



**CITY OF  
TALLAHASSEE**

**ANNUAL  
REGISTRATION FORM**

**NAME OF LOBBYIST FIRM** \_\_\_\_\_ **DATE** \_\_\_\_\_

**BUSINESS ADDRESS** \_\_\_\_\_

**PHONE NUMBER** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **EMAIL ADDRESS** \_\_\_\_\_

**NAMES OF INDIVIDUAL LOBBYISTS** *(attach additional sheets as may be necessary):*

1) FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_

2) FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_

3) FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_

4) FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_ LAST NAME \_\_\_\_\_

**BUSINESS RELATIONSHIPS:** Does the Lobbying Firm or any of the Lobbyists listed above have any direct business association or partnership with any current member of the city commission, city employee, or person sitting on a decision-making body (mark one)?    YES                    NO

If “YES”, attach documentation explaining the nature of each business relationship.

**PRINCIPALS REPRESENTED:**

List each principal represented. Attach a copy of the principal’s business registration from the FL Dept. of State business registry ([www.sunbiz.org](http://www.sunbiz.org)) or, if not registered in Florida, from the local jurisdiction where the principal is registered. This will allow proper identification, particularly where business names are similar. If the principal is an individual person or group of persons, this requirement may be waived.

1) PERSON / BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

GENERAL AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_

SPECIFIC AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_

2) PERSON / BUSINESS \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

GENERAL AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_

SPECIFIC AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_

Be advised:

- 1) Completed forms may be scanned and emailed to [records@talgov.com](mailto:records@talgov.com), hand delivered, or mailed to the address below. For those submitting electronically, **registration does not become effective until all fees have been paid and the form has been reviewed and approved by staff.** The staff review will verify all required information has been provided and an effective date has been specified by the registrant.
- 2) This registration expires at midnight December 31<sup>st</sup>. A new registration must be filed each year.
- 3) The registration fee is \$25.00 for each principal represented, in compliance with Section 2-339 of the Code of General Ordinances.
- 4) If a lobbyist ceases to represent a principal, a "Remove Principal" form must be filed with the City Treasurer-Clerk. To add additional principals at a later time, submit an "Add Principal" form which must be accompanied by the appropriate fee. Separate forms are available to add or remove individual lobbyists working for the Lobbying Firm. There is no fee to add or remove a lobbyist to a lobbying firm. If the General or Specific area of legislative interest changes, written notification shall be filed with the City Treasurer-Clerk reflecting such amendments, and such notification shall be made prior to lobbying on any new subject.
- 5) Quarterly compensation reports are due within 30 days after the end of each quarter; each report shall provide disclosure for the previous quarter. Quarterly reports received in excess of 30 days after expiration of the quarter will be deemed late, which may result in a fine, suspension of the firm and lobbyists, or both. A final compensation report must be submitted at the time a Lobbying Firm ceases to lobby. The four quarters are Jan-Mar, Apr-Jun, Jul-Sep, and Oct-Dec.

**EFFECTIVE DATE:** (choose one)

Effective Immediately

Effective for calendar year \_\_\_\_\_ (enter a year).

**By submission of this form, you are attesting that the firm and lobbyist(s) listed above have been retained to represent each principal listed above.**

**OATH**

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

*SUBMIT FORM WITH REGISTRATION FEE MADE PAYABLE TO: CITY OF TALLAHASSEE*

*SCANNED FORMS MAY BE EMAILED TO RECORDS@TALGOV.COM*

**NOTICE: CASH OR CHECK ONLY. CREDIT & DEBIT CARDS ARE NOT ACCEPTED**

**For Official Use Only**

CITY OF TALLAHASSEE OFFICE OF THE TREASURER-CLERK ATTN: LOBBYIST REGISTRATION / BOX A-31 300 S. ADAMS STREET TALLAHASSEE, FLORIDA 32301	Registration No. _____
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3) PERSON / BUSINESS \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
  
GENERAL AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_  
SPECIFIC AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_  
\_\_\_\_\_

4) PERSON / BUSINESS \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
  
GENERAL AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_  
SPECIFIC AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_  
\_\_\_\_\_

5) PERSON / BUSINESS \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
  
GENERAL AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_  
SPECIFIC AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_  
\_\_\_\_\_

6) PERSON / BUSINESS \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
  
GENERAL AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_  
SPECIFIC AREA OF LEGISLATIVE INTEREST: \_\_\_\_\_  
\_\_\_\_\_

## Frequently Asked Questions

### General & Specific Areas of Legislative Interest

When completing registration forms, registrants shall provide a response for both the “General” and “Specific” area of legislative interest, as required by the City Code. To assist registrants in providing accurate responses to these filing requirements, the below guidelines have been developed.

Registrants are required to disclose both the “General” and “Specific” areas of legislative interest with sufficient specificity to permit a reasonable individual to clearly associate a lobbyist’s activities to an issue disclosed on the lobbyist’s registration form(s). If a lobbyist is representing a client on multiple issues, each issue must be disclosed separately, and the general & specific nature of each issue must be disclosed in such a manner to permit clear identification of each issue separate and apart from other issues listed on the registration forms. If necessary, the registrant should attach additional pages to their registration forms to clearly disclose all information required by the Lobbyist Registration Ordinance.

