

EXPENDITURE LOBBYIST  
QUARTERLY DISCLOSURE REPORT  
[Form EC-605]

## INTRODUCTION

This report is used to disclose expenditures for indirect lobbying activities that are conducted during the reporting period, i.e., payments for public relations, media relations, advertising, public outreach, research, investigations, reports, analyses, studies, or similar activities designed to influence municipal decisions. An “Expenditure Lobbyist” is any person or entity that makes at least \$5,000 of these types of expenditures during a calendar quarter. Do not count an organization’s cost of communicating with its own members when calculating the \$5,000 threshold. The person or entity paying for indirect lobbying activities is the reporting party; not the person providing the services.

An expenditure is “made” on the date a payment is made or on the date consideration, if any, is received by the Expenditure Lobbyist, whichever is earlier. For example, a person or entity that receives polling data on March 10, but doesn’t pay for that data until April 12, has “made” an expenditure on March 10.

The \$5,000 threshold applies to all municipal decisions; it is not a “\$5,000 per-decision” threshold. On the other hand, do not consider payments for “direct” lobbying activities that are being reported by a Lobbying Firm on a Quarterly Disclosure Report. Similarly, if the Expenditure Lobbyist is also an Organization Lobbyist, do not consider compensation paid to its officers or employees for direct lobbying activities (e.g., meetings with City Officials, letters and emails to City Officials) that are being reported on the Organization Lobbyist’s Quarterly Disclosure Report. Refer to the Ethics Commission’s Fact Sheet on Expenditure Lobbyists for more information concerning the \$5,000 threshold.

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.

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](http://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 Schedule A (along with any continuation sheets). Do not file the instruction sheets.

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

## COMPLETING THE FORM

## Cover Sheet

- Identify the reporting period in the upper left-hand portion of the form. Example:
- |                 |         |
|-----------------|---------|
| Period Covered: |         |
| From            | 1/1/10  |
| To              | 3/31/10 |
- If the report is an amendment, check the applicable box and describe the reason for amending. You must file an amendment when information on a previously filed report is inaccurate or incomplete. Amendments must be made within ten calendar days of discovering inaccurate or incomplete information on the report.
  - Identify the name, address, and telephone number of the Expenditure Lobbyist.
  - Identify the name, address, and telephone number of the person completing the form.
  - After completing the report, identify the total number of pages you are submitting. Count the cover sheet and all attached schedules and continuation sheets. Do not count (and do not file) any of the instruction sheets.
  - A duly authorized owner or officer of the Expenditure Lobbyist must complete the bottom of the cover sheet to verify the accuracy of the information disclosed on the report. If the Expenditure Lobbyist is an individual, that individual must complete and sign the report.

Period Covered:

From \_\_\_\_\_

To \_\_\_\_\_

# CITY OF SAN DIEGO

## EXPENDITURE LOBBYIST QUARTERLY DISCLOSURE REPORT

[Form EC-605]

For Official Use Only

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

Total Number of Pages: \_\_\_\_\_

Check Box if an Amendment (explain: \_\_\_\_\_  
\_\_\_\_\_)

### **Identify the Expenditure Lobbyist**

\_\_\_\_\_  
Name of Person, Business, or Organization

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Address (Number & Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

### **Identify the Individual Responsible for Preparing this Report**

\_\_\_\_\_  
Name of Individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address (Number & Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

\_\_\_\_\_  
Telephone Number

**Schedule A: City Decisions.** Complete the attached schedule by describing each municipal decision the Expenditure Lobbyist sought to influence during the reporting period.

### **VERIFICATION**

I have been authorized by the Expenditure Lobbyist 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)

## Instructions for Schedule A: City Decisions

Complete this schedule to describe the City of San Diego municipal decision the Expenditure Lobbyist sought to influence during the reporting period by making expenditures for public relations, media relations, advertising, public outreach, research, investigations, reports, analyses, studies, or similar activities.

