



City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT



PDD Boards – Commissions – Committees Welcome Packet

Thank you for your willingness to serve!

The future of our communities depends on people like you getting involved and volunteering your time and expertise. Your central duty is a tough one: to determine how to balance private rights and interests with larger public expectations. We appreciate you being an active listener and following standard meeting rules to create public meetings that are presented in a fair and civil manner for all involved.

We look forward to working with you and thankful you will serve an important role in formulating decisions regarding planning and development issues in our Phoenix community.

Joshua Bednarek, Planning and Development Director
City of Phoenix

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PDD Boards – Commissions – Committees

Welcome Packet

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QUESTIONS AND ANSWERS

1. Q. What is required of me before I can serve as a member?

- A. There are six primary tasks you need to complete before you can serve:
1. Complete the **Loyalty Oath form**, sign, notarize and return to City Clerk staff via email at OML@phoenix.gov or return in person on 15th floor of City Hall at 200 W. Washington Street. Phoenix and the City Clerk office will also provide a courtesy notary.
 2. Read and review the **City of Phoenix Boards and Commissions Ethics Handbook**.
 3. View the **Ethics Lobbying Regulations Videos**, located at the following link:
[Boards and Commissions, Ethics - YouTube](#)
 4. Complete **Ethics Certification Acknowledgement Form** and return to your liaison.
 5. Read **Planning and Development Conflict of Interest Guidance Information**.
 6. Register on the **Boards and Commissions database** by following instructions listed in this packet.

2. Q. What is expected of me?

- A. There are expectations of all our Boards/Commissions and Village Committee members:
- Attend meetings and arrive on time.
 - Keep an open mind.
 - Follow the rules of procedure for your boards/commissions/village and contribute in a positive, constructive way. Phoenix Boards and Commissions follow Robert's Rule of Order and the Chair leads the meetings to ensure it follows the rules.
 - Treat your fellow board/commissions/committee members, staff and everyone who comes before you with respect.
 - Listen.
 - Come prepared and read materials provided by staff in advance.
 - Display your good ethical behavior by avoiding the pursuit of special privileges.
 - Always seek the public interest and be thinking how best to further the interests of the community as a whole.

3. Q. What are my roles and responsibilities?

- A. The responsibility can be divided into two functions; planning (policy-making) and regulation (development review or “quasi-judicial function”).

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4. Q. How do I change my contact information on file?

A. You can contact your liaison and request to fill out a new form with the updated information.

5. Q. How do I make decisions?

A. In a variety of ways.....

- Work together as a team with your fellow members and other city boards and officials.
- Try hard to decide what is in the public interest.
- Decisions made on amending plans, city ordinance, building code, city code, or by-laws require open public meetings and opportunity for public response.
- Read carefully, and make sure your decision is based on the information presented to the board/commission/committee.

6. Who will I work with?

A. You will work with your city liaison, the chair of your board/commission/village committee, all members, and the public. The public or citizens who attend controversial or interesting meetings, the media, private developers, and property owners along with their consultants, lawyers, and the community members they represent. Everyone who attends deserves respect and is entitled to a voice by completing a public comment card to speak on any agenda item listed on the agenda.

7. How to handle conflicts of Interest?

A. Please refer to the Conflict of Interest Guidance on the following pages of this packet and refer to the Boards and Commissions Ethics Handbook provided for information and guidance. If you still have questions on how to handle a conflict of interest, please contact your liaison and they can work with you and our Law Department for guidance.

8. What if I chose to resign?

A. If you chose to resign you need to provide your resignation in writing to both your chair and your liaison. The liaison in turn will notify the Mayor's office and the position will be reflected as vacant until filled.

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CONFLICT OF INTEREST GUIDANCE

Two major interest categories pose the greatest risk for potential conflicts to all Planning and Development-related boards and commissions: (1) real property interests controlled or owned by a board/commission/village committee member or relative; and (2) real estate or construction transactions that involve a board/commission member or relative.

Real Property Interests Controlled or Owned by a Board/Commission/Committee member or Relative

A commission member should declare a conflict of interest and must not participate or vote in the decision or action if real property owned or controlled by the board/commission/village member or relative realizes particularized harm or benefit. Factors to determine particularized harm or benefit include:

- Ownership or other financial interest in a property within close proximity (generally 600 feet or less) of the property affected by the board/commission/committee member's action.
- Direct benefit or harm (e.g. developer builds walls on board/commission/village member's property at developer's cost as part of rezoning; rezoning results in potential "up-zoning" to increase value of father's property; project will block mother-in-law's view of Camelback); or
- Action or decision will result in more than generalized harm or benefit to member's property compared to other affected properties (e.g. property located more than 600 feet (approximately) from proposed rezoning but is one of the few nearby properties located downwind from a proposed mulch operation).

This is not an exhaustive list of factors. Please contact your board/commission/committee liaison if you have any conflict of interest questions or concerns.



City of Phoenix
CITY CLERK DEPARTMENT

CONFLICT OF INTEREST DISCLOSURE BOARD & COMMISSION MEMBERS

(Refer to City of Phoenix Board & Commission Member Ethics Handbook)

Name: _____ Date: _____

Board or Commission: _____

I hereby make known a substantial interest** under A.R.S. sections 38-501 – 511.

Meeting date and time: _____ Meeting agenda item number: _____
(Date) (Time)

Person with the substantial interest: ☐ Board Member ☐ Board Member's Relative

The substantial interest is: _____

**Under A.R.S. section 38-503, a board member must declare a conflict of interest in official City of Phoenix records if a board member or a board member's relative has a substantial interest in a board's decision or contract.

To make known a substantial interest, a board member should notify the board chair, and must publicly disclose the potential conflict during the meeting and must not participate in any manner in the matter. The board minutes must reflect the board member's conflict of interest.

The board member should complete this form and file the original with the City Clerk's Office, and keep a copy for the board member's own file. The board's liaison may assist a member in this process, but the ultimate responsibility to comply with the applicable law lies with the board member.

I certify that the above information is accurate and true to the best of my knowledge and belief.

Signature: _____ Date: _____

Print Name: _____

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REGISTRATION

Registering for an account, serves as both your member profile and application. Your profile will provide the City of Phoenix Mayor's Office and Planning and Development Department with your contact information, workplace details and resume. Once you submit your profile, the mayor's office will receive it and review it for potential appointment.

Please create a profile at boards.phoenix.gov. The site will first ask you to verify your email address; once you have done so, you may complete your profile. Please indicate the board(s) of interest and complete all mandatory fields as demarcated by the red asterisks.

Register for Boards and Commissions

Create a new account.

First Name

Last Name

Email

Password

Confirm password

Register

If you already have an account created, please use your credentials to [Log in as Existing User](#)

Password must be at least 8 characters long, contain a number, an upper case letter, a lower case letter, and a special character.

If you run into any technical difficulties, or questions about the process you may your board/commission/committee liaison.



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PLANNING & DEVELOPMENT DEPARTMENT

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New Member

CONTACT INFORMATION FORM

Member Name

Name of Board/Commission/Committee

Date Form Completed

CONTACT INFORMATION

Please check box if you are serving on VPC AND agree to share this info with the public.

☐

Preferred Phone Number

☐

Preferred Email

☐

Preferred Mailing Address

Signature

Please return this form to your Board/Commission/Committee liaison

For reasonable accommodations request, contact Angie Holdsworth at Voice 602-495-5622 or TTY/Use 7-1-1.