

**CITY OF HALLANDALE BEACH  
ADMINISTRATIVE POLICY**

**DATE OF ISSUE: March 1, 2005**

**NO.: 2017.002/R-2**

**EFFECTIVE DATE: December 7, 2004**

**SUBJECT: Lobbyist/Developer  
Representative Regulations**

**REVISION DATE: April 11, 2007**

**APPROVED: \_\_\_\_\_  
Mike Good, City Manager**

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**Cross Reference: Ordinance No. 2004-31**

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**I. PURPOSE/INTENT**

To supplement Ordinance No. 2004-31 which governs the registration and activities of Lobbyists/Developer's Representatives by providing a Lobbyist/Developer's Representative Registration Form/Oath, procedures for completion and submission of the Lobbyist Registration/Developer's Representative Registration Form/Oath, payment of the annual Lobbyist/Developer's Representative registration fee and associated matters.

**II. DEFINITIONS**

The following definitions shall apply:

**Lobbyist/Developer's Representative:** All persons, firms, organizations and corporations (and their staff members, consultants or other representative) seeking a procurement from the City or the award of funds for goods or services.

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.

**Lobbyist/Developer's Representative:** means a developer or developer's representative seeking approval of a project within the City.

**III. POLICY/PROCEDURES**

The following procedures govern the completion, submittal, receipt and distribution of Lobbyist Registration/Developer's Representative Forms/Oaths.

- 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 \$100.00 shall be paid at the time of submittal of the first 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 although multiple Lobbyist/Developer's Representative Registration Forms may be submitted by the same Lobbyist/Developer's Representative.

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 One Hundred (\$100.00) Dollars.

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: \_\_\_\_\_  
\_\_\_\_\_

LOBBYIST/DEVELOPER'S REPRESENTATIVE REGISTRATION FORM/OATH  
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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: \_\_\_\_\_

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\*\* 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

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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