



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.

Inside you will find common questions and their answers that new members often have before attending their first meeting to provide some insight and additional information you will find helpful.

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.

Alan Stephenson, Planning and Development Director
City of Phoenix

PDD Boards - Commissions - Committees - WELCOME PACKET - TABLE OF CONTENTS

Questions and Answers	Page 1
Conflict of Interest Guidance	Page 3
Conflict of Interest Form	Page 4
Database Instructions	Page 5
Contact Confirmation Form	Page 13

PDD Boards - Commissions – Committees – WELCOME PACKET 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 links:**
 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”).

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.

PDD Boards - Commissions – Committees – WELCOME PACKET 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 staff 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: _____ (Date) (Time)	Meeting agenda item number: _____
Person with the substantial interest: <input type="checkbox"/> Board Member <input type="checkbox"/> 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: _____	

PDD Boards - Commissions – Committees – WELCOME PACKET DATABASE INSTRUCTIONS

Registering is simple—just like registering for an account on any other website. This process will allow the City of Phoenix Mayor’s Office and Planning and Development Department to capture up-to-date contact information, workplace details and resumes.

These member profiles will serve from now on as applications—one in the same. Once you submit your profile, the mayor’s office will receive it and review it for potential appointment. See the following instructions for a step-by-step guide on how to register, how to reset passwords, and how to manage a profile.

The website to register is at: <http://boards.phoenix.gov>

Please log on and create a user name, password and fill out all of the profile information. Your profile in our new software will replace any previous application you’ve submitted. For that reason, I recommend you fully fill out your profile and experience information—not only so your contact information is accurate, but in the case you intend to serve on other boards in the future, your experiences will be available for Mayor and Council to review.

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

Please be sure to hit “submit” once you are finished filling out your profile.

1.1 GENERAL REGISTRATION INFORMATION

- For registration, user information must be entered in the correct format in order to submit the registration. For example, an email address must be entered in the correct format (i.e. name@email.com).
- The user's email address will be used as their username and must be a valid email address. The application will send an email to the email address the user entered during registration in order to confirm the entered email address.

1.1.1 Password requirements

The password must be at least 8 characters long, must include a digit, must have a lower and upper case letter, and must have a special character.

1.1.2 Registration workflow

Once a user registers, they must confirm their email address via a link sent to them in email. Registration will not be complete until the email address is verified.

The work flow is as follows:

1. User registers
2. User receives email asking them to confirm their account.
3. User confirms account by clicking on the link in email
4. User is verified and can log in now.

1.2 REGISTER FOR AN ACCOUNT

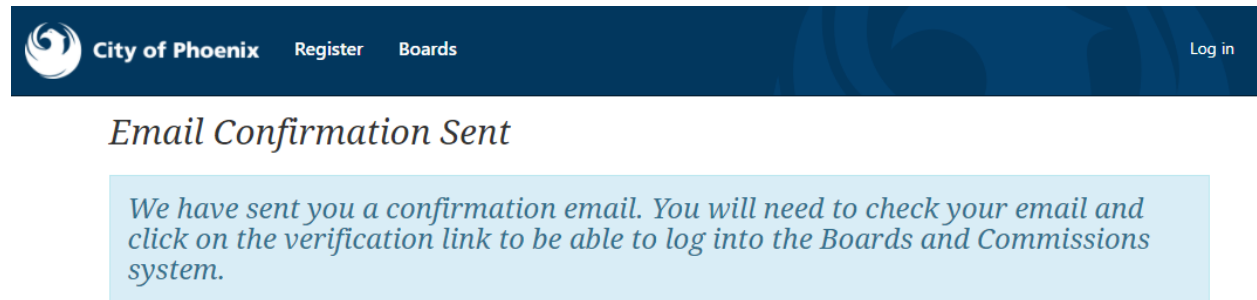
1. On the login screen, click on "Register" on the top menu, or the "Register as a new user" button.

The screenshot shows the City of Phoenix website's login page. At the top, there is a dark blue navigation bar with the City of Phoenix logo on the left and the text "City of Phoenix Register Boards" on the right. Below the navigation bar, the word "Log in" is written in a large, elegant font. Underneath "Log in", there is a smaller line of text: "Use your Boards and Commissions account to log in." Below this text, there are two input fields: "Email" and "Password". To the right of the "Password" field, there is a checkbox labeled "Remember me?". Below the input fields, there is a "Log in" button. At the bottom of the page, there are two buttons: "Register as a New User" and "Forgot Your Password?". Two red arrows are overlaid on the page: one points from the "Register" link in the navigation bar to the "Log in" text, and the other points from the "Register as a New User" button to the "Log in" button.

- Once on the registration screen, fill out all required fields.

The screenshot shows the registration page for the City of Phoenix. At the top, there is a dark blue header with the City of Phoenix logo, the text "City of Phoenix", and navigation links for "Register" and "Boards". A "Log in" link is visible in the top right corner. Below the header, the main heading is "Register for Boards and Commissions." followed by the subtext "Create a new account." The registration form consists of five input fields: "First Name", "Last Name", "Email", "Password", and "Confirm password". To the right of the form, there is a note: "If you already have an account created, please use your credentials to [Log in as Existing User](#)". Below this note, a password requirement is stated: "Password must be at least 8 characters long, contain a number, an upper case letter, a lower case letter, and a special character." At the bottom of the form is a dark blue "Register" button.

