

FORM G

CONTRACT LOBBYIST NOTICE OF NEW CLIENT

SEE INSTRUCTIONS ON REVERSE
File Original with the City Clerk



For Official Use Only

Page ___ of ___

NAME OF CONTRACT LOBBYIST:

TELEPHONE NUMBER:
()

BUSINESS ADDRESS: (Number and Street) (City) (State) (Zip Code)

FAX NUMBER:
()

MAILING ADDRESS: (If different than above)

E-MAIL:

CLIENT INFORMATION

CLIENT NAME, ADDRESS, AND TELEPHONE NUMBER:

EFFECTIVE DATE OF REPRESENTATION

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

THE LEGISLATIVE OR ADMINISTRATIVE ACTION(S) THE CONTRACT LOBBYIST SEEKS TO INFLUENCE.

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

VERIFICATION

I certify that I have been authorized by the Lobbyist identified above to make this verification. I have reviewed the requirements of the provisions of the San Jose Municipal Code (Chapter 12.12). I certify under penalty of perjury under the laws of the State of California that I have reviewed the Notice of New Client and to the best of my knowledge the information contained herein is true and complete.

Print Name _____

Title _____

Signature _____

Executed On _____
(month, day, year)

FORM G INSTRUCTIONS

TO COMPLETE THE FORM:

A Lobbyist that has been retained by a new Client may file the Contract Lobbyist Notice of New Client (Form G) separately or with the Quarterly Report covering the quarter when the Lobbyist was first retained by this Client.

A **Client** is any person who compensates the Contract Lobbyist for representation. A **Client fee** is not necessarily due for each Client, only when a Client compensates the Contract Lobbyist \$500 for lobbying services.

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).

Fill in the page number information. Continue the numbering from the last page of the Quarterly Report, Schedule A, Schedule B, Schedule C, Form E, or Form F, whichever is applicable.

Enter the Contract Lobbyist information including name, address, telephone and facsimile numbers, and electronic mail address.

List the name, address, and telephone number of the Client. Specify the date when the Contract Lobbyist was retained to represent the Client.

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

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

A **Legislative action** includes the drafting, introduction, consideration, modification, enactment or defeat of a resolution, ordinance, amendment thereto, report, nomination, or other action of the Mayor, City Council, Redevelopment Agency, or City board, commission, task force, or joint powers authority.

An **Administrative action** is the proposal, drafting, development, consideration, advocacy, recommendation,

adoption, amendment or approval of any rule, regulation, agreement, contract, permit, license or hiring action.

Verification

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. Forms with altered verification statements will not be accepted by the Office of the City Clerk.**

- Submit the originally signed Notice of New Client separately or with the Quarterly Report to the Office of the City Clerk. **An unsigned Notice of New Client will be deemed unfiled.**