

# County of Santa Clara

Office of the Clerk of the Board of Supervisors  
County Government Center, East Wing  
70 West Hedding Street, 10th Fl.  
San Jose, California 95110-1770  
(408) 299-5001 FAX 938-4525  
<https://boardclerk.sccgov.org/home>



## LOBBYIST DISCLOSURE REPORT

Please mark the type of report being filed:

- Initial Registration
- 1st Quarter (Jan. 1 - Mar. 31) Lobbyist Disclosure Report *due Apr. 15th*
- 2nd Quarter (Apr. 1 - Jun. 30) Lobbyist Disclosure Report *due Jul. 15th*
- 3rd Quarter (Jul. 1 - Sept. 30) Lobbyist Disclosure Report *due Oct. 15th*
- 4th Quarter (Oct. 1 - Dec. 31) Lobbyist Disclosure Report and Annual Registration *due Jan. 15*
- Amendment to Disclosure Filed: \_\_\_\_\_
- Land Use Lobbyist Interim Quarter Reporting submitted.
- Termination of Lobbying Activity (A lobbyist termination sheet must also be completed)

Report each category of lobbyist: (Check all that apply)

- Contract Lobbyist
- In-House Lobbyist
- Expenditure Lobbyist
- Land Use Lobbyist

### CONTACT INFORMATION

Lobbyist Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email: \_\_\_\_\_

*Business Address:* \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

*Mailing Address:*  Same as Above

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

# LOBBYIST DISCLOSURE REPORT

## PAGE 1 INSTRUCTIONS

### REPORT AND CONTACT INFORMATION

- **Mark the report being submitted.**

The year being reported is the year the lobbying occurred. For example, activity occurring in the 4th quarter of 2020 is reported in 2021, but the year of the report is 2020.

If terminating lobbying activities, include the termination report along with a final quarterly disclosure report.

Land Use Interim Reporting: Land use lobbyists must update the reports required by Section A3-63 of the Ordinance Code at least 7 days, but not more than 21 days, before any meeting or public hearing at which an action relating to the major land use approval, or any component thereof, will be on the agenda.

- ◆ **Check all applicable types of Lobbyist.**

Santa Clara County Ordinance Code section A3-64 provides a list of exemptions.

Fill out the lobbyists' name, telephone number, fax number, email, and business and mailing addresses. If the lobbyist submitting the report is an entity, the lobbyist entity will be asked to list its employees engaged in lobbying activity on subsequent pages.

For more information see Sant Clara County Code of Ordinances, Title A, Division A3, Chapter VII "Lobbying." located online at: [https://library.municode.com/ca/santa\\_clara\\_county/codes/code\\_of\\_ordinances](https://library.municode.com/ca/santa_clara_county/codes/code_of_ordinances)

Describe the organization of the Lobbyist (i.e. sole proprietorship, partnership, corporation, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the Lobbyist is a sole proprietorship or partnership of fewer than five people, list the names of all owners.

1. \_\_\_\_\_ 3. \_\_\_\_\_ 5. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_  More than 5

If the Lobbyist is a corporation, list the names of the officers and agent for services of process.

1. \_\_\_\_\_ 5. \_\_\_\_\_ 9. \_\_\_\_\_  
2. \_\_\_\_\_ 6. \_\_\_\_\_ 10. \_\_\_\_\_  
3. \_\_\_\_\_ 7. \_\_\_\_\_ 11. \_\_\_\_\_  
4. \_\_\_\_\_ 8. \_\_\_\_\_

Agent: \_\_\_\_\_

**The remainder of the Lobbyist Disclosure Report is divided into sections.**

- All Lobbyists to complete Lobbyist Contact Sheet
- Contract Lobbyists must complete Sections IA, IB, and IC.
- In-House Lobbyists must complete Section II.
- Expenditure Lobbyists must complete Section III.
- Land Use Lobbyists must complete Section IV
- All Lobbyists must complete Section V, Fees & Verification

## **LOBBYIST DISCLOSURE REPORT PAGE 2 INSTRUCTIONS**

### LOBBYIST ORGINANZATION INFORMATION

- Describe the Lobbyist Organization.
- If the Lobbyist is a sole proprietorship or partnership of fewer than five (5) persons, list the name of the sole proprietor or the names of each person with an ownership interest in the business.

Check the box if there are more than 5.

