Otherwise, write “N/A” (for “not applicable”) after the word “Date:” in the last column below.

**You need not disclose:** Debts owned by a business other than a controlled or dependent business.

BUSINESS DEBTS OVER \$10,000 AND 30%		
NAME AND ADDRESS OF CREDITOR (OR PERSON TO WHOM PAYMENTS ARE MADE)	NAME OF CONTROLLED OR DEPENDENT BUSINESS OWNING THE QUALIFYING DEBT	DATE INCURRED AND/OR DISCHARGED
		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged

**16. Controlled or Dependent Business' Debtors**

**What to disclose:** The name of the debtor for each debt exceeding \$10,000 owed to a controlled or dependent business which was also more than 30 percent of the total indebtedness to the business which was owed at any time during the period covered in this Statement ("qualifying business debt"). If the qualifying business debt was either incurred for the first time or completely discharged (paid in full) during this period, list the date and check whether it was incurred or discharged. Otherwise, write "N/A" (for "not applicable") after the word "Date:" in the last column below.

**You need not disclose:** Debts owed to a business other than a controlled or dependent business.

DEBTS OVER \$10,000 AND 30% OWED TO YOUR BUSINESS			
NAME OF DEBTOR	NAME OF PUBLIC OFFICER OR MEMBER OF HOUSEHOLD OWED THE DEBT	APPROXIMATE VALUE OF DEBT BY CATEGORY	DATE INCURRED AND/OR DISCHARGED
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged

**17. Travel-Related Expenses**

**What to disclose:** The name of each meeting, conference, or other event where you participated in your official capacity as a public officer if you incurred \$1,000 or more in travel-related expenses, which were not paid by you.

MEETING CONFERENCE/OTHER EVENTS	AMOUNT INCURRED	NAME OF PERSON/ENTITY WHO PAID EXPENSE

**Value Categories: (From ARS §18-444(B) and Phoenix City Code Section 12-1401(F))**

**Category 1 - \$1,000 to \$25,000**

**Category 2 – More than \$25,000 to \$100,000**

**Category 3 – More than \$100,000**



# City of Phoenix

## **FINANCIAL DISCLOSURE STATEMENT**

(For use by Public Officers and Candidates of the City of Phoenix)

Name of Public Officer or Candidate Al Doe

Address (Home or Work Address) 9130 N Ballot Ave, Phoenix, AZ 85000

Public Office Held or Sought City Council Member District # 1

Check one:

I am a candidate for or have been appointed to fill a vacancy in a City of Phoenix public office, and am filing this Financial Disclosure Statement covering the 12 months preceding the date of this statement, from the month of May 2016, thru the month of April 2017.

I am a public officer filing this statement covering the 12 months of calendar year 20    .

### **VERIFICATION**

I verify under penalty of perjury that the information in this Financial Disclosure Statement is true and correct, and fully shows all information I am required to report pursuant to Phoenix City Code Section 12-1401.

**Al Doe Signature**

Signature of Public Officer or Candidate

## SECTION A: PERSONAL FINANCIAL INTEREST

### 1. Household Members' Names

**What to disclose:** List your name, whether your spouse is a member of your household and the number of minor children who are members of your household. If none, please write "N/A". For the remaining questions in this Financial Disclosure Statement, the terms "spouse" or "minor child" may be used in lieu of the names, as applicable.

YOUR NAME	Al Doe
IS THE PUBLIC OFFICER'S SPOUSE A MEMBER OF THE HOUSEHOLD?	Yes
WHAT IS THE NUMBER OF MINOR CHILDREN WHO ARE MEMBERS OF THE HOUSEHOLD?	2

### 2. Sources of Personal Compensation

**What to disclose:** In subsection (2)(a), the name and address of each employer who paid you, your spouse, or any member of your household more than \$1,000 in salary, wages, commissions, tips or other forms of compensation (other than gifts) during the period covered by this report. Describe the nature of each employer's business and the services for which you or a member of your household were compensated.

In subsection (2)(b), if applicable, list anything of value that any other person, outside your household, received for your or a member of your household's use or benefit. For example, if a person was paid by a third-party to be your personal housekeeper, identify that person, describe the nature of that person's services that benefited you, and provide information about the third-party who paid for the services on your behalf.

**You need not disclose:** Any money you or any member of your household received that was gross income paid to a business you or your household member owned. This will be disclosed in Section 11 below.

