

LOBBYING FIRM QUARTERLY DISCLOSURE REPORT

[Form EC-603]



INTRODUCTION

The Quarterly Disclosure Report is used to disclose a lobbying firm's lobbying activities during the reporting period, its activity expenses, and the campaign contributions, campaign fundraising activities, campaign-related services, and City contracts associated with any owner, compensated officer, or lobbyist in the firm.

File one Report to cover the activities of the entire lobbying firm. Individual lobbyists do not file separate disclosure statements. All information relevant to an individual lobbyist should be contained within the firm's report.

The reporting period is one of the following calendar quarters: January through March; April through June; July through September; and October through December. The report must be filed no later than the end of the month following the quarter. For example, the deadline for the April-June quarterly report is the last day of July. A quarterly report must be filed even if the firm did not lobby any City Officials during the quarter.

The Quarterly Disclosure Report 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 Quarterly Disclosure Report, include only the cover sheet and the schedules that contain the firm's disclosures. Do not file the instruction sheets or any schedules on which the firm has nothing to report.

Do not use this form to add or delete clients or lobbyists. Amend your Registration Form to make such changes.

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

COMPLETING THE FORM

Cover Sheet

Period Covered:
From <u>1/1/10</u>
To <u>3/31/10</u>

- Identify the reporting period in the upper left-hand portion of the form. Example:
- If the report is an amendment, check the applicable box and describe the reason for amending. You must file an amendment within ten calendar days of discovering inaccurate or incomplete information on the report.
- If you are terminating your firm's status as a lobbying firm, check the applicable box. A firm may terminate when it has ceased lobbying City Officials. Report all activity since the firm's last Quarterly Disclosure Report. Include activity up to the date of termination (i.e., the "To" date identified in the upper left-hand section of the cover sheet).
- Identify the name, address, and telephone number of the lobbying firm.
- You must complete Schedule A-1 or A-2 for each client. For the other schedules, check a "Yes" box or "No" box to identify which schedules are, or are not, included in your report. You must check one box for each schedule listed (for an amendment, check only the boxes relating to the amendment). When filing the report, attach all schedules for which the firm has information to disclose. Do not attach schedules for which the firm has nothing to disclose. For more information, refer to the instructions for each schedule.
- After completing the report, identify the total number of pages you are submitting. Count the cover sheet and all of the attached schedules. Do not count (and do not file) any instruction sheets or blank schedules.
- A duly authorized owner or officer of the lobbying firm must complete the verification at bottom of the cover sheet to attest to the accuracy of the information disclosed on the report.

Period Covered:

From _____
To _____

CITY OF SAN DIEGO

For Official Use Only

LOBBYING FIRM QUARTERLY DISCLOSURE REPORT [Form EC-603]

Total # of Pages: _____

Check Box if an Amendment (explain: _____
_____)

Check Box if Terminating Status as a Lobbying Firm (see instructions)

Identify the Firm:

Name of Lobbying Firm _____		Telephone Number _____	
Business Address _____	(Number & Street)	(City)	(State) _____ (Zip) _____

Disclosure Schedules:

Schedule A: Client Disclosure. You must complete Schedule A-1 or A-2 for each registered client.

Check box (and attach schedule) if the firm has activity to report on this schedule for the reporting period.
 Check box (do not attach schedule) if the firm has no activity to report on this schedule for the reporting period.

YES	NO	You <u>MUST</u> check one box for each of the following schedules.
		Schedule B: Activity Expenses. Activity expenses made during the reporting period.
		Schedule C: Candidate Contributions. Contributions of \$100 or more made to a City candidate by any owners, officers, and lobbyists of the firm during the reporting period.
		Schedule D: Ballot Measure Contributions. Contributions of \$100 or more made by owners, officers, and lobbyists of the firm during the reporting period to a City candidate-controlled ballot measure committee.
		Schedule E: Fundraising Activities. Fundraising activities by owners, officers, and lobbyists of the firm in the amount of \$2,000 or more during the reporting period.
		Schedule F: Campaign Services. Paid campaign-related services personally provided by owners, officers, and lobbyists of the firm during the reporting period.
		Schedule G: City Contract Services. Paid services personally provided by owners, officers, and lobbyists of the firm under a City contract during the reporting period.

