



## Officer Semi-Annual Gift Report For All City Officers (Elected and Appointed)

**Required Criteria** Pursuant to Chapter 2 Article 5 DRMC, the Semi-Annual Gift Report is required. All city officers, elected and appointed are required to complete 2 gift report semi-annually.

**Reports are due no later than**

- July 31 for the January 1-June 30 period
- January 31 for the July 1-December 31 period

**Disclosure Requirements** The officer is required to report all gifts received and to report the estimated value of each gift.

**DRMC 2-71(4) and CITY CHARTER SECTION 9.1.1.E defines CITY OFFICERS** as Mayor, Auditor, Members of City Council, Manager of Public Works, Manager of Parks and Recreation, Manager of Finance, Manager of Environmental Health, Manager of General Services, Manager of Safety, City Attorney, Manager of Human Services, Clerk and Recorder, Manager of Aviation, Manager of Community Planning and Development, Mayor's Chief of Staff, Director of Excise & License, Appointees of the Mayor, Director of Elections, Appointees of the Clerk, Appointees of the Auditor, and Appointees of the Manager of Aviation. Certified public accountants employed by the auditor shall not be considered officers.

**Penalty for Noncompliance**

Any officer who does not comply, partially complies or submits their report late may be reported to the Denver City Attorney and the Denver Board of Ethics and is subject to penalty and/or fine.

**Fields Descriptions**

- Gift Received Date - Date on which the officer received the gift(s) from the organization or person.
- Donor Organization - Name of the organization that donated the gift. If organization name is not applicable, indicate "NA".
- Donor Name: Name of the individual who donated the gift. This is a required field. Do not leave blank.
- City: The city in which the donor organization and/or individual is physically located.
- State: The state in which the donor organization and/or individual is physically located.
- Gift Description: A detailed description of the gift. (e.g., cup of coffee, box of Russell's chocolates, fleece jacket)
- Gift Amount: Estimated price of gift. (\$0.00 is not a value.)
- Gift Type: Select the category the gift is best associated with from the drop-down menu.