Subsection (2)(a):

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD	NAME AND ADDRESS OF EMPLOYER WHO PROVIDED COMPENSATION OVER \$1,000	NATURE OF EMPLOYER'S BUSINESS	NATURE OF SERVICE PROVIDED BY PUBLIC OFFICER OR MEMBER OF HOUSEHOLD FOR EMPLOYER
Al Doe	State of Arizona	State legislator	Representing constituents in state Legislature
	1700 W Washington Vote Falls, AZ		
Spouse	Vote Falls Unified School Dist.	Teacher	Teaching first grade students at Vote Fall Heights Elementary
	456 S. First St., Vote Falls, AZ		

Subsection (2)(b) (if applicable):

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD BENEFITED	NAME AND ADDRESS OF PERSON WHO PROVIDED SERVICES VALUED OVER \$1,000 FOR YOUR OR YOUR HOUSEHOLD MEMBER'S USE OR BENEFIT	NATURE OF SERVICES PROVIDED BY PERSON FOR YOUR OR YOUR HOUSEHOLD MEMBER'S USE OR BENEFIT	NAME AND ADDRESS OF THIRD PARTY WHO PAID FOR PERSON'S SERVICES ON YOUR OR YOUR HOUSEHOLD MEMBER'S BEHALF
Al Doe	Joe Smith	Personal Housekeeper	XYZ Entertainment
	425 N. Cherrywood Ave., Vote Falls, AZ		95 S. Oak Rd., Vote Falls, AZ

### 3. Professional, Occupational and Business Licenses

**What to disclose:** List of licenses issued by the City of Phoenix or by any other governmental agency which requires for its issuance the consideration of the application for such license by the City Council of the City of Phoenix, to, held by, or in which, you or any member of your household had an interest at any time during the period covered by this Statement.

This includes licenses in which you or a member of your household had an "interest," which includes (but is not limited to) any business license held by a "controlled" or "dependent" business as defined in Section 11 below.

PUBLIC OFFICER OR HOUSEHOLD MEMBER AFFECTED	TYPE OF LICENSE	PERSON OR ENTITY HOLDING THE LICENSE	JURISDICTION OR ENTITY THAT ISSUED LICENSE
Al Doe	Liquor	Al Doe	State of Arizona

### 4. Personal Creditors

**What to disclose:** The name and address of each creditor to whom you, or a member of your household, owed a personal debt over \$1,000 during the period covered by this Statement. If the debt was incurred or discharged during this period, list the date and whether it was incurred or discharged.

**You need not disclose:** Debts resulting from the ordinary conduct of a business (disclose those in Section B). Debts on personal residences or recreational property, on motor vehicles used primarily for personal purposes, on debts secured by cash values on life insurance, or debts owed to relatives, personal credit card transactions or retail installment contracts you or your household members entered into.



PERSONAL DEBTS OVER \$1,000		
NAME AND ADDRESS OF CREDITOR (OR PERSON TO WHOM PAYMENTS ARE MADE)	PUBLIC OFFICER OR MEMBER OF HOUSEHOLD OWING THE DEBT	DATE INCURRED AND/OR DISCHARGED
Carol Winters	Spouse	Date: 8/2/15
2398 N. Elm St., Vote Falls, AZ		<input checked="" type="checkbox"/> incurred <input type="checkbox"/> discharged
		Date:
		<input type="checkbox"/> incurred <input type="checkbox"/> discharged
		Date:
		<input type="checkbox"/> incurred <input type="checkbox"/> discharged

### 5. Personal Debtors

**What to disclose:** The name of each debtor who owed you or a member of your household a debt over \$1,000 at any time during the period covered by this Statement, and the approximate value of the debt (See last page of value categories). If the debt was first incurred or completely discharged during the period covered by this Statement, report the date and whether the debt was incurred or discharged.

DEBTS OVER \$1,000 OWED TO YOU PERSONALLY			
NAME OF DEBTOR	PUBLIC OFFICER OR MEMBER OF HOUSEHOLD TO WHOM THE DEBT IS OWED	APPROXIMATE VALUE OF DEBT BY CATEGORY	DATE INCURRED AND/OR DISCHARGED
NONE			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged

### 6. Gifts

**What to disclose:** The name of the donor who gave you or a member of your household a single gift or an accumulation of gifts during the preceding calendar year with a cumulative value over \$500, if that gift does NOT fit into a category below. A “gift” means a gratuity (tip), special discount, favor, hospitality, service, economic opportunity, loan or other benefit received without adequate consideration and not provided to members of the public at large (in other words, a personal benefit you or your household member received without providing an equivalent benefit in return.)

Please note: the concept of a “gift” for purposes of this Financial Disclosure Statement is separate and distinct from the gift restrictions outlined in Arizona’s lobbying statutes. Thus, disclosure in a lobbying report does not relieve you or a member of your household’s duty to disclose gifts in this Financial Disclosure Statement.

**You need not disclose:** Gifts you or a household member received by will, intestate succession, *inter vivos* (living) trusts, or testamentary trusts established by a spouse or ancestor. Gifts received from any other member of the household or relatives to the second degree of consanguinity (parents, grandparents, siblings, children and grandchildren) or political contributions reported on campaign finance reports.