VERIFICATION

I have been authorized by the Lobbying Firm identified above to make this verification. I have exercised reasonable diligence in the course of reviewing this Quarterly Disclosure Report for completeness and accuracy. I declare under penalty of perjury under the laws of the State of California that the contents of this Quarterly Disclosure Report, 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)

Schedules A-1 and A-2

Each client registered by the firm must appear on either Schedule A-1 or Schedule A-2.

Instructions for Schedule A-1: Client Disclosure (Lobbying Contacts)

Complete a Schedule A-1 for each registered client for whom the firm had at least one lobbying contact during the reporting period. If the firm lobbied on multiple decisions during the period, complete a separate Schedule A-1 for each decision. (If the firm did not lobby for a client, complete Schedule A-2 for that client; see instructions below.)

Completing the Form:

- Identify the firm's name at the top of the schedule.
- Identify the client's name, address, and telephone number at the top of the schedule (below the firm's name).
- Identify the total compensation (to the nearest \$1,000), as follows:
 - ✓ Include all amounts received or earned for lobbying activities performed during the period.
 - ✓ Include all amounts received or earned during the reporting period for lobbying activities performed on a contingency basis during a prior reporting period.
 - ✓ Enter the compensation amount only on the first sheet of a client's schedule (you may leave this space blank on any continuation sheets for the same client).
 - ✓ Enter "zero" if the client is a *pro bono* client.
 - ✓ Check the "contingency" box if the firm lobbied on a contingency basis during the reporting period, but hasn't yet become entitled to receive the contingent amount from the client.
 - ✓ Keep in mind that "lobbying activities" includes more than just lobbying. It also includes researching, monitoring, and other activities related to lobbying. Consult the Lobbying Manual for more information.
 - ✓ Do not include compensation the firm received solely for "indirect" lobbying efforts, such as public relations and advertising. Such sums, if \$5,000 or more in a calendar quarter, should be reported by the client as an "Expenditure Lobbyist." See the Expenditure Lobbyist disclosure forms and fact sheets for more information.
- Schedule A-1 contains space for reporting one municipal decision for each client. Attach as many continuation sheets as are necessary to report all City decisions that your firm lobbied on during the quarter. For each municipal decision, disclose: (1) a description of the decision (must be specific); (2) the outcome sought by your client; (3) (3) the names of the lobbyists in your firm who lobbied on the decision during the reporting period; and (4) the names and departments of each City Official lobbied during the reporting period.
 - ✓ When describing the decision, vague or general descriptions, such as "land use matter" or "property development" are not acceptable.
 - ✓ Do not include the names of City Officials whom you addressed only at public meetings held in accordance with the Brown Act.
 - ✓ Do not include the names of City employees who are not "City Officials."
- Check the box at the bottom of the page if you have additional "Client Disclosure" information to report (e.g., more clients or more municipal decisions for the same client), and disclose that information on a continuation sheet (i.e., another copy of Schedule A-1). Identify the firm's name and the client's name at the top of each continuation sheet. You do not need to restate the client's address or compensation amount on a continuation sheet.

Instructions for Schedule A-2: Client Disclosure (No Lobbying Contacts)

Complete a box on Schedule A-2 for each registered client for whom the firm had no lobbying contacts during the reporting period.

Completing the Form:

- Identify the firm's name at the top of each schedule.
- Identify each client's name, address, and telephone number.
- If the firm became entitled to a contingency payment during the reporting period for lobbying performed in a previous reporting period, disclose the compensation earned; otherwise state "zero" or "\$0."

SCHEDULE A-1: CLIENT DISCLOSURE (Lobbying Contacts)

Name of Lobbying Firm: _____

Fill out a Schedule A-1 for each client for whom the firm had at least one lobbying contact during the reporting period. Fill out a separate Schedule A-1 for each decision lobbied on by the firm for the client.

NAME OF CLIENT: _____ Telephone No.: _____
Client's Address (Number & Street) _____ (City) _____ (State) _____ (Zip) _____
TOTAL COMPENSATION (see instructions) for the reporting period, to the nearest \$1,000: \$ _____
<input type="checkbox"/> Check this box if the firm lobbied for this client on a contingency basis during the reporting period.

