

POLICY NUMBER:**APM- 1- 18**

DATE:

6/26/18

ISSUED BY:

Emilio T. González
City Manager/Designee
SIGNATURE**CITY OF
MIAMI****ADMINISTRATIVE
POLICY****REVISED
SECTION**Created
Revised**REVISIONS****DATE OF
REVISION**02/16/18
05/23/18**SUBJECT:****LOBBYISTS****Purpose**

To establish a uniform procedure for all City Employees when engaging with lobbyists in their official capacity and/or when conducting official City business.

Policy

Section 2-654 of the Code of Ordinances of the City of Miami, Florida, as amended ("City Code"), prohibits any person from lobbying a City of Miami ("City") official, a City board member, the City Manager, or City staff until he or she has registered pursuant to the same section; and

Section 2-654(f) of the City Code requires that the Mayor, all members of the City Commission, all members of City boards, the City Manager, and City staff be diligent in ascertaining that persons required to register as lobbyists have complied with lobbyist registration requirements, and if necessary, request a record of compliance from the City Clerk. Pursuant to the same Section, the Mayor, members of the City Commission, of City boards, the City Manager, and City Staff may not knowingly permit a person who is not registered pursuant to the City Code to lobby.

Definition

Section 2-653 of the City Code defines *Lobbyist* as follows:

Lobbyist means all persons, firms, or corporations employed or retained by a principal who seeks to encourage the passage, defeat, or modifications of (1) ordinance, resolution, action or decision of the City Commission; (2) any action, decision, recommendation of the City Manager or any City board or committee; or (3) any action, decision or recommendation of City personnel during the time period of the entire decision-making process on such action,

decision or recommendation which foreseeably will be heard or reviewed by the City Commission, or a City board or committee.

Lobbyist specifically includes the principal as well as any employee whose normal scope of employment includes lobbying activities.

The term ***Lobbyist*** specifically excludes the following persons: (1) attorneys or other representatives retained or employed solely for the purpose of representing individuals, corporations or other entities during publicly noticed quasi-judicial proceedings where the law prohibits ex-parte communications; (2) expert witnesses who provide only scientific, technical or other specialized information or testimony in public meetings; (3) any person who only appears as a representative of a neighborhood association without compensation or reimbursement for the appearance, whether direct, indirect or contingent, to express support of or opposition to any item; (4) any person who only appears as a representative of a not-for-profit community based organization for the purpose of requesting a grant without special compensation or reimbursement for the appearance; and (5) employees of a principal whose normal scope of employment does not include lobbying activities.

Procedure

The Policy will be as follows:

1. The attached Lobbyist Notice shall be prominently placed at the entrance(s), lobby and/or reception areas Citywide for all Departments.
2. The attached sign-in sheet will be placed in all lobby/reception areas Citywide and all persons arriving to any City Department/Office shall be asked to sign-in.
3. If a City employee is unsure that the individual has complied with the City's lobbyist registration requirements, then the City employee should review the lobbyist registration log located on the City Clerk's website or request from the City Clerk a record of compliance.

***Lobbyist Notice and Sign-In Sheet is attached. ***

CITY OF MIAMI



Department: _____

Date: _____

OFFICIAL SIGN-IN SHEET FOR ALL CITY BUSINESS

	<u>NAME</u>	<u>ORGANIZATION REPRESENTED</u> (If you are appearing for the purpose of self-representation, please note it in this section.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Lobbyists are required to register with the City Clerk prior to lobbying City Officials and Staff. Sec. 2-654, City Code



**LOBBYISTS ARE
REQUIRED TO
REGISTER WITH THE
CITY CLERK PRIOR TO
LOBBYING CITY
OFFICIALS AND STAFF.**

SECTION 2-654, CITY CODE