



County of Los Angeles
**INSTRUCTIONS FOR
REPORT OF PERSON OR ENTITY
SPENDING \$5,000 OR MORE TO INFLUENCE
OFFICIAL COUNTY ACTION
FORM LOB 9**
CHAPTER 2.160 OF THE
LOS ANGELES COUNTY CODE

PERSONS OR ENTITIES SPENDING \$5000: Persons or entities who are not lobbyist, who do not employ a lobbyist or contract with a lobbying firm but who make payments to influence official County action aggregating \$5,000 or more in a calendar quarter must file (Form LOB 9). A Form LOB 9 must be filed for each calendar quarter in which the person or entity spends \$5,000. The form is not required to be filed for any quarter in which the person or entity does not spend \$5,000 to influence official County action.

PERIOD COVERED BY REPORT: The periods covered and the filing deadlines for 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.

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

No fee is required for filing a Form LOB 9.

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
REPORT OF PERSON OR ENTITY
SPENDING \$5000 OR MORE TO INFLUENCE
OFFICIAL COUNTY ACTION
FORM LOB 9**

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.

VERIFICATION: The report must be verified and signed by the filer. In the case of an organization, a responsible officer of the organization, or an attorney or a certified public accountant must sign on behalf of the organization.



**REPORT OF PERSON OR ENTITY
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COUNTY ACTION**

Form LOB 9

Page _____ of _____

Quarterly Report Covers from _____ through _____

Type or Print in Ink

Name of Filer:

Telephone Number & Extension

()

Business Address: (Number, Street & Suite)

City

State

Zip Code

SUMMARY OF PAYMENTS THIS PERIOD

A. Total Activity Expenses (from Part I, Section A).....\$ _____

B. Total Other Payments to Influence (from Part I, Section B).....\$ _____

TOTAL (A + B above).....\$ _____

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

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

FORM LOB 9

INSTRUCTIONS FOR COMPLETING PART I

PART I – PAYMENTS MADE THIS PERIOD:

SECTION A: ACTIVITY EXPENSES: Only include in Section A those activity expenses which were arranged, incurred or paid by you or your organization.

An "Activity expense" is any expense incurred or payment made by a person or entity which benefits in whole or in part any County official or a member of the immediate family or a County official. Activity expenses include gifts, honoraria, consulting fees, salaries, and any other form of compensation but do not include campaign contributions.

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 or your organization, 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 paid, incurred 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, of each County official who benefited from the payment. Also, list the portion of the total expense which is attributable to each official. **Note:** You are not required to list in this section, members of your organization or any other person who benefited who is not a County official. You must, maintain in your record 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 AMOUNT OF ACTIVITY EXPENSE: Enter the total amount paid, arranged, or incurred for the activity, not just the amount which benefited the County official(s).

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

**REPORT OF PERSON OR ENTITY
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COUNTY ACTION**

Form LOB 9

Page _____ of _____

NAME OF FILER: _____ PERIOD COVERED: _____

PART I – PAYMENTS MADE THIS PERIOD

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

\$

FORM LOB 9

INSTRUCTIONS FOR COMPLETING PART I, SECTION B, AND PART II

SECTION B: 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 B in the "Summary of Payments" section on Page 1, Line B.

NOTE: If you make payments to a lobbyist or a lobbying firm, or payments in support of a lobbyist, you must complete Form LOB 8 (Report of Lobbyist Employer), not Form LOB 9

PART II – 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.

NAME OF FILER: _____ PERIOD COVERED _____

PART I – PAYMENTS MADE THIS PERIOD

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

Summary Description of Payments:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL \$

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

PART II – 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.