MUNICIPAL DECISION (BE SPECIFIC): _____

A. Outcome Sought: _____

B. Name of each Lobbyist in the firm who lobbied City Officials regarding this municipal decision:

C. Name and Department of each City Official lobbied:
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____
Name: _____ Department: _____

Comments: _____

If more space is needed, check box and attach continuation sheet(s). Identify the client's name on each continuation sheet (but do not repeat client's address or compensation information).

SCHEDULE A-2: CLIENT DISCLOSURE (No Lobbying Contacts)

Name of Lobbying Firm: _____

Complete a box for each registered client for whom the Lobbying Firm had no lobbying contacts during the reporting period.

NAME OF CLIENT: _____ Telephone No.: _____			
Client's Address	(Number & Street)	(City)	(State) (Zip)
Contingency fees earned for lobbying performed in a previous reporting period (to the nearest \$1,000): \$ _____			

NAME OF CLIENT: _____ Telephone No.: _____			
Client's Address	(Number & Street)	(City)	(State) (Zip)
Contingency fees earned for lobbying performed in a previous reporting period (to the nearest \$1,000): \$ _____			

NAME OF CLIENT: _____ Telephone No.: _____			
Client's Address	(Number & Street)	(City)	(State) (Zip)
Contingency fees earned for lobbying performed in a previous reporting period (to the nearest \$1,000): \$ _____			

NAME OF CLIENT: _____ Telephone No.: _____			
Client's Address	(Number & Street)	(City)	(State) (Zip)
Contingency fees earned for lobbying performed in a previous reporting period (to the nearest \$1,000): \$ _____			

NAME OF CLIENT: _____ Telephone No.: _____			
Client's Address	(Number & Street)	(City)	(State) (Zip)
Contingency fees earned for lobbying performed in a previous reporting period (to the nearest \$1,000): \$ _____			

NAME OF CLIENT: _____ Telephone No.: _____			
Client's Address	(Number & Street)	(City)	(State) (Zip)
Contingency fees earned for lobbying performed in a previous reporting period (to the nearest \$1,000): \$ _____			

Comments: _____

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

Instructions for Schedule B: Activity Expenses

Complete and attach this schedule only if the firm or its lobbyists made activity expenses during the reporting period. If no activity expenses were made, check the applicable box on the cover sheet, and do not attach Schedule B.

An “activity expense” means any payment made to, or on behalf of, any City Official or any member of a City Official’s immediate family, by a lobbyist, lobbying firm, or organization lobbyist. Activity expenses include gifts, meals, consulting fees, salaries, and any other form of compensation to a City Official or a City Official’s immediate family, but do not include campaign contributions. For example, a \$3,000 consulting fee paid to a Department Director’s spouse would be considered a reportable activity expense.

Completing the form:

- Identify the firm’s name at the top of each schedule.
- Identify each activity expense made during the reporting period that exceeds \$10 on any single occasion.
- For each activity expense identified, be sure to disclose:
 - ✓ the date of the expense;
 - ✓ a description of the expense (e.g., “consulting fees paid to John Smith”);
 - ✓ the name, title, and department of the City Official who benefited (or whose immediate family benefited) from the activity expense;
 - ✓ the name of each lobbyist in the firm who participated in making the activity expense;
 - ✓ the name and address of the payee of the activity expense;
 - ✓ the amount of the expense; and,
 - ✓ the name of any client on whose behalf the activity expense was made.
- Attach as many continuation sheets as are necessary to report all the activity expenses the firm made during the reporting period.
- Check the box at the bottom of the page if attaching an additional continuation sheet. Be sure to identify the name of the firm on the top of each continuation sheet.



Note: City law limits gifts (e.g., meals, tickets to events) from lobbying firms and its lobbyists to \$10 per City Official within a calendar month. This means that if a lobbyist in your firm purchases an \$8 lunch for a particular City Official, neither the firm nor any of its lobbyists may purchase a \$3 beverage for that official in the same calendar month. Because the Activity Expenses schedule only requires the reporting of activity expenses that exceed \$10, your firm should have no gifts to report.



Note: Tickets and invitations to events held for non-profit entities (e.g., the Chamber of Commerce, Father Joe’s Villages) are not considered “gifts” for purposes of the Lobbying Ordinance. Accordingly, they are not subject to the \$10 limit and need not be reported on the Quarterly Report Form. Note, however, that such tickets and invitations may be considered “gifts” under the City’s Ethics Ordinance and could subject the recipient to that Ordinance’s gift limits, reporting requirements, and disqualification rules.

