ORDINANCE NO.

AN ORDINANCE REPEALING AND REPLACING CHAPTER 4-8 OF THE CITY CODE RELATING TO LOBBYING; AMENDING CHAPTER 2-7 OF THE CITY CODE RELATING TO COMPLAINTS BEFORE THE ETHICS REVIEW COMMISSION; AMENDING SECTION 2-2-62 OF THE CITY CODE RELATING TO FUNDING FOR AUSTIN FAIR CAMPAIGN FINANCE FUND; CREATING AN OFFENSE; CREATING A CIVIL PENALTY; AND SETTING FEES.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

PART 1. City Code Chapter 4-8 (*Regulation of Lobbyists*) is repealed and replaced with a new Chapter 4-8 to read:

§ 4-8-1 PURPOSE.

The council declares that the operation of responsible democratic government requires that the fullest opportunity be afforded to the people to petition their government for the redress of grievances and to express freely to any city officials their opinions on pending municipal questions and on current issues; and that to preserve and maintain the integrity of the governmental decision-making process in the city, it is necessary that the identity, expenditures, and activities of certain persons who engage in efforts to influence a City official on matters within their official jurisdictions, either by direct communication to the official, or by solicitation of others to engage in such efforts, be publicly and regularly disclosed.

§ 4-8-2 DEFINITIONS.

In this chapter:

- (1) CITY OFFICIAL means:
 - (a) the mayor, or mayor-elect;
 - (b) a council member, or council member-elect;
 - (c) a City employee, other than a City employee whose duties are solely clerical; or

1 2	administrative action, or another matter that is, or may in the future be, subject to a discretionary action or decision by a City official.
3	(a) 'Municipal question' includes, without limitation:
4 5 6	 (i) possible action, including a recommendation, on a proposed ordinance, resolution, or other action pending before the council, a council committee, or a City board or task force;
7	(ii) a matter that can be appealed to a City board or to the council;
8 9	(iii) a recommendation, report, regulation, policy, nomination; appointment, or sanction;
10 11	(iv) the development of specifications for, or the award of, a grant or contract for more than \$50,000;
12	(v) rulemaking under Chapter 1-2 (Adoption of Rules); or
13	(vi) licensing.
14 15	(b) Unless it is also included in (a), "municipal question" does not include:
16 17	(i) the non-discretionary, day-to-day, routine application, administration, and execution of city programs and policies; or
18 19 20	 (ii) routine, non-discretionary permitting, platting, and design approval matters in connection with a specific project or development; or
21 22 23	(iii) a technical building safety decision on a specific project, whether appealable or not, under Chapter 25-12 (<i>Technical Codes</i>).
24 25 26	(9) PERSON has the meaning assigned by § 1-1-2 (<i>General Definitions</i>), except that it does not include a government or governmental subdivision or agency.
27 28	(10) REGISTRANT means a person required to register under § 4-8-3 (Registration Requirement).
29 30	(11) SUBSTANTIAL ECONOMIC INTEREST means holding stock, shares, or an ownership interest worth \$5,000 or more, or the ownership of five

percent or more, of any business association, or other legal entity, that is not publicly traded.

§ 4-8-3 REGISTRATION REQUIREMENT.

- (A) A person must register with the city clerk if the person:
 - (1) receives, or is entitled to receive under an agreement under which the person is retained or employed, compensation or reimbursement, not including reimbursement for the person's own travel, food, or lodging expenses or the person's own membership dues, \$2,000 or more in a calendar quarter from another person to lobby, regardless of whether the person receives any compensation or reimbursement for lobbying in addition to the person's remuneration for that employment, and spends 26 hours or more for which the person is compensated or reimbursed during the calendar quarter lobbying; or
 - (2) makes a total expenditure of \$500 or more in a calendar quarter, not including the person's own travel, food, or lodging expenses or the person's own membership dues to lobby.
- (B) If a person spends more than eight hours in a single day lobbying, the person is considered to have engaged in the activity for only eight hours during that day for purposes of subsection (A)(1)(a).
- (C) Compensation or reimbursement for lobbying includes compensation or reimbursement that a person receives for preparing to lobby or aiding a person to lobby. For example, compensation includes, without limitation, compensation received for participation in a strategy session, the review and analysis of municipal legislation or an administrative matter, and research and communication related to a municipal question with the registrant's employer, client, or another person.
- (D) Compensation or reimbursement for lobbying does not include compensation or reimbursement for the following:
 - (1) requesting information, or inquiring only for informational purposes, without seeking directly or indirectly to influence or persuade, about a municipal law, ordinance, regulation, rule, policy, practice, or procedure administered by the city;
 - (2) preparing or submitting an application or other required written document, without seeking to influence or persuade, that provides only information required by law, ordinance, rule, regulation, order, or subpoena;

- (3) communicating, without seeking to influence or persuade, only for the purpose of requesting information for achieving compliance with an audit, inspection, city investigation, or existing laws, rules, and policies;
- (4) providing, without seeking to influence or persuade, information consisting of facts or data to a city official that the city official specifically requested in writing regarding a municipal question, when the request was not solicited by or on behalf of the person providing the information;
- (5) communicating to a city attorney or a municipal judge concerning litigation or adjudicative proceedings to which the City is a party, or concerning adjudicative proceedings of the City;
- (6) providing testimony, making an appearance, or any other type of communication documented as part of a public record in a proceeding of an adjudicative or judicial nature, including before the Municipal Court, the Ethics Review Commission, and the Municipal Civil Service
- (7) providing only clerical assistance to another in connection with another person's lobbying or preparation for lobbying;
- (8) realizing financial gain as a result of a determination of a municipal question as to real property that the person in question owns;
- (9) serving as a member of a city board, commission, or task force when the person's communications relate solely and directly to the person's public service on the city entity;
- (10) communicating for the purpose of achieving compliance with existing laws, rules, policies, and procedures, including communications to show qualification for a non-discretionary, non-appealable, exception of general applicability that is available under existing laws, rules, policies, and
- (11) reimbursement for the person's own travel, food, lodging, or membership dues to communicate with a City official on a municipal question.
- (E) The Ethics Review Commission shall review the thresholds in this section every fourth year, and make a recommendation to council regarding whether the thresholds should be changed to maintain substantially equivalent thresholds, considering the cost of living and other relevant factors.

§ 4-8-4 ELECTION BY BUSINESS ENTITY.

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- (3) the name and address, and the nature of the business of each client on whose behalf the registrant will lobby;
- (4) a specific description of each municipal question on which the registrant will lobby; and, if applicable:
 - (a) if real property is the subject of the municipal question, an address or legal description of the real property; and
 - (b) the subject matter from a list of subjects provided on the registration form by the city clerk; and
- (5) for each person employed or retained by the registrant for the purpose of assisting in, or preparing for, lobbying:
 - (a) the full name, business address, and occupation of the person; and
 - (b) each municipal question to which the person's activities were related, described in the manner required for the registrant.
- (C) A registrant shall file activity reports until the registrant terminates the registrant's registration. A registrant who ceases reportable activity may terminate the registrant's registration by filing a notice of termination. The registrant must file the activity report for the reporting period in which the registrant files the notice of termination.
- (D) On the date of registering, and on the anniversary of that date each year thereafter until the registration is terminated, a registrant shall pay to the City, and the city clerk shall collect, an annual registration fee. The city clerk shall deposit a registration fee into a separate account within the General Fund.
 - (1) The amount of the registration fee applicable to a lobbyist, which may vary with circumstance, shall be set by ordinance.
- (E) If there is a change in the information reported on a registrant's registration form, including a new client or municipal matter, the registrant shall provide a written update to the information reported in the registrant's registration form not later than the fifth working day after the date the person lobbies a City official on a new municipal question or for a new client.

§ 4-8-6 ACTIVITY REPORTS.

(A) Each registrant shall file between the first and tenth day of April, July, October, and January a report of the registrant's lobbying activities during the

1 2	previous calendar quarter. The report shall be on a form prescribed by the city clerk and shall include:
3 4	(1) a complete and current statement of the information required to be reported under § 4-8-6 (<i>Registration</i>);
5 6	(2) the amount of compensation or reimbursement paid by each client, reported in the following categories unless reported as an exact amount:
7	(a) \$0 if no compensation or reimbursement is received;
8	(b) less than \$ 5,000;
9	(c) at least \$ 5,000 but less than \$10,000;
10	(d) at least \$10,000 but less than \$25,000;
11	(e) at least \$25,000 but less than \$50,000;
12	(f) at least \$50,000 but less than \$100,000;
13	(g) at least \$100,000 but less than \$200,000;
14	(h) \$200,000 or more.
15 16 17 18 19	(3) total expenditures on lobbying broken down into the following categories, provided that cumulative expenditures of more than \$50 per day per City official in a designated reporting category shall be itemized by the date, name, and address of the recipient, the amount, and the purpose of the expenditure:
20	(a) reimbursement to others;
21	(b) food and beverages;
22	(c) transportation and lodging;
23	(d) gifts, other than awards and mementos;
24	(e) entertainment;
25	(f) awards and mementos;
26 27	(g) expenditures made for the attendance of city council members at political fund-raisers or charity events;
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- (h) expenditures for broadcast or print advertisements, direct mailings, and other media communications if:
 - (i) the communications are made to a person other than a member, employee, or stockholder of an entity that reimburses, retains, or employs the registrant; and
 - (ii) the communications support or oppose, or encourage others to support or oppose, municipal questions; and
- (i) payments made to persons who are paid to assist or prepare the lobbyist on a municipal question to influence a City official through broadcast or print advertisements, social media, direct mailing, or other media communications, including political experts, strategists, pollsters, media consultants, public relations consultants, and others who assist or help in these areas, excluding purely clerical or administrative assistance;
- (4) each expenditure, gift, or honorarium of \$100 or more in value made by the registrant, or anyone acting on behalf of the registrant, to benefit a City official, for each expenditure the report must:
 - (a) be itemized by date, beneficiary, and amount;
 - (b) include a description of the transaction, with:
 - (i) a description of the expenditure, gift, or honorarium;
 - (ii) a description of the occasion giving rise to the transaction; and
 - (iii) a description of the purpose of the transaction;
- (5) the aggregate of all expenditures, gifts, and honorariums less than \$100 made by the registrant, or anyone acting on behalf of the registrant, to
- (6) each business entity in which the registrant knows, or should know, that a City official is a proprietor, partner, director, officer, manager, employer, employee, or in which a City official has a substantial economic interest, and with which the registrant has engaged in an exchange of money, goods, services, or anything of value if the total of the exchanges is \$500 or more in a calendar quarter, identified by:
 - (a) the name and address of the business entity;

- (b) the City official; and
- (c) the date, amount, and nature of the exchange;
- (7) if the mayor, a council member, a relative of the mayor or a council member within the third degree of consanguinity or affinity, or a person living in the mayor's or a council member's household is employed by the registrant, the name of the employer, the name of the person employed, and the nature of the employment.
- (B) Notwithstanding any other provision of this section, compensation or reimbursement required to be reported under subsection (A)(2) shall be reported as an exact amount if the compensation or reimbursement received exceeds \$200,000.
- (C) A registrant shall make a reasonable allocation of compensation between compensation for lobby activity and compensation for other activities.
- (D) Each registrant shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to substantiate an activity report required to be made under this section for two years from the date of filing the report.
- (E) A registrant shall file a quarterly activity report whether or not reportable activity has occurred during the preceding quarter. If no reportable events have occurred, a statement to that effect is sufficient for the report.

§ 4-8-7 PROHIBITIONS.

- (A) A registrant or client, or a person acting for a registrant or client, may not give to a City official, a relative of the City official within the third degree of consanguinity or affinity, or a person living in the City official's household, a gift or series of gifts that exceed \$100 in value in the aggregate in a calendar year. This subsection does not permit or provide an exception for a gift that is otherwise prohibited by law, including § 2-7-62 (*Standards of Conduct*).
- (B) A registrant or client, or a person acting for a registrant or client, may not knowingly make a false or misleading statement or misrepresentation to a City official, or, knowing a document to contain a false statement, cause a copy of the document to be received by a City official without notifying the official in writing of the truth.
- (C) A person may not retain another person to lobby, or engage in an activity directly related to lobbying, on a contingent fee basis. A person may not accept

- (3) the name of the client or person on whose behalf the appearance or contact is made; and
- (4) a statement regarding whether the person has received or expects to receive compensation for the appearance or contact.
- (E) Subsection (D) does not apply to:
 - (1) a City official or employee; or
 - (2) an appearance or communication on an intergovernmental matter if the person is an officer or employee of a government agency.

§ 4-8-9 FORMS; OATHS; REVIEW OF REPORTS; RULES.

- (A) Except as provided by § 4-8-9 (C) (Appearance), the city clerk may design and promulgate a form for any information required to be reported under this chapter. In this section "report" includes a registration, a report, and an update of, or an amendment to, a registration or a report. If the city clerk promulgates a form, a person required to file a report must file the report on the form.
- (B) A person filing a report shall file the report electronically, under procedures determined by the city clerk, in an electronic format that allows for a downloadable, searchable database for the general public. The city clerk shall post every report on the City's Web site not later than the second business day after the date the city clerk accepts the report. The city clerk shall create common queries for public accessibility, such as total compensation for a particular lobbyist, all clients of a particular lobbyist, and all lobbyists and their compensation for a municipal question or client.
- (C) A person filing a report under this chapter must swear to the truthfulness of the information reported. A report is a public record, and is available for public inspection, without a public information request, during the city clerk's business hours.
- (D) By filing electronically a person required to file a report states under oath before the city clerk that the facts stated in the report are true to the best of the person's knowledge or belief. If a person is not an individual, an authorized officer or agent of the person must file the report, and the authorized officer or agent who files the report states under oath before the city clerk that the facts stated in the report are true to the best of the authorized officer's or agent 's knowledge or belief.

- (E) A report filed with the city clerk under this chapter is under oath by the person or individual who files, or who is required to file, the report regardless of the absence of, or a defect in, the jurat or affidavit of verification, including a signature.
- (F) A false statement in a report filed under this chapter is subject to perjury and other penal provisions related to making false statements.
- (G) Not later than the 30th business day after a report is filed, the city clerk shall review the report for facial compliance, timeliness, and apparent completeness. Not later than the fifth business day after finding an apparent violation, the clerk shall notify the person responsible for filing the report of the apparent violation. If the report is not corrected by the 14th day after the regular deadline for filing the report, the clerk shall forward a copy of the report to the city attorney and to the Ethics Review Commission.
- (H) The city clerk may adopt rules under Chapter 1-2 (*Adoption of Rules*) to administer and enforce this chapter.

§ 4-8-10 AUDIT.

The city auditor shall annually conduct an audit of a statistically representative random sample of lobby registrants, but not less than five per cent of registrants, to ensure that registrants' filings are in compliance. Not later than the 14th business day after finding an apparent violation, the auditor shall notify the city clerk, the city attorney, and the Ethics Review Commission.

§ 4-8-11 LATE FILING FEE.

- (A) A person responsible for filing a late report is liable to the City for payment of a late filing fee. The amount of the late filing fee shall be set by ordinance. A late filing fee is not penal in nature, and is in addition to an available sanction for a late filing of a report. A person's payment of a late fee under this section does not discharge a person's liability for a criminal offense under this chapter.
- (B) The city clerk shall determine from any available evidence whether a report under this chapter is late.
 - (1) A report that is not timely filed is late.

- (2) A registration is not properly filed without the required fee. Accordingly, a registration filed without the required fee is late.
- (C) On making a determination that a report is late, the clerk shall immediately send, by registered mail, a notice of the determination to the person responsible for the filing, notifying the person of the fee for late filing, and charging the fee.
- (D) If the late fee is not paid before the 10th day after the date on which the notice is received by the person responsible for filing the report, the person is liable to the City for an additional late fee.
 - (1) Until the person files the report, the clerk shall send a written notice to the person every 10th day. After the first notice, the clerk need not send notices by registered mail. The person is liable for an additional late fee each time the clerk sends a notice up to a cumulative maximum of \$500. The clerk need not send additional notices when the total of the late fee has reached the maximum amount.
- (E) The clerk shall provide a copy of a notice sent under this section to the city attorney.
- (F) The clerk shall deposit and use money received from late fees in the manner prescribed in this chapter for a registration fee.
- (G) A report subject to a fee, for which the fee is not paid, is not properly filed in compliance with this chapter.

§ 4-8-12 CITY ATTORNEY'S REPORT.

- (A) The city attorney shall at least quarterly submit a written public report to the Audit and Finance Committee, and make an oral report in an open session of the Audit and Finance Committee, on the enforcement of this chapter, including:
 - (1) the number of referrals by the city clerk, city auditor, and other City departments;
 - (2) the number of citizen complaints;
 - (3) the number of investigations opened by the city attorney, whether on account of a referral or on the city attorney's own initiative;

1	(4) the number of cases settled;
2	(5) the number of subpoenas for documents issued;
3	(6) the number of witnesses subpoenaed;
4	(7) the number of cases tried;
5	(8) the number of cases in which a fine was imposed;
6 7	(9) the number of cases in which a fine was not imposed or the person was adjudged not liable;
8	(10) the amount of fines assessed and collected; and
9 10	(11) the number of city attorney staff hours devoted for the period for the enforcement of this chapter.
11	§ 4-8-13 SUSPENSION.
12 13	(1) This section applies to a person who has been convicted twice for a criminal violation of this chapter.
14 15 16	(2) Following the person's third conviction, and following each subsequent conviction, for a violation of this chapter, the person's lobby registration is suspended for 60 days after the date the conviction becomes final.
17 18	(3) During the period that the person's lobby registration is suspended, the person commits an offense if the person lobbies for compensation.
19	§ 4-8-14 CRIMINAL PENALTY.
20 21 22	(A) A person who violates this chapter, or a rule adopted by the city clerk under this chapter, commits a Class C misdemeanor punishable as provided by §1-1-99 (Offenses; General Penalty).
23 24 25	(B) Each failure to file a report, failure to disclose information required by this chapter, failure to perform a required act, or commission of a prohibited act, is a separate offense.
26	(C) Each day that a violation persists is a separate offense.
27 28	(D) The penalties provided for in this section are in addition to any other remedies available under City ordinance or state law.

(E) A culpable mental state is not required for a violation of this chapter and need not be proved.

§ 4-8-15 AFFIRMATIVE DEFENSES.

- (A) It is an affirmative defense to a prosecution for a failure to register under this chapter that:
 - (1) the person owns, publishes, or is employed by a news medium that in the ordinary course of business disseminates news, editorial, or other comment, or paid advertisements that directly or indirectly oppose or promote municipal questions, if:
 - (a) the person's only activity is in connection with the preparation and publication of the news medium; and
 - (b) the position taken or advocated by the news medium does not directly affect or seek to influence a municipal question in which the news medium outlet has a direct financial interest;
 - (2) the person's only activity is to encourage or solicit a member, employee, or stockholder of an entity by whom the person is reimbursed, employed, or retained to communicate directly with a City official to influence a municipal question;
 - (3) the person's only activity is an expenditure to attend a meeting or entertainment event attended by one or more City officials, if the cost of the meeting or entertainment event is not paid, in whole or in part, by the person or the person's client;
 - (4) the person's only activity is an expenditure for the purchase of copies of City documents;
 - (5) the person's only activity is in connection with employment by a registrant for the purpose of assisting in lobbying, the person does not communicate with a City official on a municipal question, and the person's reportable activity is reported by the registrant;
 - (6) a person whose only activity is public testimony at a meeting open to the public, regardless of whether the person is compensated for the testimony, or whether the person makes expenditures in connection with preparation for the testimony;

- (7) a person who is appointed to a City board or task force, whose communication with a City official is solely and directly related to that public service, and who does not otherwise meet a threshold under § 4-8-3 (Registration Requirement);
- (B) It is an affirmative defense to a prosecution under this chapter that compensation is an element of the offense and the alleged compensation is solely from sources described in § 4-8-3(C) (Registration Requirement).
- (C) It is an affirmative defense to a prosecution for filing a late report, incomplete, or incorrect report that the person responsible for filing the report filed a complete and correct report not later than the 14th business day after the date the person responsible for filing the report becomes aware of the error or omission, other than by or after a filed complaint, in the registration or report originally filed.
- **PART 2.** City Code Section 2-7-41(*Complaints*) is amended by correcting a typographical error in subsection (F) and adding a new subsection (G) to read:
 - (F) The commission may consider a possible violation of a provision within the jurisdiction of the commission on the commission's own initiative. Within seven days of the commission's decision to consider a possible violation, the commission shall draft a written complaint specifying each code section or charter provision alleged to have been violated, shall file a copy of the complaint with the city clerk, and shall provide a copy of the complaint to the city attorney and to the respondent. Not later than the 15th working day after the drafting of the complaint, the commission shall notify in writing the respondent of the date for the preliminary hearing.
 - (G) A member of the commission may not take any part in a deliberation, vote, or decision regarding a sworn complaint alleging a violation by the council member that nominated the commission member.
- **PART 3.** The caption and subsection (A) of City Code Section 2-7-49 (*Campaign and Lobbying Violations*) are amended to read:

§2-7-49 CAMPAIGN [AND LOBBYING] VIOLATIONS.

- (A) This section applies to violations of Chapter 2-2 (*Campaign Finance*) [, Chapter 4-8 (Regulation of Lobbyists),] and Article III, Section 8, of the City Charter (*Limits on Campaign Contributions and Expenditures*).
- **PART 4.** City Code Chapter 2-7 is amended by adding a new Section 2-7-50 to read: