

**NOTICE OF PUBLIC MEETING
CITY OF PHOENIX
ETHICS COMMISSION**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the **ETHICS COMMISSION** and to the general public, that the **ETHICS COMMISSION** will hold a Hybrid meeting open to the public on **December 18, 2025, at 3:00 p.m.**

OPTIONS TO ACCESS THE MEETING

- **Call-in to listen** to the live meeting: Dial 1-415-655-0001, Enter meeting access code 2341 581 0506 and press # again when prompted for the attendee ID.
- **Observe the live meeting virtually**, by clicking on the following link and registering to join the meeting online:
<https://cityofphoenix.webex.com/weblink/register/r8e3ba6dc5aa85753797376a992645182>
- If you would like to attend in person at Phoenix City Hall, 12th Floor, Central Conference Room 200 W. Washington St., Phoenix, Arizona, **please RSVP to ethics.commission@phoenix.gov**.
- **Register to speak and/or submit a comment** on an agenda item:
 - Contact: Rebecca McCarthy
 - At: (602) 262-7526
 - Email: ethics.commission@phoenix.gov
 - By: 11:00 a.m. on December 18, 2025

Public Comment: If you wish to provide a written comment or speak at the meeting virtually or by phone, please submit a request to ethics.commission@phoenix.gov or call (602) 262-7526 no later than 11:00 a.m. on Thursday, December 18, 2025. The email or phone call should include your first and last name, email address, the item number(s) and whether you would like your comment read into the record or if you wish to speak.

Please take notice that in order to preserve the integrity of the investigation process and pursuant to the City Code, all information related to an Ethics Inquiry is required to remain confidential until there is final action by the Commission; therefore, the Commission will not take public comment on Agenda items regarding pending ethics inquiries. Written comments may be submitted at any time to the Commission inbox at ethics.commission@phoenix.gov.

Additional information can be found at <https://www.phoenix.gov/ethics>.

Executive Session

The Ethics Commission may vote to convene into executive session (which will not be open to the public) pursuant to A.R.S. Section 38-431.03(A)(2) or (A)(3) for discussion or consideration of any items on the agenda, at any time during the meeting. The Ethics Commission must take action on an agenda item in open session. Items on the agenda may be discussed out of order unless they have been specifically noted to be set for a certain time.

The agenda for the meeting is as follows:

1.	Call to Order/Roll Call	Chair
2.	Commission Attorney Explains Public Comment	Commission Attorney
3.	Approval of Meeting Minutes from November 20, 2025 Discussion and Possible Action	Chair
4.	Staff Update <i>This item provides information on the Citizen Petition filed with City Council regarding the Ethics Commission inquiry process</i> Information and Discussion	Recording Secretary
5.	Review of Current Complaints Discussion and Possible Action 1. EC-25-01 2. EC-25-02 3. EC-25-03 4. EC-25-04 5. EC-25-05 6. EC-25-06 7. EC-25-07 8. EC-25-08 9. EC-25-09 10. EC-25-10 11. EC-25-11 12. EC-25-12 13. EC-25-13 14. EC-25-14 15. EC-25-15 16. EC-25-16 17. EC-25-17 18. EC-25-18 19. EC-25-19 20. EC-25-20 21. EC-25-21	Chair
6.	Elect Chairperson and Vice Chairperson for 2026 Discussion and Possible Action	Chair
7.	Call to Public	Chair
8.	Future Agenda Items and Meeting Dates	Chair

9.	Adjournment	Chair
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For further information, please contact Rebecca McCarthy at (602) 262-7526 or via electronic mail at ethics.commission@phoenix.gov. For reasonable accommodation or translation services, please contact Rebecca McCarthy at (602) 262-7526 or TTY: 7-1-1 as early as possible to coordinate needed arrangements.

12/15/2025

AGENDA ITEM 3

CITY OF PHOENIX ETHICS COMMISSION Summary Minutes November 20, 2025

Phoenix City Hall
12th Floor, Central Conference Room
200 W Washington St.
Phoenix, AZ 85003

Committee Members Present

Patricia Sallen, Vice Chair
Ann Hart
Cheryl Pietkiewicz
Peter Schirripa

Committee Members Absent

Jose Samuel (Sam) Leyvas III, Chair

1. Call to Order/Roll Call

Vice Chairwoman Patricia Sallen called the meeting to order at 3:02 p.m. with Commissioners Ann Hart, Cheryl Pietkiewicz, and Peter Schirripa present. Chairman Sam Leyvas was absent.

2. Commission Attorney Explains Public Comment

Elizabeth Nillen, Commission Attorney, stated members of the public may speak for up to two minutes on agenda items and gave direction on appropriate decorum when providing comments.