SCHEDULE B: ACTIVITY EXPENSES

Name of Lobbying Firm: _____

Fill out a separate entry for EACH activity expense of more than \$10 made by the firm and/or its lobbyists to benefit a City Official, or his or her immediate family, during the reporting period.

Date of activity expense: _____	Amount of activity expense: \$ _____
Description of expense: _____	
Name, title, and department of City Official who benefited (or whose immediate family benefited) from the activity expense: _____	
Name of each lobbyist in the firm who participated in making the activity expense: _____	
Name and address of the payee of the activity expense: _____ _____	
Name of the client (if any) on whose behalf the expense was made: _____	

Date of activity expense: _____	Amount of activity expense: \$ _____
Description of expense: _____	
Name, title, and department of City Official who benefited (or whose immediate family benefited) from the activity expense: _____	
Name of each lobbyist in the firm who participated in making the activity expense: _____	
Name and address of the payee of the activity expense: _____ _____	
Name of the client (if any) on whose behalf the expense was made: _____	

Date of activity expense: _____	Amount of activity expense: \$ _____
Description of expense: _____	
Name, title, and department of City Official who benefited (or whose immediate family benefited) from the activity expense: _____	
Name of each lobbyist in the firm who participated in making the activity expense: _____	
Name and address of the payee of the activity expense: _____ _____	
Name of the client (if any) on whose behalf the expense was made: _____	

Comments: _____

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

Instructions for Schedule C: Campaign Disclosures – City Candidates

Complete and attach this schedule only if one or more of the firm’s owners, compensated officers, or lobbyists made contributions with an aggregate total of \$100 or more during the reporting period to a candidate for City office. Note that elected City Officials (the Mayor, City Councilmembers, and the City Attorney) are considered “candidates” under campaign laws for as long as they remain in office, and are also “candidates” for purposes of this schedule. If no such contributions were made, check the applicable box on the cover sheet, and do not attach Schedule C.

Completing the form:

- Identify the firm’s name at the top of each schedule.
- For each contribution made by an owner, compensated officer, or lobbyist of the firm during the reporting period, state:
 - ✓ the name of the owner, officer, or lobbyist;
 - ✓ the name of the candidate supported;
 - ✓ the date of the contribution; and
 - ✓ the amount of the contribution.
- Only contributions from an individual with an aggregate total of \$100 or more in the quarter must be disclosed. A lobbyist who made a \$75 contribution to a candidate does not need to disclose that contribution on Schedule C unless he or she made another contribution of \$25 or more to the candidate in the same quarter.
- If the individual made multiple contributions during the quarter, report each contribution separately on Schedule C.
- Do not use Schedule C to report contributions made to support a candidate-controlled ballot measure committee; use Schedule D instead.
- Attach as many continuation sheets as are necessary to disclose all reportable contributions made by the firm’s owners, officers, and lobbyists during the reporting period.
- Check the box at the bottom of the page if attaching an additional continuation sheet. Be sure to identify the name of the firm on the top of each continuation sheet.



For example: Jane is one of the lobbying firm’s partners. In October, she writes a personal check for \$250 and gives it to a candidate seeking office in an upcoming City election. When the lobbying firm prepares its October-December disclosure report, it must identify the \$250 contribution, including Jane’s name, the date and amount of the contribution, and the name of the candidate.



For example: After Councilmember Lopez is sworn into office, she sends out mailers soliciting contributions to retire her campaign debt. Richard, one of the firm’s lobbyists, sends a personal check for \$150 to Councilmember Lopez. Even though the Councilmember is now an officeholder, she is also still a “candidate,” and Richard’s firm must disclose the \$150 contribution on its next quarterly disclosure report.



Note: The term “candidate” includes an elected City official running for office in a different jurisdiction. For example, a City Councilmember running for State Assembly is a “candidate” for purposes of these disclosure rules.



Note: The term “contribution” includes non-monetary, or “in-kind” payments. For example, a lobbyist who provides a candidate with \$100 worth of office supplies has made a contribution that must be reported on Schedule C.



