



County of Los Angeles

**INSTRUCTIONS FOR
LOBBYIST EMPLOYER QUARTERLY REPORT
AND
CEASING ACTIVITY REPORT FORM LOB 8**

Chapter 2.160 of the
Los Angeles County Code

A person or organization, other than a lobbying firm, who employs a lobbyist or contracts with a lobbying firm for economic consideration for the purpose of influencing official County action is a "Lobbyist Employer". A Form LOB 8 must be filed by lobbyist employers for each calendar quarter, regardless of whether the employer has made or incurred any payments during the quarter. In addition, a lobbyist employer must attach to the Lobbyist Employer Quarterly Report (Form LOB 8) a Lobbyist Quarterly Report (Form LOB 6) completed by each in-house employee who is a lobbyist.

PERIOD COVERED BY REPORT: The period covered and the filing deadlines for the Lobbyist Employer Quarterly Reports are as follows:

PERIOD COVERED	FILING DEADLINE
January, February and March	April 30 th
April, May and June	July 31 st
July, August and September	October 31 st
October, November and December	January 31 st

IMPORTANT: A late filing fee of \$25 per day will be assessed for the first ten days a report is filed beyond the due date. The late filing fee will then increase to \$50 per day for the second ten days; and thereafter, the late filing fee will be \$75 per day until the filer comes into compliance with the provisions of the lobbyist ordinance or the date that other sanctions or penalties are imposed, which may include, but are not limited to, a civil liability in the amount of up to \$5000, an administrative fine of up to \$5000 and a noncompliance fee of up to \$5000.

NOTE: If you are using this form to terminate your registration, it must be filed within 10 days of ceasing all County Lobbying activities.

If a report is sent by first class mail, it is considered received on the date of the postmark. Filing deadlines that fall on a Saturday, Sunday or official County holiday are extended to the next regular business day.

No fee is required for filing a Lobbyist Employer Quarterly Report (**Form LOB 8**).

FILE THIS FORM WITH ORIGINAL SIGNATURE WITH THE:

Executive Officer of the Board of Supervisors
County of Los Angeles
Kenneth Hahn Hall of Administration
500 W. Temple Street, Room 383
Los Angeles, California 90012
(213) 974-1093

INTERNET ACCESS

The Los Angeles County Lobbyist Ordinance, rules, operational procedures, registration/reporting forms, registrants and their quarterly activity reports are accessible at:

<http://bos.co.la.ca.us/>

COUNTY OF LOS ANGELES
INSTRUCTIONS FOR COMPLETING THE
**LOBBYIST EMPLOYER QUARTERLY REPORT
AND
CEASING ACTIVITY REPORT
FORM LOB 8**

PERIOD COVERED BY REPORT: The period covered is the calendar quarter. (See the cover sheet of this form for the period covered.)

SUMMARY OF PAYMENTS: Enter the total amount paid this period from each section of the report. With respect to campaign contributions, check the box which applies to your activities during the calendar quarter.

NOTICE OF TERMINATION: Check the box if you are terminating all County lobbying activities.

Each Lobbyist Employer that, during the quarter, ceased all County lobbying activity which required the filing of the Lobbyist Employer Registration Statement (Form LOB 3) must complete the Notice of Termination section of this form to terminate its registration and its reporting obligations.

You are required to report any reportable activities that occurred during the quarter up to the termination date. You must file this report within 10 days of ceasing all activities.

NOTE: Use Amendment to Registration Statement (Form LOB 5) if you merely want to delete a lobbyist from your firm's registration.

VERIFICATION: The report must be verified and signed by the person who is designated on the firm's registration statement as the responsible officer of the firm.



Lobbyist Employer Quarterly Report Form LOB 8

Page _____ of _____

Quarterly Report Covers from _____ through _____

Type or Print in Ink

Name of Lobbyist Employer

Telephone Number & Extension

()

Business Address (Number, Street & Suite)

City

State

Zip Code

Mailing Address (If different than above)

City

State

Zip Code

SUMMARY OF PAYMENTS THIS PERIOD

A. Total Payments to In-House Employee Lobbyists from (Part II, Section A) \$

B. Total Payments to Lobbying Firms from (Part II, Section B, Column 4) \$

C. Total Activity Expenses from (Part II, Section C) \$

D. Total Other Payments to Influence from (Part II, Section D) \$

GRAND TOTAL (A+B+C+D above) \$

CAMPAIGN CONTRIBUTIONS: Part III completed and attached No Campaign Contributions made this period

NOTICE OF TERMINATION

Check this box if this quarterly report constitutes a Termination Report for the Lobbyist Employer.

I certify that all activities which require registration under section 2.160.040 of the Los Angeles County Code have ceased for this Lobbyist Employer.