3. Approval of Meeting Minutes from August 21, 2025

Commissioner Hart made a motion to approve the minutes of the August 21, 2025, Ethics Commission Meeting. Commissioner Schirripa seconded the motion, which passed unanimously 4-0.

4. Update on Ethics Handbooks

Vice Chairwoman Sallen introduced the item and Assistant Chief Counsel Deryck Lavelle to provide the update.

Assistant Chief Counsel Lavelle recapped the Commission's discussion of possible changes to the Ethics Handbook, specifically the conflict-of-interest section, from previous meetings. He stated the Law Department reviewed the materials discussed in previous meetings by the Commission and reviewed Chapter 8 of the Attorney General's Arizona Agency Handbook on Conflicts of Interest. He noted there are many examples from the Attorney General's Handbook that are included in the City's Ethics Handbook for Boards and Commissions. He stated the red-lined handbook includes suggested language to be added to Section 3 Examples – Conflict of Interest, subsection (a) entitled "Owns Property in Close Proximity", based on a prior inquiry the Commission considered. He read the proposed language as shown in the posted agenda.

Assistant Chief Counsel Lavelle proposed the Ethics Commission collaborate with City Staff to revise the Ethics Handbooks in the future. He stated the Law Department would research and present proposed changes for discussion. He recommended the City maintain control over the handbook.

Vice Chairwoman Sallen asked if part of the process would include bringing the proposed changes back to the Commission.

Assistant Chief Counsel Lavelle responded yes.

Vice Chairwoman Sallen asked if action needed to be taken on this item.

Assistant Chief Counsel Lavelle responded that the Commission could take a vote to approve the proposed changes to the handbook.

Commission Attorney Nillen asked if the handbook would be dated when it was revised.

Assistant Chief Counsel Lavelle responded the last revision date would be added.

Vice Chairwoman Sallen asked if the Commission would make a motion to approve the proposed changes for the handbook. Commissioner Schirripa made a motion to approve the proposed changes for the handbook. Commissioner Hart seconded the motion.

Commissioner Hart asked what the official date of the revision would be.

Assistant Chief Counsel Lavelle responded the date would be in month and year format, November 2025.

The motion passed unanimously 4-0.

5. Review of Current Complaints

Vice Chairwoman Sallen stated there are 21 inquiries on the agenda. She stated there were individuals who registered to speak on this item; however, the Commission's Rules of Procedure, specifically Rule 4, discusses how the inquiries, discussions and proceedings must remain confidential until the Commission votes on the matter.

Vice Chairwoman Sallen asked if the Commission would make a motion to enter into Executive Session to discuss inquiries listed under Agenda Item 5.

Commissioner Hart made a motion to convene in Executive Session to discuss inquiries listed under Agenda Item 5. Commissioner Pietkiewicz seconded the motion, which passed unanimously 4-0.

The Commission entered Executive Session at 3:12 p.m.

The Commission returned from Executive Session at 4:24 p.m.

Vice Chairwoman Sallen noted the process under the Commission's Rules of Procedure was not followed, and the inquiries were not notarized as the Rules of Procedure require. She asks that the Clerk promptly reach out to the Complainants to resolve the notarization issue.

Vice Chairwoman Sallen asked if the Commission would make a motion to table Item 5. Commissioner Hart made a motion to table inquiries under Item 5 pending the notarization of the submitted inquiries. Commissioner Pietkiewicz seconded the motion, which passed unanimously 4-0.

Vice Chairwoman Sallen stated the Commission will not have public comment on this item.

6. Call to Public

Vice Chairwoman Sallen stated the speakers have three minutes each and speakers should address items not posted on the agenda.

Amanda McGowen thanked the Commission for volunteering. She asked where on the website or the form it states that the inquiry must be notarized. She asked when the Commission would be hearing the inquiries once notarized.

Commission Attorney Nillen noted the Commission may not respond to items brought up during call to public as they are not properly noticed. She reiterated the Vice Chairwoman indicated that the Clerk will be reaching out with more information about the notary issue.

Tamara Weaver noted the form does not include instructions about notarization and requested clarification. She asked if there was a likelihood for a special session to be scheduled to address the inquiries. She thanked the Commission for volunteering.

Scott McGill stated he will wait for the next meeting to speak since Agenda Item 5 was removed.

7. Future Agenda Items and Meeting Dates

Vice Chairwoman Sallen stated the next meeting would be held December 18, 2025. She opened the floor to discussion.

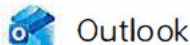
The Commission did not have additional comments.

8. **Adjournment**

Vice Chairwoman Sallen adjourned the meeting 4:30 p.m.

DRAFT

AGENDA ITEM 4



Outlook

2025 DEC -3 PM 4:40
CITY CLERK DEPT.

CITIZEN PETITION REQUEST

From Tamara Weaver <[REDACTED]>
Date Wed 12/3/2025 1:37 PM
To Council Packet Mailbox CLK <council.packet.mailbox@phoenix.gov>

CAUTION: This email originated outside of the City of Phoenix.