Note: A “contribution” also includes a payment made to a candidate’s or officeholder’s “professional expense fund,” i.e., legal defense fund.

SCHEDULE C: CAMPAIGN DISCLOSURE – CITY CANDIDATES

Name of Lobbying Firm: _____

Fill out a separate entry for EACH contribution made by an owner, compensated officer, or lobbyist of the firm who contributed \$100 or more during the reporting period to a City candidate committee. (Do not use this schedule to report contributions made to a candidate-controlled ballot measure committee; use Schedule D instead.)

Name of individual making the contribution: _____
Name of candidate supported: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of individual making the contribution: _____
Name of candidate supported: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of individual making the contribution: _____
Name of candidate supported: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of individual making the contribution: _____
Name of candidate supported: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of individual making the contribution: _____
Name of candidate supported: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of individual making the contribution: _____
Name of candidate supported: _____
Date contribution made: _____ Amount of contribution: \$ _____

Comments: _____

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

Instructions for Schedule D: Campaign Disclosures – Candidate Controlled Ballot Measure Committees

Complete and attach this schedule only if the firm or any one of its owners, compensated officers, or lobbyists made contributions totaling \$100 or more during the reporting period to a City ballot measure committee controlled by a City candidate. Note that elected City Officials (the Mayor, City Councilmembers, and the City Attorney) are considered “candidates” under campaign laws for as long as they remain in office, and are also “candidates” for purposes of this schedule.

It is not difficult to determine if a candidate “controls” a ballot measure committee. Under the City’s campaign laws, when a candidate “controls” a committee, that candidate’s name must appear on all of the committee’s mass-distributed campaign literature, including its door hangers, mailers, and yard signs.

If no contributions to a candidate-controlled ballot measure committee were made, check the applicable box on the cover sheet, and do not attach Schedule D.

Completing the form:

- Identify the firm’s name at the top of each schedule.
- For each contribution made by the firm or any of its owners, compensated officers, or lobbyists during the reporting period, state:
 - ✓ the name of the firm (if the contribution was made in the firm’s name) or the name of the owner, compensated officer, or lobbyist who made the contribution;
 - ✓ the date of the contribution;
 - ✓ the amount of the contribution;
 - ✓ the name of the committee; and,
 - ✓ the name of the candidate controlling the committee.
- Only contributions from a single source with an aggregate total of \$100 or more in the quarter must be disclosed. A lobbyist who made a \$75 contribution to a candidate-controlled committee does not need to disclose that contribution on Schedule D unless he or she made another contribution of \$25 or more to the committee in the same quarter.
- If the firm or individual made multiple contributions during the quarter, report each contribution separately on Schedule D.
- Do not use Schedule D to report contributions made to support a candidate seeking elective office; use Schedule C instead.
- Attach as many continuation sheets as are necessary to disclose all reportable contributions made by the firm and its owners, officers, and lobbyists during the reporting period.
- Check the box at the bottom of the page if attaching an additional continuation sheet. Be sure to identify the name of the firm on the top of each continuation sheet.



For example: Oscar is one of the firm’s lobbyists. In August, he writes a personal check for \$500 to support a City ballot measure opposing an increase in the City’s transient occupancy tax. He gives the check to a ballot measure committee called “Citizens Against Higher Taxes.” That committee is controlled by Councilmember Smith. (Oscar knows that Smith controls the committee because the City’s campaign laws require the Councilmember’s name to appear on all of the committee’s mass-distributed campaign literature, including its door hangers and mailers.) That same month, Oscar’s firm writes a check for \$3,000 and gives it to “Citizens for a Better City,” a committee that supports the same ballot measure, but is not controlled by a candidate.

When the firm prepares its July-September disclosure report, it must identify Oscar’s \$500 contribution, along with the date it was made, the amount, the name of the committee, and Councilmember Smith’s name. The \$3,000 contribution made by Oscar’s firm does not need to be disclosed because its contribution went to a committee that is not controlled by a candidate.

SCHEDULE D: CAMPAIGN DISCLOSURES – CANDIDATE CONTROLLED BALLOT MEASURE COMMITTEES

Name of Lobbying Firm: _____

Fill out a separate entry for EACH contribution made by the firm or any of its owners, compensated officers, or lobbyists who contributed \$100 or more during the reporting period to a City ballot measure committee controlled by a City candidate or officeholder. (Do not use this schedule to report contributions made to support a candidate seeking elective office; use Schedule C instead.)