- Click on the "Register" button.
- If the account was successfully created in the system, a confirmation screen will be presented to the user.



- After the user registers for an account, the user should receive an email asking them to click on a link to confirm their email account.

Dear Liene Laub,

You have been added as a user to the City of Phoenix Boards and Commissions.

Your **User Name** is the **email address** provided during registration (liene.laub@phoenix.gov). To verify you are the owner of this email address please click the link below.

If you believe you should not be registered for an account with the City of Phoenix Mayors Office, disregard this email.

Please do not reply to this email. Please [click here](#) to confirm your email address.

[Confirm My Email](#)  [Click to go to Confirm Email](#)

Thank you,
City of Phoenix Mayors Office
For general questions call: (602) 262-7111

- After clicking on the "Confirm My Email" the user will be taken to a screen letting them know that they're account has been confirmed and they will be directed to the log in page.

Confirm Email.

Thank you for confirming your email. Please [Click here to Log in](#)

If the public user has lost their password, they can reset it following these steps:

1. Click on the “Forgot Your password?” button on the login page.



City of Phoenix

Register

Log in.

Use a local account to log in.

Email

Password

Remember me?

Log in

Register as a New User

[Forgot Your Password?](#)



2. Enter the email associated with the account and click the button to send a password reset email.



Forgot your password?.

Enter your email.

Email

Enter Email Address

Email Link



Click to send a password reset email

7. An email will be sent to the provided email address, if the user is found in the database. The email will contain a link to a page that will allow the user to reset their existing password.

Liene Laub,

Please [click here](#) to reset your password.

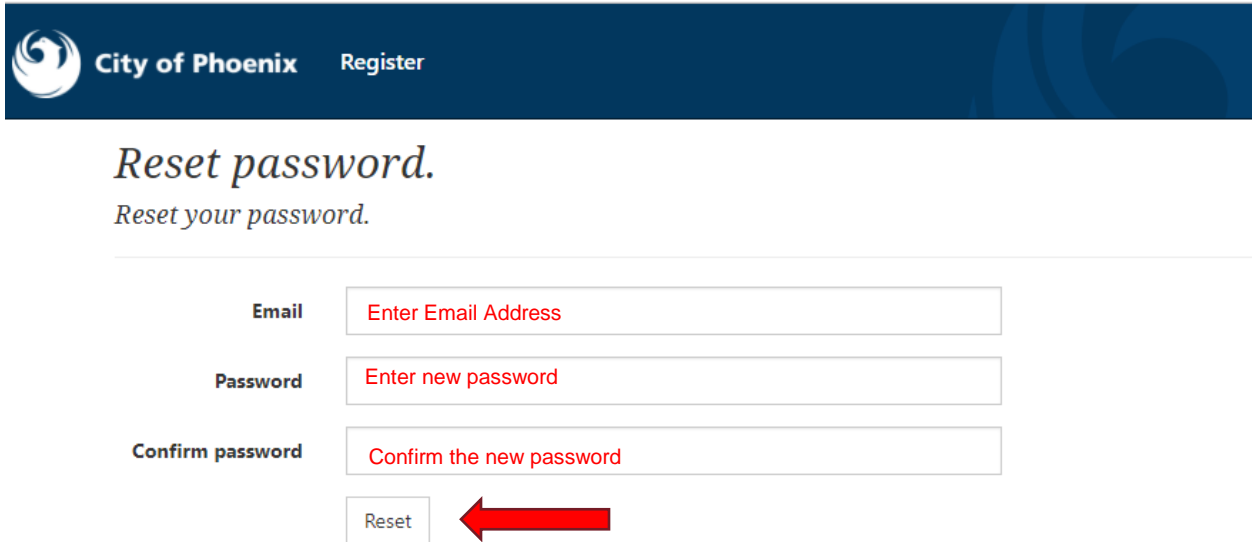
Reset My Password

Click to move to password reset

Thank you,

City of Phoenix Mayors Office
For general questions call: (602) 262-7111

3. User resets the password. The same password rules apply to this screen as when setting the initial password.



The screenshot shows the top navigation bar with the City of Phoenix logo and the text "City of Phoenix Register". Below the header, the heading "Reset password." is displayed in a large, italicized font, followed by the sub-heading "Reset your password." in a smaller, italicized font. The form contains three input fields: "Email" with the placeholder "Enter Email Address", "Password" with the placeholder "Enter new password", and "Confirm password" with the placeholder "Confirm the new password". A "Reset" button is located below the input fields, with a red arrow pointing to it from the right.

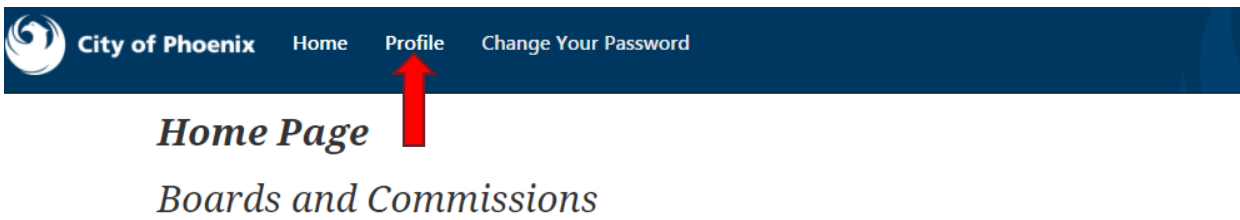
4. The password is reset and user can log in using their new password.



3 PROFILE MANAGEMENT BY OUTSIDE USERS

3.1.1.1 Profile Management

1. The Profile Management screen can be access by clicking the Profile Link once logged into the public facing application



- The application will forward the user to the Profile Management page where they may either enter their initial profile information or modify previously entered information.
 (Note: Required fields are denoted by an asterisk *)

Boards Profile

Personal Information

<p>First Name * <input type="text" value="hbh"/></p> <p>Birth Date <input type="text" value="MM/DD/YYYY"/> </p> <p>Home Telephone * <input type="text" value="(444) 444-4444"/></p> <p>Political Party <input type="text" value="rr"/></p> <p>Gender <input type="text" value="Male"/> ▼</p> <p>District of Residence * <input type="text" value="District 2"/> ▼</p>	<p>Last Name * <input type="text" value="bhb"/></p> <p>Email Address * <input type="text" value="thomas.stgermain@phoenix.gov"/></p> <p>Work Telephone <input type="text"/></p> <p>Referred by <input type="text"/></p> <p>Ethnic Background <input type="text" value="Asian"/> ▼</p> <p>Village of Residence <input type="text" value="Camelback East"/> ▼</p>
<p>Help me find my Council District and Village</p>	

Work Information

Business Name *

Job Title *

Select New Resume

- User will enter Personal Information consisting of the below pictured fields. The User can click the “Help me find my Council District and Village” link to view the Phoenix.gov find my council district page(<https://www.phoenix.gov/mayorcouncil/find-my-council-district>).

Personal Information

<p>First Name * <input type="text" value="hbh"/></p> <p>Birth Date <input type="text" value="MM/DD/YYYY"/> </p> <p>Home Telephone * <input type="text" value="(444) 444-4444"/></p> <p>Political Party <input type="text" value="rr"/></p> <p>Gender <input type="text" value="Male"/> ▼</p> <p>District of Residence * <input type="text" value="District 2"/> ▼</p>	<p>Last Name * <input type="text" value="bhb"/></p> <p>Email Address * <input type="text" value="thomas.stgermain@phoenix.gov"/></p> <p>Work Telephone <input type="text"/></p> <p>Referred by <input type="text"/></p> <p>Ethnic Background <input type="text" value="Asian"/> ▼</p> <p>Village of Residence <input type="text" value="Camelback East"/> ▼</p>
<p>Help me find my Council District and Village </p>	

[View find my council district Page](#)

- User will enter Required Business information and will have the ability to upload a Resume File
 (Note: Resume are only accepting in the following formats: .pdf, .docx, .xlsx, .doc, .xls, ".txt)

Work Information

Business Name *	<input type="text" value="g"/>
Job Title *	<input type="text" value="gg"/>
Select New Resume	<input type="button" value="Select Resume.."/>

If the User previously uploaded a resume, it will be displayed with an option for the user to download or Delete the document. If the User chooses to upload a new Resume File it will replace the existing Resume File.

Current Resume	TestResume.docx	<input type="button" value="Download"/>	<input type="button" value="Delete"/>
Select New Resume	<input type="button" value="Select Resume.."/>		

5. User will enter Boards Information by selecting any Boards for which they have interest from the Multiselect control, and will either enter required Experience information or indicate that that information is present on their resume by clicking the "Indicated On Resume" checkbox beside each field. The User can click the "View Current Boards and Commissions" link to view the Web Page containing Details for all active Boards and Commissions in a new window.

Select Interested Boards

Interested Boards	<input type="text" value="TestBoard1 x"/>	View Current Boards and Commissions
Professional Experience *	<input type="text" value="g"/>	<input type="checkbox"/> Indicated On Resume
Community Experience *	<input type="text" value="g"/>	<input type="checkbox"/> Indicated On Resume
Comments or special qualifications	<input type="text" value="Please See Resume"/>	<input checked="" type="checkbox"/> Indicated On Resume
Previous service on Board/Commission	<input type="text" value="g"/>	<input type="checkbox"/> Indicated On Resume

View Boards List Page

6. User will Enter Address information.
(Note: Only 1 address, Work or Home is required)

Address Information

Home Address

Work Telephone *

g

Address 2

(Optional)

City *

g

State *

Iowa

Zip Code *

44444

Work Address

Address 1

Address 2

(Optional)

City

State

Iowa

Zip Code

Back

Submit

7. User will Click the submit button indicating that they wish their profile changes to be saved. System will save all changes and will forward the user back to the Home page of the application



PDD Boards - Commissions – Committees 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.