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD RECIPIENT OF GIFTS OVER \$500	NAME OF GIFT DONOR
Minor Child 1	City College Scholarship Fund
Minor Child 2	Young Writers of America

**7. Offices, Position or Fiduciary Relationships in Businesses, Nonprofit Organizations or Trusts**

**What to disclose:** The name and address of each business, organization, trust or non-profit organization or association in which you or any member of your household held any office OR had a fiduciary relationship during the period covered by this Statement. Describe the office or relationship.

NAME AND ADDRESS OF THE BUSINESS, ORGANIZATION, TRUST, OR NONPROFIT ORGANIZATION OR ASSOCIATION	PUBLIC OFFICER OR MEMBER OF HOUSEHOLD HAVING THE REPORTABLE RELATIONSHIP	DESCRIPTION OF OFFICE , POSITION OR FIDUCIARY RELATIONSHIP HELD BY THE PUBLIC OFFICER OR MEMBER OF HOUSEHOLD
Tri-County Library Guild 210 S. Main, Vote Falls, AZ	Spouse	Chairwoman, Publicity Committee
Vote Falls Good Citizens 1739 W. Wicken Dr., Vote Falls, AZ	Al Doe	Immediate Past President

**8. Ownership or Financial Interest in Businesses, Trusts or Investment Funds**

**What to disclose:** The name and address of each business, trust, or investment fund in which you or any member of your household had an ownership or beneficial interest of over \$1,000. This includes stocks, annuities, mutual funds, or retirement funds. It also includes any financial interest in a limited liability company, partnership, joint venture, or sole proprietorship. List the percentage of ownership or interest, and categorize the value of the equity. (See last page for value categories.).

NAME AND ADDRESS OF BUSINESS OR TRUST	PUBLIC OFFICER OR MEMBER OF HOUSEHOLD	DESCRIPTION OF INTEREST	EQUITY BY VALUE CATEGORY
Old Town Retirement Fund	Al Doe & Spouse	100%	3
123 Park Ave., New York, NY			
AZ State Elected Officials Retirement Fund	Al Doe & Spouse	100%	1
1700 W. Washington St., Phoenix, AZ			

## 9. Ownership of Bonds

**What to disclose:** Bonds, together with their value category, issued by the City of Phoenix, any industrial development authority of the City of Phoenix or any nonprofit corporation organized or authorized by the City of Phoenix, worth more than \$1,000 that you or a member of your household hold, or held during the period covered by this Statement.

Additionally, if the bonds were either acquired for the first time or completely divested (sold in full) during this statement, report the date that occurred. Otherwise, write "N/A" (for "not applicable") after the word "Date:" in the last column below.

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD ISSUED BONDS	ISSUING GOVERNMENT AGENCY	APPROXIMATE VALUE OF BONDS BY CATEGORY	DATE ACQUIRED AND/OR DIVESTED
Doe Family	City of Vote Falls	2	Date: 11/3/15 <input checked="" type="checkbox"/> acquired <input type="checkbox"/> divested
Minor Children	City of Vote Falls	1	Date: 2/23/17 <input type="checkbox"/> acquired <input checked="" type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested

## 10. Real Property Ownership

**What to disclose:** Real property and improvements located in the City of Phoenix to which you or a member of your household hold, or held title during the period covered by this Statement. Describe the property's location and approximate size. Using the value categories (see last page) report the value of your equity. If that property was acquired or divested during the period covered by this Statement, list the date and what occurred.

**You need not disclose:** Your primary residence or property you use for personal recreation.

NAME OF PUBLIC OFFICER OR MEMBER OF HOUSEHOLD OR BUSINESS	LOCATION AND APPROXIMATE SIZE OF CITY OF PHOENIX REALTY	APPROXIMATE VALUE OF LAND BY CATEGORY	DATE ACQUIRED OR DIVESTED
Al Doe	Townhouse 1/16 <sup>th</sup> lot Central Phoenix	3	Date: 2/15/81 <input checked="" type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested

## SECTION B: BUSINESS FINANCIAL INTERESTS

### 11. Business Names

**What to disclose:** The name of any business under which you or any member of your household owns or did business during the period covered by this Statement. Include corporations, limited liability companies, partnerships, sole proprietorships and any other business conducted under a trade name. Using the definitions provided in statute, disclose if the business named is controlled or dependent.

Also disclose if the named business is controlled or dependent. A business is “controlled” if you or any member of your household (individually or combined) had an ownership interest that amounts to more than 50%. A business is classified as “dependent,” on the other hand, if: (1) you or any household member (individually or combined) had an ownership interest that amounts to more than 10%; *and* (2) the business received more than \$10,000 from a single source during the period covered by this Statement, which amounted to more than 50% of the business’ gross income for the period.

If the business was either controlled or dependent, check whether it was controlled or dependent in the last column below. If the business was both controlled and dependent during the period covered in this statement, check both boxes. Otherwise, leave the boxes in the last column below blank.

PUBLIC OFFICER OR MEMBER OF HOUSEHOLD OWNING THE BUSINESS	NAME AND ADDRESS OF BUSINESS	CONTROLLED BY OR DEPENDENT BUSINESS
Minor Child 1	Burgers to Go	<input type="checkbox"/> Controlled
	910 N. Ballot Dr. Vote Falls, AZ	<input checked="" type="checkbox"/> Dependent
		<input type="checkbox"/> Controlled
		<input type="checkbox"/> Dependent
		<input type="checkbox"/> Controlled
		<input type="checkbox"/> Dependent
		<input type="checkbox"/> Controlled
		<input type="checkbox"/> Dependent

**IMPORTANT:** If a business listed in the foregoing Section 11 was neither “controlled” nor “dependent” during the period covered by this Statement, you need not complete the remainder of this Statement with respect to that business. If none of the businesses listed in Section 11 were “controlled” or “dependent,” you need not complete the remainder of this Statement.

## 12. Controlled Business Information

**What to disclose:** The name of each controlled business you listed above, and the goods or services provided by the business. If a single client or customer (person or business) accounts for more than \$10,000 and 25% of your business' gross income during the period covered by this statement (a "major client"), describe what it is your business provides to the major client in the third column. Then, in column 4, describe what client/customer's business does (if your major client is a person, write "N/A" for "not applicable" in the last column blank). If you do not have a major client, write "N/A" for "not applicable" in the last two columns.

**You need not disclose:** The name of any major client, or the activities of any customer or client that is a person.

NAME OF YOUR OF YOUR HOUSEHOLD MEMBERS' CONTROLLED BUSINESS	GOODS OR SERVICES PROVIDED BY THE CONTROLLED BUSINESS	DESCRIBE WHAT YOUR BUSINESS PROVIDES TO ITS MAJOR CUSTOMER	TYPE OF BUSINESS ACTIVITIES OF THE MAJOR CUSTOMER
NONE			

## 13. Dependent Business Information

**What to disclose:** The name of each dependent business, and the goods or services provided by the business. If a single client or customer (person or business) accounts for more than \$10,000 and 25% of the business' gross income during the period covered by this Statement (a "major client"), describe what the business provided to the major client in the third column. Also, describe the major client's type of business activities in the final column (but if the major client is an individual, write "N/A" for "not applicable" in the final column).

If the business does not have a major client, write "N/A" for "not applicable" in the last two columns.

**You need not disclose:** The name of any major client, or the activities of any major client that is a person.

NAME OF YOUR OF YOUR HOUSEHOLD MEMBERS' DEPENDENT BUSINESS	GOODS OR SERVICES PROVIDED BY THE DEPENDENT BUSINESS	DESCRIBE WHAT YOUR BUSINESS PROVIDES TO ITS MAJOR CUSTOMER	TYPE OF BUSINESS ACTIVITIES OF THE MAJOR CUSTOMER
Burgers to Go	Food and Beverage	N/A	N/A

**14. Real Property Owned by a Controlled or Dependent Business**

**What to disclose:** City of Phoenix real property and improvements the titles to which were held by a controlled or dependent business listed above during the period covered by this Statement. If the business is one that deals in real property and improvements, list the aggregate value of all parcels held in the period covered by this Statement. Describe the property’s location and approximate size. Using the value categories (see last page) report the value of your business’ equity. If the property was acquired or divested during the period covered by this Statement, list that and the date.

Additionally, if the land was either acquired for the first time or completely divested (sold in full) during this period, list the date and check whether the land was acquired or divested. Otherwise, write “N/A” (for “not applicable”) after the word “Date:” in the last column below.

LOCATION AND APPROXIMATE SIZE OF CITY OF PHOENIX REALTY	NAME OF CONTROLLED OR DEPENDENT BUSINESS THAT OWNS LAND	APPROXIMATE VALUE OF LAND BY CATEGORY	DATE ACQUIRED OR DIVESTED
NONE			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested
			Date: <input type="checkbox"/> acquired <input type="checkbox"/> divested

**15. Controlled or Dependent Business’ Creditors**

**What to disclose:** The name and address of each creditor to which your business owed more than \$10,000, if that amount was also more than 30 percent of your total business indebtedness at any time during the period covered by this Statement. If the debt was incurred or discharged during the period covered by this Statement, report that and the date (“qualifying business debt”).

Additionally, if the qualifying business debt was either incurred for the first time or completely discharged (paid in full) during this period, list the date and check whether it was incurred or discharge. Otherwise, write “N/A” (for “not applicable”) after the word “Date:” in the last column below.

**You need not disclose:** Debts owned by a business other than a controlled or dependent business.

BUSINESS DEBTS OVER \$10,000 AND 30%		
NAME AND ADDRESS OF CREDITOR (OR PERSON TO WHOM PAYMENTS ARE MADE)	NAME OF CONTROLLED OR DEPENDENT BUSINESS OWNING THE QUALIFYING DEBT	DATE INCURRED AND/OR DISCHARGED
NONE		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
		Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged

**16. Controlled or Dependent Business' Debtors**

**What to disclose:** The name of the debtor for each debt exceeding \$10,000 owed to a controlled or dependent business which was also more than 30 percent of the total indebtedness to the business which was owed at any time during the period covered in this Statement ("qualifying business debt"). If the qualifying business debt was either incurred for the first time or completely discharged (paid in full) during this period, list the date and check whether it was incurred or discharged. Otherwise, write "N/A" (for "not applicable") after the word "Date:" in the last column below.

