



LOBBYING GUIDE

City of Anaheim

Office of the City Clerk
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Introduction

On August 15, 2017, the City Council of the City of Anaheim adopted [Ordinance No. 6417](#), which became effective on September 14, 2017. This ordinance includes a “Sunshine” provision to increase transparency in government operations. In order to provide complete public disclosure of the activities and financing of lobbyists seeking to influence Anaheim officials, [Ordinance No. 6417](#) establishes a lobbyist registration program. This program requires an individual, or entity, who receives compensation of \$500 or more in a calendar month for lobbying in the City of Anaheim, or any regional agency in which Anaheim has a voting role, must register with the City Clerk as a lobbyist. This guide will lead you through the registration process, serve as a reference when completing and amending the lobbying form, and will be periodically updated to reflect any changes in the program. Should you have any additional questions, you may contact the Office of the City Clerk at (714) 765-5166.

Definitions

Who is a “Lobbyist?”

“Lobbyist” means any individual, entity, or organization that receives or becomes entitled to receive five hundred dollars (\$500) or more in a calendar month, other than reimbursement for reasonable travel expenses, to communicate, directly or through his or her agents, with any elected or appointed official, for the purpose of influencing legislative or administrative action of the City of Anaheim or any regional agency that has regulatory oversight, authority or jurisdiction over the City of Anaheim.

What is “Lobbying?”

“Lobby” or “Lobbying” means performing services, for compensation, for the purpose of influencing legislative or administrative action.

What is a “Lobbying Firm?”

“Lobbying Firm” means any entity or organization, including an individual who engages in lobbying activities, which meets either of the following criteria:

- (1) the entity or organization receives or becomes entitled to receive any compensation, other than reimbursement for reasonable travel expenses, for the purpose of influencing legislative or administrative action on behalf of any other person, and any partner, owner, officer, or employee of the entity or organization is a Lobbyist; or

- (2) the entity or organization receives or becomes entitled to receive any compensation, other than reimbursement for reasonable travel expenses, to communicate with any elective official, agency official, or legislative official for the purpose of influencing legislative or administrative action on behalf of any other person or organization, if a regular portion of the activities for which the entity or organization receives compensation is for the purpose of influencing legislative or administrative action.

What is a “Legal or Administrative Action?”

“Legal or Administrative Action” means a public policy decision of a discretionary nature pending before the City or any regional agency in which the City has a voting role, including but not limited to proposed action, or proposals for action, in the form of ordinances, resolutions, motions, recommendations, reports, regulations, policies, nominations, appointments, sanctions, and bids, including the adoption of specifications, awards, grants, or contracts.

Who is a “City Official?”

“City Official” means the Mayor, members of the City Council, and the members of the Executive Team.

Who is the “Executive Team?”

“Executive Team” means the City Manager, Assistant City Manager, Deputy City Manager, City Attorney, City Clerk, City Treasurer, Police Chief, Fire Chief, Public Utilities General Manager, and the Directors of Community and Economic Development, Community Services, Convention, Sports and Entertainment, Finance, Human Resources, Planning and Building, and Public Works.

Who is a “Client?”

“Client” means any person on whose behalf lobbying is conducted. In the case of a coalition or association that employs or retains persons to conduct lobbying activities, the client is the coalition or association and not its additional members.

Who is Not Considered a Lobbyist?

1. A public official acting in his or her official capacity;
2. Any newspaper or other regularly published periodical, radio or television station (including any individual who owns, publishes, or is employed by any such newspaper or periodical, radio or television station) which in the ordinary course of business publishes news items, editorials or other comments, or paid advertisements, which directly or indirectly urge action upon municipal legislation, if such newspaper, periodical, radio or television station or individual engages in no further or other activities in connection with action upon such municipal legislation;
3. A person invited by the City Council or any of its committees, or by any board or commission, or any committee of a board or commission, or by any officer or employee of the City charged by law with the duty of conducting a hearing and making a decision as to a pending or proposed matter, for the purpose of giving testimony to aid the body or person extending the invitation;

4. A person applying for a grading permit or for a permit relating to the construction, alteration, demolition or moving of a building, or to a person filing a parcel map or subdivision tract map; provided, however, that if a person meets the definition of a Lobbyist and takes an appeal, or represents a person taking an appeal, pursuant to any procedure or authority provided by law from an administrative determination made with respect to such an application or map, they shall be required to register as provided in Section 1.11.070 upon taking the appeal or any action relating to the appeal;
5. A person who is a professional licensed by a state licensing organization, including, but not limited to, attorneys, architects and engineers; provided however, that the exemption for attorneys shall only apply if the attorney is engaged in the practice of law with respect to the subject of the employment; or
6. A regular employee of an organization communicating to the City during the course of his or her employment on behalf of his or her employer.

Registration, Amending Lobbyist Registry, and Termination of Lobbyist

New Registration Process

All Lobbyists must register with the Office of the City Clerk within **fifteen (15) calendar days** of the date of receiving or becoming entitled to receive \$500 or more in a calendar month while lobbying the City of Anaheim or any regional agency, in which Anaheim has a voting role, by completing a [Lobbyist Form](#), which is available at the Office of the City Clerk, or on the City of Anaheim website.

