



CITY OF FLAGSTAFF  
CANDIDATE ELECTION HANDBOOK

2020

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928-213-2076

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# INTRODUCTION

The information in this booklet is prepared for you by the Flagstaff City Clerk's Office. We are happy to provide you with laws and required forms, as well as information related to the election process. However, if you have questions regarding the interpretation of election law and/or legal sufficiency of your filing, you may wish to consult with an attorney.

For questions and information, feel free to contact:

Flagstaff City Clerk's Office  
City of Flagstaff  
211 W. Aspen Avenue  
Flagstaff, Arizona 86001

Stacy Saltzburg, MMC, City Clerk  
928.213.2076  
[stacy.saltzburg@flagstaffaz.gov](mailto:stacy.saltzburg@flagstaffaz.gov)

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# CANDIDATE QUALIFICATIONS

Article II, Section 5, of the Flagstaff City Charter requires the Mayor and Councilmembers to be qualified electors of the City. A Mayor or Councilmember cannot hold any other public office except that of Notary Public or member of the National Guard or Naval or military reserves. If a Councilmember or Mayor ceases to possess any of these qualifications, or is convicted of a crime involving moral turpitude, the office shall immediately become vacant.

## **QUALIFIED ELECTOR**

To be a candidate for office of Mayor or Councilmember, you must be a qualified elector as defined by the Arizona State Constitution and the laws of the State of Arizona for state and county electors. A qualified elector of the City is defined as a person whose name appears on the Coconino County voter registration rolls in a precinct of the City of Flagstaff for the last preceding general election, or who has subsequently registered in a Flagstaff precinct, and is otherwise qualified. In addition, you must be a resident of the City for at least one year prior to any election.

# ELECTION PACKETS

City of Flagstaff election packets contain the required forms for filing nomination petitions, a Political Committee Statement of Organization form, information on campaign finance laws, and campaign finance forms. These forms are described in more detail later in this handbook.

## **CANDIDATE CHECKLIST**

We will ask you to sign a candidate checklist that acknowledges receipt of all campaign materials. It should be completed when you or your representative pick up an election packet. As part of the initial meeting, we review all of the documents with you and explain their purpose. Together, we verify that all of the documents listed on the receipt are in the packet. Nevertheless, should you lose your packet or any of its documents and/or forms, we can easily replace the materials for you.

## **STATEMENT OF INTEREST**

Candidates must file a Statement of Interest with the City Clerk before obtaining the first petition signature on a candidate petition.

## **FINANCIAL DISCLOSURE STATEMENT**

Your completed Financial Disclosure Statement is required at the time nomination petitions are filed.

## **NOMINATION PETITIONS (NONPARTISAN)**

The election packet contains a sample nonpartisan nomination petition. Candidates usually prefer to include a photograph where indicated, fill in the blanks, and then copy as needed. An electronic version for personalization can be provided upon request.

The earliest date for filing petitions is March 9, 2020. **The deadline for filing petitions, Nomination Paper, and Financial Disclosure Statement is 5:00 p.m., on April 6, 2020.**

## **Percentage of Signatures Required**

The percentage of signatures required for nomination petitions must be at least 5% and not more than 10% of the total votes cast in the last preceding election at which a Mayor was elected. In the 2018 mayoral election, 20,887 votes were cast for Mayor. This means that your nominating petitions must contain between **1,045** (5%) and **2,089** (10%) valid signatures.

## **NONPARTISAN NOMINATION PAPER DECLARATION OF QUALIFICATION**

The Nomination Paper provides written notification of your desire to become a candidate for office and must be filed at the same time your nominating petitions are filed. Included in this information is how you want your name printed on the official ballot. You are limited to your surname and given name or names, an abbreviated version of such names, or appropriate initials. A nickname, abbreviated name, or initials can be used as long as there is no direct or implied connection to professional, fraternal, religious, or military titles. Abbreviated names or nicknames may be printed within quotation marks. Your surname must be printed first, followed by the given name or names.

### **PETITION CIRCULATORS**

Circulators are not required to be a resident of this state but otherwise must be qualified to register to vote in Arizona. If not a resident, the circulator shall register as a circulator with the Secretary of State's Office, regardless of the jurisdiction they are circulating in. For more information regarding non-resident petition circulators, click [here](#).

Only one person may circulate each petition sheet, and the same person who circulated the sheet must sign the certificate on the back of the petition. Nomination petitions may not be circulated in City buildings. Exhibit A sets out the City policy prohibiting the circulation of petitions in City buildings.

### **WRITE-IN CANDIDATES**

Write-in candidates are not required to file nomination petitions; however, a write-in candidate is **required to file all other candidate election forms**. Write-in nomination papers are accepted for both the primary and general elections. To qualify as a write-in candidate, a nomination paper **must be filed with the City Clerk's Office by 5:00 P.M.**, on June 5, 2020, for the primary election or September 24, 2020, for the general election (40 days prior to the election).