- If the Lobbyist is a corporation, list the names of the officers and the agent for service of process.

LOBBYIST CONTACT SHEET

Check the box if there were no contacts this quarter

Official Contacted: \_\_\_\_\_ Individual Who Made Contact: \_\_\_\_\_  
 Identify Action: \_\_\_\_\_  
 Date(s) of Contact: \_\_\_\_\_  
 Client: \_\_\_\_\_ Contacts \_\_\_\_\_ (1) \_\_\_\_\_ (2-5) \_\_\_\_\_ (6-10) \_\_\_\_\_ (11 or more)

Official Contacted: \_\_\_\_\_ Individual Who Made Contact: \_\_\_\_\_  
 Identify Action: \_\_\_\_\_  
 Date(s) of Contact: \_\_\_\_\_  
 Client: \_\_\_\_\_ Contacts \_\_\_\_\_ (1) \_\_\_\_\_ (2-5) \_\_\_\_\_ (6-10) \_\_\_\_\_ (11 or more)

Official Contacted: \_\_\_\_\_ Individual Who Made Contact: \_\_\_\_\_  
 Identify Action: \_\_\_\_\_  
 Date(s) of Contact: \_\_\_\_\_  
 Client: \_\_\_\_\_ Contacts \_\_\_\_\_ (1) \_\_\_\_\_ (2-5) \_\_\_\_\_ (6-10) \_\_\_\_\_ (11 or more)

Official Contacted: \_\_\_\_\_ Individual Who Made Contact: \_\_\_\_\_  
 Identify Action: \_\_\_\_\_  
 Date(s) of Contact: \_\_\_\_\_  
 Client: \_\_\_\_\_ Contacts \_\_\_\_\_ (1) \_\_\_\_\_ (2-5) \_\_\_\_\_ (6-10) \_\_\_\_\_ (11 or more)

Official Contacted: \_\_\_\_\_ Individual Who Made Contact: \_\_\_\_\_  
 Identify Action: \_\_\_\_\_  
 Date(s) of Contact: \_\_\_\_\_  
 Client: \_\_\_\_\_ Contacts \_\_\_\_\_ (1) \_\_\_\_\_ (2-5) \_\_\_\_\_ (6-10) \_\_\_\_\_ (11 or more)

Official Contacted: \_\_\_\_\_ Individual Who Made Contact: \_\_\_\_\_  
 Identify Action: \_\_\_\_\_  
 Date(s) of Contact: \_\_\_\_\_  
 Client: \_\_\_\_\_ Contacts \_\_\_\_\_ (1) \_\_\_\_\_ (2-5) \_\_\_\_\_ (6-10) \_\_\_\_\_ (11 or more)

Official Contacted: \_\_\_\_\_ Individual Who Made Contact: \_\_\_\_\_  
 Identify Action: \_\_\_\_\_  
 Date(s) of Contact: \_\_\_\_\_  
 Client: \_\_\_\_\_ Contacts \_\_\_\_\_ (1) \_\_\_\_\_ (2-5) \_\_\_\_\_ (6-10) \_\_\_\_\_ (11 or more)

Official Contacted: \_\_\_\_\_ Individual Who Made Contact: \_\_\_\_\_  
 Identify Action: \_\_\_\_\_  
 Date(s) of Contact: \_\_\_\_\_  
 Client: \_\_\_\_\_ Contacts \_\_\_\_\_ (1) \_\_\_\_\_ (2-5) \_\_\_\_\_ (6-10) \_\_\_\_\_ (11 or more)

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# LOBBYIST DISCLOSURE REPORT

## PAGE 3 INSTRUCTIONS

### LOBBYIST CONTACT SHEET

- List reportable contacts made with County officials during the preceding calendar quarter for the purpose of conducting Lobbying Activity. Contact information must include the following:

The name of each official contacted,

The name of the individual who made the contact,

A brief description of the action the individual was trying to influence.

The date(s) of the contacts, and

The client on whose behalf the contact was made (if applicable).

Indicate the number of contacts made by the individual with that official.

If additional space is needed, the page may be duplicated.

A **Contact** is attendance at a meeting or any communication (made directly or through an agent of the Lobbyist), with a County Official for the purpose of influencing a legislative or administrative action. The communication may be oral, electronic, or written.

Contract Lobbyists, Expenditure Lobbyists and In-House Lobbyists must only disclose contacts with County Officials.

**Land Use Lobbyists must disclose contacts with all public officials** for the purpose of influencing the major land use approval.

**County official** means members of the Board of Supervisors and their staff (excluding administrative staff), appointees of the Board of Supervisors, the District Attorney, the Assessor, the Sheriff, the County Executive, Chief Operating Officer, Deputy County Executives, County department and agency heads, members of County boards or commissions, and persons who have been elected to a County office but have not yet been sworn in to office.

**SECTION IA. CONTRACT LOBBYIST INFORMATION**

**THE NATURE OF THE BUSINESS, ORGANIZATION OR ASSOCIATION**

**Describe the purpose of the Contract Lobbyist’s business.**

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**EMPLOYEES ENGAGED IN LOBBY ACTIVITY**

**If the Contract Lobbyist is an entity, name of each person working for the Contract Lobbyist who contacts County Officials on behalf of the lobbyist, and list his or her clients.**

<b>Lobbyist Name</b>	<b>Client Name(s)</b>
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# LOBBYIST DISCLOSURE REPORT

## PAGE 4 INSTRUCTIONS

### CONTRACT LOBBYIST AND EMPLOYEE INFORMATION

- Describe the purpose of the Contract Lobbyist's business.
- If the Lobbyist is an entity, list the name of each person engaging in lobbying activity on behalf of the Contract Lobbyist and the clients.

The person may be an individual employed by the Contract Lobbyist, an individual working as an independent contractor for the Contract Lobbyist, or an entity that has a subcontract with the Contract Lobbyist to engage in lobbying activity.

Contract lobbyist means any person, whether an entity or individual, engaging in Lobbying Activity on behalf of one (1) or more clients (acting individually or through agents, associates, employees, or contractors) and who has received or has entered into an agreement for compensation of one thousand dollars (\$1,000.00) or more for any services that include engaging in Lobbying Activity during any consecutive three-month period.



**CURRENT AND FORMER CLIENT LIST**

**LIST ALL CURRENT CLIENTS**

<b>Client Name</b>	<b>Effective Date</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**LIST ALL TERMINATED CLIENTS DURING THE PREVIOUS QUARTER**

<b>Client Name</b>	<b>Termination Date</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

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## LOBBYIST DISCLOSURE REPORT PAGE 5 INSTRUCTIONS

### CONTRACT LOBBYIST CLIENT INFORMATION

- ◆ List all current clients names and the date which they became clients.
- ◆ List all former clients whose representation was terminated in the preceding calendar quarter and the date it was terminated.

If additional space is needed, the page may be duplicated.

**Client** means a person, including a business or other entity, who compensates a lobbyist for representation before a County Official.

CLIENT INFORMATION

Contract Lobbyists must complete this form for all current clients.

Current Client Information:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Business Address:

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Describe the nature and purpose of the Client's business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LEGISLATIVE OR ADMINISTRATIVE ACTION(S) LOBBYIST SEEKS TO INFLUENCE

Describe in detail the legislative or administrative action(s) the Contract Lobbyist was retained to influence and the outcome sought.

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

COMPENSATION

The total compensation promised or received from the Client for lobbyist services:

<input type="checkbox"/> \$0.00 - \$500	<input type="checkbox"/> \$501 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$10,001 - \$100,000
<input type="checkbox"/> \$100,001 - \$200,000	<input type="checkbox"/> \$200,001 - \$300,000	<input type="checkbox"/> \$300,001 - \$400,000	<input type="checkbox"/> Over \$400,001

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# LOBBYIST DISCLOSURE REPORT

## PAGE 6 INSTRUCTIONS

### CONTRACT LOBBYIST CURRENT CLIENT INFORMATION

- If the Contract Lobbyist has more than one current Client, **a separate page should be filled out for each current Client.** Client Information sheets need not be completed for former clients.
- Include contact information for client.
- Describe the nature and purpose of the Client's business.
- Describe in detail the County legislative or administrative action(s) the Contract Lobbyist was retained to influence and the outcome sought.
- Check the box for compensation received for lobbyist activities.

**Contract lobbyist means** any person, whether an entity or individual, engaging in Lobbying Activity on behalf of one (1) or more clients (acting individually or through agents, associates, employees, or contractors) and who has received or has entered into an agreement for compensation of one thousand dollars (\$1,000.00) or more for any services that include engaging in Lobbying Activity during any consecutive three-month period

**Legislative action** means the drafting, introduction, consideration, modification, enactment, or defeat of any resolution, ordinance, amendment thereto, report, nomination, policy, or other action of the Board of Supervisors; a County board, commission, or task force; or any joint powers authority of which the County is a party.

