

ORGANIZATION LOBBYIST
REGISTRATION FORM

[Form EC-602]



INTRODUCTION

Businesses and organizations must register with the City Clerk within ten calendar days of qualifying as an “Organization Lobbyist.” The City’s Lobbying Ordinance defines “Organization Lobbyist” to mean any business or organization, including any non-profit entity, that has made 10 paid lobbying contacts within a 60 day period. See the Ethics Commission’s *Fact Sheet: “Am I a Lobbyist?”* for more information.

Organization Lobbyists register by completing and filing this Registration Form with the City Clerk, and paying the applicable registration fees. On this form, the organization must identify its lobbyists, the number of contacts it has had within the past 60 calendar days, the decisions it is currently attempting to influence and has attempted to influence during the past 60 calendar days, and the campaign fundraising activities, campaign-related services, and City contracts associated with its owners, compensated officers, and lobbyists.

File one Registration Form to cover the activities of the entire organization. Individual lobbyists do not register. All information relevant to an individual lobbyist should be contained within the organization’s Registration Form.

The Registration Form is available from the City Clerk. Electronic versions are available on the City Clerk’s website: www.sandiego.gov/city-clerk/elections/lobby/forms.shtml.

You may type or print on the form. If printing, use blue or black ink. If using the electronic version of the form, note that you can type on the form with your computer, but you cannot save the information you enter unless you have the full version of Adobe Acrobat.

When you file the Registration Form, include only the cover sheet and the schedules that contain the organization’s disclosures. Do not file the instruction sheets or any schedules on which the organization has nothing to report.

File the original completed and signed form with the City Clerk.

Registration Terminates Every January 5. Annual Re-Registration is Required.

COMPLETING THE FORM

Cover Sheet

- Identify the calendar year in the upper left-hand portion of the form.
- If the report is an amendment, check the applicable box. You are required to file an amendment when information on a previously filed Registration Form has changed, e.g., the organization changes its address, adds a new lobbyist, or starts lobbying on a new decision. You must amend the Registration Form **within ten calendar days of any change in information.**
- Identify the name, address, and telephone number of the organization.
- For the portion of the cover sheet pertaining to Schedule C (Activities Disclosure), you must check the applicable boxes to indicate whether or not the organization has information to report (for an amendment, check only the boxes relating to the amendment). For information regarding the individual schedules, see the instructions that are located immediately preceding each schedule.
- After you have completed the Registration Form, identify (in the designated location at the top of the cover sheet) the total number of pages you are submitting. Count the cover sheet and all attached schedules. Do not count (and do not file) any of the instruction sheets or any schedules that are blank.
- A duly authorized owner or officer of the organization must complete the bottom of the cover sheet to verify the accuracy of the information disclosed on the Registration Form. (Optional: include an e-mail address for a point of contact in the organization. It will not be displayed when the form is posted on the City Clerk’s website.)

Calendar Year
20 __

CITY OF SAN DIEGO

**ORGANIZATION LOBBYIST
 REGISTRATION FORM**

[Form EC-602]

For Official Use Only

Fees Due: \$ _____

Type or Print in Ink. File Original with the City Clerk.

Check Box if an Amendment (explain: _____)

Total Number of Pages: _____

Identify the organization.

Name of Organization	Telephone Number
Business Address (Number & Street)	(City) (State) (Zip)

Schedule A: Organization Disclosure.

- Part 1: Description of Organization.* Describe the nature and purpose of the organization.
- Part 2: Lobbyist Disclosure.* Identify the individuals authorized to lobby on behalf of the organization.

Schedule B: Municipal Decisions.

- Part 1: Number of Contacts.* Identify the number of lobbying contacts within the past 60 calendar days.
- Part 2: Description of Decisions.* Describe each municipal decision the organization is currently seeking to influence or has lobbied on during the past 60 calendar days.

Schedule C: Activities Disclosure. Complete this schedule if any "Yes" boxes are checked.

Check box if the organization has information to report regarding the applicable activity.
 Check box if the organization has no information to report regarding the applicable activity.

