CANDIDATE INFORMATION PAMPHLET

The Write-In Candidate Filing Deadline for the August 27, 2019 Primary Election is July 18, 2019 (40 days prior to the election: A.R.S. §16-312)

PREPARED BY THE OFFICE OF THE CITY CLERK
City of Prescott
201 South Cortez Street
Prescott, Arizona 86303
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Important Information for your Review:  
Prescott City Charter:  
  Article II – The Council  
  Article IX – Elections  

Arizona Revised Statutes Title 16 – Elections and Electors  
(Listing of Statutes)  
*Available online at azleg.gov/arstitle  
>Click on Title 16
Introduction

Welcome to the 2019 City of Prescott Candidate Information Pamphlet. This pamphlet is an important first step in the election process and was prepared by the City Clerk’s Office to provide general information to assist candidates and committees who are ultimately responsible for compliance with election laws.

Every effort will be made to provide materials that are current. However, State Statutes are subject to constant change and interpretation, and neither the City Clerk nor City Attorney is able to provide legal advice on election questions to individual candidates. Given the complexity of election laws, particularly campaign finance laws, and the importance of timely compliance, candidates are strongly encouraged to seek the assistance of an attorney or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process.

The City of Prescott appreciates your interest in the election process and welcomes suggestions regarding additional information that would be of assistance to you. Please contact the Prescott City Clerk’s Office if you have questions.

OFFICE OF THE CITY CLERK
City of Prescott
201 S. Cortez Street
Prescott, Arizona 86303

Maureen Scott, City Clerk
928.777.1246

Email: maureen.scott@prescott-az.gov
Website: http://www.prescott-az.gov/
General Information

Council Meetings

- Voting Meetings:
  * Call to Order is at 3:00 p.m. on the second and fourth Tuesday of every month
  * Mayor and Councilmembers rotate turns leading the Pledge

- Special Meetings:
  * Can be scheduled on as-needed basis

- Executive Sessions:
  * There are only seven reasons an Executive Session may be called
  * Councilmembers may participate via teleconference for an Executive Session
  * All written material is confidential and will be collected by the City Attorney at the end of the meeting

- Study Sessions:
  * Usually scheduled at 1:00 p.m. on the second and fourth Tuesday of every month and are scheduled as needed

- Council Retreat:
  * Based on need, can occur several times

City of Prescott Council Member Job Description

The City Council is the policymaking body for the City of Prescott. Administrative functions are left to the City Manager and his staff. Council members exercise their authority only when acting in concert with other Council members at publicly noticed meetings. Individual Council members have no authority to act independently or to give direction to City employees.

Position Description

Enact appropriate legislation and do and perform any and all other acts which may be necessary and proper to carry out these powers or any other provisions of the City of Prescott Charter and City Code.
Duties

The Prescott City Council is the city’s legislative body. These seven people oversee the operations of city government and set policy by approving programs, appropriating funds, enacting laws and appointing the City Manager, and other officers such as the City Attorney, City Clerk and City Judge. Prescott’s Mayor and City Council are elected at large. The Mayor serves for two-year terms and the Council members serve staggered four-year terms.

Council members will assume the duties of office and attend all meetings of the Council unless excused for good cause. Council meetings are held the second and fourth Tuesday of every month. Study Sessions are held the second and fourth Tuesday of the month when needed. Study Sessions normally start at 1:00 p.m. and Voting Meetings begin at 3:00 p.m.

The principal job of the Council is to provide a forum for the discussion of community issues, to build consensus, and adopt policies. It is legislative in nature, and is accomplished primarily through ordinances, resolutions and motions that define community policies and standards to guide program development and implementation.

Council members have the responsibility of representing the citizens, listening to both the requests and the grievances of local citizens and responding to the needs of the residents of the community within the realm of local decision-making powers. Council members are called to chair or serve on various citizen committees; represent the city on boards or committees of county, state or intergovernmental associations; and speak to community service organizations, neighborhood associations and the Chamber of Commerce.

Council members should become educated about the City of Prescott government, and its policies, procedures, and practices.

Council members are encouraged to read the Council agenda packets and be prepared to make decisions to benefit the City. Council members are encouraged to contact City Administrators with questions and comments regarding the agenda packet prior to Council meetings.

Absence to Terminate Membership: Per City of Prescott City Charter, Article II, Section 11

If the Mayor or any councilmember shall be absent from more than two (2) consecutive called meetings without the consent of the council, they shall thereupon cease to hold office.
Overview

In 2019, qualified electors (registered voters) of the City of Prescott will elect a Mayor and three Council Members. Those elected will take office on November 26, 2019.

The Mayor shall be elected for a term of two years. The Council Members shall be elected for a term of four years. There shall be no term limit. The Mayor receives a monthly salary of $750.00, and each Council Member $500.00 monthly (Prescott City Charter, Article II, Sections 3, 4, and 8).

The Council shall designate one of its members as Mayor Pro Tempore, who shall serve in such capacity at the pleasure of the Council. The Mayor Pro Tempore shall perform the duties of the Mayor during his absence or disability (Prescott City Charter, Article II, Section 7).

Primary Election – Tuesday, August 27, 2019

The Mayor and Council Members are elected at-large, on a nonpartisan basis. At the primary election, any candidate who shall receive a majority of all the valid ballots cast at such election for that office shall be declared elected to the office for which he is a candidate, and no further election shall be held as to said candidate (Prescott City Charter, Article IX, Section 6).