**Administrative action** means the proposal, drafting, development, consideration, advocacy, recommendation, adoption, amendment, termination, extension, or approval of any rule, regulation, agreement, contract, permit, license, policy, or hiring action.

**Compensation** is any economic consideration for services rendered or to be rendered in the future. For example, compensation may include a payment, distribution transfer, loan advance, deposit, money, property, services, or anything else of value (monetary or non-monetary).

If additional space is needed a duplicate may be made of the page to attach as a continuation page.

**EMPLOYEES ENGAGED IN LOBBY ACTIVITY**

**Name of each owner, compensated officer, or compensated employee engaged in lobbying activity on behalf of the In-House Lobbyist:**

- |          |          |           |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____  |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

**THE PURPOSE OF THE IN-HOUSE LOBBYIST ENTITY**

**Describe the nature and purpose of the In-House Lobbyist's business.**

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**LEGISLATIVE OR ADMINISTRATIVE ACTION(S) LOBBYIST SEEKS TO INFLUENCE**

**Describe in detail the legislative or administrative action(s) the In-House Lobbyist seeks to influence and the outcome sought.**

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# LOBBYIST DISCLOSURE REPORT

## PAGE 7 INSTRUCTIONS

### IN-HOUSE LOBBYIST INFORMATION

- List the name of each owner, compensated officer and or employee engaged in lobbying activity on behalf of the In-House Lobbyist.
- Describe the nature and purpose of the In-House Lobbyist's business, organization, or association.
- Describe in detail the County legislative or administrative action(s) the In-House Lobbyist seeks to influence and the outcome sought.

**In-house lobbyist means** any person, including a business, corporation, association, political action committee, or any other organization if its owners, officers, or employees have engaged in Lobbying Activity on its behalf and whose aggregate time engaging in Lobbying Activity total ten (10) hours or more in a consecutive twelve-month period.

**Legislative action** means the drafting, introduction, consideration, modification, enactment, or defeat of any resolution, ordinance, amendment thereto, report, nomination, policy, or other action of the Board of Supervisors; a County board, commission, or task force; or any joint powers authority of which the County is a party.

**Administrative action** means the proposal, drafting, development, consideration, advocacy, recommendation, adoption, amendment, termination, extension, or approval of any rule, regulation, agreement, contract, permit, license, policy, or hiring action.

**EMPLOYEES ENGAGED IN LOBBY ACTIVITY**

Name of each person working for the Expenditure Lobbyist that is engaged in lobbying activity:

- |          |          |           |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____  |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

Amount of expenditure: \$ \_\_\_\_\_

**THE PURPOSE OF THE BUSINESS, ORGANIZATION OR ASSOCIATION**

Describe the purpose of the Expenditure Lobbyist's business.

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**LEGISLATIVE OR ADMINISTRATIVE ACTION(S) LOBBYIST SEEKS TO INFLUENCE**

Describe in detail the legislative or administrative action(s) the Expenditure Lobbyist seeks to influence and the outcome sought.

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# LOBBYIST DISCLOSURE REPORT

## PAGE 8 INSTRUCTIONS

### EXPENDITURE LOBBYIST INFORMATION

- Name of each person working for the Expenditure Lobbyist that is engaged in lobbying activity.
- Describe the purpose of the Expenditure Lobbyist Business.
- Include the amount of expenditure.
- Describe in detail the County legislative or administrative action(s) the Expenditure Lobbyist seeks to influence and the outcome sought.

**Expenditure lobbyist means** any person who makes payments or incurs expenditures in the aggregate amount of five thousand dollars (\$5,000.00) or more during any calendar year in connection with carrying out public relations, advertising, or similar activities with the intent of soliciting or urging, directly or indirectly, other persons to communicate directly with any County official in order to attempt to influence a legislative or administrative action. The five thousand dollars (\$5,000.00) threshold does not include:

(A) Compensation paid to contract lobbyists or in-house lobbyists for Lobbying Activity; or

(B) Dues, donations, or other economic consideration paid to a membership organization that is ongoing in nature and whose membership services are not limited to Lobbying Activity, regardless of whether the dues, donations, or other economic consideration are used in whole or in part for Lobbying Activity.

