



Who is a Lobbyist?

A lobbyist is any person who, on behalf of another, seeks to encourage or persuade the passage, defeat or modification of any item by conveying information and opinion to a final decision-making body.

When should a lobbyist register?

A Lobbyist must register with the City Clerk's Office before engaging in lobbying activities.

Where can forms be obtained?

Registration forms are located in the City Clerk's Office or downloaded from the City's website: [www.miramarfl.gov/ City Clerk / Document Center](http://www.miramarfl.gov/City_Clerk/Document_Center)

What information will be asked?

Every person required to register as a Lobbyist will be asked to provide information relating to his or her name, business address, the name and business address of each person, on whose behalf lobbying will be performed, and the subject matters that lobbyist will seek to influence.

Separate registrations shall be required for each specific issue and for each employer.

Should a lobbyist file and disclose their annual expenditures?

All lobbyists registered shall submit to the City Clerk a signed statement under oath listing all lobbying expenditures for the preceding calendar year. A statement shall be filed even if there have been no expenditures during the reporting period. Annual statements shall be required until the Lobbyist files a notice of withdrawal of lobbying activities with the City Clerk.

What are the penalties for violation?

Whenever a violation exists, the City Commission may publicly reprimand, censure, and/or prohibit such Lobbyist from lobbying before the Agency for a period of up to but not to exceed two (2) years.

Is there a registration fee?

An annual Lobbyist Registration Fee in the amount of

\$100 for each Lobbyist shall be paid to the City Clerk at the time the Lobbyist files a registration form. Make checks payable to the City of Miramar. This fee is necessary to cover the administrative expenditures required.

Who is not required to register?

- a** City employees who are acting in their own capacity.
- b** Individuals or organizations who communicate with the City for the purpose of self-representation.

Are registration forms and annual disclosure statements public records?

All registration forms and annual disclosure statements shall be public record, which is subject to inspection and examination as provided for in section 119.07 of the Florida Statutes.



This brochure is intended to provide an outline of the City of Miramar Lobbyist Registration Process.

Inside you will find information on registration procedures, types of information a lobbyist will be asked to provide and who is or is not required to register as a lobbyist.

Registration Form

Lobbyist Registration form may be obtained:

When?

In Person Monday through Thursday
7:00 a.m. to 6:00 p.m.

Where?

City of Miramar
City Clerk's Office

Online

Registration forms can be downloaded from the City's website. City Clerk / Document Center

For Additional Information, please contact:
City of Miramar
Office of the City Clerk
2300 Civic Center Place
Miramar, FL 33025
Phone: 954-602-3011
Fax: 954-602-3443
Email: clerksoffice@miramarfl.gov
Website: www.miramarfl.gov

LOBBYIST REGISTRATION GUIDE