**You need not disclose:** Debts owed to a business other than a controlled or dependent business.

DEBTS OVER \$10,000 AND 30% OWED TO YOUR BUSINESS			
NAME OF DEBTOR	NAME OF PUBLIC OFFICER OR MEMBER OF HOUSEHOLD OWED THE DEBT	APPROXIMATE VALUE OF DEBT BY CATEGORY	DATE INCURRED AND/OR DISCHARGED
NONE			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged
			Date: <input type="checkbox"/> incurred <input type="checkbox"/> discharged

**17. Travel-Related Expenses**

**What to disclose:** The name of each meeting, conference, or other event where you participated in your official capacity as a public officer if you incurred \$1,000 or more in travel-related expenses, which were not paid by you.

MEETING CONFERENCE/OTHER EVENTS	AMOUNT INCURRED	NAME OF PERSON/ENTITY WHO PAID EXPENSE
ACMA Conference	\$1,200	AMCA Conference

**Value Categories: (From ARS §18-444(B) and Phoenix City Code Section 12-1401(F))**

**Category 1 - \$1,000 to \$25,000**

**Category 2 – More than \$25,000 to \$100,000**

**Category 3 – More than \$100,000**



# City of Phoenix

## NOTICE TO CANDIDATES CAMPAIGN FINANCE REQUIREMENTS

It is important that candidate committees remember that it is their responsibility to comply with all campaign finance laws. To comply with recent changes to campaign finance law, all candidate committees must file campaign finance reports electronically by emailing them to phoenixelections@phoenix.gov. The City Clerk Department will be communicating with candidate committees regarding campaign finance filing requirements throughout the election year. Also, City staff will provide guidance regarding filing requirements and answer questions for those who are filing campaign finance reports, but the City does not have the resources or legal obligation to verify the accuracy of such reports. Candidate committees alone are responsible for the contents of their campaign finance reports. Those filing reports also should note that the reports may be the subject of a complaint to, or investigation by, the Arizona Attorney General, the Maricopa County Attorney, or the City Attorney as a consequence of information in or omissions from their campaign finance reports.

Pursuant to A.R.S. §16-937, a committee that fails to timely file a report shall pay the filing officer a penalty of ten dollars for each day that the filing is late during the first fifteen days after the filing deadline and twenty-five dollars for each subsequent day that the filing is late. Penalties accrue until the late report is filed.

Information about Campaign Finance reporting is also available online at <https://www.phoenix.gov/cityclerk/services/campaign-finance> and in the Secretary of State's campaign finance handbook included in this packet.

Please feel free to contact the City Clerk Department or the City Attorney's Office if you have any questions regarding campaign finance requirements.

### CAMPAIGN CONTRIBUTION LIMITS 2017 ELECTION CYCLE Revised pursuant to Laws 2016, Chapter 79, Section 12.

	<u>LOCAL OFFICES</u> Candidate or Authorized Candidate's Committee
Individual's contribution to a candidate committee A.R.S. §16-912(A)(1)	\$6,350
Political Action Committee's contribution to a candidate committee A.R.S. §16-914(A)(1)	\$6,350
Partnership's contribution to a candidate committee A.R.S. §16-917(A)(1)	\$6,350
Committees certified by the Secretary of State to give at increased limit A.R.S. §16-914(B)	\$12,700

Revised 01/2017

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# \$\$\$ FREQUENTLY ASKED QUESTIONS ABOUT CAMPAIGN FINANCE REPORTING \$\$\$

## **WHEN DO I NEED TO REGISTER A COMMITTEE?**

Candidates for office in the City of Phoenix must register as a Candidate Committee if the candidate receives contributions or makes expenditures, in any combination, of at least \$1,100 in connection with that candidacy. An entity must register as a Political Action Committee if the entity: 1) is organized for the primary purpose of influencing the result of an election; and 2) knowingly receives contributions or makes expenditures, in any combination, of at least \$1,100 in connection with any election during a calendar year. A fund that is established by a Corporation, Limited Liability Company, Labor Organization or Partnership for the purpose of influencing the result of an election shall register as a political action committee. Committee qualifications can be found in A.R.S. §16-905. All committees must register with each jurisdiction in which they are active.