You are prohibited from being a write-in candidate at a general election if you ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election, with one exception: death, withdrawal, or disqualification of a candidate whose name appears on the ballot. Even if your initial candidacy was disqualified because you did not collect enough valid signatures to be placed on the ballot for the primary election, you are ineligible to file as a write-in candidate.

**WRITE-IN VOTES MAY ONLY BE COUNTED FOR THOSE PERSONS WHO HAVE FILED REQUIRED NOMINATION PAPERS.**

# CAMPAIGN FINANCE

Campaign finance laws are complex and highly technical. As in past elections, City staff cannot interpret campaign finance law for you. We will provide you, though, with information, forms, guides, and laws needed to complete the required forms. The election packet contains:

1. Instructions on how to access ARS Title 16, Chapter 6, Campaign Contributions and Expenses.
2. Copies of required campaign finance forms, along with an instruction handbook for completing the forms.

**For a legal interpretation of campaign finance law, and to ensure compliance with state law, you may wish to consult with an attorney.**

## **FORMS AND REPORTS**

**NOTE:** You must file a Political Committee Statement of Organization if you plan to receive or expend, in any combination, more than \$500 during the election cycle. The election cycle is 01/01/19 – 12/31/20.

All of the following forms are available in electronic format on the City's website at [FORMS](#). The forms are fillable and can be copied directly to your computer.

### **Political Committee Statement Of Organization**

If you receive contributions or make expenditures, in any combination, more than \$500 in connection with a campaign for public office, the law states that a political committee must be created to serve as your campaign committee. In this case, a Political Committee Statement of Organization must be filed within ten days of receiving such contributions or making such expenditures. If any information contained on the statement of organization changes, it must be amended within ten days of the change of information.

### **Political Committee Campaign Finance Report**

Political and candidate committees are required to file campaign finance reports throughout the election period. One set of Campaign Finance Report forms has been included in the election packet. This is intended for use as a master copy for reference. Campaign Finance Reports may now be filed electronically through email to [stacy.saltzburg@flagstaffaz.gov](mailto:stacy.saltzburg@flagstaffaz.gov). **Be sure that you make a note of your filing deadlines and that your reports are filed in a timely manner.**

The required reports and respective dates for filing are:

<b>Report</b>	<b>Reporting Period</b>	<b>Report Due</b>
2020 1 <sup>st</sup> Quarter	01/01/2020 – 03/31/2020	04/01/2020 – 04/15/2020
2020 2 <sup>nd</sup> Quarter	04/01/2020 – 06/30/2020	07/01/2020 – 07/15/2020
2020 Pre-Primary	07/01/2020 – 07/18/2020	07/19/2020 – 07/27/2020
2020 3 <sup>rd</sup> Quarter	07/19/2020 – 09/30/2020	10/01/2020 – 10/15/2020
2020 Pre-General	10/01/2020 – 10/17/2020	10/18/2020 – 10/26/2020
2020 4 <sup>th</sup> Quarter	10/18/2020 – 12/31/2020	01/01/2021 – 01/15/2021

### **CAMPAIGN CONTRIBUTION LIMITS**

Campaign contribution limits are listed on the 2020 Election Cycle Campaign Contribution Limits chart included as [EXHIBIT C](#).

### **FALSE REPORTS AND FAILURE TO FILE STATEMENTS**

A political committee failing to file any of the required campaign finance reports is subject to a civil penalty of \$10 for each day the violation continues during the first fifteen days after the filing deadline and \$25 for each subsequent day that the filing is late. Penalties accrue until the late report is filed.

### **TERMINATION OF POLITICAL COMMITTEES**

You may terminate your candidate committee only if all of the following conditions have been met:

1. The committee chairman and treasurer file a completed Termination Statement form along with an appropriately filled out campaign finance report certifying that the committee will no longer receive any contributions or make any disbursements.
2. The committee has no outstanding debts or obligations.
3. All surplus monies have been disposed of together with a statement of the manner in which the surplus monies were disbursed, including the name and address of each recipient of surplus monies, and the date and amount of each disposition of surplus monies.

Surplus monies must be disposed of as permitted in ARS 16-933:

- A. A committee that intends to terminate shall dispose of surplus monies as follows:
  1. Return surplus monies to the contributor.
  2. Contribute surplus monies pursuant to and within the limits prescribed in

article 1.2 of this chapter (Title 16, Chapter 6).

