



FACT SHEET ON LOBBYING DISCLOSURE FORMS

The City's Lobbying Ordinance imposes registration and reporting requirements on Lobbying Firms, Organization Lobbyists, and Expenditure Lobbyists. This fact sheet is designed to explain the five different forms that are used to report lobbying activities. It offers general guidance on this subject, but should not be considered a substitute for the actual language contained in the Lobbying Ordinance.

GENERAL RULES

- ❖ Lobbying entities include:
 - ✓ Lobbying Firms (i.e., entities that lobby on behalf of clients);
 - ✓ Organization Lobbyists (i.e., businesses and organizations whose owners, officers, or employees lobby on behalf of the business or organization); and,
 - ✓ Expenditure Lobbyists (i.e., entities that spend money to indirectly influence municipal decisions rather than directly communicating with City Officials).
- ❖ Lobbying Firms and Organization Lobbyists are required to file annual registration forms, and then disclose their reportable activities on quarterly disclosure reports. Expenditure Lobbyists do not file registration forms, but are required to file a disclosure statement for any calendar quarter in which they reach a \$5,000 expenditure threshold.
- ❖ Unlike past versions of the Lobbying Ordinance, each lobbying entity is now required to file a single disclosure form that covers the activities of the entire firm, business, or organization. Individual lobbyists will no longer submit disclosure forms that pertain to their individual lobbying activities (except in the case of a sole practitioner).
 - ✓ For example, Smith & Associates is a Lobbying Firm that employs three lobbyists. When it registers with the City Clerk, it will file one registration form for the entire firm, identifying the three lobbyists in that firm. The individual lobbyists need not file any forms themselves.
 - ✓ Another example: the Affordable Homes Association is a non-profit entity that qualifies as an Organization Lobbyist. Its C.E.O. performs all of the organization's lobbying duties. When it registers with the City Clerk, the Affordable Homes Association will file a registration form in its own name, identifying the C.E.O. as an individual authorized to lobby on its behalf.
- ❖ Each disclosure form contains detailed instructions. Be sure to read and understand the instructions before completing these forms.

REGISTRATION FORMS

- ❖ Lobbying Firms and Organization Lobbyists must file their registration forms with the City Clerk within ten calendar days of meeting the applicable threshold. See the Ethics Commission's "Fact Sheet: Am I Lobbyist" for more information regarding the different registration thresholds.
- ❖ Lobbying Firms are required to file a *Form EC-801 - Lobbying Firm Registration Form* with the City Clerk. This form will identify its lobbyists, its clients, the municipal decisions that its clients are

seeking to influence, and other information concerning the owners, officers, and lobbyists in the firm with reportable activities.

- ✓ When identifying its lobbyists, a Lobbying Firm must identify the names of each individual who lobbied the City within the past 30 calendar days, as well as each individual who is likely to lobby the City during the year.
- ✓ Including prospective lobbyists on the registration form enables the firm to identify those individuals without having to amend the form each time another person in the firm starts lobbying the City.
- ❖ Organization Lobbyists are required to file a *Form EC-802 - Organization Lobbyist Registration Form* with the City Clerk. This form will identify the individuals in the organization authorized to lobby the City, the number of contacts the organization had with City Officials within the past 60 days, the municipal decisions it sought to influence, and other information concerning the owners, compensated officers, and lobbyists in the firm with reportable activities.
- ❖ Lobbying Firms and Organization Lobbyists must pay an annual registration fee when filing their registration forms.
 - ✓ Lobbying Firms pay registration fees based on the number of lobbyists and clients identified on their registration forms.
 - ✓ Organization Lobbyists pay flat registration fees, regardless of the number of owners, officers, and employees who may engage in lobbying.
 - ✓ Registration fees paid in the last quarter of a calendar year are pro-rated.
 - ✓ Contact the City Clerk's Office at (619) 533-4000 for the exact fee amounts.
- ❖ If any information on a registration form changes, the Lobbying Firm or Organization Lobbyist must file an amendment within ten calendar days.
 - ✓ For example, Jones & Jones is a Lobbying Firm that identified twelve clients on its registration form. On March 5, it is retained by a new client to support some upcoming City legislation. On March 10, one of the firm's employees starts conducting research relating to the legislation. Jones & Jones must file an amendment to its Lobbying Firm Registration Form with the City Clerk by March 20 (10 days from when it started to work on behalf of the client) and report information regarding the new client.
 - ✓ Amendments are made by using a regular Registration Form and checking the box on the cover page indicating that the form is an amendment. On the form, include only the information that has changed; do not repeat information previously reported that is still accurate.