## **HOW DO I REGISTER MY COMMITTEE?**

Each committee must file a Statement of Organization with the City Clerk within ten days of qualifying as a committee. Once registered, the committee must file Campaign Finance Reports. Entities that form to influence the result of an election but do not meet the \$1,100 monetary threshold to qualify as a committee, must keep track of all contributions received and expenditures made and are required to register with a Statement of Organization if that entity does meet the \$1,100 monetary threshold at any time. If any information reported on the Statement of Organization changes, the political committee shall file an amended Statement of Organization reporting the change within ten days after the change. A.R.S. §§16-906.

## **WHAT IS A STANDING COMMITTEE?**

Committees active in more than one jurisdiction in this state that meet the definition of A.R.S. §16-901(47) must file a Statement of Organization with the Secretary of State **and** apply for status as a standing political committee. This designation allows a committee to centrally file Campaign Finance Reports with the Secretary of State's office electronically rather than with every jurisdiction in which they are active.

A standing political committee shall file a Statement of Organization with the Secretary of State and in each jurisdiction in which the committee is active, pursuant to A.R.S. §16-906(E), and only the Secretary of State shall issue an identification number for the committee.

## **DO I HAVE TO REPORT CONTRIBUTIONS AND EXPENDITURES?**

All registered committees are required to file Campaign Finance Reports. The number of reports to be filed and when they are due depends on the type of committee you have registered. Campaign Finance Reports are filed on a Calendar Quarter basis, and Pre-Election and Post-Election reports are due in Calendar Quarters when there is an election. You must file a report whenever a report is required even if your committee did not have any activity. This is no longer a separate "No Activity Statement." For Political Action Committees, quarterly reports are required every quarter, even when there is no election.

Candidate Committees are only required to file Campaign Finance Reports during the 12 month period preceding the date of the potential Runoff Election for their office.

## **WHEN ARE REPORTS DUE?**

Quarterly reports are due before midnight on the 15th day of the month after the Calendar Quarter ends and cannot be filed earlier than the 1st day of that same month. A.R.S. §16-927.

A Campaign Finance Reporting schedule is attached for your reference. The reporting periods for Political Action Committees are on one side and reporting periods for Candidate Committees are on the reverse side.

## **WHEN MUST I START FILING CAMPAIGN FINANCE REPORTS? WHEN CAN I STOP?**

Your first Campaign Finance Report will be the required report for the reporting period during which you filed your Statement of Organization. Even if your committee was only in existence for a few days in a reporting period you still must file the next report. A.R.S. §16-927.

When you can stop filing Campaign Finance Reports depends on the date you file your Termination Statement. You must file Campaign Finance Reports that cover every day between the date your Statement of Organization was filed and the date your Termination Statement is filed. Your committee is not terminated by filing a report with a zero balance or by losing an election.

## **HOW DO I FILE MY REPORT?**

Early in 2017, you may file electronically with the City Clerk by emailing complete reports to phoenixelections@phoenix.gov. The City Clerk will communicate changes to the reporting method during the election year.

## **WHO IS RESPONSIBLE FOR FILING THE CAMPAIGN FINANCE REPORT AND MAINTAINING COMMITTEE RECORDS?**

The treasurer is legally responsible for the accuracy of the report, and is also the custodian of the committees books and accounts, pursuant to A.R.S. § 16-907.

## **WHAT IF I HAVE NOTHING TO REPORT?**

If you filed a Statement of Organization for your political committee, but you did not receive any contributions and did not spend any money during the reporting period, you are still required to file Campaign Finance Reports for the applicable reporting periods.

## **WHAT IF A CANDIDATE OR POLITICAL ACTION COMMITTEE FAILS TO FILE A REQUIRED REPORT?**

There are certain penalties that are prescribed in A.R.S. §16-937 that will apply if there is a failure to file a required report. "Failure to File" exists when a committee fails to timely file their report by the deadline set in A.R.S. §16-927.

When a committee fails to file a Campaign Finance Report, the City Clerk will send a written notice by email to the committee within five days after the filing deadline that

identifies the late report, describes how fines accrue and identifies methods of payment. There is a **late filing penalty of \$10 for each calendar day the report is late** (including weekends and holidays) for the first 15 days after the report is due. The penalty **automatically increases to \$25 for each subsequent calendar day** that the report is not filed. There is no maximum amount or cap on late filing penalties. A late report should be filed as soon as possible to minimize the penalties owed.

**WHAT HAPPENS IF I DON'T FILE AFTER RECEIVING THE NOTICE FROM THE CITY CLERK?**

The late filing penalty automatically increases to \$25 for each subsequent calendar day that the report is not filed beginning on the 16th day after the filing deadline. If the committee fails to file the report by the 30th day after the deadline, the City Clerk is required to notify the City's Law Department, which will take enforcement action on the committee's failure to file.

**WHAT IF CIRCUMSTANCES PREVENT A CANDIDATE OR POLITICAL COMMITTEE FROM FILING A REPORT WHEN IT WAS DUE OR AFTER THE WRITTEN NOTICE OF DELINQUENCY WAS DELIVERED?**

There is no provision to request an exemption from paying the penalty for a Campaign Finance Report that was filed late. Campaign Finance Reports are due by the deadline set forth in A.R.S. §16-927.