3. In the case of a candidate committee, contribute surplus monies to a candidate committee for another candidate under the following conditions:
    - a. The candidate committee makes the contribution after the time period for filing a nomination paper pursuant to section 16-311, subsection A.
    - b. The candidate associated with the candidate committee that makes the contribution did not file a nomination paper to run for election in the current election cycle.
    - c. In the case of a candidate committee for legislative office, the candidate committee makes the contribution when the legislature is not in regular legislative session.
    - d. The candidate committee makes the contribution within the limits prescribed for individuals in section 16-912.
  4. Donate surplus monies to a nonprofit organization that has tax exempt status under section 501(c)(3) of the internal revenue code.
  5. In the case of a statewide or legislative candidate committee and subject to section 41- 133, transfer surplus monies to the candidate's officeholder expense account.
- B. Surplus monies shall not be used for or converted to personal use.
- C. This section does not preclude the repayment of a loan to a committee.

**The use of surplus monies for the personal use of a candidate or any person related to the candidate by blood or marriage is prohibited.**

# CAMPAIGNING

## PROMOTIONAL MATERIAL

A person, other than an individual, that makes an expenditure, including an independent expenditure, for an advertisement or fund-raising solicitation shall include the following disclosures in the advertisement or solicitation:

1. The words “paid for by,” followed by the name of the person making the expenditure for the advertisement or fund-raising solicitation.
2. Whether the expenditure was authorized by any candidate, followed by the identity of the authorizing candidate, if any.

“Person” means an individual or a candidate, nominee, committee, corporation, limited liability company, labor organization, joint venture, partnership, trust, association, organization, joint venture, cooperative or unincorporated organization or association. Since an individual is exempt from this requirement, consult with your attorney if you receive complaints regarding lack of disclosure to determine if it is an individual not required to disclose or a person who failed to disclose.

A political action committee must disclose the names of the three political action committees making the largest aggregate contributions to the committee making the expenditure and exceeds \$20,000 during the election cycle, as calculated at the time the advertisement was distributed for publication, display, delivery or broadcast.

Candidates will now be required to include a “Paid for By” disclosure and the name of the person making the expenditure on campaign signs. The disclosure must also state whether the expenditure was authorized by any candidate, followed by the name of the authorizing candidate, if any.

If a disclosure contains an acronym or nickname that is not commonly known, the disclosure shall spell out the acronym or provide the full name.

If the advertisement is:

1. Broadcast on radio, the disclosure shall be clearly spoken at the beginning or end of the advertisement.
2. Delivered by hand or mail or electronically, the disclosure shall be clearly readable.
3. Displayed on a sign or billboard, the disclosure shall be displayed in a height that is at least four percent of the vertical height of the sign or billboard.

4. Broadcast on television or in a video or film, the disclosure shall be both written and spoken at the beginning or end of the advertisement and the written disclosure statement shall be printed in letters that are displayed in a height that is at least four percent of the vertical picture height. The written and spoken disclosure is not required if the written disclosure statement is displayed for the greater of at least one-sixth of the broadcast duration or four seconds.

This disclosure requirement exempts social media messages, text messages, or messages sent by a short message service; advertisements that are placed as a paid link on a website, if the message is not more than 200 characters in length, and the link directs the user to another website that complies with the disclosure requirements; advertisements that are placed as a graphic or picture link, if the required disclosure statements cannot be conveniently printed due to the size of the graphic or picture, and the link directs the user to another website that complies with the disclosure requirements; bumper stickers, pins, buttons, pens, and similar small items on which the required statement cannot be conveniently printed; a solicitation of contributions by a separate segregated fund; a communication by a tax-exempt organization solely from its members; and a published book or a documentary film or video.

An entity that makes independent expenditures or ballot measure expenditures in excess of \$1,100 during a reporting period shall file an expenditure report with the clerk for the applicable reporting period. Expenditure reports shall identify the candidate or ballot measure supported or opposed, office sought by the candidate, if any, election date, mode of advertising, and first date of publication, display, delivery or broadcast of the advertisement.

### **Committees or Agents**

The Arizona Constitution provides for the enactment of legislation requiring campaign contributions and expenditures made by committees on behalf of candidates for public office to be matters of general public knowledge before and after each election. A committee shall preserve the following records for two years following the end of the election cycle (reminder: an election cycle is two years):

1. All contributions made or received by the committee.
2. The identification of any contributor that contributes in the aggregate at least \$50 dollars to the committee during the election cycle, the date and amount of each contribution, and the date of deposit into the committee's account.
3. Cumulative totals contributed by each contributor during the election cycle.
4. The name and address of every person that receives a contribution, expenditure or disbursement from the committee, including the date and amount, and for any expenditure or disbursement, the purpose of the expenditure or disbursement.

## Private Corporations and Labor Organizations

Corporations, limited liability companies, and labor organizations shall not make contributions to a candidate committee but may make unlimited contributions to persons other than candidate committees and may make independent expenditures in candidate elections.

A fund that is established by a corporation, limited liability company, labor organization or partnership for purposes of influencing the result of an election must register as a political action committee.