YES	NO	Check one box for each part of Schedule C.
<input type="checkbox"/>	<input type="checkbox"/>	Part 1: Fundraising Activities. Owners, compensated officers, and lobbyists of the organization who engaged in "fundraising activities" for a current elected City Official within the last two years.
<input type="checkbox"/>	<input type="checkbox"/>	Part 2: Campaign Services. Owners, compensated officers, and lobbyists of the organization who provided compensated campaign services to an elected City Official within the last two years.
<input type="checkbox"/>	<input type="checkbox"/>	Part 3: Contract Services. Owners, compensated officers, and lobbyists of the organization who provided compensated services under a City contract within the last two years.

Schedule D: Deleting Lobbyists (Amendment Only). Complete this schedule if removing lobbyists from your registration (must check the amendment box above).

VERIFICATION

I have been authorized by the Organization Lobbyist identified above to make this verification. I have reviewed and understand the requirements of the Lobbying Ordinance (San Diego Municipal Code §§ 27.4001-27.4055). I have exercised reasonable diligence in the course of reviewing this Registration Form for completeness and accuracy. I declare under penalty of perjury under the laws of the State of California that the contents of this Registration Form, including all attached schedules, are true, correct, and complete, except as to those matters which are stated on information and belief, and as to those matters I believe them to be true.

Executed on _____ at _____
 (Date) (City and State)

By: _____
 (Signature) (Print Name) (Title)

Email address for a point of contact within the organization (optional): _____

Note: Registration Terminates Every January 5. Annual Re-Registration is Required.

Instructions for Schedule A: Organization Disclosure

This schedule must be completed as part of an Organization Lobbyist's registration. Use this schedule to identify every owner, compensated officer, and employee in the organization who is authorized to lobby the City. "Lobbying" means direct communication with a City Official for the purpose of influencing a municipal decision on behalf of the organization.

Completing the form:

- Identify the organization's name at the top of the schedule.
- For Part 1, Description of Organization, describe the nature and purpose of the organization. For example:
 - ✓ XYZ Corporation may describe itself as a "commercial real estate development corporation."
 - ✓ Green Energy Now! may describe itself as "a non-profit organization that advocates for the use of environmentally safe energy sources."
- For Part 2, Lobbyist Disclosure, list the first and last name of every owner, compensated officer, and employee in the organization who is authorized to lobby the City.
 - ✓ The organization should identify each individual who will be communicating with City Officials for the purpose of influencing City Officials on behalf of the organization.
 - ✓ The organization should include individuals who will be lobbying, even if lobbying is only a small part of their duties for the organization.
 - ✓ If an individual not identified on Schedule A starts lobbying City Officials, the organization will have to file an amendment within ten calendar days to report that individual as a lobbyist. When amending, identify the lobbyist on Schedule A, and any fundraising/campaign/contract activities for that lobbyist on Schedule C.
 - ✓ Do not list uncompensated officers or any other volunteers in the organization.
 - ✓ Because "lobbying" does not include speaking at "noticed" public meetings, such as meetings of the City Council, the organization need not identify anyone whose sole communications with City Officials will be limited to remarks made at such public forums.
- Check the box at the bottom of the page if you have additional information to report, and disclose that information on a continuation sheet (i.e., another copy of the "Organization Disclosure" schedule). Identify the name of the organization on each continuation sheet. There is no need to fill out Part 1 on any continuation sheets.
- If you are filing an amendment to a Registration Form filed earlier in the year, identify only the names of the new lobbyists; do not repeat the names of individuals already registered for the year.



Note: Even if particular individuals have not previously lobbied the City or have no immediate plans to do so, the organization may wish to include their names on this schedule if there is a possibility that they will lobby the City later in the year. This will prevent the organization from having to amend its Registration Form if these individuals ultimately do engage in lobbying.

SCHEDULE A: ORGANIZATION DISCLOSURE

Name of Organization Lobbyist: _____

PART 1 – DESCRIPTION OF ORGANIZATION

Describe the nature and purpose of the organization: _____

PART 2 – LOBBYIST DISCLOSURE

Identify the Organization's Lobbyists. List the name of each owner, compensated officer, and employee of the organization who is authorized to lobby City Officials on behalf of the organization.

<u>Name of Individual</u>	<u>Name of individual</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments: _____

If more space is needed, check box and attach continuation sheet(s).

Instructions for Schedule B: Municipal Decisions

Use this schedule to identify every municipal decision the organization is currently seeking to influence or sought to influence during the 60 calendar days preceding the filing of the Registration Form.

Completing the form:

- Identify the organization's name at the top of the schedule.
- For Part 1, Number of Lobbying Contacts, state the number of separate contacts (meetings, telephone calls, letters, e-mails, etc.) that the owners, compensated officers, and employees of the organization had with City Officials during the preceding 60 calendar days in attempts to influence City decisions.
 - ✓ State the total number of contacts for all decisions.
 - ✓ Consult the Ethics Commission's *Fact Sheet: "Am I a Lobbyist?"* for information regarding how to calculate the number of contacts.
 - ✓ Do not include contacts made by uncompensated officers or any other volunteers of the organization.
 - ✓ When calculating the number of contacts, do not include instances where someone from the organization spoke at a public meeting, such as a meeting of the City Council.
 - ✓ Also do not include any communications that are subject to one of the exceptions identified in the Lobbying Ordinance. Consult the Ethics Commission's *Fact Sheet on Exceptions to the Lobbying Ordinance* for additional information.
- For Part 2, Description of Municipal Decisions, describe each municipal decision that the organization is currently seeking to influence or sought to influence during the previous 60 calendar days.
 - ✓ Describe either the specific municipal decision for which the organization lobbied (e.g., Living Wage Ordinance) or the general types of municipal decisions for which the organization lobbied (e.g., any matter relating to City storm drain pollution).
 - Organizations may prospectively identify decisions for which it has a reasonable expectation of lobbying on later in the year.
 - If an organization lobbies on a decision not identified on its Registration Form, it will have to amend the form within ten calendar days of having its first lobbying contact on that decision.
 - ✓ Identify the outcome the organization sought. For example, "passage of the Living Wage Ordinance" or "the adoption of stricter laws and policies designed to reduce storm drain pollution."
- Check the box at the bottom of the page if you have additional decisions to report, and disclose that information on a continuation sheet (i.e., another copy of the "Municipal Decisions" schedule). Identify the name of the organization on each continuation sheet. There is no need to fill out Part 1 on any continuation sheets.

SCHEDULE B: MUNICIPAL DECISIONS

Name of Organization Lobbyist: _____

PART 1 – NUMBER OF LOBBYING CONTACTS (PRECEDING 60 DAYS)

Identify the total number of lobbying contacts that the owners, compensated officers, and employees of the organization have had with City Officials during the preceding 60 calendar days.

Number of Contacts: _____

PART 2 – DESCRIPTION OF MUNICIPAL DECISIONS (CURRENT & PRECEDING 60 DAYS)

Describe each municipal decision that the organization (a) is currently seeking to influence or (b) lobbied on during the preceding 60 days, and the outcome sought:

Description: _____ _____
Outcome sought: _____ _____

Description: _____ _____
Outcome sought: _____ _____

Description: _____ _____
Outcome sought: _____ _____

Description: _____ _____
Outcome sought: _____ _____

Comments: _____

If more space is needed, check box and attach continuation sheet(s).

Instructions for Schedule C: Activities Disclosure

Use this schedule to identify the fundraising activities, campaign services, and City contracting services provided by any owner, compensated officer, or lobbyist in the organization during the past two years. Note that a “lobbyist” includes everyone listed on Schedule A, even if they have not yet had their first lobbying contact.

Completing the form:

