

Lobbying Policies and Procedures:

(1) **Definitions:**

(a) “Contingency Fee” shall mean a fee, bonus, commission, or nonmonetary benefit as compensation which is dependent on or in any way contingent on the passage, defeat, or modification of: (1) an ordinance, resolution, action or decision of the City Council; (2) any action, decision or recommendation of the City Manager or any City department, agency, authority, board, commission or committee; or (3) any action, decision or recommendation of City personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the City Council, or a City department, agency, authority, board, commission or committee.

(b) “Lobbying Expenditures” shall mean any amount expended, directly or indirectly for the benefit of a Covered Person or their Relative by a Lobbyist or a Principal for the purpose of lobbying. “Expenditure” specifically includes any amount spent on entertainment, travel or gifts to a Covered Person or their Relative by a Lobbyist or Principal. “Expenditure” excludes contributions and expenditures governed by election law.

(2) **Registration:**

(a) All Lobbyists shall, before engaging in lobbying activities, register with the Ethics Commission.

(b) Every person required to so register shall do so on a Form A prepared by the Ethics Commission.

(c) Prior to conducting any lobbying, the Lobbyist shall ensure that each Principal file a Form B prepared by the Ethics Commission. The Form B must be signed by the Principal or the Principal's representative and contain a statement that the Lobbyist is authorized to represent the Principal and that the Principal has not offered, and the Lobbyist has not agreed to accept any contingency fee.

(d) Each person who registers as a Lobbyist shall, within sixty (60) days after registering, complete an ethics training course offered by the Ethics Commission. Failure to complete the ethics training shall constitute a violation of the Ethics Code.

(e) Lobbyists who have completed the initial ethics training mandated by section (2)(d) above and have remained continuously registered as a lobbyist thereafter shall be required to complete a refresher ethics course offered by the Ethics Commission every three (3) years. Lobbyists who have not remained continuously registered after their initial registration shall be required to complete the ethics training mandated in section (2)(d) upon any subsequent registration.

(f) Regardless of the date of the initial registration, all Lobbyists' registrations and renewals shall expire on December 31 of each calendar year. Registrations may be renewed on a calendar year basis provided the Lobbyist submits a Form C to the Executive Director, no later than 5:00 p.m. on January 31 of the year immediately following the year of the initial registration. The renewal Form C shall identify the specific Principal and specific issue for which representation is continuing into the following year. Such notification by the Lobbyist shall constitute a renewal of the initial lobbyist registration which will be deemed to have been in effect since January 1 of the renewal year.

(3) Reporting Expenditure Disclosure:

On or before January 31 of each year, the Lobbyist shall submit to the Executive Director a Form D, signed under oath, as provided herein, listing all lobbying expenditures made that exceed one-hundred dollars (\$100.00) per category for the preceding calendar year. The statement shall list in detail each expenditure by category, including entertainment, travel, or gifts.