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## FORM 2.14D CITY ELECTED OFFICIAL QUARTERLY REPORT INSTRUCTIONS

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**INSTRUCTIONS:** This form, which contains three (3) parts, must be filed **15 days after the end of every quarter** by City elected officials. The following sections identify political consultants, if any, providing political consulting services during the previous quarter in support of a City elected official's candidacy and for any City-referred measures sponsored. Within 15 days of any change to the below information, an amendment must be filed using this form.

To complete the report, sign and date the form and email via PDF to: [Deborah.scroggin@portlandoregon.gov](mailto:Deborah.scroggin@portlandoregon.gov). If signed by electronic signature, press the **submit** button following part three to submit the form directly.

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**KEY DEFINITIONS:** Per Portland City Code Chapter 2.14, the definition of the terms "political consultant" and "political consulting services", as used in this form, are defined below:

**Political Consultant** means a person or entity that provides Political Consulting Services to a City elected official or successful candidate for elected office, or a successful candidate's principal campaign committee, registered with the Oregon Secretary of State. The term "Political Consultant" does not include attorneys who provide only legal services, accountants who provide only accounting services, professional fundraisers, or pollsters who provide only polling services. The term "Political Consultant" does not include a person who:

- Does not engage in Political Consulting Services as a trade or profession, or
- Is a City employee

**Political Consulting Services** include actions in campaign management and political strategy services, including but not limited to: advocacy and strategy; political polling; advising or assisting in voter contact strategies and services; advising in media strategy, buying and advertisement; providing candidate development, policy training, political image consulting, and designing, implementing and analyzing polls and surveys; performing issues research and opposition research; developing, assisting in strategic communication such as news releases, talking points and speech writing; and advising on negative information handling and political crisis management. This Chapter does not regulate the content and viewpoint of the services provided to a City elected official.

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**FORM 2.14D CITY ELECTED OFFICIAL QUARTERLY REPORT**

For the quarter July 1 – Sept. 30, 2016

- This is an original report for the quarter
- This is an amended report

**Elected Official:** \_\_\_\_\_  
Name Office

**PART I – POLITICAL CONSULTANTS - CANDIDATE CAMPAIGN**

(City Code Sec. 2.14.050 A)

- Yes, I received political consulting services in support of my candidacy during the quarter; consultant(s) listed below.
- No, I did not receive political consulting services in support of my candidacy during the quarter.

**Political consultant list:** \_\_\_\_\_

(1) Political consultant/entity name: \_\_\_\_\_  
 Organization if individual: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Affiliated political consultant principals, employees, or contractors providing political consulting services:  
 \_\_\_\_\_  
 Date services began: \_\_\_\_\_

(2) Political consultant/entity name: \_\_\_\_\_  
 Organization if individual: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Affiliated political consultant principals, employees, or contractors providing political consulting services:

\_\_\_\_\_

Date services began: \_\_\_\_\_

 If additional space is required, check here and append information to form.

**PART II – POLITICAL CONSULTANTS - MEASURE CAMPAIGN**


(City Code Sec. 2.14.050 A)

If sponsoring a City-referred measure, identify the measure and the Political Consultants, if any, providing Political Consulting Services for the measure. “Sponsorship” of a City-referred measure means a City elected official who signed a resolution filed pursuant to City Code Chapter 2.04.

Yes, I have sponsored a City-referred measure and political consultants have provided services during the previous quarter in support of the measure; political consultant(s) are listed below.

City-referred measure ballot title caption: \_\_\_\_\_

\_\_\_\_\_

 No, I have not sponsored a City referred measure OR there are no political consultants providing services for a City-referred measure I sponsored.

**Political consultant list:**

\_\_\_\_\_

(1) Political consultant/entity name: \_\_\_\_\_

Organization if individual: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Affiliated political consultant principals, employees, or contractors providing political consulting services:

\_\_\_\_\_

Date services began: \_\_\_\_\_

(2) Political consultant/entity name: \_\_\_\_\_

Organization if individual: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Affiliated political consultant principals, employees, or contractors providing political consulting services:

\_\_\_\_\_

Date services began: \_\_\_\_\_

If additional space is required, check here and append information to form.

**PART III – PROHIBITED CONDUCT AND DECLARATION**

(City Code Sec. 2.14.070; 2.14.090)

The following is prohibited conduct under City Code 2.14:

- A City elected official shall not knowingly utilize a Political Consultant who is in violation of Portland City Code 2.14.
- No person shall submit false, fraudulent or misleading information on statements, including but not limited to: misrepresenting the scope or nature of services provided or the identity of clients to whom services are provided.

By signing this document, I acknowledge and affirm the statements made on this form. I understand that penalties and costs may be imposed for providing false or misleading information.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

**SUBMIT FORM**