If the organization spends in excess of \$1,100 for an independent expenditure in a city or town election during a reporting period, they shall file an expenditure report with the clerk for the applicable reporting period. Expenditure reports shall identify the candidate or ballot measure supported or opposed, office sought by the candidate, if any, election date, mode of advertising, and first date of publication, display, delivery or broadcast of the advertisement. The 24-hour notification requirement has been repealed.

An expenditure is **not** an independent expenditure if either of the following applies:

1. There is actual coordination with respect to an expenditure between a candidate or candidate's agent and the person making the expenditure or that person's agent.
2. The expenditure is based on nonpublic information about a candidate's or candidate committee's plans or needs that the candidate or candidate's agent provides to the person making the expenditure or that person's agent and the candidate or candidate's agent provides the nonpublic information with an intent toward having the expenditure made.

In evaluating whether an expenditure is an independent expenditure, the clerk or city or town attorney may consider the following to be rebuttable evidence of coordination:

1. Any agent of the person making the expenditure is also an agent of the candidate whose election or whose opponent's defeat is being advocated by the expenditure.
2. In the same election cycle, the person making the expenditure or that person's agent is or has been authorized to raise or spend monies on the candidate's behalf.
3. In the same election cycle, the candidate is or has been authorized to raise money or solicit contributions on behalf of the person making the expenditure.

Coordination does not exist under either of the following:

If the person making the expenditure maintains a firewall between the person and that person's agent in compliance with all of the following:

1. The person's agent did not participate in deciding to make the expenditure or in deciding the content, timing or targeting of the expenditure;
  - a. The person making the expenditure has a written policy establishing the firewall and its requirements.
  - b. Solely because an agent of a person making the expenditure serves or has served on a candidate's host committee for a fund-raising event.

An expenditure that is coordinated with a candidate, other than a coordinated party expenditure, is deemed an in-kind contribution to the candidate.

Any entity that makes an independent expenditure must register as a committee only if it is organized for the primary purpose of influencing the result of an election and knowingly receives contributions or makes expenditures, in any combination, of at least \$1,100 in connection with any election during a calendar year. If the committee test is met, the entity shall file with the city clerk as a political action committee under the regular campaign finance laws. If the test is not met, the entity does not have to register but must file an Independent Expenditure Report during the reporting period if the entity spends in excess of \$1,100.

## **SIGNS**

Portable campaign signs for candidates and signs of political committees supporting/opposing a candidate or ballot measure are permitted on private property in all zoning districts with the consent of the property owner. Please note, however, that the total amount of portable signage allowed on private property is limited. Private commercial properties are allowed to display twenty-four (24) square feet of portable signage, while private residential properties are allowed to display sixteen (16) square feet of portable signage. It is up to the individual property owners to decide how much, if any, of their portable signage allotment will be devoted to portable campaign signs. The City does not regulate when portable campaign signs may be placed on private property or for how long.

State law prohibits a city from removing, altering, defacing or covering any political sign if the following conditions are met:

1. The sign is placed in a public right-of-way that is owned or controlled by that jurisdiction.
2. The sign supports or opposes a candidate for public office or it supports or opposes a ballot measure.

3. 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 (42 United States Code sections 12101 through 12213 and 47 United States Code sections 225 and 611).
4. 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.
5. The sign contains the name and telephone number or website address of the candidate or campaign committee contact person.

If the city deems that the placement of a political sign constitutes an emergency, the city may immediately relocate the sign. The city must notify the candidate or campaign committee that placed the sign within twenty-four hours after the relocation.

If a sign does not meet the criteria listed above and the placement is not deemed to constitute an emergency, the city 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 the notification to the candidate or campaign committee, the city may remove the sign. The city shall 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.

These provisions do not apply to commercial tourism, commercial resort and hotel sign free zones as those zones are designated by municipalities. Political campaign signs may not be placed within the public rights-of-way in the Flagstaff sign free zone.

These rules apply only during the period commencing 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. "Primary election" is deemed to be the actual date of the primary pursuant to A.R.S. §16-201 and does not begin when early ballots are mailed for the primary election. State highways or routes, or overpasses over those state highways or routes, are not included in the areas where signs are allowed.

### **CANDIDATE FORUM**

A Council candidate orientation meeting will be held sometime in 2020. Department and division heads will be on hand for presentations and to provide an opportunity for you to ask questions and learn more about City operations.

## **POLICIES**

### **Campaigning on City Property**

The City Manager has issued a policy statement included as [EXHIBIT A](#) that requires all employees to remain free from political activity while on duty, while on City premises, or in an official uniform of the City. We ask you not to place City employees in a difficult position by approaching them directly with questions, requests for information, or to sign petitions.

### **Requests for Information**

Recognizing the City's responsibility to provide accurate information and equal treatment to all Council candidates, the City Manager has issued a policy statement included with this handbook as [EXHIBIT B](#). All candidates will be treated equally under this policy.

