**CITY OF GLENDALE'S LOBBYIST REGISTRATION REQUIREMENTS**

**FREQUENTLY ASKED QUESTIONS**

On February 25, 2020, the Glendale City Council adopted Ordinance No. 5947 which implements lobbyist registration and reporting requirements. The purpose and goal of lobbyist registration and reporting requirements is to enable the residents of the City of Glendale ("City") to exercise their right to petition their local government, while at the same preserve transparency and strike a balance between the residents' right to petition with their right to monitor their local government. The requirements are codified in Glendale Municipal Code ("GMC") Chapter 2.35.

## Lobbyist Registration

**What is lobbying?**
"Lobbying" means to influence or attempt to influence a City official for the purpose of influencing a legislative or administrative action.

**What are some examples of legislative or administrative actions?**
Some examples include, but are not limited to, asking or opposing regulations or laws; asking or opposing a zone change; advocating or opposing a project; and advocating or opposing an activity.

**What is a "lobbyist"?**
A lobbyist is any individual who receives any compensation to communicate with any City official for the purpose of influencing a legislative or administrative action.

**What qualifies as "compensation"?**
Being compensated is not limited to money and can also include any economic consideration (even if not money) such as anything of value being given or promised to the lobbyist. Some examples include, but are not limited to, season tickets or passes, free rental space, forgiveness of an outstanding loan, and the promise of free future services.

**Does "lobbyist" include an employee of a business who, as a part of his/her job, engages in the activity defined above?**
Yes.

**Does "lobbyist" include a contractor or a consultant who is submitting a bid or a proposal to procure a City contract or project?**
No. So long as the contractor or consultant is procuring a contract with the City through the competitive bid or proposal process, they are not considered a lobbyist and do not need to register under GMC Chapter 2.35.

**What is a "lobbyist firm"?**
A lobbyist firm is a business entity, with more than one person/employee who engages in lobbying activities.

**Who needs to register?**
All lobbyists and lobbyist firms, as defined by the Ordinance No. 5947 are required to register.

**If a lobbyist firm registers, do all individual lobbyist employees of that firm have to register separately as well?**
No. If a lobbyist firm registers, the individual lobbyist employees do not need to register separately.

**When do I need to register?**
You must register no later than 10 days after qualifying as a lobbyist and before you conduct any lobbying activities with the City.

**How do lobbyists register?**
Registration shall be by completing and submitting the City's Lobbyist Registration Form.

**What is the lobbyist registration fee?**

- The current fee for lobbyist registration is $31.
- The current fee for registration renewals is $15.
- The current fee for amendments to lobbyist registration is $15.

**Can I submit the Lobbyist Registration form electronically?**
No. At this time, the form cannot be filed or submitted electronically. The form should be completed (typed or handwritten), dated and signed and the original submitted to the City Clerk's Office along with the appropriate fee via check payable to "City of Glendale"*****.

**Where to do I submit the form?**
The form should be completed (typed or handwritten), dated and signed and the original submitted to the City Clerk's Office along with the appropriate fee via check payable to "City of Glendale"*****.

**Do I have to file a separate form for each client?**
No. Multiple clients can be listed on one form. However, once you file a form and you are retained by additional clients, you should file an amendment (a new form) per the procedures set forth above. The current fee for amendments is $15.

**How often do I have to file amendments?**
Amendments should be filed whenever new clients retain the lobbyist or lobbyist firm and whenever any information needs to be updated or corrected.

**Do architects, engineers and design professionals who are preparing plans and drawings for development projects within the City need to register as a lobbyist?**
It depends. Architects, engineers and design professionals who lobby members of the City Council, City Boards and Commissions are required to register as lobbyist prior to making any contact and as required by Ordinance No. 5947.

Architects, engineers and design professionals who are working with City staff for the purposes of completing permits, submitting drawings and other project information need not register as a lobbyist, until the matter is set for public hearing before the City Council or a City Board or Commission. Once the matter is set for a hearing (e.g. the notice of hearing has been issued), any further contact requires registration as a lobbyist.

Architects, engineers and design professionals who do not contact City staff after a notice of hearing has been issued, and will be appearing before the City Council, City Board or Commission at the hearing solely for the purposes of being present to respond to questions, need not register as lobbyists.

**Do I need to notify the city once my lobbying activities end?**
Yes. You should notify the City of the termination of your lobbyist status and lobbying activities by notifying the City Clerk's Office in writing (by way of letter). There is no fee for this notification.

## Quarterly Reports

**Are all lobbyists and lobbyist firms required to file Quarterly Reports?**
Yes. Under Ordinance No. 5947 all lobbyists and lobbyist firms are required to file a quarterly report for every calendar quarter during which they are registered and acting as a lobbyist.

**When are quarterly reports due?**
They are due no later than 15 days after the end of the qualifying quarter. The quarterly reports must be filed by January 15th, April 15th, July 15th and October 15th.

**How do I file quarterly reports?**
Quarterly Reports should be filed by completing the Quarterly Report form. The form should be completed (typed or handwritten), dated and signed and the original submitted to the City Clerk's Office*.

**Is there a fee for filing quarterly reports?**
No.

***Due to COVID-19 and related City office closures, the form and the payment can be submitted to the City Clerk's Office via mail.**

*If you have additional questions or need more information pertaining to Lobbyist Registration, please contact the Glendale City Clerk's Office at (818) 548-2090.*