



# CITY OF EL MONTE CITY CLERK'S OFFICE

## LOBBYIST'S SEMI-ANNUAL REPORT OF ACTIVITY INSTRUCTIONS

### Semi-Annual Reporting:

Lobbyist are required to file a semi-annual report with the City Clerk's Office disclosing any lobbying of the City of El Monte or any regional agency in which El Monte has a voting role. If the lobbyist did not engage in any lobbying activities during the reporting period, 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 El Monte or any regional agency in which El Monte 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), sign and date.

### Deadlines:

|                             | Period Covered       | Filing Deadline* |
|-----------------------------|----------------------|------------------|
| 1 <sup>st</sup> Semi-Annual | January 1 – June 30  | July 31          |
| 2 <sup>nd</sup> Semi-Annual | July 1 – December 31 | January 31       |

The Semi-Annual Reports are to be filed with the City Clerk's Office by 5:00 p.m. on the filing deadline date. \*If the due date falls on a weekend, the reports will be due on the following business day.

### Penalties:

The Semi-Annual Reports late filing penalty is \$25 per day with a maximum of \$500 penalty.

### Where to File:

Mail: City of El Monte, City Clerk's Office, 11333 Valley Boulevard, El Monte, CA 91731

Email: [cityclerk@elmonteca.gov](mailto:cityclerk@elmonteca.gov)

Fax: (626) 580-2274



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|   |  |             |
|---|--|-------------|
| <b>Reporting Period</b>   |  |             |
| <input type="checkbox"/> 1 <sup>st</sup> Semi-Annual Report<br>January 1 – June 30<br>(Due: July 31 <sup>st</sup> ) | <input type="checkbox"/> 2 <sup>nd</sup> Semi-Annual Report<br>July 1 <sup>st</sup> – December 31 <sup>st</sup><br>(Due: January 1 <sup>st</sup> ) | Year: _____ |

|   |   |                         |
|---|---|-------------------------|
| <b>Lobbyist Information</b>                 |   |                         |
| <b>Name of Lobbyist (Last, First, M.I.)</b> | <b>Name of Lobbying Firm (if applicable):</b> |                         |
| <b>Business Email:</b>                      | <b>Business Phone:</b>                        | <b>Alternate Phone:</b> |
| <b>Business Address:</b>                    |   |                         |

|  |   |  |
|--|---|--|
| <b>Lobbyist Activity</b>   |   |  |
| <input type="checkbox"/> <b>No Lobbying Activity</b>                               | <input type="checkbox"/> <b>Lobbying Activity/Client Disclosure Report</b>  | <input type="checkbox"/> <b>Campaign Contribution Report</b>   |
| Did not participate or engage in any form of lobbying during the reporting period. | Schedule A: Report any form of lobbying by the lobbying firm/lobbyist of the City of El Monte or any regional agency in which El Monte has a voting role during the reporting period. | 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. |

|   |   |
|---|---|
| <b>Verification</b>   |   |
| By my signature below, I certify that I have reviewed Section 2.28.020 (Initial Registration, and Disclosure Requirements) of the El Monte Municipal Code and declare that under penalty of perjury under the laws of the State of California that the information contained herein is true and accurate. I understand that this form is subject to review and any knowing or intentional errors or omissions may be subject to criminal penalties. |   |
| <b>Print Name of Lobbyist:</b>  | <b>Name of Lobbying Firm (if applicable):</b> |
| <b>Signature:</b>   | <b>Date:</b>                                  |

**Mail, Email or Fax to:**

Mail: City of El Monte, City Clerk's Office, 11333 Valley Boulevard, El Monte, CA 91731  
 Email: [cityclerk@elmonteca.gov](mailto:cityclerk@elmonteca.gov)  
 Fax: (626) 580-2274



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## LOBBYIST'S SEMI-ANNUAL REPORT OF ACTIVITY

### SCHEDULE A – CLIENT DISCLOSURE

Fill out a separate form with reportable disclosures for each client during reporting period.  
(This page may be duplicated for additional entries)

|  |                         |               |                        |
|--|-------------------------|---------------|------------------------|
| <b>Client Information</b>  |                         |               |                        |
| <b>Name of Client (Last, First, M.I.)</b>  | <b>Name of Business</b> |               | <b>Business Phone:</b> |
| <b>Business Address</b>  | <b>City</b>             | <b>State:</b> | <b>Zip Code:</b>       |
| <b>Total Compensation ___ Lobbyist or ___ Lobbyist Firm has received or is entitled to receive, qualifying the client to be listed on the Lobbyist Registry:</b> |                         |               | <b>\$</b>              |

|   |  |
|---|--|
| <b>Client Disclosure</b>  |  |
| <b>Describe the local legislative or administrative action(s) that the lobbying firm/lobbyist supported or opposed during the reporting period:</b> |  |
| <b>Disclose any forms of communication by the lobbying firm/lobbyist during the reporting period.</b>   |  |
| <b>1. Date (date range) of contacts during reporting period:</b>  | <b>Name &amp; Title of City Official or staff contacted:</b> |
| <b>Describe purpose of communication(s)/meeting(s):</b>   |  |
| <b>2. Date (date range) of contacts during reporting period:</b>  | <b>Name &amp; Title of City Official or staff contacted:</b> |
| <b>Describe purpose of communication(s)/meeting(s):</b>   |  |
| <b>3. Date (date range) of contacts during reporting period:</b>  | <b>Name &amp; Title of City Official or staff contacted:</b> |
| <b>Describe purpose of communication(s)/meeting(s):</b>   |  |



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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.

| <b>Campaign Contributions</b>  |                |
|--|----------------|
| Disclose all campaign contributions by the lobbying firm/lobbyist during the reporting period. |                |
| <b>1. Name of contribution recipient:</b>  |                |
| <b>Date:</b>   | <b>Amount:</b> |
| <b>2. Name of contribution recipient:</b>  |                |
| <b>Date:</b>   | <b>Amount:</b> |
| <b>3. Name of contribution recipient:</b>  |                |
| <b>Date:</b>   | <b>Amount:</b> |
| <b>4. Name of contribution recipient:</b>  |                |
| <b>Date:</b>   | <b>Amount:</b> |
| <b>5. Name of contribution recipient:</b>  |                |
| <b>Date:</b>   | <b>Amount:</b> |
| <b>6. Name of contribution recipient:</b>  |                |
| <b>Date:</b>   | <b>Amount:</b> |