Requests for copies of documents must be submitted in writing to the City Clerk's office. The City's standard copying fee of \$.50 per page will be charged.

Requests to meet with City staff will be accepted after the candidate filing deadline (April 6, 2020). You'll need to submit a written request to meet with staff to the City Clerk's Office. We'll contact the appropriate department head to arrange the meeting. One two-hour candidate meeting will be allowed per department/division, so it is important to identify all key personnel who should be in attendance. In addition, all candidates will be invited to attend the meeting which will be scheduled around all candidates' availability. Following the meeting, staff will prepare a written report that will be filed with the City Clerk's Office.

### **IMPORTANT DATES TO REMEMBER**

<b>Last day to Register to Vote in Primary Election:</b>	Monday	07/06/20
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<b>PRIMARY ELECTION/Last Day to Return Ballots:</b>	Tuesday	08/04/20
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<b>Last Day to Register to Vote in General Election:</b>	Monday	10/05/20
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<b>GENERAL ELECTION/Last Day to Return Ballots:</b>	Tuesday	11/03/20
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# CITY OF FLAGSTAFF

## City Employee Directives

No. 2-170

**Title: CIRCULATING POLITICAL PETITIONS IN CITY BUILDINGS**

**Effective:** January 1, 2016

**Revision:**

**Contact:** City Manager's Office

A question has been raised on whether or not political petitions may be circulated in City buildings.

It has been our long-standing practice not to allow political petitions to be circulated in City buildings to avoid the public perception that the City sponsors or endorses a particular candidate or issue. In addition, Section 1-60-020 of the Employee Manual prohibits all City employees from engaging in political activity while on City premises, or while in an official uniform of the City. Therefore, we believe City employees should not be placed in the position of reacting one way or another to political/election issues while in their work place.

While it has been the practice to prohibit the circulation of political petitions in City buildings, until now, we have lacked a written policy. Because the question continues to be raised, I am issuing a formal policy, via this notice to all employees, prohibiting the circulation of political petitions in City buildings. The policy applies to all local, state, and national political petitions, both in support of or opposition to political issues or candidates.

**Petitions for or against issues, ordinances, resolutions, laws, statutes, or acts of any political subdivision, including petitions circulated to place initiatives and referendums or the name of any person on a ballot for election to any public office shall not be circulated within any City building.**

An employee becoming aware of anyone circulating a political petition as described herein should inform the circulator of our policy or refer him/her to the City Clerk.

Thank you for your cooperation.

EXHIBIT B

# CITY OF FLAGSTAFF

## City Employee Directives

No. 2-050

**Title:**        **REQUESTS FROM COUNCIL CANDIDATES**

**Effective:** 1994

**Revision:**        **11/15/2005; 07/23/07;  
7/28/09; 1/1/2016**

**Contact:**    Office of the City Clerk

I.     PURPOSE

To ensure that consistent, accurate, and timely information is provided to all Council candidates and that all Council candidates are treated the same.

II.    SYNOPSIS

In 1994, the City Manager formalized the City's long-standing policy that all candidates and candidate groups are to be treated equally. In compliance with the Manager's directive, information requested by a candidate or candidate representative is to be provided to all candidates in the election. In addition, City Personnel Rules (Employee Handbook, No. 1-60-20, "Political Activity") require employees to remain free from political activity while on duty, while on City premises, or in an official uniform of the City.

III.   APPLICATION

This policy shall apply to all City Councilmember or Mayoral candidates including incumbents seeking reelection.

IV.    DEFINITIONS

A candidate is defined as:

- A.    One who has filed the nomination paper, statement of organization, nominating petitions containing sufficient signatures to qualify for the ballot, and a financial disclosure statement with the City Clerk's office to run for the office of Mayor or City Councilmember; or
- B.    One who has taken out a City Council or Mayoral candidate packet.

V. PROCEDURE TO IMPLEMENT DIRECTIVE

All known candidates will be informed of the process for obtaining information as outlined below and asked not to place City employees in a difficult position by approaching them directly with questions, requests for information, or to sign Council petitions while on duty.

Information provided to Council candidates is disseminated through the City Manager's Office via the City Clerk. Any candidate or candidate representative requesting information or meetings with staff should be directed to the City Clerk's office.

VI. RESOURCES AVAILABLE TO CANDIDATES

- A. City website: [www.flagstaff.az.gov](http://www.flagstaff.az.gov)
- B. City Council Meetings: 1st and 3rd Tuesday of every month at **4:30 p.m. and 6:00 p.m.** (Fully linked agenda packets are available on the City's website.)
- C. City Council Work Sessions: Every 2nd, 4th, **or** 5th Tuesday (when applicable) at 6:00 p.m. (live streamed on the City's website and available at any time thereafter)
- D. Board and Commission Meetings (Agendas are available on the City's website.)
- E. City Council meeting minutes and board and commission meeting minutes (available on the City's website)
- F. Cityscape
- G. City Council Candidate Briefing Forum
- H. Local news media.