**AFTER THE ELECTION MUST I CONTINUE TO FILE CAMPAIGN FINANCE REPORTS?**

Yes. Each committee must continue to file all reports as scheduled or required until a Termination Statement has been filed. *A.R.S. §16-927 (C)*.

**WHEN MAY A COMMITTEE FILE A TERMINATION STATEMENT?**

A committee may terminate only when the committee chairman, treasurer, and candidate (if applicable) sign and file a Termination Statement with the City Clerk certifying under penalty of perjury that:

1. The committee will no longer receive any contributions or make any disbursements.
2. The committee either:
  - (a) Has no outstanding debts or obligations.
  - (b) Has outstanding debts or obligations, or both, that are all more than five years old, and that the committee's creditors have agreed to discharge the debts and obligations and have agreed to the termination of the committee.
3. Any surplus monies have been disposed of and that the committee has no cash on hand.
4. All contributions and expenditures have been reported, including any disposal of surplus monies.

A standing committee may terminate its activities in the City of Phoenix and remain active in other jurisdictions by filing a statement of that intent with the Phoenix City Clerk. *A.R.S. §16-934*.

**AFTER FILING A TERMINATION STATEMENT, DO I HAVE TO FILE ANY MORE REPORTS?**

No. After filing an appropriate Termination Statement, a political committee is not required to file any subsequent reports. However, the committee is no longer eligible to accept contributions or make expenditures without filing a new Statement of Organization if it qualifies as a committee under A.R.S. §16-905.

**WHERE IS THERE MORE INFORMATION ABOUT CAMPAIGN FINANCE REPORTING?**

For additional information, please refer to A.R.S. Title 16, Chapter 6.

**Note:** Materials provided by the City Clerk or Secretary of State are intended to assist in meeting the requirements of candidacy; however, it is the candidate's responsibility to see that all legal requirements have been met.

# 2017 Campaign Finance Report Schedule For Candidate Committees

Candidate Committee Reports shall be cumulative for the election cycle to which they relate.

## 2016 POST-ELECTION REPORT

*These reports only need be filed by Candidate Committees for Districts 2, 3, 4, 6 and 8.*

Reporting Period: October 28, 2016 thru December 31, 2016

Filing Period: January 1, 2017 thru January 15, 2017

## 2017 1<sup>ST</sup> QUARTER (RUNOFF – MARCH ELECTION)

*These reports only need be filed by Candidate Committees for Districts 2, 3, 4, 6 and 8.*

### PRE-ELECTION REPORT

Reporting Period: January 1, 2017 thru February 25, 2017

Filing Period: February 26, 2017 thru March 4, 2017

### POST-ELECTION REPORT

Reporting Period: February 26, 2017 thru March 31, 2017

Filing Period: April 1, 2017 thru April 15, 2017

## 2017 2<sup>ND</sup> QUARTER

*These reports only need be filed by Candidate Committees for Districts 2, 4, 6 and 8.*

Reporting Period: April 1, 2017 thru June 30, 2017

Filing Period: July 1, 2017 thru July 15, 2017

## 2017 3<sup>RD</sup> QUARTER (COUNCIL ELECTION)

*These reports only need be filed by Candidate Committees for Districts 2, 4, 6 and 8.*

### PRE-ELECTION REPORT

Reporting Period: July 1, 2017 thru August 12, 2017

Filing Period: August 13, 2017 thru August 19, 2017

### POST-ELECTION REPORT

Reporting Period: August 13, 2017 thru September 30, 2017

Filing Period: October 1, 2017 thru October 15, 2017

## 2017 4<sup>TH</sup> QUARTER (RUNOFF – NOVEMBER ELECTION)

*These reports only need be filed by Candidate Committees for Districts 2, 4, 6 and 8.*

### \*PRE-ELECTION REPORT

Reporting Period: October 1, 2017 thru October 21, 2017

Filing Period: October 22, 2017 thru October 27, 2017

### \*POST-ELECTION REPORT

Reporting Period: October 22, 2017 thru December 31, 2017

Filing Period: January 1, 2018 thru January 15, 2018

*\*If a Runoff Election is not conducted, a full 4th QUARTER Report is required for Candidate Committees for candidates in Council Districts 2, 4, 6 and 8 only.*

### \*\*2017 4<sup>TH</sup> QUARTER

Reporting Period: October 1, 2017 thru December 31, 2017

Filing Period: January 1, 2018 thru January 15, 2018

*\*\*If a Runoff Election is not conducted, the 4th QUARTER Report is required for Candidate Committees for candidates in Council Districts 2, 4, 6 and 8 only.*



## City of Phoenix

### **CAMPAIGN FINANCE LAWS**

The applicable provisions of State law governing campaign contributions and expenditures apply to campaign finance in all City of Phoenix elections. The text of these laws is available on the Arizona Legislature's website at: <http://www.azleg.gov/arstitle/>

Section 12-1501 of the Phoenix City Code includes additional provisions relating to the filing of campaign finance reports, requiring local political action committees and candidate committees to file all statements, designations and reports electronically. The campaign finance registration, reporting and termination forms are prescribed by the Arizona Secretary of State, per State law, and can be found online at <https://www.phoenix.gov/cityclerk/services/campaign-finance>. Campaign finance filings may be made by emailing completed documents to [phoenixelections@phoenix.gov](mailto:phoenixelections@phoenix.gov). The City Clerk Department will be communicating with registered committees regarding campaign finance filing requirements throughout the election year.