General Election – Tuesday, November 5, 2019

If at any primary election there be any office or offices to which no candidate therefore was elected, then, said election shall be considered to be a primary election for the nomination of candidates for such office or offices, and a second or general election shall be held to vote for candidates to fill such office or offices. The candidates, not elected to any given office, or less if so there be, and who received the highest number of votes for the respective offices at such first election, shall be the only candidates at such second election.

Candidates who do not qualify in the primary election shall not be eligible to move up and become candidates in the general election in the event a qualifying candidate withdraws for any reason from the general election or is deceased; provided, that if there be any person who under the provisions of this section, would have been entitled to become a candidate for any office except for the fact that some other candidate received an equal number of votes therefore, then all such persons receiving said equal number of votes shall likewise become candidates for such office.

A qualifying candidate who elects to withdraw or a representative of a deceased candidate may request to have the candidate’s name removed from the ballot provided that the request is made prior to the time required for printing of the ballots. In the event
that any withdrawal results in fewer candidates than the number of vacant offices, the
council shall appoint the officer(s) to fill the vacant position subsequent to the general
election and prior to installation of new council members. (Prescott City Charter, Article
IX, Section 7)

Candidate Qualifications

The Mayor and Councilmembers shall be qualified electors of the city one year prior to
the primary election and shall hold no other public office for which they receive
compensation except that of a notary public or a member of the National Guard, or naval
or military reserve, and shall have resided in said city for one (1) year next preceding the
date of such election or appointment. If the mayor or councilmembers shall cease to
possess any of these qualifications or shall be convicted of a felony, his office shall
immediately become vacant. (Prescott City Charter, Article II, Section 5)

Incumbents eligible to run for the August 2019 Primary:

Mayor
Greg Mengarelli

Council Members
Jim Lamerson
Billie Orr
Steve Sischka

A qualified elector must meet the requirements of the Constitution and 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 Yavapai County voter registration rolls in a precinct
of the City of Prescott for the last preceding general election, or who has subsequently
registered in a Prescott precinct, and is otherwise qualified.

Candidate Packets

Please call to schedule an appointment to review the entire Candidate Packet. This
handbook is an overview of the process and doesn’t include the forms.

Each candidate packet contains the required forms for filing nomination petitions, a
Political Committee Statement of Organization form, a copy of campaign finance laws
and related forms, and a copy of the City Charter. Forms are available on the City of
Prescott website at http://www.prescott-az.gov/city-management/elections/candidate-
resources

When to File a Statement of Organization with the City Clerk (A.R.S. §16-905)

A Candidate shall file a Statement of Organization if the candidate receives contributions
or makes expenditures in any combination of at least five hundred dollars ($500.00) in
connection with that candidacy. [A.R.S. §16-905] The Statement of Organization must
be filed with the City Clerk within ten (10) days after qualifying as a committee. [A.R.S. §16-906(A)]

The Statement of Organization shall include the following committee information: [A.R.S. §16-906]

- The committee name, mailing address; e-mail address; website, if any; telephone number; type of committee
- The name of a candidate’s committee must include the candidate’s first or last name and office sought
- The names, physical location or street address, e-mail address, telephone number, occupation and employer of the committee’s chairperson and treasurer. The candidate may serve as both the chairperson and treasurer
- The City of Prescott holds nonpartisan elections – the party affiliation is not required
- The names of all banks or other financial institutions used by the committee. The committee does not have to provide account numbers
- A statement that the Chairman and Treasurer have read the campaign finance and reporting guide, agree to comply with all the applicable campaign finance laws, and agree to accept all notifications and service of process via the e-mail address provided by the committee

Review Arizona Revised Statutes, Title 16; Chapter 6 for further information regarding formation of political action committees and campaign financing.

Amendments to the Statement of Organization Committees must file an amended Statement of Organization within ten (10) days after any change in the required information [16-906(C)]
Nomination Procedures

In Arizona, persons are nominated to run for office in the primary election by a petition procedure for nomination. The petition process allows any qualified voter the opportunity of seeking public office. The nomination paper is a formal notification to the clerk that the individual intends to seek municipal office. A nomination paper includes an Affidavit of Qualification and a Campaign Finance Laws Statement.

A person desiring to run for municipal office must file the requisite document not less than 90 days nor more than 120 days before the primary election date. (ARS §16-311)

Nomination Petition - Name Printed on Primary Election Ballot

File: April 29, 2019 through 5:00 p.m. May 29, 2019

File all of the following with the City Clerk:

- Nomination Paper/Affidavit of Qualification/Campaign Finance Laws Statement [A.R.S. §16-311(A)]
- Financial Disclosure Statement [A.R.S. §16-311(H)]
- Nomination Petitions containing at least 848 but not more than 1,696 valid signatures. [A.R.S. §16-322]
  NOTE: The City Clerk will not accept partial filings, late filings, or supplements to petitions already filed

The Candidate Checklist identifies the documents and forms that must be properly executed and filed with the City Clerk’s Office by the filing deadline (5:00 p.m., Wednesday, May 29, 2019) to become a candidate and have your name printed on the official ballot.

A completed candidate’s Financial Disclosure Statement must be filed at the time the nomination petitions and papers are filed with the City Clerk (A.R.S § 16-311)

Nonpartisan petitions in English and in Spanish may be obtained by contacting the City Clerk’s Office during regular business hours.

