

**City of Scottsdale
Declaration of Gifts Form**

To be filed in the City Clerk's office within 10 business days¹ after acceptance of an applicable gift, personal benefit, or other item in excess of \$50.00 in value.

Check Relevant Filing Category:

City Employee

City Official

Name: _____

Public Body (City Council, Board, Commission, Task Force, etc.) (if applicable) _____

Department (if applicable) _____

Phone: (preferred number for access): _____

Description of Gift(s) and Related Comments: _____

Date Received or for events, date of attendance: _____

Face Value of Gift(s): _____

Source of Gift(s) [Name of individual(s) and organization(s), if applicable]:

Submitted by: _____

(Signature)

Date: _____

NOTE: This document must be filed with the City Clerk's Office within 10 business days of acceptance of an applicable gift, personal benefit, or other item in excess of \$50.00 in value, pursuant to Scottsdale Revised Code Section 2-50 for Public Officers/City Officials and Section 14-135 for employees.

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¹ Note that for event admission, the 10 business-day deadline is calculated from the date of attendance.

SCOTTSDALE REVISED CODE RELATED TO GIFTS AND GRATUITIES

For City Officials	For City Employees
<p>Sec. 2-50. Gifts; prohibited; exemptions.</p> <p>(a) <i>Prohibition.</i> City officials are prohibited from soliciting, receiving, or accepting:</p> <ol style="list-style-type: none"> (1) Any anonymous gift of any kind made either directly or indirectly, except as specifically exempted below; or (2) Gifts of any kind made either directly or indirectly from anyone who is engaged in a general practice or engaged in a specific situation that involves the city's decision-making or permitting processes, except as specifically exempted below; or (3) Gifts of any kind made either directly or indirectly where acceptance might reasonably be construed as an attempt to: (a) create a more favorable relationship than that enjoyed by any other citizen; (b) exert improper influence on any municipal action; or (c) reward any official action, except as specifically exempted below. <p>(b) <i>Exemptions.</i> The following are exempted from subsection (a) of this section and are not considered gifts of any kind:</p> <ol style="list-style-type: none"> (1) Entertainment, hospitality (including meals), transportation, related expenses, and token mementoes or symbolic gifts directly associated with events or meetings that an official is attending, including with a spouse or companion guest, where a civic or public purpose is served; (2) Admission to events which are sponsored or funded in whole or in part by the city, if furnished by the city or the producer(s) or the sponsor(s) of such events; (3) Gifts of food or other small items of appreciation under fifty dollars (\$50.00) in value, accepted on behalf of the city and shared with others in the workplace; (4) Items received and donated to a charitable organization; or (5) Personal gifts given by the city official's friends or relatives provided they are not engaged in a general practice or a specific situation that involves the city's decision-making or permitting processes at the time the gift was given. <p>(c) <i>Declaration.</i> If a gift of any kind is permissible and exceeds fifty dollars (\$50.00) in value, then the city official must declare it to the city clerk within ten (10) business days of acceptance, which for admission to an event or other engagement must be calculated from the day it was attended. The declaration shall be made on a form designated by the clerk.</p>	<p>Sec. 14-135. Gifts and Gratuities.</p> <p>(a) The provisions of this section are intended to promote ethical conduct and public trust in the integrity of Scottsdale municipal government and therefore, shall apply to all city employees in the course of their employment or the performance of their official duties with the city. This section does not apply to elected or appointed city officials whose conduct is covered by the Ethics Code as provided in Scottsdale Revised Code Section 2-50.</p> <p>(b) No gifts, gratuities, and other benefits or items of value shall be solicited by a city employee or officer for personal benefit.</p> <p>(c) Monetary gratuities, tips, honoraria, or other payments for services rendered for performing city employment or official city duties, other than compensation from the city or that which is otherwise provided by law or city policy, shall not be accepted.</p> <p>(d) Gifts and other personal benefits or items of value shall not be accepted if acceptance could reasonably be construed as an attempt to exert improper influence on any municipal decision or action, or as a reward for any official action.</p> <p>(e) If, after consideration of the ethical standards expressed in this policy, a gift, personal benefit, or other item in excess of fifty dollars (\$50.00) in value, is accepted, it must be declared in writing with the city clerk's office within ten (10) business days of acceptance, which for admission to an event or engagement must be calculated from the day it was attended. The declaration shall be made on a form designated by the clerk.</p> <p>(f) The following items reflect legitimate public duties or purposes, or are otherwise not considered gifts to an employee or officer for personal benefit and need not be declared pursuant to 14-135(e):</p> <ol style="list-style-type: none"> (1) Admission to events which are sponsored or funded in whole or in part by the city, if furnished by the city or sponsor(s) of such events; (2) Reasonable hosting, including meals and refreshments, travel, and related expenses, furnished in connection with official speaking engagements, ceremonies or other work-related appearances on behalf of the city, when public or civic purposes are served; (3) Gifts of goodwill or other tokens of appreciation accepted on behalf of the city, or in the case of food, accepted and shared with others in the work place. (4) Items received and donated to a charitable organization.