Name of firm/person making the contribution: _____
Name of committee: _____
Name of candidate controlling the committee: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of firm/person making the contribution: _____
Name of committee: _____
Name of candidate controlling the committee: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of firm/person making the contribution: _____
Name of committee: _____
Name of candidate controlling the committee: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of firm/person making the contribution: _____
Name of committee: _____
Name of candidate controlling the committee: _____
Date contribution made: _____ Amount of contribution: \$ _____

Name of firm/person making the contribution: _____
Name of committee: _____
Name of candidate controlling the committee: _____
Date contribution made: _____ Amount of contribution: \$ _____

Comments: _____

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

Instructions for Schedule E: Fundraising Activities

Complete and attach this schedule only if one or more of the firm’s owners, compensated officers, or lobbyists engaged in “fundraising activities” with an aggregate total of \$2,000 or more during the reporting period for a candidate for City office or for a ballot measure committee controlled by a candidate. If no such fundraising activity took place, check the applicable box on the cover sheet, and do not attach Schedule E.

“Fundraising activity” mean 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 (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.

Completing the form:

- Identify the firm’s name at the top of each schedule.
- If an owner, officer, or lobbyist fundraise a total of \$2,000 or more for the same candidate during the period:
 - ✓ fill out a separate entry for each instance in the period where that person engaged in fundraising activities.
 - ✓ disclose each of that person’s fundraising efforts, even if a specific instance of fundraising didn’t meet the \$2,000 threshold or if different dates or events were involved. For example, report both an April fundraiser that raised \$600 and a June fundraiser that raised \$1,400 for the same candidate.
- For each instance of fundraising activity, state:
 - ✓ a brief description of the fundraising activity (e.g., “hosted a fundraiser” or “mailed solicitation letters to 20 business associates”);
 - ✓ the name of the owner, compensated officer, or lobbyist who engaged in the fundraising activity;
 - ✓ the name of the candidate who benefited, or whose ballot measure committee benefited, from the fundraising activity;
 - ✓ a description of any applicable ballot measure;
 - ✓ the date(s) of the fundraising activity (e.g., the date a fundraiser was held, the week that contribution solicitations were mailed); and,
 - ✓ the total amount of contributions raised through the fundraising effort. Identify the total amount that an owner, officer, or lobbyist of the firm helped raise, even if that individual was one of several persons involved in the effort. Do not reduce this amount on the basis of anyone’s proportionate involvement.
- Attach as many continuation sheets as are necessary to report all such fundraising activities by the owners, officers, and lobbyists in the firm during the reporting period.
- Check the box at the bottom of the page if attaching an additional continuation sheet. Be sure to identify the name of the firm on the top of each continuation sheet.



For example: Mary is a partner in a firm that employs two lobbyists, John and Bill. Candidate Smith asks Mary, John, and Bill to help raise money for his City Council election campaign. Candidate Smith gives each of them a stack of remittance envelopes and asks them to help raise money for his campaign.

- Mary hosts a fundraiser at her house, collects \$5,500 in contribution checks, and delivers them to Candidate Smith.
- John writes his name on a corner of each envelope and mails them to a dozen of his associates, asking them to place a contribution in the envelope and send it to the candidate. John later finds out (through his associates or the candidate) that those associates contributed a total of \$2,000 to Candidate Smith.
- Bill calls ten of his friends and encourages them to go to Mary’s fundraiser. He takes no further action.

When the firm prepares its quarterly disclosure report, it must identify Mary’s and John’s fundraising activities. Both solicited campaign contributions, and both made sure the candidate knew they were responsible for more than \$2,000 in contributions. Bill’s fundraising activities do not need to be disclosed, even though he solicited his friends on behalf of Candidate Smith, he never obtained any credit for contributions that might have resulted from his solicitations.



Note: The term “candidate” includes an elected City official running for office in a different jurisdiction. For example, a City Councilmember running for State Assembly is a “candidate” for purposes of these disclosure rules.