All of these resources will help candidates on city issues, programs, and activities.

VII. REQUESTS FOR COPIES OF RECORDS

Requests for copies of records are processed in the same manner as citizen requests (Policy No. 2-030 "Copy Charges") and must be submitted in writing to the City Clerk. A candidate wishing to view public documents may do so at no charge during regular business hours. A copy (or copies) of a public document may be obtained; however, a per-page copy fee is assessed. Many City documents are available on line at no cost on the City's website.

## VIII. CANDIDATE FORUM/BRIEFING

A candidate briefing is conducted by the City of Flagstaff each election year. Candidates are encouraged to attend the forum and engage in discussion with city staff at that time. At this forum, major policy documents are provided to official Council candidates and presentations are made to candidates by the City Manager and department heads. Candidates are given the opportunity for questions and answers.

## IX. REQUESTS TO MEET WITH CITY STAFF

Council candidates may schedule meetings with the City Manager, Deputy City Managers, and the City Clerk to obtain information and get to know the community and the organization. However, candidates are expected to adhere to the protocols outlined below when requesting to meet with all other City staff.

Requests from candidates to schedule meetings with city staff will be accepted after the candidate filing period has expired. No meetings between City staff and candidates will be scheduled prior to the expiration of the candidate filing period. Requests to meet with City staff shall be in writing (e-mail is permissible) and submitted to the City Clerk's office.

- A. The City Clerk will arrange the meeting with the appropriate department head and division head who will determine who will attend the meeting and participate in discussions with candidates.
- B. Because only one meeting per division is allowed and because such meetings will not exceed two hours in duration, it is important for the candidate to identify all the critical division personnel with whom the candidate would like to visit. If follow-up is needed after the meeting, it is permissible for the candidate and the department head/division head to visit either in person, on the telephone, or through some other medium.
  1. To avoid any perception or appearance of beneficial opportunity provided to any candidate, all known candidates will be invited to participate in the discussion, and the meeting will be arranged around the schedules of all parties.
  2. Meetings with candidates shall be documented and notes filed with the City Clerk's Office.
- C. Candidates may schedule meetings with employee groups/unions; however, the meetings must take place in a location other than at a city-owned facility and at a time when the employee(s) is/are not on duty. Notes of these meetings are not required and department heads, division heads, or other administrative personnel need not attend them.
- D. Candidates who have bona-fide business with the city on other than election matters may continue in the ordinary conduct of their business. If there is any

doubt as to whether or not a candidate's business is election-related or related to private business, staff is directed to send the candidate to the City Clerk's office for clarification.

- E. Incumbent City Councilmember candidates are not restricted in any way from carrying out their official business with City staff as long as the interactions and conduct are not election-related. The guiding rule will be that if a Councilmember has routinely engaged in certain interactions, the continuation of such activities is deemed to be a routine performance of duties. However, requests and conduct during an election cycle that are newly arising and have the appearance of being geared toward the election will be redirected to the City Manager's Office for review and determination.

**EXHIBIT C**

**Campaign Contribution  
Limits 2019-2020 Election  
Cycle**

**Effective January 1, 2019<sup>1</sup>**

	<b>Recipient</b>				
	<b>Statewide Candidate<sup>2</sup></b>	<b>Legislative Candidate<sup>3</sup></b>	<b>Local Candidate<sup>4</sup></b>	<b>PAC<sup>5</sup></b>	<b>Political Party<sup>6</sup></b>
<b>Individual</b>	\$5,200 <sup>7</sup>	\$5,200 <sup>8</sup>	\$6,450 <sup>9</sup>	Unlimited <sup>10</sup>	Unlimited <sup>11</sup>
<b>Partnership</b>	\$5,200 <sup>12</sup>	\$5,200 <sup>13</sup>	\$6,450 <sup>14</sup>	Unlimited <sup>15</sup>	Unlimited <sup>16</sup>
<b>Candidate Committee</b>	Generally prohibited (except donation of surplus funds) <sup>17</sup>	Generally prohibited (except donation of surplus funds) <sup>18</sup>	Generally prohibited (except donation of surplus funds) <sup>19</sup>	Unlimited <sup>20</sup>	Unlimited <sup>21</sup>
<b>PAC without Mega PAC status (using non-corporate/ non-union funds)<sup>22</sup></b>	\$5,200 <sup>23</sup>	\$5,200 <sup>24</sup>	\$6,450 <sup>25</sup>	Unlimited <sup>26</sup>	Unlimited <sup>27</sup>
<b>PAC with Mega PAC status (using non-corporate/ non-union funds)<sup>28</sup></b>	\$10,400 <sup>29</sup>	\$10,400 <sup>30</sup>	\$12,900 <sup>31</sup>	Unlimited <sup>32</sup>	Unlimited <sup>33</sup>
<b>Political Party (using non-corporate/non-union funds)<sup>34</sup></b>	\$80,200 (to a party nominee only) <sup>35</sup>	\$8,200 (to a party nominee only) <sup>36</sup>	\$10,200 (to a party nominee only) <sup>37</sup>	Unlimited <sup>38</sup>	Unlimited <sup>39</sup>
<b>Corporation</b>	Prohibited <sup>40</sup>	Prohibited <sup>41</sup>	Prohibited <sup>42</sup>	Unlimited <sup>43</sup>	Unlimited <sup>44</sup>
<b>Limited Liability Company</b>	Prohibited <sup>45</sup>	Prohibited <sup>46</sup>	Prohibited <sup>47</sup>	Unlimited <sup>48</sup>	Unlimited <sup>49</sup>
<b>Trust, Joint Venture, Cooperative, or Other Unincorporated Organization or Association</b>	Prohibited <sup>50</sup>	Prohibited <sup>51</sup>	Prohibited <sup>52</sup>	Unlimited <sup>53</sup>	Unlimited <sup>54</sup>
<b>Union</b>	Prohibited <sup>55</sup>	Prohibited <sup>56</sup>	Prohibited <sup>57</sup>	Unlimited <sup>58</sup>	Unlimited <sup>59</sup>

