

City of West Park

Lobbying Activities Contact Log

Pursuant to Broward County Ordinance 2011-19, effective January 2, 2012, Lobbyists, and any of their principals or employers attending such meeting, are required to complete a Contact Log contemporaneously with the meeting.

Lobbyist means a person who is retained, with or without compensation, for the purpose of lobbying, or a person who is employed by another person or entity, on a full-time or part-time basis, principally to lobby on behalf of that other person or entity. "Lobbyist" does not include a person who is:

(1) An Elected Official, employee, or appointee of Broward County or of any municipality within Broward County communicating in his or her official capacity.

(2) An individual who communicates on his or her own behalf, or on behalf of a person or entity employing the individual on a full-time or part-time basis, unless the individual is principally employed by that person or entity to lobby.

(3) Any employee, officer, or board member of a homeowners' association, capacity as an employee, officer, or board member of such association, an issue impacting the association or its members; or

(4) Any employee, an officer, or a board member of a nonprofit public interest entity (e.g., Sierra Club, NAACP, ACLU) when addressing an issue impacting a constituent of that entity.

Lobbying or lobbying activities means a communication, by any means, from a lobbyist to a member of a Board or Covered Individual regarding any item that will foreseeably be decided by the Board and/or a Covered Individual, which communication seeks to influence, convince, or persuade the covered individual to support or oppose the item. Lobbying does not include communications made on the record at a duly-noticed public meeting or hearing.

City of West Park Ordinance No. 2012-__ requires Lobbyists to register with the City PRIOR to engaging in lobbyist activities within the City.

Have you filed the Lobbyist Registration Form with the City?

Yes. Please proceed to complete page 2 of this Form.

No. Complete and file the Lobbyist Registration Form prior to submitting this form or engaging in lobbying activities in the City.

A separate Lobbyist Registration Statement must be filed for each different principal or client, and each different subject matter of the lobbying issues.

Name of Lobbyist (Last) (First) (M.I.)

Lobbyist's Employer _____

Names of Principals or Employers attending the meeting:

Name (Last) (First) (M.I)

Name (Last) (First) (M.I)

Name (Last) (First) (M.I)

I. Lobbyist Retained by:

Name of Principal/Client:

Business Name and Address (Number and Street) (City) (State) (Zip Code)

**II. Name of the Elected Official you are meeting with, and date and time of meeting:
If meeting with more than one elected official, a separate Contact Log must be completed for each meeting

A. Name of Elected Official: _____

B. Date of Meeting: _____

C. Time of Meeting: _____

III. Purpose and Subject Matter of the Meeting.

FOR CITY CLERK USE ONLY

Lobbyist Contact Log received and verified by: _____

**CITY OF WEST PARK
LOBBYIST REGISTRATION FORM**

(See Code of Ordinances Section _____)

Lobbyist Name: _____

Lobbyist Address: _____

Lobbyist Employer: _____

Lobbyist Employer Address: _____

Nature of the Lobbyist's Business (i.e. lawyer, consultant, contractor):

Client Information:

CLIENT NAME	CLIENT ADDRESS

Lobbyist Matters of Influence (please list the matters the Lobbyist seeks to influence):

Business Associations: Please identify the existence of any direct business association between the Lobbyist and any current elected or appointed official or employee of the City. The term "direct business association" is defined in Section _____ of the City's Code as "any mutual endeavor undertaken for profit or compensation."

Lobbyist Authorization: Lobbyists representing a group, association or organization must receive appropriate authorization from said group, association or organization to lobby on its behalf upon a particular subject matter. Please attach a copy of such written documentation of such authorization to this registration form.

Lobbyists representing a principal or employer must file a copy of a written statement of the principal or employer confirming authorization to lobby for the principal or employer. Please attach a copy of such authorization(s) to this registration form.

Lobbyist Signature



Acknowledgement of Receipt:

City Clerk

Fees in the amount of \$ _____ received.

Date

Ordinance 2012--, enacting Section ___ of the City's Code, and the Broward County Code of Ethics:

(3) *Lobbyists.*

a. Elected Officials should avoid even the appearance of impropriety in their interaction and dealings with lobbyists registered under their local governmental entity's lobbyist registration system and with the principals or employers of such lobbyists.

b. To promote full and complete transparency, lobbyists and their principals or employers who intend to meet or otherwise communicate with an Elected Official for the purpose of engaging in lobbying activities, either at the Elected Official's offices or elsewhere on the local government's premises, must legibly complete a contact log listing each Elected Official with whom the lobbyist, principal, or employer meets or intends on meeting or communicating.

1. The information stated on the contact log shall include 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.

2. The contact log shall be completed contemporaneously with the meeting(s) and shall be filed for public inspection.

c. To further promote full and complete transparency, Elected Officials must disclose any and all lobbying activity that knowingly occurs between themselves and individual lobbyists or their principals or employers outside of their governmental offices/premises. This shall include communicating by any form of telephonic or electronic media.

1. The disclosure shall include 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 date, time, and location of the meeting; and the specific purpose and subject matter of the meeting.

2. The disclosure shall be made within ten (10) business days of the lobbying activity, but must, in any event, be made prior to any vote on a matter that was the subject of the lobbying activity.

3. The disclosure shall be filed for public inspection.