

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
REGULATION OF LOBBYING ACTIVITIES BY CITY PERSONNEL	80.50	1	1 of 4
	Effective Date April 1, 1982		

1. Purpose

1.1 To establish the responsibilities and procedures for reporting of lobbying activities by City personnel as required by the State of California Political Reform Act of 1974.

2. Scope

2.1 This regulation applies to all City employees (except elected officials) who engage in lobbying for the City of San Diego to influence California State legislative or administrative action.

3. Definition

3.1 Lobbyist - A person who: (1) Is compensated for the purpose of influencing legislative or administrative action, directly or through an agent, and (2) who engages in such activity on a substantial or a regular basis.

3.2 Lobbyist Employer - Any individual, firm, corporation, association, local government agency, or any other organization or group of persons acting in concert who, inter alia, directly employ, contract for, or retain a lobbyist to influence or attempt to influence legislative or administrative action.

3.3 Influencing Legislative or Administrative Action - Promoting, supporting, influencing, modifying, opposing or delaying any legislative or administrative action by any means, including but not limited to the provision or use of information, statistics, studies or analyses.

3.4 Report of Lobbyist Employer - (Form 650) used to disclose lobbying activity and all payments to influence legislative or administrative action made by the filer during a reporting period. Reports are made quarterly beginning January 1<sup>st</sup> each year.

3.5 Administrative Action - Includes the proposal, drafting, development, consideration, amendment, enactment or defeat by any state agency of any rule, regulation, or other action in any rate-setting proceeding or any quasi-legislative proceeding.

3.6 Legislative Action - The drafting, introduction, consideration, modification, enactment or defeat of any bill, resolution, amendment, report, nomination or other matter by the Legislature or by either house or any committee, sub-committee, joint or select committee thereof, or by a member or employee of the Legislature acting in his official capacity. "Legislative Action" also means the action of the Governor in approving or vetoing any bill.

---

Authorized

(Signed by W. G. Sage)

---

Auditor and Comptroller

(Signed by Ray W. Blair, Jr.)

---

City Manager

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
REGULATION OF LOBBYING ACTIVITIES BY CITY PERSONNEL	80.50	1	2 of 4
	Effective Date April 1, 1982		

4. State Policy

- 4.1 The City is required as an “employer of lobbyists” to file periodic (quarterly) reports detailing the lobbying activity by an expenditures made to its lobbyist in Sacramento. In addition, the City, as a lobbyist employer, is required to report its expenditures and lobbying activities engaged in by City employees and officials.
- 4.2 City elected officials are exempted from report requirements. However, any staff members of the elected officials as well as all other City employees are subject to the reporting requirements outlined in this Regulation.
- 4.3 All time spent in lobbying activities by a staff member in excess of 10% (17 hours per month) of his/her monthly compensated time must be reported. In addition, the name and title of employees whose proportionate reportable compensation is \$1,000.00 or more during the reporting period (3 months) must be reported.

5. City Policy

- 5.1 The Auditor and Comptroller will coordinate and prepare reports of City lobbying activities required by the Political Reform Act of 1974.
- 5.2 The following activities are reportable, when such activities are for the purpose of influencing State legislative or administrative action:
  - a. Public appearances before legislative or administrative bodies;
  - b. Personal meetings with “state officials”;
  - c. Telephone conversations with such officials;
  - d. Conversations with such officials;
  - e. Preparation of testimony for use in attempts to influence legislative or administrative action;
  - f. Service on any committee, commission or other administrative body, the purpose of which is to influence legislative or administrative action. (Such services are reportable only if the salary is paid for by the City of San Diego; if the salary for such services is paid for by the State agency on which the City employee serves or if the service is given on a person’s own time, such activity is not reportable).

6. Procedure

- 6.1 City Lobbyist -Provide a listing each quarter prior to the 15<sup>th</sup> of January, April, July and October to the Auditor and Comptroller of specific State legislation or administrative action actively influenced or attempted to influence over the preceding quarter.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
REGULATION OF LOBBYING ACTIVITIES BY CITY PERSONNEL	80.50	1	3 of 4
	Effective Date April 1, 1982		

- 6.2 Intergovernmental Relations Department - Process all expenditures made to the City Lobbyist or made on behalf of the City Lobbyist. Insure the accounting for such expenditures by using Job Orders 001521 or 001522 to identify costs to influence State of California legislation or administrative action. Use other appropriate Job Orders to identify expenditures for influencing other governments' legislation or administrative action.
- 6.3 All City Departments - Report to the City Auditor and Comptroller each quarter by the 15<sup>th</sup> of January, April, July and October the following on Form AC-1503 "Activity to Influence Legislative or Administrative Action":
- a. In connection with Paragraph 5.2-a, identify the nature of the appearance, the nature of the legislative or administrative action attempted to be influenced, the state agency or legislative body before which the appearance was made, and the salary for the actual time spent and the amount of time testifying or making a similar presentation. With respect to testimony or other presentations prepared, detail the salary for the time spent preparing the text thereof, including the time of support staff spent thereon.
  - b. With respect to Paragraphs 5.2-b and 5.2-c, identify the agency or legislative body of the state official, the specific issues discussed, the cost and time of the telephone call, and the salary for the time spent with such officials.
  - c. With respect to correspondence with state officials, identify the state agency or legislative body of the official written to, the legislative or administrative action to which the correspondence related, and the salary for the time spent preparing the final correspondence, including that of support staff spent assisting with the preparation of such correspondence. Incidental expenses that may be incurred, such as postage, must be reported as well.
  - d. When a meeting with a state official requires transportation and associated expenses, (such as a trip to Sacramento to appear before a legislative committee), itemize the costs of transportation, meals, lodging, and related business expenses together with the names and addresses of the payee and beneficiary of each expense.
  - e. If a meeting with a state official includes any expenses, such as the purchase of a meal for the official, identify the official, indicate the total cost of the meal, the portion of that cost attributable to the meal of the official, any related expenses, and the names and addresses of the payee and beneficiary of each expense.
  - f. All expenses, time and salaries spent in the preparation of reports, correspondence, or research data at the request of one of the City's registered lobbyists in connection with his or her lobbying activities are reportable.

CITY OF SAN DIEGO  
ADMINISTRATIVE REGULATION

SUBJECT	Number	Issue	Page
REGULATION OF LOBBYING ACTIVITIES BY CITY PERSONNEL	80.50	1	4 of 4
	Effective Date April 1, 1982		

7. Preparation of Reports to Auditor - See Attachment A for examples of reportable information and format for the “Report of Activity to Influence Legislative or Administrative Action”, Form AC-1503, to be prepared and forwarded to the Auditor and Comptroller as prescribed in paragraph 6.3.

APPENDIX

Legal Reference

Government Code of California, Sections 81000 - 91014, Political Reform Act of 1974.

Forms Involved

AC-1503, “Activity to Influence Legislative or Administrative Action”

Subject Index

Lobbying Activities  
Regulations - Lobbying  
Personnel - Regulation of Lobbying Activities

Administering Department

Auditor and Comptroller

EXAMPLES OF REPORTABLE INFORMATION AND FORMAT FOR  
FORM AC-1503, "REPORT OF ACTIVITY TO INFLUENCE  
LEGISLATIVE OR ADMINISTRATIVE ACTION"

For your assistance in preparing these reports, attached as exhibits are the following:

1. Descriptions of examples of which activities are reportable and what information should be reported.
2. Examples of "completed" schedules described in Exhibit 1.
3. Form AC-1503, a schedule on which all expenditures and activities should be reported.

## ATTACHMENT A

### EXHIBIT #1

#### Example #1

An employee (Bob Smith) of Department X travels to Sacramento for the purpose of appearing before a committee of the State Legislature as a technical expert on a measure supported by the City. Because the Committee meets early in the morning, he travels to Sacramento the prior evening. The following facts must be reported to the Auditor and Comptroller: (See Example 1 - Exhibit 2).