#### **Issue vs. Position**

It is important to note that lobbyists are not required to disclose their principal’s *position* on an issue. In other words, lobbyists are not required to state whether their principal is seeking the passage, defeat, withdrawal, etc. The registration requirement is merely that the issue be sufficiently disclosed.

Registrations must also be updated to timely disclose any new\additional issues for which the lobbyist has been retained; registration forms must be updated prior to lobbying activities commencing.

#### **How to Sufficiently Disclose**

When lobbying on issues pertaining to a specific ordinance, resolution, planning department action (e.g. comprehensive plan action, rezoning, etc.), Growth Management permit (e.g. site plan permit), competitive bidding solicitation (RFP, IFB, etc.), city contract, city policy number, etc., the registrant shall refer to the specific identifier associated with the issue – i.e. the ordinance no., resolution no., permit no., bid no., or other City-issued identifier associated with the subject matter. In most cases, this identifier, along with the issue’s official City title, constitutes the “specific” area of legislative interest.

On issues which lack a City-issued identifier (e.g. ordinance no.), the registrant must identify the issue with sufficient specificity to give public notice of the particular issue or proposal that is a subject of any communication that constitutes lobbying. This may be accomplished by identifying a specific property (by street address or parcel no.) or by identifying a specific agenda item (by meeting date, number, & item title). For issues relative to real property, the “Specific” disclosure should clearly identify the exact location of the real estate.

With regards to the City Budget, it is likely necessary to disclose a specific appropriation, funding topic, program, City department, or other unique element that pertains to the lobbying activities. Merely disclosing that lobbying activities pertain to “the budget” is likely too vague and, therefore, would constitute an insufficient disclosure.

Upon request, staff of the City Treasurer-Clerk’s Office will provide advice to registrants with regards to the General and Specific responses. Please contact our offices if guidance is needed.

#### **Examples of sufficient disclosure:**

To illustrate the above, the following examples of sufficient disclosures have been provided:

Example 1 – a Comprehensive Plan matter:

General: Comprehensive Plan

Specific: Amendments PCT150108 & PMC150107 – Killlearn Estates parcels

*{alternatively, as the matter progressed, it would be acceptable to list the relevant ordinance numbers in lieu of or in addition to the Comp Plan IDs}*

Example 2 – a Rezoning matter:

General: Rezoning

Specific: Ordinance 15-Z-21; Top Flite Night Club Rezoning

*{alternatively, the disclosure could refer to the rezoning number PRZ150005 in lieu of the ordinance number}*

Example 3 – an Ordinance:

General: City Pension Plan

Specific: Ordinance 17-O-38 – Pension Plan amendments

Example 4 – a matter associated with a Resolution:

General: Eminent Domain Action

Specific: Resolution 15-R-12; Lonnbladh Rd parcels for stormwater project

Example 5 – a Procurement \ competitive solicitation matter:

General: Procurement

Specific: RFP 0115-14-RWT-RC – Road Ranger services for Tallahassee’s I-10 corridor

Example 6 – a City policy:

General: Trees

Specific: City Commission Policy 702 – Tree Removal Policy

The following are examples of acceptable responses for items that may lack a City-issued identifier (e.g. lacks an ordinance number, bid number, etc.):

Example A:

General: Sign Code \ Billboards

Specific: Request pursuant to City Code 7-64(f)(3); removal of 5 billboards and installation of 2 new variable message boards

Example B:

General: Transportation\Mobility

Specific: E-Scooter Pilot Project 6-Month Extension\program expansion

Example C:

General: Special Events Policy

Specific: Waiver of permits & fees for KCCI’s Tallahassee Music Week

Example D:

General: Traffic Calming

Specific: Speed humps for Waverly Hills subdivision

Example E:

General: Telecommunications

Specific: City-owned fiber optic broadband network / high-speed internet service

Example F:

General: Plats

Specific: Plat for the Southwood Unit 17 subdivision

Example G:

General: FAMU Way Extension Project, Phase 3

Specific: Preservation of historic structures and trees in Boynton Stills neighborhood

Example H:

General: City Budget

Specific: Animal Shelter \ animal programs funding

Example I:

General: Homeless Shelter Relocation

Specific: New homeless shelter site at W Pensacola & Dupree Street

**Examples of Unsatisfactory Responses:**

Example I:

General: General representation

Specific: {left blank}

Example II:

General: Land Use

Specific: {left blank}

Example III:

General: Technology

Specific: Computer systems

Example IV:

General: Zoning

Specific: Land use

Example IV:

General: City

Specific: Local government

Example V:

General: Community Development District (CDD)

Specific: Land use

Example VI:

General: Business development

Specific: {left blank}

Example VII:

General: Transportation

Specific: {left blank}