Signature Requirements

The percentage of valid signatures required for nomination petitions must be at least five percent (5%) and not more than ten percent (10%) of the total votes cast for Mayor in the last preceding election at which a Mayor was elected. The total votes cast for Mayor at the November 07, 2017 Primary Election was 16,959 (ARS §16-322A.8, B)

The required number of valid signatures for nomination petitions for the 2017 General Election is at least 848 (5%) and not more than 1,696 (10%).
A qualified elector (registered Prescott voter) may sign one nomination petition for each seat or office to be filled. In 2019, three Council seats are to be filled; therefore, an elector may sign up to three nomination petitions for Council (ARS §16-321) and one petition for the office of Mayor.

**Write-in Candidates for Primary Election**

A write-in candidate is not required to file nomination petitions; however, a write-in candidate is required to file all other candidate election forms. (A.R.S. §16-312)

**Filing Deadline for Primary Election: 5:00 p.m. July 18, 2019 (Write-in Candidate)**

File all of the following with the City Clerk:
- Nomination Paper, signed by the candidate, giving the person’s actual residence address or description of place of residence and post office address, age, length of residence in the state and date of birth [A.R.S. §16-312(A)]
- Declaration [A.R.S.§16-311(D)]
- Financial Disclosure Statement [A.R.S. §16-312(C)]

A person cannot be a write-in candidate at a primary election if the individual filed a nomination petition for the August 27, 2019, Primary Election and failed to provide a sufficient number of valid petition signatures. [(A.R.S. §16-312(F)(3)]

A write-in candidate in the Primary Election must get the number of votes equal to the minimum number of signatures required on nomination petitions for the same office in order to be placed on the General Election ballot.

**Write-in Candidates for General Election**

An individual may become a write-in candidate for the General Election unless:
- The individual was defeated in the Primary Election; or
- The individual filed nomination petitions for the Primary Election but did not collect a sufficient number of valid petition signatures.

**Filing Deadline for General Election: 5:00 p.m. September 26, 2019 (Write-in Candidate)**

File all of the following with the City Clerk:
- Nomination Paper, signed by the candidate, giving the person’s actual residence address or description of place of residence and post office address, age, length of residence in the state and date of birth [A.R.S. §16-312(A)]
- Declaration [A.R.S.§16-311(D)]
- Financial Disclosure Statement [A.R.S. §16-312(C)]
WRITE-IN VOTES MAY ONLY BE COUNTED FOR THOSE PERSONS WHO HAVE FILED REQUIRED NOMINATION PAPERS.

Circulating Nomination Petitions

Petition forms are available from the City Clerk, and the requirements that such petitions must meet are set forth in A.R.S. §§16-314, 16-315, and 16-321.

Petition Circulators: [A.R.S. §§16-315(B), 16-321(D), 16-341(G)]

- Each circulator must complete and sign the back of each signature sheet.

- A nomination petition for any candidate may be circulated by a person who is not a resident of this state, but who is otherwise eligible to register to vote in this state if that person registers as a circulator with the secretary of state before circulating petitions.

- A candidate may circulate his or her own petition.

- Only one person may circulate a petition sheet, and the same person who circulated the sheet must sign the certificate on the back of the petition.

Petition Signers

A nomination petition is signed by qualified electors and supports the candidacy for nomination of the individual whose name appears at the top of the nomination petition in the certificate portion. Qualified electors entitled to sign nomination petitions are those who are qualified to vote for the candidate whose nomination petition they are signing and must reside in the electoral district in which the candidate is running.

- A qualified elector shall be at least 18 years of age and properly registered to vote. [A.R.S. §16-121 and A.R.S. §16-101]

- A qualified elector must reside within the corporate limits of the City of Prescott, and be registered to vote. [A.R.S. §9-822]

- Each signer of a nomination petition shall sign only one petition for the same office unless more than one candidate is to be elected to such office, and in that case not more than the number of nomination petitions equal to the number of candidates to be elected to the office. [A.R.S. §16-321]
**Signature Withdrawal**

A signature may be withdrawn by the person who signed a nomination petition not later than 5:00 p.m. on the date the petition is filed with the City Clerk. [A.R.S. §19-113]

**Penalty for Petition Forgery**

All petitions that have been submitted by a candidate who is found guilty of petition forgery shall be disqualified, and the candidate shall not be eligible to seek election to a public office for a period of not less than five (5) years. [A.R.S. §16-351(F)]

**Legal Sufficiency of Nomination Petitions**

It is the duty of the courts and not the City Clerk to determine the legal sufficiency of nomination petitions. The City Clerk need only determine that the nomination petitions are substantially in regular form and contain the required number of signatures. The City Clerk has neither the right nor the duty to determine whether signers of the nominating petitions are qualified electors. (Sims Printing Co. v. Frohmiller; Hunt v. Superior Court in and for Navajo County)

**PRACTICAL TIPS**

**Nomination Petitions and Papers**

While every effort was made to provide a comprehensive overview of the nomination process for the City of Prescott, this pamphlet is NOT intended to provide legal advice or to eliminate the need for private legal counsel in answering specific election-related questions. For example, in the event a nomination petition is challenged, it will be the candidate, and not the city, that is required to defend the legal sufficiency of the nomination petitions and papers.

- Pay attention to the date column of the petition. Incomplete or incorrect dates may result in the disqualification of the signature. Watch for signers who accidently put phone numbers, zip code, date of birth, etc., in the date column

- Remember that the City Clerk will accept ditto marks and other repeating marks in the address and date columns; just be sure the line being repeated is correct

- Keep in mind that the City Clerk will not accept signatures found in the margins.
• Ensure that each circulator has completed and signed the back of each signature sheet. Errors may result in an entire page of petition signature being disqualified.

• Be sure addresses are complete. Petition signers may use a P.O. Box if there is not actual residence address assigned provided they are still a resident and registered voter of the City.

• DO NOT make corrections to the heading AFTER the petition is circulated. Any discrepancies in this area could result in the candidate losing an entire page of petition signatures.

• PRIOR to filing, review EACH page of the petition as well as all other nomination papers for completeness.

• Be sure to bring the following papers to the City Clerk’s office when filing. (The City Clerk will not accept partial filings of nomination petitions and nomination papers.)
  
  o Nomination Petitions [A.R.S. §16-311(A)]
  o Nomination Paper and Declaration of Qualifications and Eligibility [A.R.S. §16-311(A)]
  o Financial Disclosure Statement [A.R.S. 16-311(H)]

What to expect when filing Nomination Petitions and Papers

• Candidates should plan to spend 30 minutes in the City Clerk’s office. On the day of the filing deadline, there may be a longer wait, depending on the number of candidates filing at the same time. The City Clerk will process nomination petitions and papers in the order in which they received.

• The City Clerk cannot accept partial filings of nomination papers (i.e. nomination petitions will not be accepted without the Declaration and Financial Disclosure Statement). The City Clerk will not accept supplements to nomination petitions.

• After the City Clerk completes the review and determines the number of signatures on the nomination petitions, the candidate will be given a receipt.

• All documents filed are Public Record. Paper copies are available for twenty-five cents per image. Electronic copies can be obtained through the City’s online public requests request portal.
Campaign Finance

Forming a Campaign Committee

A Candidate shall file a Statement of Organization if the candidate receives contributions or makes expenditures in any combination of at least five hundred dollars ($500.00) in connection with that candidacy. [A.R.S. §16-905] The Statement of Organization must be filed with the City Clerk within then (10) days after qualifying as a committee. [A.R.S. §16-906(A)]

Campaign Finance Laws, Forms, and Reports

Candidates for City Council must comply with all State campaign finance laws (ARS Title 16, Chapter 6). Campaign finance laws are specific and detailed. They establish, among other things, when a candidate is required to form a political committee, how a candidate’s committee must be constituted, contribution limits, when campaign finance reports are required and their content. The importance of strict compliance with campaign finance laws cannot be overstated. Timely, accurate compliance with campaign laws is essential to avoid monetary penalties, possible criminal violations and other negative consequences. Failure to comply with campaign finance laws may be the subject of enforcement actions, as well as civil and criminal penalties.

There are a number of campaign finance reports that must be filed with the City Clerk throughout the election period. It is the responsibility of the candidate and/or political committee to ensure all deadlines are met. [ARS § 16-913]

To ensure compliance with all State campaign finance laws, candidates are strongly encouraged to seek the assistance of their attorney and/or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process. City staff will not interpret campaign finance law for candidates. Staff will provide candidates with information needed to complete the required forms.

State Campaign Financing Laws

All candidates must comply with state laws regarding campaign financing. State laws pertain to the organization, candidate and other political committees, mandatory limits on campaign contributions, campaign finance reporting, identification of campaign literature and advertisements and other campaign related matters. Candidates, Treasurers and other interested individuals can review Arizona Revised Statutes, Title 16, Chapter 6, for further information regarding formation of political committees and campaign financing.

Neither the City Clerk nor the City Attorney is able to provide legal advice on election questions to individual candidates. Given the complexity of election laws, particularly campaign finance laws, and the importance of timely compliance, candidates are strongly
encouraged to seek the assistance of an attorney or other professionals with knowledge of election laws.

**Campaign Expenses**

State law requires candidates who receive or expend, *in any combination*, $500.00 or more to register as a candidate committee and account for all monies or things of value received and expended by them, their campaign committee or individuals on behalf of a person’s candidacy for public office. For example, if a candidate receives $300.00 and spends $201.00, the total amount is over $500.00 and the candidate is required to register as a committee. Any combination of contributions or expenditures that remain below $500.00 does not trigger committee registration.

There are no statutory limits on the dollar amount any candidate can spend during the campaign. Campaign contributions are however, limited pursuant to A.R.S. §16-912 – §16-917 and those limits apply to each election cycle. “Election cycle” means the two-year period beginning on January 1 in the year after a statewide general election and ending on December 31 in the year of a statewide general election or, for cities and towns, the two-year period beginning on the first day of the calendar quarter after the calendar quarter in which the city's or town's second, runoff or general election is scheduled and ending on the last day of the calendar quarter in which the city's or town's immediately following second, runoff or general election is scheduled, however that election is designated by the city or town. A.R.S. §16-901(18).

