

City and County of Denver

# Officer Semi-Annual Disclosure of City Items 2019

## For Elected and Appointed City Officers

### Semi-Annual Officer Disclosure of City Items Requirements [D.R.M.C. Chapter 2, Article V](#)

Pursuant to [D.R.M.C. 2-74](#), each year, every elected official and officer is required to complete two disclosures of items received from City agencies. They must report each item or thing received from the City with an estimated value of more than \$50.

Your report should include the identification of each item or thing received including intangible items or things such as expenses for overnight travel when the item is paid for by funds appropriated by the city.

Your report should include the source of the item or thing by department, agency or other unit of the City or the officer, official or employee of the city. Please review [D.R.M.C. 2-74](#) for more details.

Your report *should not* include items or things received that are:

- for the use of but not ownership by the officer in the regular course of the officer's duties such as office supplies, furniture, computers, mobile phones, or vehicles;
- which are for distribution to the public at events sponsored by or attended by the official;
- or items or things received and paid for from the budget of the officer's department, agency, or unit.

**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.

### Reporting Periods

- January 1 - June 30 (due July 31)
- July 1 - December 31 (due January 31)

See [D.R.M.C. 2-71\(4\)](#) and [City Charter Section 9.1.1.E](#) for a definition of City Officers.

Form3322w 12.19.2019

<b>Reporting Period</b>	July 1 - December 31 2019 (due January 31 2020)
<b>Are you</b>	Appointed
<b>You were appointed by</b>	Mayor
<b>Position/Title</b>	Chief of Staff
<b>Last Name</b>	Last
<b>First Name</b>	First

<b>M.I.</b>	T
<b>Business Address</b>	201 W. Colfax Ave.
<b>Business Phone</b>	000-000-0000
<b>Business Email</b>	first.last@denvergov.org
<b>I have city items pursuant to D.R.M.C. 2-74 to disclose for this reporting period.</b>	Yes - Enter information in all fields for each item.
<b>Item or Thing</b>	Sample Item
<b>Source (Which department, agency, or other unit of the city appropriated funds for this item or thing?)</b>	Arts and Venues
<b>Item or Thing</b>	
<b>Source (Which department, agency, or other unit of the city appropriated funds for this item or thing?)</b>	
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<b>Was this statement prepared for you by another person?</b>	Yes
<b>If yes, who prepared this statement for you?</b>	John Doe
<b>plugin_65ZttT</b>	By checking this box, I declare that I have completed this Officer Semi-Annual Disclosure of City Items and that the information provided is true, correct and accurately lists the identification of the items or things that I received during the reporting period.

**Signature Data**

First Name: First

Last Name: Last

Email Address: first.last@denvergov.org

*First Last*

Signed at: 12/30/2019 10:09PM

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