**Legislative action** means the drafting, introduction, consideration, modification, enactment, or defeat of any resolution, ordinance, amendment thereto, report, nomination, policy, or other action of the Board of Supervisors; a County board, commission, or task force; or any joint powers authority of which the County is a party.

**Administrative action** means the proposal, drafting, development, consideration, advocacy, recommendation, adoption, amendment, termination, extension, or approval of any rule, regulation, agreement, contract, permit, license, policy, or hiring action.



**SECTION IV. LAND USE LOBBYIST**

**MAJOR LAND USE APPROVAL**

Complete for each major land use approval the Land Use Lobbyist has attempted to influence during the reporting period, provide the following information.

Application Number  
(Planning File Number)

Name/Description of Land Use Approval

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Describe in detail the major land use approval the Land Use Lobbyist sought to influence, the activities to influence the decision, and the outcome sought.

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Name of client(s) (if any) on whose behalf the land use lobbyist sought to influence the major land use approval:

Name	Street Address	City, State, Zip Code

**LOBBYING ACTIVITIES**

Summarize the land use lobbyist's activities during the reporting period relating to influencing the major land use approval, including reports prepared, events held, advertisements purchased, robocalls made, and mailers distributed.

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Total amount expended (excluding salary to officers and employees) during the reporting period on activities relating to influencing the major land use approval.

Total hours spent by officers, employees, agents, and members during the reporting period on activities relating to influencing the major land use.

Provide the following information for all entities to which you made payments of \$500 or more, in the aggregate, during the reporting period for lobbying activities relating to the major land use approval.

Entity Name                      Date of Payment      Amount Paid      Purpose

Entity Name	Date of Payment	Amount Paid	Purpose

This page may be duplicated. Check the box if this page is duplicated.

# LOBBYIST DISCLOSURE REPORT

## PAGE 9 INSTRUCTIONS

### LAND USE LOBBYIST INFORMATION

- List each major land use approval the lobbyist sought to influence, including the application number and description.
- Describe in detail the major land use approval(s) the Land Use Lobbyist seeks to influence, the activities to influence the decision, and the outcome sought.
- List clients the lobbyist sought to influence land use approval on their behalf, Name and address.
- Include a summary of activities relating to influencing the land use approval.
- Include the total dollar amount expended
- Include the total hours spent by officers and employees.
- Provide detail information for all entities to whom the lobbyist made payments of \$500 or more during the reporting period related to the major land use approval.

Land use lobbyists must update the reports required by this Section A3-63 of the Ordinance Code at least 7 days, but not more than 21 days, before any meeting or public hearing at which an action relating to the major land use approval, or any component thereof, will be on the agenda.

The applicant or appellant for any major land use approval must certify, on a form provided by the Clerk of the Board and filed with the Clerk of the Board, that it has complied with the requirements of this Section prior to each meeting or public hearing at which an action relating to the major land use approval, or any component thereof, will be on the agenda.

**Land use lobbyist means** any person who, during any consecutive 12-month period (i) makes payments or incurs expenditures in the aggregate amount of five thousand dollars (\$5,000.00) or more attempting to influence a major land use approval; or (ii) spends an aggregate amount of 10 or more hours of compen-

sated time attempting to influence a major land use approval, including time spent by officers, employees, agents, and members.

(A) The exemptions in subsections (d), (i), (i), (l), and (m) of Section A3-64 do not apply to land use lobbyists.

(B) Officers, employees, agents, and members of a land use lobbyist are not required to separately comply with Section 43-63 for time or funds expended on behalf of the land use lobbyist in the scope of that relationship.

**Major land use approval** means any legislative or administrative action by the County on an application relating to (i) construction, demolition, alteration, development, or use of property in the unincorporated county that, if approved, would affect, in the aggregate, more than 25,000 gross square feet of existing, approved, or proposed buildings or structures; (ii) the surface mining operation or reclamation of mined lands involving the disturbance or reclamation of more than 25,000 gross square feet of land; or (iii) a “major subdivision,” as defined in Section C12-5.20(d).

**Influencing** means contacting, either directly or indirectly, for the purpose of promoting, supporting, modifying, opposing, causing the delay or abandonment of conduct, or otherwise intentionally affecting the official actions of the County official, by any means, including, but not limited to providing, preparing, processing, or submitting information, incentives, statistics, studies, or analyses.