All County lobbying activities ceased effective _____ (DATE)

VERIFICATION

I have used all reasonable diligence in preparing this Statement. I have reviewed this Statement and to the best of my knowledge the information contained herein is true and complete.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on (Date)	At (City and State)	By (Signature of Responsible Officer)
Name of Responsible Officer (Type or Print)		Title

COUNTY OF LOS ANGELES
INSTRUCTIONS FOR COMPLETING PART I AND PART II, SECTIONS A & B OF THE
LOBBYIST EMPLOYER QUARTERLY REPORT
FORM LOB 8

PART I – You must list the name and title of any owner, partner, officer, or employee of your organization whose Lobbyist Quarterly Report (Form LOB 6) is attached to this report. **Note:** This does not include lobbyists who are registered separately as lobbying firms or lobbyists who are employed by lobbying firms with which you contract.

PART II – PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES

SECTION A. Payments to In-House Employee Lobbyists: You must enter the total of all payments made in connection with lobbying activities during the quarter to the lobbyists listed in Part I of the report. “Payments” include salary, reimbursement of expenses, or an advance for expenses or a salary advance. (Salary includes gross wages paid, plus any fringe benefits which are in lieu of wages such as the granting of stock options or purchase of annuities. Salary does not include routine fringe benefits such as the employer’s contributions to a health plan, retirement plan, or payroll taxes.) Also enter the total of Section A in the “Summary of Payments” section on Page 1, Line A. **NOTE:** An individual contract lobbyist is a “lobbying firm.” Do not include in Section A any payments to a lobbying firm.

SECTION B. Payments to Lobbying Firms (including Individual contract lobbyists): A “Lobbying Firm” is any business entity, including an individual contract lobbyist, which contracts for economic consideration for the purpose of influencing official County action on behalf of another person or entity. You must disclose all payments to a lobbying firm, including fees and retainers, reimbursement of expenses, advances, and other payments. Also enter the total of Column 4 in the “Summary of Payments” section on Page 1, Line B.

IMPORTANT: You must list each lobbying firm which has been authorized to lobby the County on your behalf, even if you have not made any payments to the firm during the period covered by this report. If no payments have been made during the quarter, enter the name of the lobbying firm in the proper section, and enter zeros in the columns.

**Lobbyist Employer Quarterly Report
Form LOB 8**

Page _____ of _____

NAME OF LOBBYIST EMPLOYER: _____ PERIOD COVERED: _____

PART I – LIST ALL OWNERS, PARTNERS AND EMPLOYEES OF YOUR ORGANIZATION WHOSE “LOBBYIST QUARTERLY REPORTS” (FORM LOB 6) ARE ATTACHED TO THIS REPORT (See Instructions)

Name and Title	Name and Title

If more space is needed, check box and attach continuation sheets.

PART II – PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES

A. PAYMENTS TO IN-HOUSE EMPLOYEE LOBBYISTS
(See Instructions) Also enter the Amount on Line A of the
“Summary of Payments” section on page 1.

\$

B. PAYMENTS TO LOBBYING FIRMS (Including individual contract lobbyists)

Name and Address of Lobbying Firm/Individual Contract Lobbyist	(1) Fees & Retainers	(2) Reimbursement of Expenses	(3) Other Payments (attach explanation)	(4) Total This Period
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

If more space is needed, check box and attach continuation sheets.

TOTAL THIS PERIOD (Column 4)
Also enter the total of Column 4 on Line B of the
“Summary of Payments” section on page 1

\$

COUNTY OF LOS ANGELES
INSTRUCTIONS FOR COMPLETING PART II, SECTION C, OF THE
LOBBYIST EMPLOYER QUARTERLY REPORT
FORM LOB 8

SECTION C: ACTIVITY EXPENSES: Only include in Section C those activity expenses which were arranged, incurred or paid directly by you and your organization. Do not include expenses reported on any of the attached LOB 6 forms.

An "Activity Expense" is any expense incurred or payment made by a lobbyist employer which benefits in whole or in part any County official or member of the immediate family of a County official, regardless of whether the expense or payment is reimbursed to the person on whose behalf the County lobbying services are performed. Activity expenses include gifts, honoraria, consulting fees, salaries, and any other form of compensation.

A "County Official" is any member of the Board of Supervisors, the Sheriff, the Assessor, the District Attorney, a County Commissioner, and any other County officer or employee whose duties are not clerical or manual.

A "Gift" shall be defined as set forth in the Political Reform Act, Government Code Section 81000 et seq. and the regulations adopted thereunder; except that the exclusion for campaign contributions shall be defined and governed as set forth in Chapter 2.160 of the Los Angeles County Code.

You must itemize all "Activity Expenses" arranged, incurred or paid by you, and you must report activity expenses during the period in which they occurred regardless of whether they were actually paid during the period.

- If you have not paid, incurred, or arranged any activity expenses during the period, other than those reported on the LOB 6 Forms, enter zero (0) in "Total Section C".
- If you have paid, incurred or arranged any activity expense:

DATE: Enter the date the expense was incurred or the event occurred.

