



# OFFICE OF THE VILLAGE CLERK

Guido H. Inguanzo, Jr., CMC  
Village Clerk

## LOBBYIST REGISTRATION

### I. Lobbyist Information

Lobbyist Name (Last, First, Middle Initial):	
Mailing Address:	
Telephone Number:	Fax Number:
E-mail Address:	

### II. Principal Information

Name, address and phone number of Principal (i.e., Person, business entity, governmental entity, religious organization, non-profit corporation, or association whose interest you represent or by whom you are employed):

Name:
Mailing Address:
Telephone Number:

Other Principals or Interests holding directly or indirectly a 5% or more ownership interest (pursuant to Section 2-11.1(s) of the Code):

--

### III. Legislative Issue Information

Brief description of issue and specify any city departments, offices, agencies, boards, committees or task forces in which you lobby:

--

#### IV. Fees

Any person who only appears as a representative for a non-profit organization (such as a charitable, neighborhood or civic organization) shall be required to register, but shall not be required to pay any registration fees.

- Pursuant to Section 2-11.1 (q) of the Code, have you been employed by the City in the last two years?

Yes  No  - If yes, state position you held:

- Pursuant to Section 2-11.1 (s) of the Code, a lobbyist shall state the extent of any business or professional relationship with any member(s) of the Village Council.

- Pursuant to Section 2-11.1 (s) of the Code, any person who registers as a lobbyist shall file an expenditure report listing all expenditures, by category, by principal and in excess of \$25.00. A statement shall be filed even if there have been no expenditures during the reporting period. The expenditure report is due July 1<sup>st</sup>.

#### OATH

"I DO SOLEMNLY SWEAR THAT ALL OF THE FOREGOING FACTS ARE TRUE AND CORRECT AND I HAVE READ OR AM FAMILIAR WITH PROVISIONS CONTAINED IN SECTION 2-11.1 OF THE MIAMI-DADE COUNTY CONFLICT OF INTEREST AND CODE OF ETHICS ORDINANCE, INCLUDING WITHDRAWAL AND REPORTING REQUIREMENTS."

Signature of Lobbyist: \_\_\_\_\_ Date: \_\_\_\_\_

Should you have any additional questions regarding the registration and reporting requirements you may contact the Miami-Dade County Commission on Ethics and Public Trust at (305) 579-2594.

A copy of the Miami-Dade County ordinance relating to lobbyist registration is available at [www.miamidade.gov/ethics](http://www.miamidade.gov/ethics).

Questions concerning fees and legislative issue information should be directed to the Village Clerk at (305) 234-2121 or at [clerk@pincrest-fl.gov](mailto:clerk@pincrest-fl.gov)

**RESOLUTION NO. 2012-38**

**A RESOLUTION OF THE VILLAGE OF PINECREST,  
FLORIDA, ESTABLISHING A LOBBYIST  
REGISTRATION FEE; PROVIDING FOR AN  
EFFECTIVE DATE.**

WHEREAS, provisions of Section 2-11.1 of the Miami-Dade County Code are applicable to the Village of Pinecrest; and

WHEREAS, Section 2-11.1(s) establishes a procedure for lobbyist registration; and

WHEREAS, the Village Council wishes to adopt a registration fee to off-set the cost of the lobbyist registration process;

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF PINECREST, FLORIDA AS FOLLOWS:

Section 1. That the provisions of Section 2-11.1(s), "Lobbying," of the Miami-Dade County Code (the "County Lobbying Ordinance"), as set forth in Exhibit "A," applies within the Village, except that in lieu of the fee for annual lobbyist registration which is specified by Section 2-11.1(s)(2)(b) of the County Lobbying Ordinance, the fee payable to the Village for registration of each lobbyist for the representation of each principal of the lobbyist shall be *\$100.00* (per principal represented), and the fee payable to the Village for annual lobbyist registration for each lobbyist shall be *\$200.00*. References in the County Lobbying Ordinance to County personnel shall be deemed to be references to Village personnel who serve in comparable capacities. References in the County Lobbying Ordinance to the County Commission or to a "County Board or Committee" shall be deemed to be references to the Village Council or to the Village's boards or committees as applicable.

Section 2. This resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 12th day of June, 2012.

  
Cindy Lerner, Mayor

Attest:

  
\_\_\_\_\_  
Guido H. Inguanzo, Jr., CMC  
Village Clerk

Approved as to Form and Legal Sufficiency:

  
Cynthia A. Everett  
Village Attorney



Motion by: Vice Mayor Harter  
Second by: Councilmember Ross

Vote: Councilmembers Corradino, Cutler, Ross, Vice Mayor Harter, and Mayor Lerner voting Yes

EXHIBIT A

Section 2-11.1(s)  
Lobbying

(1) (a) As used in this section, "County personnel" means those County officers and employees specified in Section 2-11.1(i)(2) of the Miami-Dade County Conflict of Interest and Code of Ethics Ordinance.