- Identify the organization’s name at the top of the schedule.
- For Part 1, Fundraising Activities, identify each owner, compensated officer, and lobbyist in the organization who engaged in “fundraising activities” for a current elected City Official within the past two years, along with the name of the applicable City Official. Note that “fundraising activities” has a \$1,000 threshold prior to January 1, 2009, and a \$2,000 threshold on and after January 1, 2009.
 - ✓ Do not report fundraising activities for a candidate who lost or withdrew from the election.
 - ✓ “Fundraising activity” means soliciting, or directing others to solicit, campaign contributions from one or more contributors, either personally or by hosting or sponsoring a fundraising event, and either:
 - (1) personally delivering \$2,000 or more in contributions to a candidate or a candidate’s controlled committee (or \$1,000 prior to January 1, 2009), or
 - (2) identifying oneself to a candidate or a candidate’s controlled committee as having any degree of responsibility for \$2,000 or more in contributions received as a result of that solicitation (or \$1,000 prior to January 1, 2009).
 - ✓ When determining whether or not someone has reached the “fundraising activity” threshold, keep in mind that the amount of contributions attributable to an individual is the total amount raised, even if that individual was one of several persons involved in a fundraising effort. Do not divide the total amount raised by the number of persons involved in the fundraising activities.
- For Part 2, Campaign Services, identify each owner, compensated officer, and lobbyist in the organization who received compensation (including a “win bonus”) to provide campaign-related services, such as serving as a consultant or treasurer, to a current elected City Official within the past two years, along with the name of the applicable City Official.
 - ✓ Do not report volunteer services provided to a campaign.
 - ✓ Do not report services provided to a candidate who lost or withdrew from the election (unless the candidate is still holding elective City office, e.g., a Councilmember who ran unsuccessfully for state office).
- For Part 3, Contract Services, identify each owner, compensated officer, and lobbyist in the organization who received compensation to provide services to a City department, agency, or board within the past two years, along with the name of the applicable City department, agency, or board.
 - ✓ Report City employee, City consultant, and City independent contractor contracts.
 - ✓ Do not report volunteer services, such as serving on a City board, commission, or committee.
- Check the box at the bottom of the page if you have additional activities to report, and disclose those activities on a continuation sheet (i.e., another copy of the “Activities Disclosure” schedule). Identify the name of the organization on each continuation sheet.

SCHEDULE C: ACTIVITIES DISCLOSURE

Name of Organization Lobbyist: _____

PART 1 – FUNDRAISING ACTIVITIES

Identify Fundraising Activities. List each owner, compensated officer, and lobbyist in the organization who engaged in “fundraising activities” for a current elected City Official in the last two years, along with the name of the City Official.

Name of Individual

Name of Current Elected City Official

_____ fundraised for: _____
_____ fundraised for: _____
_____ fundraised for: _____
_____ fundraised for: _____

PART 2 – CAMPAIGN SERVICES

Identify Campaign Services. List each owner, compensated officer, and lobbyist in the organization who provided compensated campaign-related services to a current elected City Official within the past two years, along with the name of the City Official. (Note that compensation includes “win bonuses.”)

Name of Individual

Name of Current Elected City Official

_____ worked for: _____
_____ worked for: _____
_____ worked for: _____
_____ worked for: _____

PART 3 – CONTRACT SERVICES

Identify Contract Services. List each owner, compensated officer, and lobbyist in the organization who provided compensated services under a City employment or consultant contract within the past two years.

Name of Individual

Name of City Department, Agency, or Board

_____ worked for: _____
_____ worked for: _____
_____ worked for: _____
_____ worked for: _____

Comments: _____

If more space is needed, check box and attach continuation sheet(s).

Instructions for Schedule D: Deleting Lobbyists (Amendments Only)

Use this schedule to delete lobbyists previously identified on a Registration Form who will no longer be lobbying for the organization.

Completing the schedule:

- Identify the organization's name at the top of the schedule.
- Identify the name of the former lobbyist.
 - ✓ You are not required to remove a lobbyist who may lobby for the organization later in the year.
 - ✓ Do not delete an individual unless he or she is currently registered as one of the organization's lobbyists. In other words, there is no need to delete a lobbyist who had been listed only on a prior year's Registration Form.
 - ✓ If you list someone on this schedule, and that individual lobbies the City for your organization later in the year, you will have to file another amendment to the Registration Form and re-register that individual as a lobbyist.
- Check the box on the cover sheet indicating that you are filing an Amendment.

SCHEDULE D: DELETING LOBBYISTS (Amendment Only)

Name of Organization Lobbyist: _____

Identify in the spaces below the names of any lobbyists previously registered this calendar year who will no longer be lobbying for your organization (be sure to check the "amendment" box on the cover sheet):

<u>Former Lobbyist Names</u>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Comments: _____