

ED GAINNEY
MAYOR



LEANNE DAVIS
EXECUTIVE DIRECTOR

CITY OF PITTSBURGH
ETHICS HEARING BOARD
CITY-COUNTY BUILDING

January 13, 2025

Via electronic mail

Re: City of Pittsburgh Campaign Finance Filings for 2025 Primary Election

Dear Candidate and Candidate Committee Staff:

Help is available with campaign finance reports, rules, and contribution limits required for City of Pittsburgh elective office. Please [request advice](#) for help with Ethics Board requirements. Forms, instructions, and laws are on our website, and available in hard copy upon request.

When to file with the Ethics Board - Filing due even if no activity:

1. Monday, February 3, 2025 (reporting period to include the month of January)
2. Monday, March 3, 2025 (reporting period to include at least the month of February)
3. Monday, April 7, 2025 (reporting period to include at least the month of March)

Note, you can request an extension to file by the 7th in February and March, to allow at least one week of administrative time to complete the paperwork.

What to file with the Ethics Board:

- **Up to four forms are required for each deadline**, depending on if you have a committee and if you decide to use a notary. Find the forms and instructions at pittsburghpa.gov/ehb.
- Easy Option: Submit tables in spreadsheet or.csv format, and then simply attach the completed and signed coversheets. Contact me for help!

How to file:

- Email your Ethics Board filing to leanne.davis@pittsburghpa.gov. No paper copies will be accepted.

Questions on content. The PA Dept. of State Division of Campaign Finance (717-787-5280, option 4 ra-stcampaignfinance@pa.gov) and the Allegheny County Bureau of Elections (412-350-4500) can help you with substantive questions since we use the same pre-primary reporting forms.

Ethics Hearing Board letter to candidates

Questions on content, continued

Statement of Financial Interests ("SOFI"):

- State Ethics Commission at 717-783-1610.
- While I can assist you with SOFI content questions, deadlines and procedures for filing the SOFI with the Office of the City Clerk are not administered by the Board.

Warning: There's a \$50 daily fine for failing to file correctly and on time. A failure to file list will be published at <https://pittsburghpa.gov/ehb>. Additional reports required with the County and Controller noted in the table below. Finally, remember to keep all required receipts for audits.

How to pay late filing fees:

- Pay the \$50 per day late fee to the Dept. of Finance Cashier's Office (412-255-2525), online at <https://magic.collectorsolutions.com/magic-ui/Login/pittsburgh>.

Very truly yours,

Leanne Davis

Leanne Davis, Esq.

Executive Director and Ethics Officer

<https://pittsburghpa.gov/ehb/advice>

cc: *By electronic mail*

David Voyer, Allegheny County Division of Elections Manager

Rachael Heisler, City of Pittsburgh Controller

Maryann Herman, Board Chair

Local Governmental News Reporters

2025 reporting schedule summary – contact each agency for confirmation and questions

File with	Type of Report	Cycle / Start	Completed	Deadline
Ethics Bd.	2nd Friday Pre-Primary	January 1	January 31	Monday, Feb 3
Ethics Bd.	2nd Friday Pre-Primary	Feb 1	Feb 28	Monday, March 3
Ethics Bd.	2nd Friday Pre-Primary	March 1	March 31	Monday, April 7
Controller	Home Rule Charter 802	Contact directly	May 13	May 15
County	2nd Friday Pre-Primary	Cycle 2	May 5	May 9
County	24-Hour Reporting (Daily)	Cycle 10	Starts May 6, 2025	Through and including May 20

File with the Ethics Board via leanne.davis@pittsburghpa.gov. No paper copies will be accepted. Filings due with the Controller can be submitted either in-person at their office in the City-County Building at 414 Grant St., ground floor, or via email to city_controller@pittsburghpa.gov. Information for filing with the County should be included in your nomination packet; they are located on the 3rd floor of the County office building at 542 Forbes Ave.