(b) As used in this section, "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 County Commission; (2) any action, decision, recommendation of the County Manager or any County board or committee; or (3) any action, decision or recommendation of County personnel during the time period of the entire decision-making process on such action, decision or recommendation which foresee ably will be heard or reviewed by the County Commission, or a County 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: 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; expert witnesses who provide only scientific, technical or other specialized information or testimony in public meetings; 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; 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 employees of a principal whose normal scope of employment does not include lobbying activities.

(2) All lobbyists shall register with the Clerk of the Board of County Commissioners within five (5) business days of being retained as a lobbyist or before engaging in any lobbying activities, whichever shall come first. Every person required to so register shall:

(a) Register on forms prepared by the Clerk;

(b) State under oath his or her name, business address and the name and business address of each person or entity which has employed said registrant to lobby. If the lobbyist represents a corporation, the corporation shall also be identified. Without limiting the foregoing, the lobbyist shall also identify all persons holding, directly or indirectly, a five (5) percent or more ownership interest in such corporation, partnership, or trust. Registration of all lobbyists shall be required prior to January 15 of each year and each person who withdraws as a lobbyist for a particular client shall file an appropriate notice of withdrawal. The fee for annual registration shall be four hundred and ninety dollars (\$490.00). Every registrant shall be required to state the extent of any business or professional relationship with any current person described in subsection (b)(1). The registration fees required by this subsection shall be deposited by the Clerk into a separate account and shall be expended for the purpose of recording, transcribing, administration and other costs incurred in maintaining these records for availability to the public. There shall be no fee required for filing a notice of withdrawal and the Board of County Commissioners may, in its discretion, waive the registration fee upon a finding of financial hardship.

(c) Prior to conducting any lobbying, all principals must file a form with the Clerk of the Board of County Commissioners, signed by the principal or the principal's representative, stating that the lobbyist is authorized to represent the principal. Failure of a principal to file the form required by the preceding sentence may be considered in the evaluation of a bid or proposal as evidence that a proposer or bidder is not a responsible contractor. Each principal shall file a form with the Clerk of the Board at the point in time at which a lobbyist is no longer authorized to represent the principal.

(3) (a) Any public officer, employee or appointee who only appears in his or her official capacity shall not be required to register as a lobbyist.

(b) Any person who only appears in his or her individual capacity for the purpose of self-representation without compensation or reimbursement, whether direct, indirect or contingent, to express support of or opposition to any item, shall not be required to register as a lobbyist.

(4) Any person who only appears as a representative of a not-for-profit corporation or entity (such as a charitable organization, or a trade association or trade union), without special compensation or reimbursement for the appearance, whether direct, indirect or contingent, to express support of or opposition to any item, shall register with the Clerk as required by this subsection, but, upon request, shall not be required to pay any registration fees.

(5) Any person who appears as a representative for an individual or firm for an oral presentation before a county certification, evaluation, selection, technical review or similar committee, shall list on an affidavit provided by the County, all individuals who may make a presentation. The affidavit shall be filed by staff with the Clerk's office at the time the proposal is submitted. For the purpose of this subsection only, the listed members of the presentation team shall not be required to pay any registration fees. No person shall appear before any committee on behalf of an individual or firm unless he or she has been listed as part of the firm's presentation team pursuant to this paragraph or unless he or she is registered with the Clerk's office and has paid all applicable fees.

(6) (a) Commencing July 1, 1986, and on July 1 of each year thereafter, the lobbyist shall submit to the Clerk of the Board of County Commissioners a signed statement under oath, as provided herein, listing all lobbying expenditures in excess of twenty-five dollars (\$25.00) for the preceding calendar year. A statement shall be filed even if there have been no expenditures during the reporting period. The statement shall list in detail each expenditure by category, including food and beverage, entertainment, research, communication, media advertising, publications, travel, lodging and special events.

(b) The Clerk of the Board of County Commissioners shall notify any lobbyist who fails to timely file an expenditure report. In addition to any other penalties which may be imposed as provided in subsection (s)(9), a fine of fifty dollars (\$50.00) per day shall be assessed for reports filed after the due date. Where a fine of fifty dollars (\$50.00) per day is assessed, the Ethics Commission shall not impose a fine as provided in subsection (z). Any lobbyist who fails to file the required expenditure report by September 1st shall be automatically suspended from lobbying until all fines are paid unless the fine has been appealed to the Ethics Commission.

(c) The Clerk of the Board of County Commissioners shall notify the Commission on Ethics and Public Trust of the failure of a lobbyist or principal to file a report and/or pay the assessed fines after notification.