SCHEDULE E: FUNDRAISING ACTIVITIES

Name of Lobbying Firm: _____

Fill out a separate entry for EACH instance in the reporting period where an owner, compensated officer, or lobbyist of the firm engaged in fundraising activities (if that individual has reached the \$2,000 threshold):

Description of fundraising activity: _____ _____
Name of individual in firm who engaged in fundraising activity: _____
Name of candidate/official benefiting from fundraising: _____
Description of ballot measure (if applicable): _____
Date(s) of fundraising activity: _____
Approximate total amount raised (do not divide by number of persons involved): \$ _____

Description of fundraising activity: _____ _____
Name of individual in firm who engaged in fundraising activity: _____
Name of candidate/official benefiting from fundraising: _____
Description of ballot measure (if applicable): _____
Date(s) of fundraising activity: _____
Approximate total amount raised (do not divide by number of persons involved): \$ _____

Description of fundraising activity: _____ _____
Name of individual in firm who engaged in fundraising activity: _____
Name of candidate/official benefiting from fundraising: _____
Description of ballot measure (if applicable): _____
Date(s) of fundraising activity: _____
Approximate total amount raised (do not divide by number of persons involved): \$ _____

Comments: _____

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

Instructions for Schedule F: Campaign Services

Complete and attach this schedule only if one or more of the firm’s owners, compensated officers, or lobbyists provided compensated campaign services (e.g., consulting services) to a City candidate during the reporting period. Include campaign services that are provided pursuant to a contingency fee agreement, such as a “win bonus.” Reportable services include those that are related to the candidate seeking office or to a ballot measure committee controlled by the candidate. The services must be performed in exchange for a salary, bonus, or some other form of economic consideration. Do not disclose volunteer work performed for a candidate. If no compensated campaign services were rendered, check the applicable box on the cover sheet, and do not attach Schedule F.

Completing the form:

- Identify the firm’s name at the top of each schedule.
- Fill out a separate entry for each owner, compensated officer, and lobbyist in the firm who provided campaign services to a City candidate during the reporting period.
- If the services were provided to a candidate for elective office, identify the name of the candidate and the office sought.
- If the services were provided to a candidate-controlled ballot measure committee, identify the name of the committee, the name of the candidate controlling the committee, and a brief description of the ballot measure (e.g., “increase transient occupancy taxes”).
- Provide a brief description of the services provided (e.g., “served as campaign consultant for Candidate Jones”).
- Identify the approximate amount of compensation that the owner, compensated officer, or lobbyist earned for campaign services during the reporting period. If the individual has not yet earned any compensation, but could be entitled to a contingency-based form of compensation in the future (e.g., a “win bonus”), state “contingency” on the form.
- Attach as many continuation sheets as are necessary to report all compensated campaign services provided by the owners, officers, and lobbyists in the firm during the reporting period.
- Check the box at the bottom of the page if attaching an additional continuation sheet. Be sure to identify the name of the firm on the top of each continuation sheet.



For example: Tim is a professional campaign consultant. During non-election years, he works for clients who pay him to lobby City officials. Accordingly, he registers as a lobbying firm. In November, he starts working on a campaign for a Councilmember seeking re-election the following year. When he prepares his firm’s October-December disclosure report, he must identify his campaign activities, including the name of the candidate and the office that candidate is seeking, the approximate amount of compensation he received from the candidate during the reporting period, and a description of the campaign services he provided to the candidate during the reporting period.



For example: Aidan is a lobbyist who worked on a Mayoral candidate’s campaign under an agreement that he would volunteer his services, but be entitled to a “win bonus” in the amount of \$2,500 if the candidate won the election. The candidate won the election in November and paid Aidan the \$2,500 in January of the following year. When completing its fourth quarter report, the firm will report the \$2,500 that Aidan earned in the quarter, even though the actual payment wasn’t made until the first quarter of the following year. The firm will not report the payment on its first quarter report for the following year.



Note: The term “candidate” includes an elected City official running for office in a different jurisdiction. For example, a City Councilmember running for State Assembly is a “candidate” for purposes of these disclosure rules.

SCHEDULE F: CAMPAIGN SERVICES

Name of Lobbying Firm: _____

Fill out a separate entry for EACH owner, compensated officer, or lobbyist of the firm who provided compensated campaign-related services to a candidate or a candidate-controlled committee (including a candidate-controlled ballot measure committee) during the reporting period.