**Duties of the Treasurer**

The duties of the treasurer of a political committee are set forth in A.R.S §16-907. Some of the key duties include the following:

- Authorize (or have a designated agent authorize) any expenditure for or on behalf of the political committee, and any petty cash disbursement.
- Deposit all receipts received by the political committee in a designated bank account.
- Segregate all monies of the political committee from monies of any individual, and do not commingle them.
- Make (or have a designated agent make) “best efforts” to obtain any missing information for contributions received that are required to be itemized on a campaign finance report.
- Any information required for the identification of a contributor received by the political committee after the contribution has been disclosed on a campaign finance report shall be reported on an amended report.
- Be the custodian of the political committee’s books and accounts, keeping an account of all contributions or other monies received, identification of contributors, all expenditures, and all periodic or other statements for each designated account of the political committee.
- Preserve all records and copies of all finance reports required to be filed for three (3) years after the filing of the finance report covering the receipts and disbursements evidenced by the records.
- On request of the City Attorney, or the City Clerk, or an enforcement officer, provide any of the records the treasurer is required to keep. [A.R.S. §16-907]

**Campaign Contribution Limits**

The established limits for campaign contributions to candidates for state and local office are updated in January of every odd numbered year by the Secretary of State. The contribution limits which apply to local elections are different from those which apply to state elections. The use of a candidate’s personal monies is not subject to the limitations. Under the provisions of the campaign contribution limitations, each candidate must sign and file with the clerk a statement to indicate that the candidate had read the Campaign Finance and Reporting Guide, prescribed by the Secretary of State, and agrees to comply with campaign finance laws and agrees to accept all notifications and service of process via the e-mail address provided by the committee. The statement is part of the Statement of Organization.

An Attorney General’s Opinion states that a candidate may not accept contributions that exceed the limitations in effect on the date that the contribution is made even if the election is more than two years away and the candidate assumes the limitations will be increased. The limitations set in state law are increased, decreased or kept the same in accordance with the consumer price index and it would be impossible to predict accurately. Therefore a candidate may only accept a contribution that is within the established limitation on the date the contribution is received.

Campaign contribution limits will automatically increase on January 1 of each odd-numbered year. As of January 1, 2019, the contribution limit is $6,450.00 for local races. There are no statutory limits on the dollar amount any candidate can spend during the campaign. Campaign contributions are however, limited pursuant to A.R.S. §16-912 – §16-917 and those limits apply to each election cycle. “Election cycle” means the two-year period beginning on January 1 in the year after a statewide general election and ending on December 31 in the year of a statewide general election or, for cities and towns, the two-year period beginning on the first day of the calendar quarter after the calendar quarter in which the city's or town's second, runoff or general election is scheduled and ending on the last day of the calendar quarter in which the city's or town's immediately following second, runoff or general election is scheduled, however that election is designated by the city or town. A.R.S. §16-901(18).
# Campaign Contribution Limits 2019-2020 Election Cycle

Effective January 1, 2019

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Statewide Candidate</th>
<th>Legislative Candidate</th>
<th>Local Candidate</th>
<th>PAC</th>
<th>Political Party</th>
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<tbody>
<tr>
<td>Individual</td>
<td>$5,200(^{1})</td>
<td>$5,200(^{2})</td>
<td>$6,450(^{3})</td>
<td>Unlimited(^{10})</td>
<td>Unlimited(^{11})</td>
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<tr>
<td>Partnership</td>
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<td>$5,200(^{13})</td>
<td>$6,450(^{14})</td>
<td>Unlimited(^{15})</td>
<td>Unlimited(^{16})</td>
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<tr>
<td>Candidate Committee</td>
<td>Generally prohibited (except donation of surplus funds)(^{17})</td>
<td>Generally prohibited (except donation of surplus funds)(^{18})</td>
<td>Generally prohibited (except donation of surplus funds)(^{19})</td>
<td>Unlimited(^{20})</td>
<td>Unlimited(^{21})</td>
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<tr>
<td>PAC without Mega PAC status (using non-corporate/ non-union funds)(^{22})</td>
<td>$5,200(^{23})</td>
<td>$5,200(^{24})</td>
<td>$6,450(^{25})</td>
<td>Unlimited(^{26})</td>
<td>Unlimited(^{27})</td>
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<tr>
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<td>$10,400(^{30})</td>
<td>$12,900(^{31})</td>
<td>Unlimited(^{32})</td>
<td>Unlimited(^{33})</td>
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<td>$80,200 (to a party nominee only)(^{35})</td>
<td>$8,200 (to a party nominee only)(^{36})</td>
<td>$10,200 (to a party nominee only)(^{37})</td>
<td>Unlimited(^{38})</td>
<td>Unlimited(^{39})</td>
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<td>Unlimited(^{44})</td>
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<td>Prohibited(^{47})</td>
<td>Unlimited(^{48})</td>
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<tr>
<td>Trust, Joint Venture, Cooperative, or Other Unincorporated Organization or Association</td>
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<td>Unlimited(^{53})</td>
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1 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.

2 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).

3 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).

4 A local candidate is a candidate for county, city, town, or district office.

5 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).

6 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.

7 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).

8 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).

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

10 A.R.S. § 16-912(B).

11 A.R.S. § 16-912(B).

12 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).
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).

A.R.S. § 16-917(A)(1). Base contribution limits are increased by $100 pursuant to A.R.S. § 16-931(A)(2).

A.R.S. § 16-917(B).

A.R.S. § 16-917(B).

A.R.S. § 16-913(A); see also A.R.S. § 16-933(A)(3).

A.R.S. § 16-913(A); see also A.R.S. § 16-933(A)(3).

A.R.S. § 16-913(A); see also A.R.S. § 16-933(A)(3).

A.R.S. § 16-913(A).

A.R.S. § 16-913(E).

A.R.S. § 16-913(E).

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).

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).

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).

A.R.S. § 16-914(A)(1). Base contribution limits are increased by $100 pursuant to A.R.S. § 16-931(A)(2).

A.R.S. § 16-914(D).

A.R.S. § 16-914(D).

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.

A.R.S. § 16-914(B).

A.R.S. § 16-914(B).

A.R.S. § 16-914(B).

