



Memorandum

TO: ELECTIONS COMMISSION
SUBJECT: COMPLIANCE MONITORING SCHEDULE

FROM: DENNIS HAWKINS, CMC
DATE: October 6, 2011

RECOMMENDATION:

Adopt compliance monitoring schedule as proposed below. Generally, a report will be presented to the Commission approximately 45-days following each reporting period due date. This will enable staff sufficient time to review all filings, clarify any questions, provide filers sufficient time for amendments and to comply with requirements, and the City Clerk to initiate follow-up and next steps as appropriate.

Document	Schedule
Campaign Finance (Form 460, Form 470, etc.)	Semi-annual: March 15 and September 15 Pre-election: 45-days following due date
Form 700 and Family Gift Report	June 1
Council Disclosures: (a) DFR1, (b) Time and Income	March 1; June 1; September 1; December 1

The Council Compliance Calendar is attached with the established reporting periods and deadlines.





Council Compliance Calendar

File originals at :

Office of the City Clerk
 City of San José
 200 East Santa Clara Street
 San José, CA 95113

DATE DUE	FORM	FILING PERIOD	SPECIAL NOTES
April 1	<u>CA Form 700 - Statement of Economic Interests</u>	Prev Calendar Year	Filers must file annual statement. Filing is required within 30 days of assuming <u>or</u> leaving office, or within 30 days of the effective date of a newly adopted or amended conflict-of-interest code.
April 1	<u>Family Gift Reporting Form</u>	Prev Calendar Year	Filers file this form annually together with CA Form 700.
As indicated	<u>Statement and Declaration of Conflict of Interest Form</u>	24-hours in advance of meeting where agenda item will be discussed	Should consult Attorney's Office about any potential conflict of interest before form is submitted to the City Clerk.
July 31 January 31	<u>CA Form 460 - Recipient Committee Campaign Statement</u>	Jan 1 - Jun 30 Jul 1 - Dec 31	Filers must file semi-annual statement.
April 15* July 15 October 15 January 15	<u>DFR1 - Disclosure of Fundraising Report</u>	Jan 1 - Mar 31 Apr 1 - Jun 30 Jul 1 - Sep 30 Oct 1 - Dec 31	Filers must file quarterly statement.
April 15 July 15 October 15 January 15	<u>Outside Employment Disclosure Statement</u>	Jan 1 - Mar 31 Apr 1 - Jun 30 Jul 1 - Sep 30 Oct 1 - Dec 31	Filers must file separate statements for each source of income.
	Council Member Outlook Calendars		Personal calendars are updated by noon Monday on a weekly basis.

*Ordinance No. 28281 effective 5/8/2008 changed DFR1 disclosure to quarterly filing.