**Contributor**

<sup>1</sup> In January of each odd-numbered year, the Secretary of State is required to increase the contribution limits specified in Title 16, Chapter 6, Article 1.2 by \$100. A.R.S. § 16-931(A)(2). The Arizona Citizens Clean Elections Commission published a regulation in the Arizona Administrative Code, R2-20-111(F), that purports to limit the biennial contribution limit increase to \$80 in lieu of \$100. However, the Commission's regulation is contrary to A.R.S. § 16-941(B) and therefore unenforceable against privately-funded candidates.

<sup>2</sup> A statewide candidate is a candidate for the office of Governor, Secretary of State, State Treasurer, Attorney General, Superintendent of Public Instruction, Corporation Commissioner or Mine Inspector. A.R.S. § 16-901(49).

<sup>3</sup> A legislative candidate is a candidate for the office of Representative in the State House of Representatives or Senator in the State Senate. A.R.S. § 16-901(36).

<sup>4</sup> A local candidate is a candidate for county, city, town, or district office.

<sup>5</sup> A "PAC" or "political action committee" is an entity or group that is required to register as a political action committee because it (1) is organized for the primary purpose of influencing the result of an election; and (2) knowingly received contributions or made expenditures (in any combination) of at least \$1,000 in connection with any election during a calendar year. A.R.S. §§ 16-901(41); 16-905(B).

<sup>6</sup> A "political party" is an officially recognized political party at the state, legislative district, county, city or town level that has qualified as a political party pursuant to Title 16, Chapter 5. A.R.S. § 16-901(42); see also A.R.S. §§ 16-801 to 16-828.

<sup>7</sup> A.R.S. § 16-912(A)(3). Base contribution limits are reduced by 20% pursuant to A.R.S. § 16-941(B), but increased by \$100 pursuant to A.R.S. § 16-931(A)(2).

<sup>8</sup> A.R.S. § 16-912(A)(2). Base contribution limits are reduced by 20% pursuant to A.R.S. § 16-941(B), but increased by \$100 pursuant to A.R.S. § 16-931(A)(2).

<sup>9</sup> A.R.S. § 16-912(A)(1). Base contribution limits are increased by \$100 pursuant to A.R.S. § 16-931(A)(2).

<sup>10</sup> A.R.S. § 16-912(B).

<sup>11</sup> A.R.S. § 16-912(B).

<sup>12</sup> A.R.S. § 16-917(A)(3). Base contribution limits are reduced by 20% pursuant to A.R.S. § 16-941(B), but increased by \$100 pursuant to A.R.S. § 16-931(A)(2).

