



City of Anaheim
OFFICE OF THE CITY CLERK

LOBBYIST’S QUARTERLY REPORT OF ACTIVITY INSTRUCTIONS

Quarterly Reporting:

After each quarter, lobbyists are required to file a report with the Office of the City Clerk disclosing any lobbying of the City of Anaheim or any regional agency in which Anaheim has a voting role. If the lobbyist did not engage in any lobbying activities during the reporting quarter, a report is still required indicating “No Lobbying Activity”.

Instructions:

1. **Reporting Period:** Select reporting period and enter year of reporting period.
2. **Lobbyist Information:** Complete the Lobbyist information on Page 1.
3. **Lobbyist Activity:** Check the corresponding box(s) for the Lobbyist Activity for the reporting period.
 - a. If you did not participate or engage in any form of lobbying during the reporting period, check the “No Lobbying Activity” box.
 - b. If you participated in any form of lobbying of the City of Anaheim or any regional agency in which Anaheim has a voting role during this reporting period, check the “Lobbying Activity/Client Disclosure Report” box and complete **Schedule A – Client Disclosure**.
 - c. If you made any contributions during the reporting period to the Mayor and/or any member of the City Council, check the “Campaign Contribution Report” box and complete **Schedule B – Campaign Contributions**.
4. **Verification:** Print your name, the name of your lobbying firm (if any), and the date. Sign by using the electronic signature option (red arrow on the top right of the signature box), or by printing the form and signing with a pen (black or blue ink).

Deadlines:

	Period Covered	Filing Deadline
1 st Quarter	January 1 – March 31	April 30
2 nd Quarter	April 1 – June 30	July 31
3 rd Quarter	July 1 – September 30	October 31
4 th Quarter	October 1 – December 31	January 31

The Quarterly Reports are to be filed with the Office of the City Clerk by 5 pm on the filing deadline date. When the due date falls on a weekend, the reports will be due on the following Monday. The Quarterly Report late filing penalty is \$50.

Where to File:

(Mail, Email or Fax to:)

Mail: **Office of the City Clerk**
200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805

Email: **Theresa Bass, City Clerk**
tbass@anaheim.net

Fax: **(714) 765-4105**



City of Anaheim
OFFICE OF THE CITY CLERK

DATE STAMP

LOBBYIST'S QUARTERLY REPORT OF ACTIVITY

Reporting Period

Q1: January 1 – March 31
(Due April 30)
Q2: April 1 – June 30
(Due July 31)

Q3: July 1 – September 30
(Due October 31)
Q4: October 1 – December 31
(Due January 31)

Year _____

Lobbyist Information

Name of Lobbyist (Last, First, M.I.)		Name of Lobbying Firm (if applicable)	
Business Email	Business Phone	Alternate Phone	
Business Address	City	State	Zip Code

LOBBYIST ACTIVITY

No Lobbying Activity

Did not participate or engage in any form of lobbying during the reporting period.

Lobbying Activity/ Client Disclosure Report

Schedule A: Report any form of lobbying by the lobbying firm/ lobbyist of the City of Anaheim or any regional agency in which Anaheim has a voting role during the reporting period.

Campaign Contribution Report

Schedule B: Report any contributions made during the reporting period to the Mayor or any City Council Member by the lobbying firm/lobbyist during the reporting period.

VERIFICATION

I certify that I have reviewed Ordinance No. 6417, made available on the City of Anaheim's website and reviewed all applicable lobbying provisions. I declare under penalty of perjury under the laws of the State of California that the information contained herein is true and accurate to the best of my knowledge.

Print Name of Lobbyist	Name of Lobbying Firm (if applicable)
Signature	Date

Mail, Email or Fax to:

Mail: **Office of the City Clerk
200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805**

Email: **Theresa Bass, City Clerk (tbass@anaheim.net)**

Fax: **(714) 765-4105**

Office of the City Clerk · 200 S. Anaheim Blvd., Suite 217, Anaheim, CA 92805 · (714) 765-5166



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Name _____

**LOBBYIST'S QUARTERLY
REPORT OF ACTIVITY**

This page may be duplicated
for additional entries

SCHEDULE A – CLIENT DISCLOSURE

Client Information				
Name of Client (Last, First, M.I.)		Name of Business		Business Phone
Business Address			City	State Zip Code
Total Compensation	Lobbyist or	Lobbying Firm Received from Client:	\$ _____	

Client Disclosure	
Describe the local legislative or administrative action(s) that the lobbying firm/lobbyist supported or opposed during the reporting period:	
Disclose any form of communication by the lobbying firm/lobbyist during the reporting period. Use a separate entry for each new contact.	
1. Date of Contact:	Name & Title of City Official or Staff Contacted:
Describe Purpose of Meeting:	
2. Date of Contact:	Name & Title of City Official or Staff Contacted:
Describe Purpose of Meeting:	
3. Date of Contact:	Name & Title of City Official or Staff Contacted:
Describe Purpose of Meeting:	
4. Date of Contact:	Name & Title of City Official or Staff Contacted:
Describe Purpose of Meeting:	
5. Date of Contact:	Name & Title of City Official or Staff Contacted:
Describe Purpose of Meeting:	



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SCHEDULE B – CAMPAIGN CONTRIBUTIONS

This form is to report campaign contributions made to any member of the City Council by the lobbying firm/lobbyist during the reporting period.

Campaign Contributions

Disclose all campaign contributions by the lobbying firm/lobbyist during the reporting period.

1. Date:	Name of Contribution Recipient:
	Amount:
2. Date:	Name of Contribution Recipient:
	Amount:
3. Date:	Name of Contribution Recipient:
	Amount:
4. Date:	Name of Contribution Recipient:
	Amount:
5. Date:	Name of Contribution Recipient:
	Amount:
6. Date:	Name of Contribution Recipient:
	Amount:
7. Date:	Name of Contribution Recipient:
	Amount:
8. Date:	Name of Contribution Recipient:
	Amount:
9. Date:	Name of Contribution Recipient:
	Amount: