

LOBBYIST REGISTRATION PROCESS

Office of the City Secretary

December 18, 2009

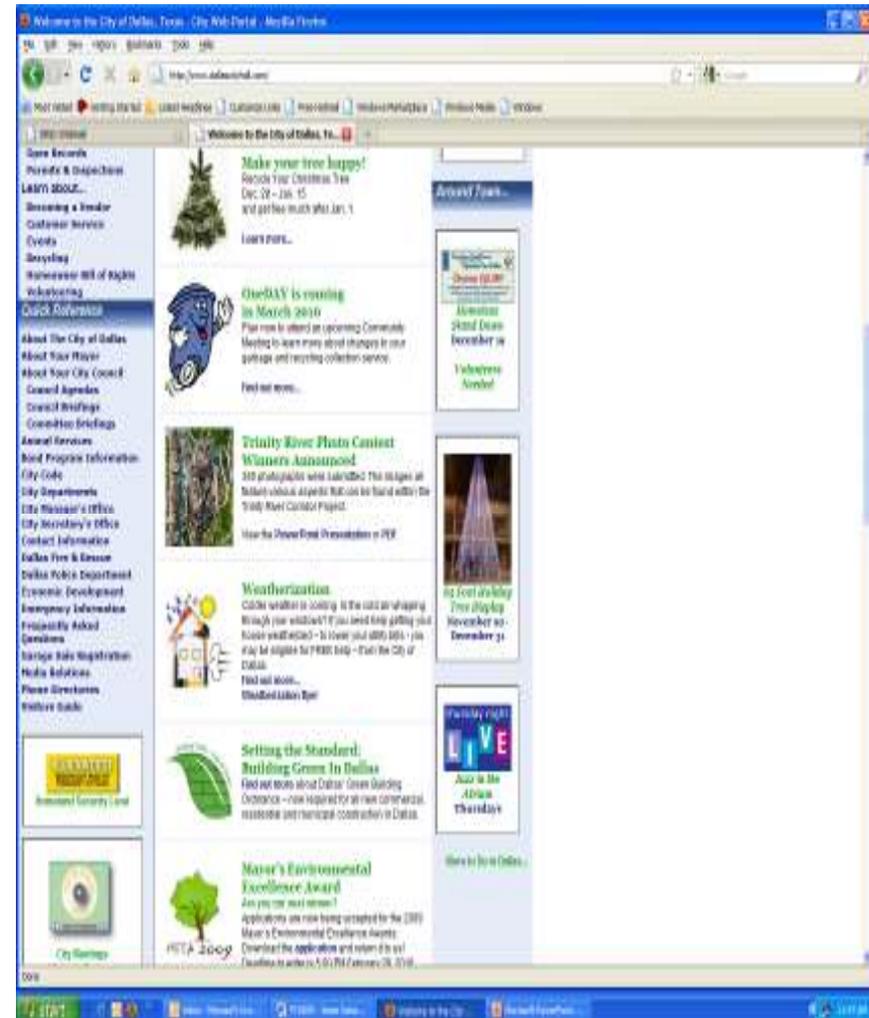
OBJECTIVES

- Fulfill the requirements of Ordinances 27748 and 27749 adopted by the City Council on November 9, 2009 by developing an automated system to allow for:
 - Lobbyist Registration
 - Quarterly Activity Reports
 - Non-Registrant Disclosure Statement
 - Quarterly Non-Registrant Disclosure Statement



LOBBYIST REGISTRATION

- Access the City Secretary's website via the City of Dallas website (www.dallascityhall.com)



ACCESS FORM AND PAYMENT

- Via the City Secretary's website registrants will:
 - Complete an access form
 - Pay \$300 annual registration fee

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<i>Customer Satisfaction Survey</i>	Postings of Open Meetings
<i>City Council Changes in Speakers Sign-up Rules</i>	Request Services & Records
<p>Agenda: All - Detailed Nov 18 Dec 2 Dec 9 Addendum</p> <p>Minutes*: All Oct 28 Nov 4 Nov 9 Nov 18</p> <p style="text-align: center;">Audio of meetings Agenda detail w/ resolutions Current Briefing Briefing History City Council Committees</p> <p style="text-align: center;">Speakers Rules Council Rules</p>	
<i>Elections</i>	
<p>Complete Elections Info May 9, 2009 Elections Results Dallas County Sample Ballot & Polling Locations Campaign Finance Reports Scanned PDFs Find Dallas Co Precinct By Name Political Activity by Officials and Employees</p> <p style="text-align: center;">Campaign Finance E-Filing System Lobbyist Registration System Libraries with Computers for E-filing Find Dallas Co Precinct By Address Candidate Guide</p>	
<i>Boards and Commissions</i>	
<p>Board Training Open Meetings TX Public Info Act Main Boards & Commissions page Postings of Board Meetings Boardmembers by Board by Councilmember Descriptions of Boards Vacancies Forms for Board Members and Candidates</p>	
<i>Ethics</i>	
<p>Ethics Rules 12A Ethics Adv Comm Request Records TX Open Records Ethics Advisory Commission City Code Chap 12A Code of Ethics (Frames version) Texas Ethics Comm. Personal Financial Statement Form TX Ethics Commission TX Sec of State Complaint of Violation of Ethics Word PDF Instructions</p>	