### Completing the Form:

- Identify the Expenditure Lobbyist's name at the top of the schedule.
- Fill out one box for each municipal decision that the Expenditure Lobbyist attempted to influence during the reporting period. Each sheet contains space for reporting information regarding two municipal decisions. Attach as many continuation sheets as are necessary to report all the municipal decisions the Expenditure Lobbyist sought to influence during the reporting period.
  - ✓ Include each municipal decision the Expenditure Lobbyist tried to influence, including those for which it spent less than \$5,000. (The \$5,000 threshold applies to the total number of municipal decisions influenced during the reporting period.)
  - ✓ Do not include municipal decisions that the Expenditure Lobbyist attempted to influence solely by using Lobbying Firms or its own officers or employees to directly lobby City Officials. These decisions should be reported on a Lobbying Firm's or Organization Lobbyist's Quarterly Disclosure Report
- Identify the municipal decision (e.g., land development permit for Parcel XYZ, banning alcohol on beaches).
- Identify the outcome sought by the Expenditure Lobbyist (e.g., approve the permit, adopt the ban).
- Identify the total amount spent by the Expenditure Lobbyist during the reporting period to influence that particular municipal decision.
  - ✓ State the total amount spent to influence the decision, regardless of how many payments were made. For example, report \$5,500 if the Expenditure Lobbyist spent \$3,000 on public relations, \$2,000 on advertising, and \$500 on printing costs, if all such payments were made to influence the same municipal decision.
  - ✓ Do not include sums paid to a Lobbying Firm for direct lobbying of City Officials. Such sums should be reported by the Lobbying Firm on the firm's Quarterly Disclosure Report.
  - ✓ Do not include sums paid to an officer or employee of the Expenditure Lobbyist to engage in direct communications with a City Official for the purpose of influencing the decision. If the Expenditure Lobbyist is also an Organization Lobbyist (See Ethics Commission Fact Sheet: Am I a Lobbyist?), such contacts should be reported on the Organization Lobbyist's Quarterly Disclosure Report.
- Identify the name of any person or entity that paid, or promised to pay, \$100 or more to fund the expenditures that were made to influence the City decision.
  - ✓ Each entry contains space for reporting information regarding four such persons or entities.
  - ✓ Use an additional entry (on the same sheet or on a continuation sheet) if more than four persons or entities helped fund the expenditure.
- Check the box at the bottom of the page if you have additional information to report (i.e., more municipal decisions the Expenditure Lobbyist sought to influence, more persons or entities who funded the expenditure), and disclose that information on a continuation sheet (i.e., another copy of the "City Decisions" schedule). Identify the Expenditure Lobbyist's name at the top of each continuation sheet.



**For example:** Simply Sanitation spends \$10,000 for a variety of outreach efforts to support a proposed ordinance pertaining to outsourcing City services, including spending \$400 to rent buses to transport individuals to speak at a City Council meeting. Working Workers, a local advocacy group, gives a \$400 check to Simply Sanitation to cover the cost of the buses. When Simply Sanitation files its Quarterly Disclosure Report and discloses its \$10,000 worth of expenditures in the reporting period, it will also identify Working Workers and the \$400 payment it received from that entity.

# SCHEDULE A: CITY DECISIONS

Name of Expenditure Lobbyist: \_\_\_\_\_

Fill out a separate entry for EACH municipal decision for which the Expenditure Lobbyist made payments during the reporting period for public relations, media relations, advertising, public outreach, research, investigations, reports, analyses, studies, or similar activities designed to influence a City of San Diego municipal decision:

Municipal Decision: _____ _____
A. Outcome Sought: _____
B. Total Payments Made During Quarter: \$ _____
C. Complete an entry below for each person or entity that paid, or promised to pay, \$100 or more to the Expenditure Lobbyist for the express purpose of funding the payments identified in subsection B:
1. Name, address, and telephone number: _____ _____ Amount: \$ _____
2. Name, address, and telephone number: _____ _____ Amount: \$ _____
3. Name, address, and telephone number: _____ _____ Amount: \$ _____
4. Name, address, and telephone number: _____ _____ Amount: \$ _____

Municipal Decision: _____ _____
A. Outcome Sought: _____
B. Total Payments Made During Quarter: \$ _____
C. Complete an entry below for each person or entity that paid, or promised to pay, \$100 or more to the Expenditure Lobbyist for the express purpose of funding the payments identified in subsection B:
1. Name, address, and telephone number: _____ _____ Amount: \$ _____
2. Name, address, and telephone number: _____ _____ Amount: \$ _____
3. Name, address, and telephone number: _____ _____ Amount: \$ _____
4. Name, address, and telephone number: _____ _____ Amount: \$ _____

Comments: \_\_\_\_\_

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