

Lobbyist/Developer's Representative: All persons, firms, organizations and corporations (and their staff members, consultants or other representative) who engage in lobbying activity as defined above, regardless of whether he or she receives any compensation for such lobbying. Lobbyist/Developer's Representative: means a developer or developer's representative seeking approval of a project within the City.

Lobbyist/Developer's Representative does not mean a city employee when acting in an official capacity.

Lobbyist/Developer's Representative does not mean any person in the public such as a resident who merely appears before the City Commission, City Board, Agency or Committee, in an individual capacity for the purpose of expressing his/her opinion without obtaining a direct pecuniary gain and is not specifically paid for the purpose of expressing support of or in opposition to any ordinance, resolution, decision or action on a matter of the City Commission or any action, recommendation or decision of any City Board, Agency or Committee.

Lobbyist/Developer's Representative does not mean a person who, pursuant to the terms of a collective bargaining agreement, has been designated, and so recognized by the City as being a representative of a collective bargaining unit composed of City employees.

III. POLICY/PROCEDURES

The following procedures govern the completion, submittal, receipt and distribution of Lobbyist Registration/Developer's Representative Forms/Oaths and the completion of visitor contact logs and disclosure of lobbying activity:

- a. Lobbyists/Developer's Representatives must submit a completed and notarized Lobbyist/Developer's Representative Registration Form/Oath to the City Clerk's Office to disclose each party, person, principal, and/or client represented on City matters. A form/oath must be provided for each separate party, person, principal and or client represented.
- b. The Lobbyist/Developer's Representative Registration Form/Oath must be submitted to the City Clerk's Office five (5) working days in advance of initiating lobbying activities for each separate party, person, principal and/or client represented. The date of receipt shall be clocked in by the City Clerk's Office and shall be the basis for the five working day waiting period. This period begins on the working day following the receipt of a completed Lobbyist Registration Form/Oath.
- c. Following receipt, the City Clerk's Office shall submit the completed Lobbyist/Developer's representative Registration Form/Oath to the City Manager's Office and to each City department (if any) associated with the specific area of lobbyist interest. The City Manager's Office shall submit the Lobbyist/Developer's Representative Registration Form to the City Commission so as to be received in advance of the end of the five working day waiting period.
- d. An annual fee of \$50.00 shall be paid at the time of submittal of the Lobbyist/Developer's Representative Registration Form to the City Clerk's Office. The fee shall be collected from a Lobbyist /Developer's Representative once per year,

and once per client, although multiple Lobbyist/Developer's Representative Registration Forms may be submitted by the same Lobbyist/Developer's Representative. Registrations are valid for one year from the date of submission.

- e. When the lobbying activity will take place at the Public Official's, City Manager's, staff's and/or covered individual's office, the Lobbyist/Developer's Representative and their principals shall complete a visitor contact log listing the lobbyist's name; the name of the entity by which the lobbyist is employed; the name of the person or entity for whom or which he or she is lobbying; the name of each Elected Official with whom he or she is meeting or communicating; the date and time of each such meeting; and the specific purpose and subject matter of each such meeting.
- f. The contact log shall be completed by the Lobbyist/Developer's Representative at the time of the meeting with the Public Official, City Manager, staff and/or covered individual with the meeting(s) and shall be filed with the City Clerk's Office for public inspection.

IV. ADDITIONAL INFORMATION, REQUIREMENTS/RESPONSIBILITIES

The City Clerk's Office is responsible for updating this policy.

ATTACHMENT A

**CITY OF HALLANDALE BEACH, FLORIDA
LOBBYIST/DEVELOPER'S REPRESENTATIVE REGISTRATION FORM/OATH**

Any party, person, firm or corporation required to register as a Lobbyist/Developer's Representative shall register on this form and state under oath the Lobbyist's/Developer's Representative's name, business address, the name and business address of each party, person, principal, and/or client represented on City matters, any previous principal, and/or client represented who has, at the time of registration, any pending matters involving the City, and the general and specific areas of Lobbyist/Developer's Representative interest in any City matter, if not previously disclosed. Registration is required annually, along with a payment of an annual registration fee of Fifty (\$50.00) Dollars per client.

A Lobbyist Registration/Developer's Representative Form/Oath is required for each separate party, person, principal, and/or client represented.

STATE OF FLORIDA
COUNTY OF BROWARD

BEFORE ME, the undersigned authority, personally appeared _____ who, being first duly sworn on oath, deposes and says:
(Print Name)

I. a. The Lobbyist/Developer's Representative has been furnished a copy of Ordinance No. 2004-31 of the City of Hallandale Beach, Florida.

b. Name, business address and telephone number of the Lobbyist/Developer's Representative:

Business Name: _____

Business Address: _____

Business Telephone number: _____

II. Name and business address of principal(s) and client(s):

Principal/Client: _____

Principal/Client
Business Address: _____

If there is more than one such principal/client and additional space is needed to complete this section, please attach a schedule setting forth the needed information.

- III. Name and business address of any previous principal and client represented who has, at the time of registration, any pending matters involving the City of Hallandale Beach.

Previous Principal/Client Name: _____

Previous Principal/Client
Business Address: _____

** If there is more than one previous principal(s)/client(s) and additional space is needed to complete this section, please attach a schedule setting forth the needed information.

- IV. a. The general area(s) of Lobbyist/Developer's Representative interest in any City of Hallandale Beach matter is (are):

- b. The specific area(s) of Lobbyist/Developer's Representative interest in any City of Hallandale Beach matter for the principal(s)/client(s) listed above is (are):

** If more space is needed to complete this section, please attach a schedule setting forth the needed information.

Any person engaged in lobbying activities shall be subject to investigation by Internal Affairs Department of the City's Police Department at the request of the City Commission for violations of the lobbyist registration Ordinance No. 2004-31. Violations may result in censure and/or loss of lobbying privileges for up to two (2) years by Commission action.

Lobbyist/Developer's Representative

STATE OF FLORIDA
COUNTY OF BROWARD

On this the _____ day of _____, 20____, before me, the undersigned Notary Public of the State of Florida, personally appeared _____ (Name of individual who appeared before notary) whose name(s) is/are subscribed to the within instrument, he/she/they acknowledge that he/she/they executed it.

WITNESS my hand and official seal.

Notary Public, State of Florida

My commission expires:

___ Personally known to me, or

___ Produced identification _____
(Type of I.D. produced)

___ DID take an oath, or ___ DID NOT take an oath.

Return completed form to: Office of the City Clerk, 400 S. Federal Highway,
Hallandale Beach, FL 33009