If you have any questions or need additional information, please contact City Clerk Department staff at 602-262-6837 or by email at [phoenixelections@phoenix.gov](mailto:phoenixelections@phoenix.gov).



## City of Phoenix

### CITY CODE SUPPLEMENT TO ARIZONA REVISED STATUTES TITLE 16, CHAPTER 6 CAMPAIGN CONTRIBUTIONS AND EXPENSES

#### Chapter 12, Article VII. Financial Disclosure; Campaign Finance.

##### **Sec. 12-1500. State law to govern campaign finance.**

The applicable provisions of State law governing campaign contributions and expenses shall apply to campaign finances in all City of Phoenix elections.

##### **Sec. 12-1502. Voluntary contribution/expenditure limitations; affidavit.**

(a) In keeping with the spirit of the open, honest, fair and equitable election campaigns that this division seeks to promote, all candidates are requested and urged to limit the amount of their personal contributions, loans and expenditures in support of their own candidacy to forty thousand dollars for a candidate for the office of Mayor and to five thousand dollars for a candidate for the office of City Council member.

(b) Also in keeping with the spirit of the open, honest, fair and equitable election campaigns that this division seeks to promote, all candidates and campaign committees for candidates are requested and urged to limit total expenditures in support of any candidate at a single election, including a candidate's personal expenditures, to two hundred fifty thousand dollars for a candidate for the office of Mayor and to fifty thousand dollars for a candidate for the office of City Council member.

(c) The City Clerk shall make available to all candidates a voluntary contribution/expenditure affidavit form, which any candidate may sign to express the candidate's intent and commitment to adhere to one or both of the spending limitations proposed in subsections (a) and (b). The City Clerk may provide the affidavit to a candidate at the time the candidate takes out nominating petitions or at any time after a candidate declares the intention to become a candidate. The City Clerk shall maintain and make available for public inspection all voluntary contribution/expenditure affidavits that have been executed and filed with the City Clerk.

##### **Sec. 12-1503. Personal use of campaign funds prohibited.**

Campaign funds, including surplus campaign funds, shall not be used for, or converted to, the personal use of a candidate or any person related to the candidate by blood or marriage. This section does not preclude a candidate from using campaign funds to repay a personal loan the candidate made to the candidate's campaign. Prohibited uses of campaign funds include, but are not limited to, payment of a salary to a candidate or to a candidate's immediate family member; payment of mortgage or rental expenses for a personal residence; payment of country club or athletic club dues; payment of tuition expenses; payment of travel expenses unrelated to any political purpose; payment of home improvement or home furnishing expenses; payment of medical expenses; payment of clothing expenses; payment of grooming expenses; and payment of personal investment expenses.



**City of Phoenix**

**VOLUNTARY CONTRIBUTIONS/EXPENDITURES LIMITATIONS AFFIDAVIT  
(CITY CODE SECTION 12-1502)**

**COUNCIL ELECTION  
AUGUST 29, 2017**

**CANDIDATE FOR: Council Member, District No. \_\_\_\_\_**

STATE OF ARIZONA     )  
  )  
County of Maricopa    )

AFFIDAVIT OF \_\_\_\_\_  
Candidate's Name

**PERSONAL CONTRIBUTIONS, LOANS AND EXPENDITURES LIMITATION**

As a candidate for an elective office of the City of Phoenix, by this affidavit, I hereby express my intent and commitment to voluntarily limit my total personal contributions, loans and expenditures in support of my candidacy for each Mayor and Council, Runoff, or Special Election in which I am a candidate for Mayor to a total of not more than \$40,000, or, if a candidate for Council Member, to a total of not more than \$5,000.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

**TOTAL EXPENDITURES LIMITATION**

As a candidate for an elective office of the City of Phoenix, by this affidavit, I hereby express my intent and commitment to voluntarily limit the total expenditures in support of my candidacy by myself and all committees or groups under my control or authority for each Mayor and Council, Runoff or Special Election in which I am a candidate for Mayor to a total of not more than \$250,000, or, if a candidate for Council Member, to a total of not more than \$50,000.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

.....  
**SUBSCRIBED and sworn to (or affirmed) before me by \_\_\_\_\_**

**this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.**

\_\_\_\_\_  
**NOTARY PUBLIC**

**(SEAL)**