NAME, POSITION, AND ADDRESS OF PAYEE: List the name, position or title and address of the vendor or other person to whom payment was made or incurred, if different than beneficiary.

NAME AND POSITION OF COUNTY OFFICIALS AND AMOUNT BENEFITING EACH: List the name and position or title of each County official who benefited from the payment. Also list the portion of the total activity expense which is attributable to each official. Note: You are not required to list in this section yourself or any other person who benefited who is not a County official. You must, however, maintain in your records the total number of persons who benefited.

DESCRIPTION OF CONSIDERATION: Describe the goods or services received by the County official(s), e.g., lunch, drinks, flowers, etc.

TOTAL SECTION C: Add the figures in "Total" column and enter the total at the bottom. Also enter the total of Section C on Line C of the "Summary of Payments" section on Page 1.

**Lobbyist Employer Quarterly Report
Form LOB 8**

Page _____ of _____

NAME OF LOBBYIST EMPLOYER _____ PERIOD COVERS: _____

PART II – PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES

C. ACTIVITY EXPENSES (See instructions)

Date	Name, Position, and Address of Payee (If different than Beneficiary)	Name and Position Of County officials (Beneficiary) Amount Benefiting Each		Description of Consideration	Total Amount of Activity Expense
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

If more space is needed, check box and attach continuation sheets.

TOTAL SECTION C (Activity Expenses)
Also enter the total of Section C on Line C of the
"Summary of Payments" section on page 1.

\$

COUNTY OF LOS ANGELES
INSTRUCTIONS FOR COMPLETING PART II, SECTION D, AND PART III
LOBBYIST EMPLOYER QUARTERLY REPORT
FORM LOB 8

SECTION D: OTHER PAYMENTS TO INFLUENCE OFFICIAL COUNTY ACTION

Report all other payments you made in connection with your attempts to influence official County action. Such payments would include payments in support of your lobbyist (but not made directly to the lobbyist), such as the payment of a credit card charge for activity expenses which have been reported by the lobbyist; payments for office overhead and operating expenses; payment to expert witnesses; and compensation paid to employees (other than lobbyists) who spend 10 percent or more of their compensated time in a calendar month in connection with lobbying activities. Also enter the total of Section D in the "Summary of Payments" section on Page 1, Line D.

PART III – CAMPAIGN CONTRIBUTIONS MADE

Your must disclose all monetary and non-monetary campaign contributions of \$100 or more made by your organization during the period covered by the report to an elected County official, County candidate, a committee controlled by an elected official or County candidate, or a committee formed primarily to support such an official or candidate. For each contribution, you must report:

- The date of the contribution.
- The name of the recipient of the contribution
- The amount of the contribution

A "campaign contribution" means a payment, a forgiveness of a loan, a payment of a loan by a third party, or an enforceable promise to make a payment except to the extent that full and adequate consideration is received, unless it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure made at the behest of a candidate, committee or elected County official is a contribution to the candidate, committee or elected County official unless full and adequate consideration is received for making the expenditure. The term "campaign contribution" includes the purchase of tickets for events such as dinners, luncheons, rallies, and similar fund raising events; the granting of discounts or rebates not extended to the public generally or the granting of discounts or rebates by television and radio stations and newspapers not extended on an equal basis to all candidates for the same office; the payment of compensation by any person for the personal services or expenses of any other person if such services are rendered or expenses incurred on behalf of a candidate or committee without payment of full and adequate consideration. The term "campaign contributions" further includes any transfer of anything of value received by a committee from another committee unless full and adequate consideration is received.

The term "campaign contribution" does not include:

1. Amount received pursuant to an enforceable promise to the extent such amounts have been previously reported as a contribution;
2. A payment made by an occupant of a home or office for costs related to any meeting or fund raising event held in the occupant's home or office if the costs for the meeting or fund raising event are five hundred dollars (\$500) or less; or
3. Volunteer personal services or payments made by an individual for his or her own travel expenses if such payments are made voluntarily without any understanding or agreement that they shall be, directly or indirectly, repaid to him or her.

**Lobbyist Employer Quarterly Report
Form LOB 8**

Page _____ of _____

NAME OF LOBBYIST EMPLOYER _____ PERIOD COVERS: _____

PART II – PAYMENTS MADE IN CONNECTION WITH LOBBYING ACTIVITIES

D. OTHER PAYMENTS TO INFLUENCE OFFICIAL COUNTY ACTION (See instructions)

Summary Description of Payments: _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$

Also enter the **TOTAL** OF Section D on Line D of the “**Summary of Payments**” section on page 1

PART III – CAMPAIGN CONTRIBUTIONS MADE: Monetary and non-monetary campaign contributions of \$100 or more made to County candidates, elected County officials and any of their controlled committees, or committees supporting such candidates or officials must be reported below.

Date	Name of Recipient (County Officials Only)	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$

If more space is needed, check box and attach continuation sheets.