



Updated Reporting Requirements for Direct Lobbyists

(Changes are underlined)

Definitions:

The definition of “lobby” and “lobbying” now also includes communications with Department Directors, Deputy Directors, or other employees who report directly to a Department Director

Registrations:

Each registered lobbyist shall file a new registration statement, revised as appropriate, on the second Monday in January of each even-numbered year. Failure to do so terminates the lobbyist's registration. The next date for the revised registration statement is January 8, 2024.

Reporting Dates:

First Quarter (1/1 – 3/31) Due on 4/15

Second Quarter (4/1 – 6/30) Due on 7/15

Third Quarter (7/1 – 9/30) Due on 10/15

Fourth Quarter (10/1 – 12/31) Due on 1/15

There is no annual report required.

Reporting Content:

The report shall contain the following information for each of the lobbyist’s employers:

1. The name, permanent business address, business telephone number, business e-mail address, and occupation or business of the lobbyist's employer.

5. The names of the individuals lobbied, and the dates on which they were lobbied. This information can be reported in the Subjects of Lobbying field of the Quarterly Expenditure Reports.

Compensation for campaign or ballot measure related services:

There were also changes regarding compensation paid to a lobbyist or lobbying entity for campaign or ballot measure related services.

2.06.030 B. 8. now says “If, during the quarterly reporting period, the lobbyist provided compensated services, including consulting services, to the campaign of any candidate for elective City office, or to a campaign for or against any City ballot measure, then the name of the candidate, the elective City office sought by the candidate, the ballot number of the ballot measure, the date of the election, the amount of compensation earned for the compensated services, and a description of the nature of the services provided shall be reported by the



lobbyist. Such information shall be reported if the lobbyist personally provided the services, or if the services were provided by a business entity in which the lobbyist owns at least a ten percent investment, whether the compensation was provided directly to the lobbyist or to the business entity.”

To summarize 2.06.030 B. 8.: Lobbyists providing compensated services to any City candidate or City ballot measure campaign (whether for or against) now need to report those services on their quarterly reports, whether the services were provided by the lobbyist personally or an entity in which the lobbyist owns at least a 10% investment, regardless of whether the compensation was paid to the lobbyist or to the entity. This information can be reported in the Subjects of Lobbying field of the Quarterly Expenditure Reports.

What needs to be reported?

- The campaign or candidate
- The office being sought or the ballot number of the measure
- The date of the election
- The amount of compensation for the services provided
- A description of the nature of the services

Employer certifications:

2.06.040 updates the Employer certifications. The quarterly reports for the prior calendar year can be verified by the employer either quarterly or at the end of the reporting year. The deadline is now the last day in February of each year for the employer certification to be completed for the prior year's reports. For example, reports from the 2022 calendar year will need to be certified by the employer by February 28, 2023.

If an employer is not certifying, and is instead filing a disclosure statement, please note that the permanent business address will be required on that statement and the employer will need to report any contract the lobbying entity or any of its subdivisions has with the City.

Lobbying Exemptions:

2.06.060 dealing with lobbying exemptions has also been updated. Lobbyists who are lobbying less than four days (and remember that any portion of a day counts as one of the four days) in any quarter and are paid no more than five thousand dollars for lobbying in that quarter are not required to register and report.