QUARTERLY DISCLOSURE REPORTS

- ❖ All lobbying entities are required to file a quarterly disclosure report no later than the last day of the months of April, July, October, and January, reporting the information for the immediately preceding calendar quarter.
- ❖ Entities registered as a Lobbying Firm or Organization Lobbyist must file a quarterly disclosure report even if they did not engage in any lobbying activities during the quarter. Expenditure Lobbyists need to file a quarterly disclosure report only if they meet the \$5,000 expenditure threshold for the quarter (see the Expenditure Lobbyist Fact Sheet for information regarding this threshold).

- ❖ Lobbying Firms are required to file a *Form EC-803 - Lobbying Firm Quarterly Disclosure Report* with the City Clerk. The individuals employed by the firm do not file this form. Instead, the firm files one form covering all of the owners, officers, and lobbyists in the firm who engaged in reportable activities during the reporting period.
- ❖ Organization Lobbyists are required to file a *Form EC-804 - Organization Lobbyist Quarterly Disclosure Report* with the City Clerk. The individuals employed by the organization do not file this form. Instead, the organization files one form covering all of the owners, officers, and lobbyists in the organization who engaged in reportable activities during the reporting period.
- ❖ Expenditure Lobbyists are required to file a *Form EC-805 – Expenditure Lobbyist Quarterly Disclosure Report* with the City Clerk. An owner or officer of the entity that qualifies as an Expenditure Lobbyist will complete and file one form identifying each decision the entity sought to influence during the reporting period, the expenditures made, and the outcome sought.
- ❖ If a lobbying entity discovers that information on a quarterly disclosure report is incomplete or inaccurate, that entity must file an amended form within ten calendar days.

ADDITIONAL INFORMATION

- ❖ The Lobbying Ordinance requires that registration forms and quarterly disclosure reports contain information from more than just the lobbyists who work for a firm, business, or organization. It also requires information regarding the owners and officers who engage in particular activities.
 - ✓ Registration forms and quarterly reports must include information regarding the owners and officers of the firm who engaged in fundraising activities; provided paid campaign services; provided paid contractual services to the City; or gave contributions to City candidates (quarterly disclosure report only).
 - ✓ Note that non-compensated officers of an Organization Lobbyist are exempt from the provisions pertaining to campaign-related and contract-related activities. (This exemption, however, does not extend to lobbying activities; lobbying by an Organization Lobbyist’s unpaid officer is reportable even though it does not count towards the “10 contacts” threshold.)
- ❖ Registration forms and disclosure reports must be signed by an authorized owner or officer of the firm, business, or organization. That person has an obligation to familiarize himself or herself with the Lobbying Ordinance, and also has a duty to review the contents of each form or report that bears his or her signature and attest that the document is true, correct, and complete.
- ❖ A Lobbying Firm or Organization Lobbyist that ceases to engage in lobbying activities in the midst of a calendar year may terminate its status as a lobbying entity by filing a quarterly disclosure report with the City Clerk, checking the “terminating status” box, and disclosing its reportable activities to date.
- ❖ If a firm, business, or organization terminates its status a lobbying entity, and later re-qualifies as a lobbying entity, it must file a new registration form with the City Clerk and pay a new registration fee.
- ❖ Lobbying firms and organization lobbyists retain their status (unless they terminate; see above bullet points) until January 5 of the following year. A firm or organization that continues to qualify as a lobbying entity must renew its registration (i.e., file a new registration form with the City Clerk) by January 15.

If you have any questions concerning the City’s lobbying disclosure forms and reports, please contact the Ethics Commission at (619) 533-3476.