1. Itemize the reimbursable expenses such as transportation, meals, lodging, and related business expenses together with the names and addresses of the payee and beneficiary of each expense.
2. With respect to testimony or other presentations prepared, detail the salary for the time spent preparing the text thereof, including the time of support staff spent thereon.
3. Identify the nature of the appearance, the nature of the legislative or administrative action attempted to be influenced, the state agency or legislative body before whom the appearance was made, and the salary for the actual time spent and the amount of time spent testifying or making a similar presentation.

#### Example #2

The General Manager (Irv Cooper) of Department Y calls and corresponds with Assemblyman Paul in an attempt to influence the drafting of a bill of importance to his department. A trip to Sacramento is necessary in order to make a presentation to the staff of Assemblyman Paul. Whether or not the Legislature is in session, these meetings involve conferences with legislative staff who may eventually draft the proposed legislation.

ALL EXPENSES AND TIME AS DETAILED - IN NUMBERS 1, 2, AND 3 ABOVE (IN EXAMPLE 1) APPLY IN THIS SITUATION AND MUST BE REPORTED (SEE EXAMPLE 2 - EXHIBIT 2).

#### Example #3

An employee (Jack Broady) of Department A makes phone calls to a State Administrative Agency (the Public Utilities Commission) in an attempt to influence a change in a regulation that would be beneficial to the City. (See Example #3 - Exhibit #2). The following details must be reported to the Auditor and Comptroller:

1. Identify the state official and the agency or legislative body he is associated with.
2. Describe the specific issues discussed.
3. Record the time involved and the cost of the phone call.

ATTACHMENT A

EXHIBIT #1 – CONTINUED

4. Specify the salary for the time spent conversing with such officials.

REPORT FOR THE QUARTER ENDING JUNE 30 19 81

SCHEDULE 1, CITY OF SAN DIEGO  
POLITICAL REFORM

EXAMPLE #1

Activity to Influence Legislative or Administrative Action

Date of Expense	Name of Employee Involved in Activity*	Name of Clerical or Support Staff*	Name & Address of Payee	Goods and Services Received	Goods and Official Benefitting (Name & Dept.)	Description of Legis. or Admin. Action Sought to be Influenced**	Legislator or State Agency Contacted**	Amount of Expenditures (Other than Salary)
05/05/81	BOB SMITH \$10.43/hr Sal.		Western Airlines P. O. Box 1234 S.D., CA	Airfare S.D. to Sacto.		Favorable consideration of Ass'y Cmte. on Trans. Re: AB1	Testimony before Ass'y Cmte. on Trans (30 min.)	35.00
			Posey's 1100 "G" St. Sacto., CA	Breakfast Dinner (1 hr.)	Ass'y Jones & Self			2.50 8.50 8.00
			Willow Hotel 12th & L St. Sacto., CA	Lodging				18.00
05/05/81		Mary Johnson \$5.11/hr. Sal	P.S.A. 3225 N. Harbor San Diego, CA	Airfare Sacto to S.D.		Dictation & typing of tes- timony to be given at Ass'y Cmte. on Trans. Re: AB1 - (1 1/2 hrs.)		35.00
05/05/81		Larry York \$7.63/hr. Sal				Dictated above to Mary Johnson (1 hr.)		

I declare that this report is to the best of my knowledge true, correct and complete and that I have used all responsible diligence in its preparation.

Executed on: 7/16/81  
Date

BY: s/Robert Grey, General Manager  
Signature and Title

NOTE: If your office has not incurred any reportable items, please enter "NONE", indicate the month that there were no expenses, and sign this schedule.

REPORTING FOR: Department X  
Department, Bureau or Commission

\* INCLUDE SALARY  
\*\* INCLUDE TIME

E X H I B I T 2

SCHEDULE 1, CITY OF SAN DIEGO  
POLITICAL REFORM

EXAMPLE #2

Activity to Influence Legislative or Administrative Action

Date of Expense	Name of City Employee Involved in Activity*	Names of Clerical or Support Staff*	Name & Address of Payee	Goods and Services Received	Goods and Official Benefitting (Name & Dept.)	Description of Legis. or Admin. Action Sought or to be influenced**	Legislator or State Agency Contacted**	Amount of Expenditures (Other than Salary)
05/05/81	IRV COOPER		Pacific Telephone	Phone Call	Ass'y Paul	Sought to influence drafting of bill important to department. (15 min.)	Ass'y Paul	2.00
05/06/81		Dennis Jones				Dict'd correspondence to be sent to Ass'y Paul Re: drafting a bill (30 min.)		
		Carla McCarthy				Dictation & typing of correspondence to be sent to Ass'y Paul (45 min.)		.15 (postage)
05/07/81		Dennis Jones				Drafted presentation to be given to staff of Ass'y Paul (2 hrs.)		
05/08/81	Irv Cooper	Carla McCarthy	P.S.A. 3225 N. Harbor San Diego, CA	Airfare S.D. to Sacto.		Typing of presentation to be given to staff of Ass'y Paul (1 1/2 hrs.)		35.00
			Hilow Hotel 12th & L Street Sacto, CA	Lodging				18.00

I declare that this report is to the best of my knowledge true, correct and complete and that I have used all responsible diligence in its preparation.

Executed on: 7/10/81  
Date

BY: s/Robert Grell, General Manager  
Signature and Title

NOTE: If your office has not incurred any reportable items, please enter "NONE", indicate the month that there were no expenses, and sign this schedule.

REPORTING FOR: Department X  
Department, Bureau or Commission

\* INCLUDE SALARY  
\*\* INCLUDE TIME

EXHIBIT 2

SCHEDULE 1, CITY OF SAN DIEGO  
POLITICAL REFORM

EXAMPLE #3

Activity to Influence Legislative or Administrative Action

Date of Expense	Name of City Employee Involved in Activity*	Names of Clerical or Support Staff*	Name & Address of Payee	Goods and Services Received	Goods and Official Benefitting (Name & Dept.)	Description of Legis. or Admin. Action Sought to be influenced**	Legislator or State Agency Contacted**	Amount of Expenditures (Other than Salary)
5/9/81	JACK BROADY \$10.43/hr. Sal.		Pacific Telephone	Phone Call	EDWIN FISH P.U.C. Sacto.	Sought to amend Sec. 1234 of PUC Code (20 Min.)	PUBLIC UTIL. COM-MISSION	2.80
5/10/81	JACK BROADY		Pacific Telephone	Phone Call	EDWIN FISH P.U.C. Sacto.	Further discussion on proposed amending to sec. 1234 of PUC Code	PUBLIC UTIL. COM-MISSION	1.40

I declare that this report is to the best of my knowledge true, correct and complete and that I have used all responsible diligence in its preparation.

Executed on: 7/10/81  
Date

BY: s/Robert Grey, General Manager  
Signature and Title

NOTE: If your office has not incurred any reportable items, please enter "NONE", indicate the month that there were no expenses, and sign this schedule.

REPORTING FOR: Department X  
Department, Bureau or Commission

\* INCLUDE SALARY  
\*\* INCLUDE TIME

SCHEDULE 1, CITY OF SAN DIEGO  
POLITICAL REFORM

Activity to Influence Legislative or Administrative Action

Date of Expense	Name of City Employee Involved in Activity*	Names of Clerical or Support Staff*	Name & Address of Payee	Goods and Services Received	Goods and Official Benefitting (Name & Dept.)	Description of Legis. or Admin. Action Sought to be Influenced**	Legislator or State Agency Contacted**	Amount of Expenditures (Other than Salary)

I declare that this report is to the best of my knowledge true, correct and complete and that I have used all responsible diligence in its preparation.

Executed on: \_\_\_\_\_ Date \_\_\_\_\_

BY: \_\_\_\_\_ Signature and Title \_\_\_\_\_

NOTE: If your office has not incurred any reportable items, please enter "NONE", indicate the month that there were no expenses, and sign this schedule.

REPORTING FOR: \_\_\_\_\_

Department, Bureau or Commission

\* INCLUDE SALARY  
\*\* INCLUDE TIME

EXHIBIT 3

AC-1503 (1/82)