A.R.S. § 16-914(D).

A.R.S. § 16-914(D).

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.

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).

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).

A.R.S. § 16-915(A)(1). Base contribution limits are increased by $100 pursuant to A.R.S. § 16-931(A)(2).

A.R.S. § 16-915(D).

A.R.S. § 16-915(D).

A.R.S. § 16-916(A).

A.R.S. § 16-916(A).

A.R.S. § 16-916(A).

A.R.S. § 16-916(B).

A.R.S. § 16-916(B).

A.R.S. § 16-916(A).

A.R.S. § 16-916(A).

A.R.S. § 16-916(A).

A.R.S. § 16-916(B).

A.R.S. § 16-916(B).

A.R.S. § 16-916(A).

A.R.S. § 16-916(A).

A.R.S. § 16-916(B).

A.R.S. § 16-916(A).

A.R.S. § 16-916(A).

A.R.S. § 16-916(B).

A.R.S. § 16-916(A).

A.R.S. § 16-916(A).

A.R.S. § 16-916(B).
**Prohibited Candidate Contribution**

All committee should refer to state and local provisions for complete statutory information regarding limitations.

A candidate committee is prohibited from making contributions to a candidate committee for another candidate (unless terminating the committee). However, a candidate committee may transfer its debts or obligations to the same candidate’s committee designated for a different office, with restrictions. A local candidate committee is prohibited from transferring any committee monies directly to a statewide or legislative committee. Transfer can be made from a local committee to a county candidate committee, but the monies cannot be transferred to a statewide or legislative candidate committee for 24 months immediately following the transfer of contributions if received from the city candidate committee. There is no restriction on the downward transfer of monies so a candidate in a state, legislative, or county committee can transfer monies to a local committee without penalty.

**False Reports and Failure to File Statements**

A political action committee which fails to file any of the campaign finance reports is subject to civil penalties.

Failure to file occurs if a committee fails to timely file a complete report, which includes the following:

- Amended campaign finance report when incomplete contribution information is obtained;
- An independent expenditure report pursuant to A.R.S. §16-926(G);
- Campaign finance reports;
- A committee termination statement.

The City Clerk must send a written notification by e-mail to the committee within five days after the filing deadline.

The committee is liable for a late penalty of $10.00 for each day the filing is late during the first 15 days after the deadline and $25.00 for each subsequent day that the filing is late. Penalties accrue until the late report is filed. If a committee fails to file a complete report within 30 days after the filing deadline following the 5-day late notice form the clerk.
Committee Termination Statement

A political action committee may terminate after addressing any surplus or debts and obligations. Candidate campaign committees with debts and obligations may terminate if the debts are transferred to the candidate’s subsequent campaign committee. Under any other conditions all committees may terminate only when the committee treasurer files a written statement with City Clerk certifying that it will no longer receive any contributions or make any disbursements; that the committee has no outstanding debts or obligations and that any surplus monies were disbursed and the committee has no cash on hand.

After a Termination Statement is filed, a committee is not required to file any subsequent campaign finance reports and shall have no further receipts and disbursements without filing a new Statement of Organization.

Disposal of Surplus Funds

16-933. Transfer and disposition of committee monies; limitations

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.
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.
Practical Tips
Filing Campaign Finance Reports

➢ Contact the City Clerk before submitting a report to discuss any questions.

➢ Make sure that the signature of the treasurer of the political action committee is included.

➢ Reports must be filed until a Termination Statement is filed with the City Clerk. [A.R.S. §§16-933 and 16-934]

➢ Make sure reports are filed on time. There are no provisions for exceptions or time extensions and state law requires that penalties be assessed for late filings. This includes reports that are not properly signed. [A.R.S. §16-937] There is a $10.00 late fee for each day the report is late.

➢ Under state law, the committee treasurer must retain a copy of the reports for a period of two (2) years after the date of filing. [A.R.S. §16-907(G)]

Campaign Finance Reporting

ALL candidates and political committees must file Campaign Finance Reports with the City Clerk as required by state law. Reports must be filed pursuant to the schedule outlined below until the political action committee has filed a termination statement. Reports for candidate committees must be cumulative for the current election cycle. Reports for political action committees must be cumulative for a two year election cycle ending in the year of a statewide general election. [A.R.S. §16-926(E)] The committee treasurer must sign reports and provide certification of the signer under penalty of perjury that the report is true and complete. [A.R.S. §16-926(B)(5)] There are penalties for filing incomplete or late campaign finance reports.

Campaign finance reports must be received by the City Clerk by 5:00 p.m. on the dates they are due or electronically by 11:59 p.m. This information will be supplied as soon as it is received.

Failure to File

• A.R.S. §16-937 specifies significant penalties for failure to file the State Campaign Finance Reports and/or false reporting.