Do not click links or open attachments unless you know the sender and were expecting this email.

[Report Suspicious](#)

Citizens' Petition Request to the Mayor and City Council For the Promotion of an Equitable, Accessible, and Transparent Municipal Ethics Complaint Process

To the Mayor and Members of the City Council:

We, the undersigned residents and taxpayers of the City, respectfully submit this petition and request that it be entered into the official record of a regular Council meeting and that the Council take formal action to address the serious deficiencies in the current ethics inquiry process administered by the City's Ethics Commission and City Clerk.

At the most recent meeting of the Ethics Commission, twenty-one (21) ethics inquiry requests submitted by members of the public were summarily tabled—not on the merits of the allegations contained therein, but solely because the submissions lacked notarization.

Prior to that meeting, neither the official ethics inquiry form available on the City's website nor any accompanying instructions indicated that notarization was required. No space was provided for a notary's signature or seal. Only after these 21 inquiries were rejected on procedural grounds did a revised form—dated November 25—suddenly appear on the City's website, now containing a notary block.

Furthermore, the City Clerk has stated that the completed, notarized form must be physically delivered in person to City Hall during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday). This requirement imposes an insurmountable barrier for the many residents who work during those hours or who rely on public transportation, have childcare responsibilities, or face mobility challenges.

Compounding these obstacles, the new form contains language warning citizens that they may be assessed a penalty in excess of \$500 if their complaint is later deemed "frivolous." According to recent Federal Reserve data, approximately one-third of American adults would be unable to

cover an unexpected \$400 expense without borrowing or selling something. The mere threat of such a financial penalty has a chilling effect and will predictably deter legitimate reports of misconduct, particularly from lower- and moderate-income residents.

Taken together, these policies and practices—notarization without prior notice, mandatory in-person delivery during standard working hours, and the prospect of substantial monetary sanctions—create a system that is neither equitable nor accessible. Rather than encouraging public oversight of government ethics, the current process erects procedural and financial hurdles that disproportionately burden ordinary residents while shielding public officials and employees from legitimate scrutiny.

A credible ethics process must be straightforward, safe, and genuinely available to every member of the community it serves. When procedural requirements and threatening language combine to discourage participation, the process ceases to protect the public and instead protects the institution from accountability.

Therefore, we petition the Mayor and City Council to:

1. Immediately suspend the notarization requirement for ethics inquiries until such time as clear public notice and reasonable alternatives (such as electronic notarization or a sworn declaration under penalty of perjury) are implemented;
2. Eliminate the requirement of in-person, daytime-only delivery and permit submission by an online portal;
3. Remove or substantially revise all language threatening financial penalties for complaints later determined to be without merit, replacing it with language that encourages good-faith reporting;
4. Direct the City Clerk and Ethics Commission to conduct a comprehensive review of the ethics complaint process with meaningful public input and to propose revisions that prioritize accessibility, equity, and public trust; and
5. Report back to the public within fifteen (15) days on actions taken to implement these reforms.

The residents of this City deserve an ethics oversight system that welcomes, rather than repels, citizen participation. We urge the Council to act swiftly to restore confidence in the integrity and fairness of our local government.

Respectfully submitted this 3rd day of December, 2025,

Stetson Valley Residents

We request that this petition be formally received and that the Council place this matter on an upcoming agenda for discussion and action.

Thank you for your attention to this urgent matter of public trust and democratic accountability.

AGENDA ITEM 8

2026
NOTICE OF PUBLIC MEETING
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January	February	March	April	May	June
January 15	February 19	March 19	April 16	May 21	June 18
July	August	September	October	November	December
July 16	August 20	September 17	October 15	November 19	December 17

Meetings attendees may participate either in-person or virtually (unless otherwise noted) – see the posted agenda for options to participate.

One or more Commission Members may participate via teleconference.

Agenda

A printed copy of the agenda will be posted adjacent to this notice no later than 24 hours in advance of the meeting. An electronic copy of the agenda will also be available online at:

<https://www.phoenix.gov/cityclerk/publicmeetings/notices>
and <https://www.phoenix.gov/ethics>

Call to the Public

Citizen comments are heard before adjournment of the meeting, as necessary, provided a quorum of the Commission is present. Any member of the public will be given up to three minutes to address the Commission on issues of interest or concern to them. Speakers will be called in the order in which requests to speak are received. As mandated by the Arizona Open Meeting Law, officials will not discuss matters raised during the Call to the Public, but may respond to personal criticism, and may direct staff to follow up with the citizen.

Accommodations

For reasonable accommodations, call Rebecca McCarthy at 602-262-7526 as early as possible to coordinate needed arrangements. 7-1-1 Friendly

December 14, 2025