



**CITY OF TUCSON
2013 PRIMARY AND GENERAL ELECTIONS
CAMPAIGN FINANCE ADMINISTRATION**

INFORMATION UPDATE 2013-04

TO: Candidates, Political Parties and Political Committees
FROM: 
Roger W. Randolph, City Clerk/Campaign Finance Administrator
DATE: March 1, 2013

From time to time, this office distributes information regarding campaign finance and other election related issues that may be of interest to you. We encourage you to contact the City Clerk's Office with any questions you have regarding these issues.

SALARIES TO PAID CAMPAIGN STAFF

A candidate who signs a campaign contract may expend public matching funds for the payment of salaries to campaign staff. There are items that must be included in the contract. They are outlined here in this excerpt from the Campaign Finance Administration Rules and Regulations, Rule 7.16:

...

SALARIES TO CAMPAIGN STAFF

- 7.16 A candidate who signs a campaign contract may expend public matching funds for the payment of salaries to campaign staff.
- (A) Prior to the employment, the candidate and paid staff must sign a contract. Both signatures must be notarized and filed with the Campaign Finance Administrator within ten (10) days.
 - (B) The contract must include:
 - (I) A fixed amount and terms of payment (may not be contingent upon any funds remaining after the election),
 - (II) Specific dates of employment,
 - (III) Services to be provided under the contract,
 - (IV) Any changes to the terms and/or termination of the contract must be filed with the campaign finance administrator within ten (10) days,

- (V) No bonus payments will be allowed in any form,
- (VI) The candidate must keep documentation supporting the payroll with the records of the candidate's campaign committee. Documentation may include invoices for services provided, or contracts for services.

...

Failure to file the required contracts with the Campaign Finance Administrator or other violations of the process for paid campaign staff may result in a penalty up to and including three times the amount of the contract. As a reminder, the permissibility of specific expenditures of public matching funds will be determined by the Campaign Finance Administrator. Candidates are encouraged to contact the Campaign Finance Administrator with questions about the appropriate expenditure of campaign funds prior to taking action.

Should you have any questions regarding the information contained in this update, please contact me or Suzanne Mesich, Assistant City Clerk, at 791-4213 or e-mail cityclerk@tucsonaz.gov.