(d) A lobbyist or principal may appeal a fine and may request a hearing before the Commission on Ethics and Public Trust. A request for a hearing on the fine must be filed with the Commission on Ethics and Public Trust within fifteen (15) calendar days of receipt of the notification of the failure to file the required disclosure form. The Commission on Ethics and Public Trust shall have the authority to waive the fine, in whole or part, based on good cause shown. The Commission on Ethics and Public Trust shall have the authority to adopt rules of procedure regarding appeals from the Clerk of the Board of County Commissioners.

(7) No person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee. As used herein, "contingency fee" means a fee, bonus, commission, or nonmonetary benefit as compensation which is dependent on or in any way contingent on the passage, defeat, or modification of: (1) an ordinance, resolution, action or decision of the County Commission; (2) any action, decision or recommendation of the County Manager or any County board or committee; or (3) any action, decision or recommendation of County personnel during the time period of the entire decision-making process regarding such action, decision or recommendation which foreseeably will be heard or reviewed by the County Commission, or a County board or committee.

(8) The Clerk shall publish logs on a quarterly and an annual basis reflecting the lobbyist registrations which have been filed in accordance with this subsection (s). All logs required by this ordinance shall be prepared in a manner substantially similar to the logs prepared for the Florida Legislature pursuant to Section 11.045, Florida Statutes.

(9) The Ethics Commission shall investigate any person engaged in lobbying activities who may be in violation of this subsection (s). In the event that a violation is found to have been committed the Ethics Commission may, in addition to the penalties set forth in subsection (z), prohibit such person from lobbying before the County Commission or any committee, board or personnel of the County as provided herein. Every lobbyist who is found to be in violation of this section shall be prohibited from registering as a lobbyist or lobbying in accordance with the following schedule:

1 st violation for a period of 90 days from the date of determination of violation;

2 nd violation for a period of one (1) year from the date of determination of violation;

3 rd violation for a period of five (5) years from the date of determination of violation;

A bidder or proposer shall be subject to the debarment provisions of Section 10-38 of the Code of Miami-Dade County as if the bidder or proposer were a contractor where the bidder or proposer has violated this section, either directly or indirectly or any combination thereof, on three (3) or more occasions. As used herein, a "direct violation" shall mean a violation committed by the bidder or proposer and an "indirect violation" shall mean a violation committed by a lobbyist representing said bidder or proposer. A contract entered into in violation of this section shall also render the contract voidable. The County Manager shall include the provisions of this subsection in all County bid documents, RFP, RFQ, CBO and CDBG applications; provided, however, the failure to do so shall not render any contract entered into as the result of such failure illegal per se.

(10) All members of the County Commission, and all County personnel, shall be diligent to ascertain whether persons required to register pursuant to this subsection have been complied. Commissioners or County personnel may not knowingly permit a person who is not registered pursuant to this subsection to lobby the Commissioner, or the relevant committee, board or County personnel.

(11) Except as otherwise provided in subsection (s)(9), the validity of any action or determination of the Board of County Commissioners or County personnel, board or committee shall not be affected by the failure of any person to comply with the provisions of this subsection(s).

(Ord. No. 00-19, § 1, 2-8-00; Ord. No. 01-93, § 1, 5-22-01; Ord. No. 01-162, § 1, 10-23-01; Ord. No. 03-107, § 1, 5-6-03)



## ETHICS COMMISSION

INDEPENDENCE. TRUTH. FAIRNESS.

### Lobbyist Training

#### **It's the Law!**

**Sec. 2-11.1 (s)(2)(d)** of the County Code, passed by the Board of County Commissioners on March 6, 2012, requires each lobbyist to submit a certificate of completion of an ethics course approved by the Ethics Commission to the Clerk of the Board within 60 days after registration. The cost is \$100, payable by check, money order or credit card. **Download and fax or mail registration [form](#) with payment.** **Upcoming training sessions:**

**Fri., Feb. 24, 9 a.m. - 1 p.m. CLOSED- CLASS FULL**

**Fri., Mar. 17, 9 a.m. - 1 p.m. CLOSED- CLASS FULL**

**Thurs., Mar. 23, 9 a.m. - 1 p.m. JUST ADDED**

**Fri., Apr. 21, 9 a.m. - 1 p.m.**

**Fri., May 19, 9 a.m. - 1 p.m.**

#### **Refresher Course**

*Lobbyists who have completed the initial Ethics Course... and have continuously registered as a lobbyist thereafter shall be required to complete a refresher Ethics Course every two years to satisfy the lobbyist refresher course requirement imposed by Miami-Dade County. The refresher course must be taken EVERY year to meet the requirements of the City of Miami.*

You must provide proof of completion of the most recent lobbyist ethics course (original or refresher) with [registration](#).

**Tues., Feb. 28, 10 a.m. - Noon CLOSED- CLASS FULL**

**Fri., Mar. 24, 10 a.m. - Noon**

**Fri. Apr. 28, 10 a.m. - Noon**

**Thurs., May 25, 9 a.m. - 1 p.m.**

All classes take place in the COE conference Room:

19 W. Flagler St. #820

Miami, FL 33130