Name of individual who provided campaign-related services: _____
If services were to a candidate for elective office:
A. Name of candidate: _____
B. Office sought: _____
If services were to a ballot measure committee controlled by a candidate:
A. Name of committee: _____
B. Name of candidate controlling committee: _____
C. Description of ballot measure: _____
Description of campaign-related services provided during the period: _____

Approximate compensation earned for campaign-related services during the reporting period (for contingency payments not yet earned, state "contingency"): \$ _____

Name of individual who provided campaign-related services: _____
If services were to a candidate for elective office:
A. Name of candidate: _____
B. Office sought: _____
If services were to a ballot measure committee controlled by a candidate:
A. Name of committee: _____
B. Name of candidate controlling committee: _____
C. Description of ballot measure: _____
Description of campaign-related services provided during the period: _____

Approximate compensation earned for campaign-related services during the reporting period (for contingency payments not yet earned, state "contingency"): \$ _____

Comments: _____

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

Instructions for Schedule G: City Contract Services

Complete and attach this schedule only if one or more of the firm's owners, compensated officers, or lobbyists provided compensated services during the reporting period under a City contract either as an employee, consultant, or independent contractor. If, for example, one of the firm's partners was hired by the Mayor's office to provide consulting services in connection with outsourcing a City function, then the firm must report these consulting services. If no compensated services were rendered, check the applicable box on the cover sheet, and do not attach Schedule G.

Completing the form:

- Identify the firm's name at the top of each schedule.
- Fill out a separate entry for each owner, compensated officer, and lobbyist in the firm who personally provided compensated services under a contract with the City during the reporting period. Note that "City" includes all of the City's departments, agencies (such as CCDC and the Housing Commission), boards, and commissions.
- Identify the name of the person in the firm who provided the services.
- Identify the name of the applicable City department, agency, or board.
- State the approximate amount of compensation that person earned during the reporting period (regardless of whether the compensation was actually received).
- Provide a brief description of the services that were rendered (e.g., "consulting work pertaining to outsourcing computer services"; "employment in Mayor's office").
- Attach as many continuation sheets as are necessary to report all compensated services provided by the owners, officers, and lobbyists in the firm during the reporting period.
- Check the box at the bottom of the page if attaching an additional continuation sheet. Be sure to identify the name of the firm on the top of each continuation sheet.



For example: Malcolm is a lobbyist in a lobbying firm, and he specializes in environmental matters. Because of his expertise, the City's Environmental Services Department retains him as a consultant to evaluate the impact of a proposed hazardous waste program. Malcolm starts and completes the contract in March. He submits a bill for \$2,500 and he's paid in April. When his firm prepares its January-March quarterly disclosure report, it must report that (1) Malcolm provided services to the City; (2) the services were provided to the Environmental Services Department; (3) Malcolm earned \$2,500 for the services he provided; and (4) Malcolm's work involved evaluating the environmental impact of a proposed hazardous waste program. Note: when the firm prepares its April-June quarterly disclosure report, it need not disclose this consulting contract even though the payment was received in April (because the payment was "earned" and reported in the prior quarter).

SCHEDULE G: CITY CONTRACT SERVICES

Name of Lobbying Firm: _____

Fill out a separate entry for EACH owner, compensated officer, or lobbyist of the firm who provided compensated services under a contract with the City of San Diego during the reporting period.

Name of individual who provided contract services: _____
Name of department, agency, or board for which the services were provided: _____
Approximate amount of compensation earned during the reporting period: \$ _____
Description of services provided: _____

Name of individual who provided contract services: _____
Name of department, agency, or board for which the services were provided: _____
Approximate amount of compensation earned during the reporting period: \$ _____
Description of services provided: _____

Name of individual who provided contract services: _____
Name of department, agency, or board for which the services were provided: _____
Approximate amount of compensation earned during the reporting period: \$ _____
Description of services provided: _____

Name of individual who provided contract services: _____
Name of department, agency, or board for which the services were provided: _____
Approximate amount of compensation earned during the reporting period: \$ _____
Description of services provided: _____

Name of individual who provided contract services: _____
Name of department, agency, or board for which the services were provided: _____
Approximate amount of compensation earned during the reporting period: \$ _____
Description of services provided: _____

Comments: _____

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