• If a committee fails to timely file a complete report as required by A.R.S. Title 16, Chapter 6; Articles 1 through 1.6, the City Clerk shall send a written notice by e-mail to the committee within five (5) days after the filing deadline that identifies the late
report, describes how fines accrue and identifies methods of payment. [A.R.S. §16-937(A)]

- There is a late penalty of ten dollars ($10) for each day the report is late during the first fifteen (15) days after the filing deadline and twenty-five dollars ($25) for each subsequent day the report is late. Penalties accrue until the late report is filed. [A.R.S. §16-937(B)]

- If a committee fails to file a complete report within thirty (30) days after the filing deadline and after providing the five-day notice the City Clerk may contact the City Attorney for enforcement. [A.R.S. §16-937(C)]

- If a political committee fails to file three consecutive Campaign Finance Reports, the City Clerk shall e-mail the committee a Notice of Temporary Suspension and the following will apply:
  - On receipt, the committee’s authority to operate in the City of Prescott is temporarily suspended
  - The notice shall state that failure to comply with all filing and payment requirements within thirty (30) days after the date of the notice shall result in permanent suspension of the committee’s authority to operate in the City of Prescott [A.R.S. §16-937(D)]

- After notifying the committee of the intent to suspend, the City Clerk may permanently suspend the committee and notify the committee by e-mail and is not required to provide any further notice. Permanent or temporary suspension does not eliminate a committee’s continuing obligation to file reports and pay any outstanding and accruing penalties provide by law.

**Identification of Campaign Literature and Advertisements**

**GENERAL DISCLOSURE REQUIREMENTS**

“Advertisement” means information or materials, other than social media messages, that are mailed, e-mailed, posted, distributed, published, displayed, delivered, broadcasted or placed in a communication medium and that are for the purpose of influencing an election.

The following reporting and disclosure requirements are found in A.R.S. Title 16, Chapter 6, Article 1.4 “Reporting Requirements and Disclosure Statement”.

A. A person that makes an expenditure for an advertisement of fund-raising solicitation, other than an individual, 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.

B. In addition to the disclosure required above, a political action committee that makes an expenditure for an advertisement shall include a disclosure stating the names of the three political action committees making the largest aggregate contributions to the political action committee making the expenditure and that exceed twenty thousand dollars during the election cycle, as calculated at the time the advertisement was distributed for publication, display, delivery, or broadcast.

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

D. 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, both of the following requirements apply:

       a. The disclosure shall be both written and spoken at the beginning or end of the advertisement, except that if the written disclosure statement is displayed for the greater of at least one-sixth of the broadcast duration or four seconds, a spoken disclosure statement is not required.
       b. 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.

This section (items A through D) does not apply to:

1. Social media messages, text messages or messages sent by a short message service.
2. Advertisements that are placed as a paid link on a website, if the message is not more than two hundred characters in length and the link directs the user to another website that complies with this section.
3. Advertisements that are placed as a graphic or picture link, if the statements required in this section 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 this section.
4. Bumper stickers, pins, buttons, pens, and similar small items on which the
statements required in this section cannot be conveniently printed.
5. A solicitation of contributions by a separate segregated fund.
6. A communication by a tax-exempt organization solely to its members/
7. A published book or a documentary film or video.

**Political Signs**

In accordance with A.R.S. §16-1019, the Prescott Land Development Code, and the Prescott City Code guidelines for campaign signage is as follows:

Political signs are Temporary signs.

A business owner may place a political sign in place of any permitted Temporary Sign as described below. For commercial properties the permit and time limits apply. The content (message) of the sign need not be indicated on the permit application. The permit is for the physical sign, not the message.

1. Commercial Properties:
   a. One temporary sign, of up to 24 square feet, may be permitted per business.
   b. A permit shall be required for all temporary signs.
   c. Temporary sign permits shall be good for 180 days. A copy of the permit must be maintained on the premises and be readily available upon demand for verification by City inspectors.
   d. A temporary sign may be attached to a building wall or may be freestanding. The proposed location, materials and means of attachment or support shall be specified in the permit application.
   e. A temporary sign shall be subject to City inspection to assure that the installation is accomplished in a safe manner and location.
   f. Damaged or dangerous conditions caused by a temporary sign must be immediately remedied or may result in the revocation of the permit.
   g. Failure to obtain a permit for a temporary sign or failure to remove a temporary sign upon expiration of a permit shall constitute a blighting condition upon the property and shall be subject to enforcement and penalties as provided in City Code Chapter 1-3 and/or City Code Chapter 7-5-20.

On private residential properties the owner is limited to the following, and again, the message is not regulated:

2. Temporary signs on private property for residential uses are exempt from permitting, but subject to the following:
   a. Each temporary sign shall be limited to not more than 6 square feet.
   b. Each temporary sign must be freestanding and installed in a safe and secure manner.
c. Each temporary sign shall be limited to a maximum height of 5 feet.

d. Damaged or dangerous conditions caused by a temporary sign must be immediately remedied or may result in enforcement action by the City.

e. Failure to maintain a temporary sign shall constitute a blighting condition upon the property and shall be subject to enforcement and penalties as provided in City Code Chapter 1-3 and/or City Code Chapter 7-5.

City Code Chapter 8-6 effectively bans all signs in the public rights of ways under the control of the City unless a variance is granted by the City Council for extreme hardship.

**Important Dates to Remember**

- Last Day to Register to Vote in Primary: July 29, 2019
- Last Day to Request an Early Ballot by Mail: August 16, 2019
- Last Day to Vote in Primary Election: August 27, 2019 by 7:00 p.m.
- Last Day to Vote Early in Person (Primary): August 23, 2019
- Last Day to Return Early Ballots (Primary): August 27, 2019 by 7:00 p.m.

If mailed, the last day ballots should be mailed is August 16, 2019.

Primary Election: August 27, 2019

Prescott voters can vote at the Yavapai County Administration Building at 1015 Fair Street

A Ballot Box to drop of completed ballots will be available at Prescott City Hall from 8:00 a.m. to 5:00 p.m. Monday through Friday between August 1 and August 27, 2019,

Please contact Yavapai County Elections Department for Voter Registration Information [http://www.yavapai.us/elections](http://www.yavapai.us/elections)
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AGENDA ITEM: Adoption of Resolution No. 2019-1674, Establishing Two Sign Free Zones in the City of Prescott.

