

Frigo, Victoria (COE)

From: Frigo, Victoria (COE)
Sent: Monday, April 22, 2013 11:46 AM
To: Lopez, Carolina D. (Elections)
Cc: Centorino, Joseph (COE)
Subject: Financial Disclosure Packages Inquiry (INQ 13-98)

Hello Carolina,

Your revised cover letter for this year clarifies the requirements for persons who must file a financial disclosure form under the County Code at Sec. 2-11.1 (i) and accurately reflects the law.

It should be very useful. Congratulations on the improvement.

Sincerely,

VICTORIA FRIGO, SENIOR STAFF ATTORNEY

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From: Lopez, Carolina D. (Elections)
Sent: Friday, April 19, 2013 5:09 PM
To: Frigo, Victoria (COE)
Subject: Financial Disclosure Packages Inquiry

Good afternoon Victoria,

As we start preparing for the first financial disclosure mailing required at the end of May 2013, we are evaluating different ways to make the process a little more efficient for the filers and find ways to possibly reduce costs associated with this mailing on our end. One of the options up for discussion is whether we can send County Employees (with a county FD requirement) and County Board Members only a pre-printed Source of Income form for their use, and reference in the cover memo their option to file one of the three forms. Below is a preliminary draft of how we would modify the cover memo to inform these filers.

EXCERPT FROM LAST YEAR'S MEMO

Memorandum



To: County Employee
From: Penelope Townsley
Supervisor of Elections
Subject: Financial Disclosure Filing Requirement for the 2011 Tax Year

The position you held was determined to be one that requires the filing of a financial disclosure form. According to Section 2-11.1 of the Code of Miami-Dade County, only one of the following enclosed forms must be filed by July 2, 2012:

- Form 1, Statement of Financial Interests
- Source of Income Statement
- A copy of your most recent Federal Income Tax Return

To: County E
From: Penelope
Supervisor
Subject: Financial

The position you held was determined to be one that requires the filing of a financial disclosure form. According to Section 2-11.1 of the Code of Miami-Dade County, only one of the following enclosed forms must be filed by July 2, 2012:

- Source of Income Statement (pre-printed form included)
- Form 1, Statement of Financial Interests (may be downloaded)
- A copy of your most recent Federal Income Tax Return

Before we entertain this option any further,

we wanted to check with you if this would be okay from a COE perspective. The idea came up since the majority of County Employees and County Board Members end up filing a Source of Income (the simpler and shorter county form); in some instances, the presence of a lengthy state Form 1 made filers question which form to file or wait until later in the year to submit a form. If the option of not including a six-page pre-printed Form 1 in the package is a viable option, we would be able to reduce our printing/postage expenses to mail the 6 extra pages (that would be 50% less pages) and we would hopefully minimize filer confusion by only providing one form to fill out.

I have attached a sample copy of last year's packages to give you an idea what filers typically receive from our office. In terms of figures, we typically mail out packages to about 2,000 State Local Officers (state FD requirement), 1,000 County Employees (county FD requirement), and 1,000 County Board Members (county FD requirement). When you can, kindly let us know your thoughts, thanks.

Regards,
Carolina D. Lopez
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