



## TOP 10 FACTS FOR LOBBYISTS

Individuals and entities that lobby in the City of San Diego are required to comply with the City's Lobbying Ordinance. A violation of the City's lobbying laws may result in a fine levied by the Ethics Commission. In order to avoid inadvertent violations, you are strongly encouraged to review the Lobbying Manual, lobbying-related fact sheets, and a series of "Frequently Asked Questions." When filing lobbying reports, you may also choose to consult the Commission's Filing Guidelines, which supplement the online instructions in the City Clerk's electronic filing system. All of these materials are available on the Ethics Commission's website at [www.sandiego.gov/ethics/documents/lobbyists.shtml](http://www.sandiego.gov/ethics/documents/lobbyists.shtml).

Lobbying firms and organization lobbyists should keep in mind the following key facts:

1. Lobbying firms must amend their Registration Form to disclose the identity of a new client within 10 calendar days of making a lobbying contact on that client's behalf.
2. Lobbying firms and organization lobbyists must amend their Registration Form within 10 calendar days of lobbying on any municipal decision not previously identified on a Registration Form.
3. All information called for on a Registration Form or Quarterly Disclosure Report is required. Do not omit information because it is inconvenient or because you are too busy. Someone in each firm or organization should be assigned to routinely gather information associated with lobbying and related activities to ensure that disclosures are accurate and complete.
4. Lobbying firms and organization lobbyists must file a Quarterly Disclosure Report even when they have no lobbying or related activities to disclose. Lobbying firms must report information regarding every registered client, including those for whom no lobbying was performed during the quarter.
5. Quarterly Disclosure Reports are due at the end of April, July, October, and January, covering the previous calendar quarter. File these reports until the registration is terminated.
6. If you discover that a Quarterly Disclosure Report includes incomplete or inaccurate information, you must file an amendment to that report within 10 calendar days.
7. Be specific when identifying a municipal decision on a Quarterly Disclosure Report. Providing a vague description, such as "land use issue," "property acquisition," or "site development" is not acceptable. Instead, provide a specific location or other details identifying the matter.
8. On a Registration Form, fundraising activity disclosure is required only for current elected City Officials and committees primarily formed to support current elected City Officials. On a Quarterly Disclosure Report, you must also disclose fundraising activities for City candidates, committees controlled by City candidates, and committees primarily formed to support or oppose City candidates.
9. On a Quarterly Disclosure Report, you must identify every City Official who was contacted during the reporting period for the purpose of influencing a municipal decision, even if the contact took place at a social event or an unscheduled meeting.
10. Gifts to a City Official may not exceed \$10 in aggregate value in a calendar month. (Some gifts are exempt from this limit; see the Ethics Commission's Fact Sheets for additional information.)

Contact the Ethics Commission at (619) 533-3476 if you have any questions. Do not wait to seek assistance until after you've made a mistake.