

2.94.060 - Registration.

A. Each registrant shall file annually with the city clerk a registration form signed under oath not later than two business days after becoming a lobbyist and meeting the requirements to register set forth in [Section 2.94.040](#) of this chapter. If the registrant is not an individual, an authorized officer or agent of the registrant shall sign the form. A registrant must file a registration schedule for each person from whom he receives compensation or reimbursement. The registration shall be on a form prescribed by the city clerk and shall include:

1. The registrant's full name, permanent street address and mailing address, if different;
2. The name and address and nature of business of each lobby employer or lobbying entity on whose behalf the registrant will lobby; and
3. A statement of all municipal questions on which the registrant has lobbied for each client in the year preceding the filing of the registration and the municipal questions or subjects on which the registrant foreseeably will lobby during the registration period.

B. A registrant who is an attorney shall not be required to report under this section or under [Section 2.94.070](#) of this chapter, specific facts or information that would cause the attorney to violate the Texas Disciplinary Rules of Professional Conduct; provided however, that the ability to exclude certain privileged or confidential information under this subsection shall not constitute nor be interpreted to constitute a complete exception to the registration or activity reporting requirement for an attorney who is required to register under this chapter.

C. Each registrant shall file a notice of termination within thirty days after the registrant ceases the activity that required registration; however, this will not relieve the registrant of the reporting requirement of [Section 2.94.070](#) of this chapter for that reporting period.

D. At the time of registering, a registrant shall pay to the city and the city clerk shall collect an annual registration fee in the amount of one hundred dollars. Effective September 1, 2006, a registrant shall pay to the city and the city clerk shall collect an annual registration fee in the amount set by the budget or other appropriate resolution of the city council, provided, however, that if such fee is not contained in such a resolution as of September 1, 2006, the fee set in this chapter in the amount of one hundred dollars shall continue until such time as the fee is established in the budget or other appropriate resolution of the city council.

E. A registration expires on the last day of the month of filing of the following year.

(Ord. 16448 § 5, 2006; Ord. 16300 § 7, 2006)

2.94.070 - Activity reports.

A. Each registrant shall file with the city clerk between the first and tenth day of April, July, October and January, an activity report signed under oath concerning the registrant's lobbying activities during the previous quarter. If a registrant is not an individual, an authorized officer or agent of the registrant shall sign the form. A registrant must file a separate activity report for each person from whom the registrant receives compensation or reimbursement. The report shall be on a form prescribed by the city clerk and shall include to the extent applicable:

1. Any changes or updates to the information required to be supplied pursuant to [Section 2.94.060](#) of this chapter;
2. In the case of a registrant engaged in lobbying activities on his own behalf, a good faith estimate of the total expenditures as defined in [Section 2.94.020](#) of this chapter that the registrant and its agents or employees incurred in connection with lobbying activities;

3. A list of the specific issues upon which the registrant engaged in lobbying activities, including, to the maximum extent practicable, a list of specific legislative proposals and other proposed, pending or completed official actions;
4. A list of the city officials contacted by the registrant on behalf of the client with regard to a municipal question;
5. Each business entity in which the registrant knows or should know that a city official is a proprietor, partner, director, officer, manager, employer, employee, or has a substantial economic interest and with which the registrant has engaged in an exchange of money, goods, services, or anything of value if the total of the exchanges is five hundred dollars or more in a calendar quarter shall be identified by its name and address, the official, the date, amount and nature of each exchange under this paragraph;
6. The names of the mayor, a council member, or member of their immediate family who are employed by the registrant and the nature of employment; and
7. A list of all gifts given to a council member, department head and executive assistant to the mayor which must be reported pursuant to [Section 2.92.070](#)(B) of this Code.

B. Each registrant shall maintain on a daily basis, a log of contacts with city officials, from which the registrant shall compile the information to be reported under subsection (A)(4) of this section.

C. Each registrant shall obtain and preserve all accounts, bills, receipts, books, papers, logs and documents necessary to substantiate the activity reports required to be made under this section for two years from the date of filing of the report containing the items.

D. Each person about whose activities a registrant is required to report by subsection A of this section shall provide a full account of the activities to the registrant at least five days before such registrant's report is due to be filed.

E. All reports filed under this chapter are public records and shall be made available for public inspection during regular business hours.

F. The city clerk shall review each report for compliance and maintain a record of all registrations and activity reports. Complaints of violations of this chapter will be forwarded to the city clerk for review. If investigation determines a violation may have occurred, the complaint will be forwarded to the city attorney for appropriate action.

G. No quarterly activity report will be required if there is no activity during the preceding quarter and there are no other changes to items required to be reported, provided however that the registrant timely files a written statement with the city clerk that he or she has no activity or changes to report.

(Ord. 16300 § 8, 2006)

2.94.080 - Timeliness of filing registrations and reports.

A registration or report filed by first-class United States mail or by common or contract carrier is timely if:

- A. It is properly addressed with postage or handling charges prepaid; and
- B. It bears a post office cancellation mark or a receipt mark from a common or contract carrier indicating a time within the applicable filing period or before the applicable filing deadline, or if the person required to file furnishes satisfactory proof that it was deposited in the mail or with a common or contract carrier within that period or before that deadline.

(Ord. 16300 § 9, 2006)