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December 18, 2009

City Secretary's Office

5



December 18, 2009

City Secretary's Office

6

INITIAL REGISTRATION

- Registrant will input basic information (name, address, telephone number, etc.)
- Registrant will pay \$300 annual registration fee
- Upon payment of fee, a User ID/Account Number will automatically be given by the system and user will be given the choice to register or exit to return at a later time

LOBBYIST REGISTRATION FORM

- Basic guidelines
- Registration information
- Information on filer if registrant is not an individual
- Information on lobbying firm for which registrant is an agent or employee
- Names of registrant's agents or employees acting as lobbyists
- Registrant's prior employment or service with the City
- Client information
- Information on client's authorized officer or agent if client is not an individual

LOBBYIST REGISTRATION FORM (CONTINUED)

- Information on any other person:
 - on whose behalf registrant has been engaged;
 - who is contributing to registrant's compensation; or
 - who plans, supervises, or controls registrant's lobbying activities on behalf of client
- Contingent fee information
- List municipal questions being addressed on client's behalf
 - In the three months preceding registration
 - In the three months following registration
- For a municipal question relating to a zoning case, describe all contacts made regarding the case before registration was filed

LOBBYIST REGISTRATION TIMELINE

- December 18, 2009 – Lobbyist orientation
- April 1, 2010 – Lobbyist Registration Ordinance takes effect* (first day for online fee payment and registration)
- July 15, 2010 – Activity report due for period 4/1/10 – 6/30/10
- October 15, 2010 – Activity report due for period 7/1/10 – 9/30/10
- January 15, 2011 – Activity report due for period 10/1/10 – 12/31/10 (renewal of registration if still conducting lobbying activities)

*Initial registration will require disclosure of activity during the period 1/1/10 – 3/31/10

NON-REGISTRANT FILING PROCESS

NON-REGISTRANT FILERS WHO, WHAT, WHEN

- Effective April 1, 2110, applicants, property owners and purchasers of property under contract who are seeking a zoning change or public subsidy from the City of Dallas will be required to file a Non-Registrant Disclosure Statement

NON-REGISTRANT FILERS WHO, WHAT, WHEN (CONTINUED)

- Non-Registrant Disclosure Statement will be filed for designated zoning cases if:
 - A zoning case involves a change in zoning on a specific property where:
 - The property is 25 acres or more;
 - The property floor area for retail or personal service uses is 200,000 square feet or more;
 - The proposed zoning change is to a multifamily district of 10 acres or more;
 - The proposed zoning change allows 60 dwelling units or more per acre, or
 - The city staff recommendation and the City Plan Commission recommendation regarding the proposed change of zoning do not agree; and

NON-REGISTRANT FILERS WHO, WHAT, WHEN (CONTINUED)

- After the zoning case application is filed with the city, the applicant, property owner or purchaser of property under contract lobbies a City Councilmember or a member of the City Plan Commission on a municipal question related to the zoning case that will affect the property; then,
- The applicant, property owner, or purchaser of property under contract who lobbied the City Councilmember or City Plan Commission must file a Non-Registrant Disclosure Statement with the City Secretary within 5 days after the initial lobbying contact (and quarterly disclosure statements thereafter) in accordance with Section 12A-15.7, as set forth in Ordinance 27748

NON-REGISTRANT DISCLOSURE STATEMENT

- Name of applicant
- Name of filer if applicant, property owner or property purchaser is not an individual
- Address of property that is the subject of the designated zoning case or designated public subsidy matter
- Description of the designated zoning case or designated public subsidy matter
- Description of lobbying contacts on designated zoning case
- Description of lobbying contacts on designated public subsidy matter

NON-REGISTRANT TIMELINE

- April 1, 2010 – Non-Registrant Disclosure takes effect (registration forms available in City Secretary's Office or website)
- April 15, 2010 – Non-Registrant Disclosure activity report due for the period 1/1/10 – 3/31/10
- July 15, 2010 – Activity report due for period 4/1/10 – 6/30/10
- October 15, 2010 – Activity report due for period 7/1/10 – 9/30/10
- January 15, 2011 – Activity report due for period 10/1/10 – 12/31/10

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