Approved By: Michael Lamar, City Manager

Item Summary

Approval of this resolution would create two separate sign free zones in the City of Prescott.

Background

Prescott City Code (Section 8-2-3.E) prohibits the placement of campaign and other temporary signs in City right-of-way. However, state statute (A.R.S. §16-1019.C) prohibits the City from "removing, altering, defacing or covering any political sign if (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 ADA; (4) the sign has a maximum area of 16 square feet if located in a residential zone 32 square feet if the sign is located in any other zone (e.g., commercial or industrial); and (5) the sign contains the name and telephone number or website address of the candidate or campaign committee contact person. This prohibition against removal of political signs begins 60 days prior to a primary election and ends 15 days after the general election, except that for a candidate sign in a primary election where the candidate does not advance to the general election, the period ends 15 days after the primary election.

As a result of this statute, although Prescott can prohibit political and other temporary signs in the city right-of-way, but city staff cannot remove political or other temporary signs in the right-of-way during the election season so long as the sign meets the statutory requirements discussed above. Thus, enforcement of the City Code is done by letter to the candidate or campaign asking for voluntary removal, and then issuance of a civil citation. This is a time consuming process, and often times in statewide or national elections, the campaign is an out of state entity or person, which makes it even more difficult to enforce.
AGENDA ITEM: Adoption of Resolution No. 2019-1674, Establishing Two Sign Free Zones in the City of Prescott.

However, the state statute (A.R.S. §16-1019.F) also allows a city to create or designate a commercial tourism, commercial resort and hotel sign free zone where the removal prohibition would not apply. The zone is designated based on a predominance of commercial tourism, resort and hotel uses where the placement of political signs within the rights-of-way in the zone will detract from the scenic and aesthetic appeal of the area and deter its appeal to tourists. The total area of the zones cannot be larger than three square miles, and must be identified as a specific contiguous area. The city may designate up to two zones so long as the cumulative area does not exceed three square miles.

The designated zones in the resolution total less than one square mile.

The Exhibit A map shows the City’s downtown business zone (outlined in blue), entertainment zone (outlined in red), the sign free zone (yellow). The Exhibit B map shows the sign free zone in yellow.

Financial Impact

There would be no negative financial impact from adoption of one or more commercial tourism sign free zones. The positive financial impact would be a reduction in employee hours spent enforcing the City’s right-of-way temporary sign ban during election season.

Attachments
1. Resolution No. 2019-1674, Designating Prescott Sign Free Zones
2. Exhibit A Downtown Sign Free Zone
3. Exhibit B Airport and Dells Sign Free Zone

Recommended Action: MOVE to adopt Resolution No. 2019-1624.
RESOLUTION NO. 2019-1674

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PRESCOTT, ARIZONA DESIGNATING TWO PRESCOTT SIGN FREE ZONES PURSUANT TO A.R.S. § 16-1019(F) AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

WHEREAS, Arizona Revised Statutes (A.R.S.) section 16-1019(C) prohibits cities from removing, altering, defacing, or covering political signs placed in public right-of-way if certain conditions outlined in the statute are met;

WHEREAS, despite that general prohibition, pursuant to A.R.S. section 16-1019(F), cities are authorized to designate areas of the city as sign free zones, thereby allowing cities to remove political signs that are placed in city right-of-way within the designated sign free zones;

WHEREAS, the City Council has determined that it is in the best interest of the City to designate two Prescott Sign Free Zones to protect the scenic and aesthetic appeal of the area within the zones and maintain its appeal to tourists;

WHEREAS, the City Council desires to identify by this resolution the location and extent of the rights-of-way areas to be designated as the Prescott Sign Free Zones.

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

SECTION 1.

The City Council has determined that based on a predominance of commercial tourism, resort, and hotel uses within the areas to be designated as a sign free zone, the placement of political signs within the City rights-of-way in the designated zone will detract from the scenic and aesthetic appeal of the area within the zone and deter its appeal to tourists.

SECTION 2.

The City Council, pursuant to A.R.S. section 16-1019(F), hereby designates the areas identified in Exhibit A in yellow and Exhibit B in yellow, attached hereto and incorporated herein by reference, the Prescott Sign Free Zones.

SECTION 3.
RESOLUTION NO. 2019-1674

This resolution shall not affect the ability to place sandwich board signs on sidewalks in the Downtown Business Zone District as provided for in Prescott City Code Section 8-2-4.K, nor shall it affect the ability to place bus benches in City Right-of-Way as provided in Prescott City Code Section 8-2-17, nor shall it affect the City Banner Program as provided for in Prescott City Code Sections 8-6-1 and 8-6-5.

SECTION 4.

This resolution shall become effective thirty (30) days following adoption by the City Council.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Prescott this 22nd day of February, 2019.

GREG I. MENGARELLI, Mayor

ATTEST:

MAUREEN SCOTT
City Clerk

APPROVED AS TO FORM:

JON M. PALADINI
City Attorney

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA
County of Yavapai

I, the undersigned Maureen Scott, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2019-1674 is a true, correct and accurate copy of Resolution No. 2019-1674, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 22nd day of January 2019, at which a quorum was present and, by a 9-0 vote, 7 voted in favor of said ordinance.

Given under my hand and sealed this 24th day of January 2019.
Seal

City Clerk

maurer Scott