Lobbyist Report Form
Reporting Guide

These instructions are for Lobbyists who are required to register and report their activity to the City Clerk and entities or business organizations reporting the lobbyist activity of their employed lobbyists.

Who Should Use This Form

Individual Lobbyist Registration

This form must be completed by individuals who meet the registration requirements set forth in City Code Section 4-8-3, which include:

1. a person compensated $2,000 or more in a calendar quarter by another person to lobby (excluding an individual's own travel, food, lodging expenses, or an individual's own registration fees to lobby) and who spends 26 hours or more lobbying in a calendar quarter, or;
2. a person who makes expenditures totaling $500 or more for lobbying in a calendar quarter (excluding an individual's own travel, food, lodging expenses, or an individual's own registration fees to lobby).

Business Entity Registration

Per City Code Section 4-8-4(C), a business entity who elects to register and report as a business entity must:

1. Register on behalf of all of the business entity's employed lobbyists,
2. Pay the annual registration fee for the business entity and each of the employed lobbyists, and
3. Completely report the activity of each employed lobbyist that is required by Chapter 4-8 of the City Code.

Use this form to:

1. Register as a lobbyist in accordance with City Code Section 4-8-5
2. Amend or update registration information previously provided in accordance with City Code Section 4-8-5
3. Terminate registration as a lobbyist per City Code Section 4-8-5
4. Report lobbying activities engaged in during the preceding calendar quarter in accordance with Section 4-8-6 of the City Code
5. For entities electing to register and report as a business entity per City Code Section 4-8-4, this form must be filled out for each individual lobbyist employed by the entity.

Electronic Submission and Required Format

The City Clerk's Office has created a fillable PDF form in which to record the required information. Completed PDF forms must be received by the City Clerk in the provided format. Printed, scanned, or otherwise modified copies of the fillable PDFs will render the data unreadable, and the City Clerk will be required to reject the submitted data. The form should be delivered to the City Clerk's Office on a USB flash drive or other media; email submission of the fillable PDF is permissible only for registrants who have completed the Lobbyist Contact Information Form available from the City Clerk's Office.

Per City Code Section 4-8-9, the City Clerk will reject fillable PDF forms that do not comply with formatting and data requirements. For each report filed, a validation report will be generated and provided to the filer within thirty days, indicating acceptance or rejection of the submission. A rejected submission must be corrected within 14 calendar days of the registrant receiving notification of a form's rejection; failure to correct a rejected submission within the allotted time frame will result in late fees.

Required fields are highlighted in red below. Failure to complete a required field will result in the submitted form being rejected by the City Clerk. If a field does not apply or a page is added in error, delete the page or leave the page blank.

How to Use This Form

To Register as a New Lobbyist: Complete Section 1: Cover Sheet, Section 2: Municipal Question, Section 3a: Client Information, Section 4: Employee Information, and Section 8: Declaration and Electronic Submission. Leave Sections 3b, 5, 6 and 7 blank. This form must be submitted on a USB flash drive along with initial registration fee of $300 ($25 if only lobbying on behalf of one or more 501c(3) non-profit organizations).

To Update Registration (outside of a Quarterly Report or Renewal): Complete Section 1: Cover Sheet, Section 2: Municipal Question, Section 3a: Client Information, Section 4: Employee Information, and Section 8: Declaration and Electronic Submission. Leave Sections 3b, 5, 6 and 7 blank.

To File a Quarterly Activity Report (January, April, July and October deadline): Complete Section 1: Cover Sheet, Section 2: Municipal Question, Section 3a: Client Information, Section 4: Employee Information, and Section 8: Declaration and Electronic Submission. If there is no client compensation or expenditures to report, complete Section 5: Statement of No Activity and leave Sections 3b, 6, and 7 blank. Otherwise, complete Section 3b: Client Compensation, Section 6: Expenditure Totals, and Section 7: Expenditures in addition to Sections 1-4 and 8. **It is recommended that you renew your annual registration in conjunction with filing a Quarterly Activity Report. Lobbyists who renew registration at the same time they file a Quarterly Activity Report need submit only one form with all Sections filled out, along with the registration fee.**

To Correct a Previously Filed Report: Complete all sections of previously filed report. **Corrected reports should only be filed for previous quarters. If you are correcting the information from you most recently filed Quarterly Activity Report, you should submit an Update Registration Report.**

To Terminate Registration as a Lobbyist: Complete Section 1: Cover Sheet, Section 2: Municipal Question, Section 3a: Client Information, Section 4: Employee Information, and Section 8: Declaration and Electronic Submission. If there is no client compensation or expenditures to report, complete Section 5: Statement of No Activity and leave Sections 3b, 6, and 7 blank. Otherwise, complete Section 3b: Client Compensation, Section 6: Expenditure Totals, and Section 7: Expenditures in addition to Sections 1-4 and 8.

Section 1: Cover Sheet

Provide the following information for the individual lobbyist who meets the requirements of City Code Section 4-8-3.

Lobbyist Name (required): The full name of the lobbyist. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Employing Entity (optional): If the lobbyist is registered by a business entity, check the box "My employer is registered as a business entity, pays an entity registration fee, and is reporting on my behalf" and provide the name of the entity/organization.

Lobbyist Permanent Business Street Address (required): The permanent business street address of the lobbyist, including city, state, and zip code. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Lobbyist Business Mailing Address (required): The business mailing address of the lobbyist, including city, state, and zip code. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Report Type (required): The type of report that is being filed. If the registrant selects "I am correcting the information provided on a previously filed report", the registrant must provide the previous report's report type and previous report's year. *An unselected value in this field will result in an error that will cause the data file to be rejected.*

Section 2: Municipal Question

Provide the following information for each municipal question on which the individual lobbyist will lobby.

Municipal Question Description (required): A description of the municipal question on which the individual lobbyist will lobby. A blank value in this field will result in an error that will cause the data file to be rejected.

Real Property Checkbox (required if applicable): If the municipal question pertains to real property, check the box "This municipal question pertains to real property." If this box is checked, either real property address information or a legal description of the real property is required.

Real Property Address, City, State, and Zip Code OR Real Property Description: If the municipal question pertains to real property, provide either the address of the real property, including city, state, and zip code, or a legal description (e.g., a development or utility district name) of the real property. *If the Real Property box is checked, a blank value in this field will result in an error that will cause the data file to be rejected.*

Subject Matter(s) (required): Select one or more subject matters that best categorize the municipal question. *If no subject matters are selected, the data file will be rejected.*

Other: If "Other" is selected from the subject matter list, the individual lobbyist is required to provide a description.

To add additional municipal questions, click the "Add Additional Municipal Question" button on the lower left-hand side of the form.

To delete a municipal question, click the "Delete this page" button on the lower right-hand side of the form.

Section 3: Client

No Clients to Report (optional): If the lobbyist had no clients and received no client compensation for the previous quarter, check the box "I represented no clients and received no client compensation during the applicable reporting period" and the lobbyist will not need to provide client information.

3a: Client Information

Provide the following information for each client on whose behalf the individual lobbyist will lobby.

If client is an individual, check the box next to "Client is an individual" and provide the first and last name. If client is an organization, provide the organization name in the Organization Name or Client Last Name field.

Client Name (required): The full name (if client is an individual) or the name of the organization on whose behalf the registered lobbyist will lobby. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Client Address (required): The client's street or mailing address, including city, state, and zip code. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Nature of Client's Business (required): A brief description of the client's business. *A blank value in this field will result in an error that will cause the data file to be rejected.*

3b: Client Compensation

Compensation details are required only for Activity Reporting. If you are reporting a Statement of No Activity in Section 5, leave this section blank.

A response in the **Client Compensation** section is **required**. *A blank value in this section will result in an error that will cause the data file to be rejected.*

Compensation Category: Select a value from the drop-down list of dollar ranges. ****If filer selects the category of $500,000 or more, an exact amount is required in the Exact Amount field. ****

Exact Amount: Enter the exact amount of compensation received from the client. ****If filer selects the category of $500,000 or more, an exact amount is required in the exact amount field. ****

Compensation Comment Box: Provide a reason(s) for declining to report client compensation. ****If filer selects the category of I Decline/Refuse to Report, an explanation is required in the Compensation Comment Box. ****

To add additional clients, click the "Add Another Client Page" button on the lower left-hand side of the form.

To delete a client, click the "Delete this page" button on the lower right-hand side of the form.

Section 4: Employees

Provide the following information for each person employed or retained by the individual lobbyist for the purpose of assisting in, or preparing for lobbying, excluding employees whose duties are solely clerical. If the lobbyist does not retain any employees, leave this page blank.

No Employees to Report (optional): If the lobbyist did not employ an individual for the purpose of assisting in, or preparing for lobbying, excluding employees whose duties are solely clerical, check the box "I employed or retained no employees during the applicable reporting period" and the lobbyist will not need to provide employee information.

Person Employed or Retained (required): The full name of the employee that is employed by the individual lobbyist. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Employer (required): The employer of the employee. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Occupation (required): The occupation of the employee. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Business Address (required): The employee's business address, including City, State and Zip Code. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Mayor/Council Relative

If the employee is related to the Mayor or a Council Member, or is a member of their household as defined in City Code Section 4-8-6(5), check the box "Is the person identified above related (within the third degree of consanguinity) to the Mayor or a Council Member, or a member of their household, as defined in City Code Section 4-8-6(5)?" and provide the following information:

> **Nature of Employment:** A description of an employee's employment. This field is required if the Council Relative box is checked. *A blank value in this field when the Council Relative box is checked will result in an error that will cause the data file to be rejected.*
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> **Mayor/Council Member Name:** The first and last name of the Mayor or Council Member.

To add additional employees, click the "Add Another Employee Page" button on the lower left-hand side of the form.

To delete an employee, click the "Delete this page" button on the lower right-hand side of the form.

Sections 5, 6 and 7 apply only to activity reports. If you are not completing a Quarterly Activity Report or a Termination Report, proceed directly to Section 8.

Section 5: Statement of No Activity

A Statement of No Activity is required only for Activity Reporting. If you are not filing a quarterly activity report or a termination report, leave this page blank. Lobbyists who have no reportable activity for the quarterly activity period must submit a Statement of No Activity to the Clerk's Office.

Read the four conditions outlined in the Statement of No Activity and mark the "No Activity Confirmation" checkbox to confirm you have no reportable activity to disclose during the reporting period.

Section 6: Expenditure Totals

Expenditure Totals are required only for Activity Reporting. If you are not filing a quarterly activity report or a termination report, leave this page blank. If you are reporting a Statement of No Activity in Section 5, leave this page blank.

Provide the total amount of expenditures for lobbying, broken down into the categories listed below. A blank value will be interpreted as $0 spent in that particular category. Cumulative expenditures of more than $50 per day per City Official in the expense categories listed below must be itemized on an Expenditure page.

- **Reimbursement to Others**
- **Food and Beverages**
- **Transportation and Lodging**
- **Gifts (Other than Awards and Mementos)**
- **Entertainment**
- **Awards and Mementos**
- **Honorariums**
- **Attendance fees for Council Members at charitable events or fundraisers**
- **Media Communications (broadcast, print, advertising, etc.)**
- **Payments to persons to assist the lobbyist on a municipal question to influence a City Official through Media Communications (broadcast, print, advertising, social media, direct mailing, etc.). Excludes purely clerical or administrative assistance.**

Section 7: Expenditures

Expenditures are required only for Activity Reporting. If you are not filing a quarterly activity report or a termination report, leave this page blank. If you are reporting a Statement of No Activity in Section 5, leave this page blank. Provide the following information for each expenditure. Cumulative expenditures of more than $50 per day per City Official in a designated reporting category must be itemized using the Expenditure Page.

Per §4-8-6(A)(4), exchanges of money, goods, services, or anything of value to a business or business interest of a City Official that total $500 or more during the reporting period must also be itemized on an Expenditure Page.

Payee Name and Business Interest

Payee Name (required): The full name of the individual or name of the company, organization, or group to whom the expenditure was made. If payee is an individual, check the box next to "Payee is an individual". *A blank value in this field will result in an error that will cause the data file to be rejected.*

Payee is a Business or Business interest of a City Official: Per §4-8-6(A)(4), exchanges of money, goods, services, or anything of value to a business or business interest of a City Official that total $500 or more during the reporting period must also be itemized on an Expenditure Page. If the payment was made to a company, organization, or group who is either a business or business interest of a City Official, mark the box "This payee is a business or business interest of a City Official" and provide the following required information:

> **City Official Name:** If the payment was made to a company, organization, or group that is either a business or business interest of a City Official, provide the first and last name of the City Official. *If the "Business Interest" checkbox is marked, a blank value in this field will result in an error that will cause the data file to be rejected.*
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> **Department of City Official:** If the payment was made to a company, organization, or group that is either a business or business interest of a City Official, provide the city department where the City Official is employed. *If the "Business Interest" checkbox is marked, a blank value in this field will result in an error that will cause the data file to be rejected.*
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> **Job Title of City Official:** If the payment was made to a company, organization, or group that is either a business or business interest of a City Official, provide the job title of the City Official. *If the "Business Interest" checkbox is marked, a blank value in this field will result in an error that will cause the data file to be rejected.*

Payee Address (required): The payee's business address, including city, state, and zip code. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Expenditure Details

Expenditure Amount (required): The amount of the expenditure. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Expenditure Date (required): The date of the expenditure. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Expenditure Category (required): The category code of goods, services, or other thing of value for which the expenditure was made. *A blank value in this field will result in an error that will cause the data file to be rejected.*

Description of the Expenditure (required): A description of the expenditure. *A blank value in this field will result in an error that will cause the data file to be rejected.*

City Officials

If a City Official received a good, service, other thing of value, or otherwise benefitted as a result of the expenditure, provide the following information about each City Official that benefitted from the expenditure.

City Official Name: The first and last name of the City Official.

Department of City Official: The city department where the City Official is employed.

Job Title of City Official: The job title of the City Official.

To add additional expenditures, click the "Add Another Expenditure Page" button on the lower left-hand side of the form.

To delete an expenditure, click the "Delete this page" button on the lower right-hand side of the form.

Section 8: Declaration

Declaration (required): Typed signature of the registrant. The registrant may select the "Electronic Submission and Signature" checkbox instead of providing a typed signature if the registrant has provided an e-mail address to the City Clerk's Office on a **Lobbyist Contact Information Form**. *A blank value will result in an error that will cause the data file to be rejected.*

Report Date (required): The date the report is being filed. Enter all dates in mm/dd/yyyy format. *A blank value in this field will result in an error that will cause the data file to be rejected.*