**Legislative action** means the drafting, introduction, consideration, modification, enactment, or defeat of any resolution, ordinance, amendment thereto, report, nomination, policy, or other action of the Board of Supervisors; a County board, commission, or task force; or any joint powers authority of which the County is a party.

**Administrative action** means the proposal, drafting, development, consideration, advocacy, recommendation, adoption, amendment, termination, extension, or approval of any rule, regulation, agreement, contract, permit, license, policy, or hiring action.

**FEES DUE**

- Initial Registration Fee - \$180  
*(filed between January 1 - June 29 for period ending December 31)* \_\_\_\_\_
  - Reduced Initial Registration Fee - \$90  
*(filed between June 30 - December 31 for period ending December 31)* \_\_\_\_\_
  - Annual Registration Fee - \$60 (due by January 15th)  
*(Included with the October-December Disclosure Report)* \_\_\_\_\_
  - Penalty for Delinquent Filing of Registration - \$60 \_\_\_\_\_
  - Penalty for Delinquent Filing of Quarterly Disclosure Report - \$10  
*(reports received after April 15th, July 15th and October 15th)* \_\_\_\_\_
- Total Payment Due with Report \_\_\_\_\_

**VERIFICATION (Check all verifications)**

\_\_\_\_\_ I acknowledge that each Lobbyist is required to file an Annual Registration Report and pay annual fees due on the 15th of January.

\_\_\_\_\_ I acknowledge that each Lobbyist is required to file a Quarterly Lobbyist Disclosure Report due on the 15th of each month following the calendar quarter.

\_\_\_\_\_ I acknowledge that a late fee will be assessed for late annual and quarterly reports.

I certify that I have been authorized by the Lobbyist(s) identified above to make this verification. I have reviewed the requirements of the provisions of the County of Santa Clara Ordinance Code Division A3, Chapter VII, relating to Lobbying. I certify under penalty of perjury under the laws of the State of California that I have reviewed this Lobbyist Report and to the best of my knowledge the information contained herein is true, correct, and complete.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**If Terminating lobbying activities, include the Termination report along with a final quarterly disclosure report.**

# LOBBYIST DISCLOSURE REPORT

## PAGE 10 INSTRUCTIONS

### FEES AND VERIFICATION

- If the Initial Registration Report is filed between January 1 and June 29, the Lobbyist must pay the initial registration fee of \$180. If the lobbyist registers for the first time on or after June 30 of a given year, the lobbyist may pay a reduced registration fee. If the Initial Registration Report is filed between June 30 and December 31, the Lobbyist may pay a reduced initial registration fee of \$90.
- Annual Registration Renewal, \$60. This is paid at the time of submitting the 4th quarter disclosure report. If submitting payment separately from the report, payment must be paid by Jan 15th.
- There will be a per diem late fee of \$60, not to exceed 100% of the unpaid fee, assessed if the Annual Registration Report is filed late.
- There will be a late fee of \$10 assessed if the Quarterly Report is filed late.
- Check the spaces indicating the Lobbyist understands that annual registrations are due on the 15th of each January, that quarterly Lobbyist Disclosure Reports are due on the 15th of each month following the end of the calendar quarter, and that a late fee will be assessed for each late report.
- Complete the verification by signing the statement and entering the date signed. When you sign, you are stating, under penalty of perjury, that to the best of your knowledge the information contained herein is true and complete.  
**Do not alter the verification statement.**
- Report must be signed by an authorized agent of the Lobbyist organization. No report will be accepted without an original signature.

If a Contract Lobbyist registers as an entity and the employees engaged in lobbying on behalf of the entity are listed in this report, only one initial or annual registration fee should be filed. Each individual engaged in lobbying is independently liable for ensuring that their activity is properly reported and that the fee is paid.

The in-house lobbyist and its employees may submit one registration form and pay one fee. Every individual lobbyist has a legal obligation to ensure that his or her obligations under the lobbying ordinance are met.

### Terminating Lobbying Activities

If lobbyists file a declaration attesting to the termination of Lobbying Activity no later than the date the annual registration or quarterly disclosure is due, they will not be required to file any further reports. This declaration must be accompanied by a final Lobbyist Disclosure Report, disclosing any Lobbying Activities that occurred during the quarter of termination.