A [Lobbyist Form](#) must be completed for each Lobbyist of a Lobbying Firm who is lobbying with the City.

1. **Initial Registration:** On page 1 of the Lobbyist Form select “**Initial Registration**” and indicate the date qualified as a lobbyist.
2. **Section A – Lobbyist Information:** Complete with the individual lobbyist’s contact information.
3. **Section B – Client Information:** List all clients on whose behalf lobbying is being conducted. If additional entries are required, include additional copies of Section B of the form.
4. **Verification:** Print name, list name of your lobbying firm (if any), and the date. Sign by using the electronic signature option (red arrow on the top right of the signature box), or by printing the form and signing with a pen (black or blue ink).

Registration Fee

Lobbyists are required to submit a Registration fee of \$100.00. Fees are due with submission of the completed Lobbyist Registration form and are payable to the City of Anaheim by check, money order, or debit/credit card (Visa or Mastercard).

Amending Lobbyist Registry

Additions and/or deletions of clients, as well as modifications to lobbyist contact information previously provided requires the filing of an amendment by completing a [Lobbyist Form](#). The amendment is due within **(ten) 10 calendar days** of any change in information.

1. **Amendment:** On page 1 of the Lobbyist Form select “**Amendment**” and indicate the date of the amendment.
2. **Section A – Lobbyist Information:** Complete the individual lobbyist’s information. If the amendment is for the purpose of **modifying the Lobbyist contact information**, mark the corresponding box in Section A.
3. **Section B – Client Information:** Select the appropriate box to indicate if a client is being **added** to the Client Registry, **deleted** from the Client Registry, or if the client information is being **modified**. If additional entries are required, include additional copies of Section B of the form.
4. **Verification:** Print name, list name of your lobbying firm (if any), and the date. Sign by using the electronic signature option (red arrow on the top right of the signature box), or by printing the form and signing with a pen (black or blue ink).

Termination of Lobbyist Registration

A **Notice of Termination** removes an individual lobbyist and all their clients from the City’s lobbyist registry. A new Lobbyist Registration Form must be completed to participate in any future lobbying of the City of Anaheim or any regional agency in which Anaheim has a voting role. **A Quarterly Report of Activity must be submitted with the Notice of Termination, even if the termination occurs prior to the end of the quarter.**

1. **Termination:** On page 1 of the [Lobbyist Form](#) select “**Termination**” and indicate the date of termination.
2. **Section A – Lobbyist Information:** complete the individual lobbyist’s information.
3. **Verification:** Print your name, list the name of your lobbying firm (if any), and the date. Sign by using the electronic signature option (red arrow on the top right of the signature box), or by printing the form and signing with a pen (black or blue ink).

Quarterly Reporting

After each quarter, lobbyists are required to file a [Lobbyist’s Quarterly Report of Activity](#) with the Office of the City Clerk disclosing any lobbying of the City of Anaheim or any regional agency in which Anaheim has a voting role. If the lobbyist did not engage in any lobbying activities during the reporting quarter, a report is still required indicating “No Lobbying Activity”.

Deadlines

A [Lobbyist's Quarterly Report of Activity](#) is to be filed with the Office of the City Clerk by 5 pm on the filing deadline date. When the due date falls on a weekend, the report will be due on the following Monday. The late filing penalty for the Quarterly Report of Activity is \$50.

	Period Covered	Filing Deadline
1 st Quarter	January 1 – March 31	April 30
2 nd Quarter	April 1 – June 30	July 31
3 rd Quarter	July 1 – September 30	October 31
4 th Quarter	October 1 – December 31	January 31

Lobbyist Quarterly Report of Activity Form

1. **Reporting Period:** Select reporting period and enter year of reporting period.
2. **Lobbyist Information:** Complete the Lobbyist information on Page 1 of the form.
3. **Lobbyist Activity:** Check the corresponding box(s) for the Lobbyist Activity for the reporting period.
 - a. If you did not participate or engage in any form of lobbying during the reporting period, check the **"No Lobbying Activity"** box.
 - b. If you participated in any form of lobbying of the City of Anaheim or any regional agency in which Anaheim has a voting role during this reporting period, check the **"Lobbying Activity/Client Disclosure Report"** box and complete **Schedule A – Client Disclosure**.
 - c. If you made any contributions during the reporting period to the Mayor and/or any member of the City Council, check the **"Campaign Contribution Report"** box and complete **Schedule B – Campaign Contributions**.
4. **Verification:** Print your name, list the name of your lobbying firm (if any), and the date. Sign by using the electronic signature option (red arrow on the top right of the signature box), or by printing the form and signing with a pen (black or blue ink).

Where to File

Mail, Email or Fax to:

Mail: **Office of the City Clerk
200 S. Anaheim Blvd., Suite 217
Anaheim, CA 92805**

Email: **Theresa Bass, City Clerk (tbass@anaheim.net)**

Fax: **(714) 765-4105**