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- <sup>13</sup> A.R.S. § 16-917(A)(2). Base contribution limits are reduced by 20% pursuant to A.R.S. § 16-941(B), but increased by \$100 pursuant to A.R.S. § 16-931(A)(2).
- <sup>14</sup> A.R.S. § 16-917(A)(1). Base contribution limits are increased by \$100 pursuant to A.R.S. § 16-931(A)(2).
- <sup>15</sup> A.R.S. § 16-917(B).
- <sup>16</sup> A.R.S. § 16-917(B).
- <sup>17</sup> A.R.S. § 16-913(A); *see also* A.R.S. § 16-933(A)(3).
- <sup>18</sup> A.R.S. § 16-913(A); *see also* A.R.S. § 16-933(A)(3).
- <sup>19</sup> A.R.S. § 16-913(A); *see also* A.R.S. § 16-933(A)(3).
- <sup>20</sup> A.R.S. § 16-913(E).
- <sup>21</sup> A.R.S. § 16-913(E).
- <sup>22</sup> A “PAC” or “political action committee” is an entity or group that is required to register as a political action committee because it (1) is organized for the primary purpose of influencing the result of an election; and (2) knowingly received contributions or made expenditures (in any combination) of at least \$1,000 in connection with any election during a calendar year. A.R.S. §§ 16-901(41); 16-905(B). A PAC without “Mega PAC” status is permitted to contribute at the same levels as an individual. A.R.S. § 16-914(A); *see also* A.R.S. §§ 16-901(37) and 16-908 (defining conditions to achieve Mega PAC status).
- <sup>23</sup> A.R.S. § 16-914(A)(3). Base contribution limits are reduced by 20% pursuant to A.R.S. § 16-941(B), but increased by \$100 pursuant to A.R.S. § 16-931(A)(2).
- <sup>24</sup> A.R.S. § 16-914(A)(2). Base contribution limits are reduced by 20% pursuant to A.R.S. § 16-941(B), but increased by \$100 pursuant to A.R.S. § 16-931(A)(2).
- <sup>25</sup> A.R.S. § 16-914(A)(1). Base contribution limits are increased by \$100 pursuant to A.R.S. § 16-931(A)(2).
- <sup>26</sup> A.R.S. § 16-914(D).
- <sup>27</sup> A.R.S. § 16-914(D).
- <sup>28</sup> A “PAC” or “political action committee” is an entity or group that is required to register as a political action committee because it (1) is organized for the primary purpose of influencing the result of an election; and (2) knowingly received contributions or made expenditures (in any combination) of at least \$1,000 in connection with any election during a calendar year. A.R.S. §§ 16-901(41); 16-905(B). A PAC with “Mega PAC” status is permitted to contribute at twice levels as an individual or regular PAC. A.R.S. § 16-914(B). “Mega PAC” status means official recognition that a PAC has received contributions from five hundred or more individuals in amounts of ten dollars or more in the four-year period immediately before application to the Secretary of State. A.R.S. §§ 16-901(37) and 16-908.
- <sup>29</sup> A.R.S. § 16-914(B).
- <sup>30</sup> A.R.S. § 16-914(B).
- <sup>31</sup> A.R.S. § 16-914(B).
- <sup>32</sup> A.R.S. § 16-914(D).
- <sup>33</sup> A.R.S. § 16-914(D).
- <sup>34</sup> A “political party” is an officially recognized political party at the state, legislative district, county, city or town level that has qualified as a political party pursuant to Title 16, Chapter 5. A.R.S. § 16-901(42); *see also* A.R.S. §§ 16-801 to 16-828.
- <sup>35</sup> A.R.S. § 16-915(A)(3). Base contribution limits are reduced by 20% pursuant to A.R.S. § 16-941(B), but increased by \$100 pursuant to A.R.S. § 16-931(A)(2).
- <sup>36</sup> A.R.S. § 16-915(A)(2). Base contribution limits are reduced by 20% pursuant to A.R.S. § 16-941(B), but increased by \$100 pursuant to A.R.S. § 16-931(A)(2).
- <sup>37</sup> A.R.S. § 16-915(A)(1). Base contribution limits are increased by \$100 pursuant to A.R.S. § 16-931(A)(2).
- <sup>38</sup> A.R.S. § 16-915(D).
- <sup>39</sup> A.R.S. § 16-915(D).
- <sup>40</sup> A.R.S. § 16-916(A).
- <sup>41</sup> A.R.S. § 16-916(A).
- <sup>42</sup> A.R.S. § 16-916(A).
- <sup>43</sup> A.R.S. § 16-916(B).
- <sup>44</sup> A.R.S. § 16-916(B).
- <sup>45</sup> A.R.S. § 16-916(A).
- <sup>46</sup> A.R.S. § 16-916(A).
- <sup>47</sup> A.R.S. § 16-916(A).
- <sup>48</sup> A.R.S. § 16-916(B).
- <sup>49</sup> A.R.S. § 16-916(B).
- <sup>50</sup> A.R.S. § 16-913(D).
- <sup>51</sup> A.R.S. § 16-913(D).
- <sup>52</sup> A.R.S. § 16-913(D).
- <sup>53</sup> A.R.S. § 16-911(A).
- <sup>54</sup> A.R.S. § 16-911(A).
- <sup>55</sup> A.R.S. § 16-916(A).
- <sup>56</sup> A.R.S. § 16-916(A).
- <sup>57</sup> A.R.S. § 16-916(A).
- <sup>58</sup> A.R.S. § 16-916(B).
- <sup>59</sup> A.R.S. § 16-916(B).