



CITY OF DORAL LOBBYIST POLICIES & PROCEDURES

Pursuant to City of Doral Resolution #2007-31, formally adopting Section 2-11.1 (S) of the Miami-Dade County Code, the policies and procedures relating to lobbyists and lobbying activity shall be as follows:

Who is a Lobbyist?

A “Lobbyist” is defined as ***all persons, firms, or corporations employed or retained by a principal who seek to encourage the passage, defeat or modification of:***

- any ordinance, resolution, action or decision of the City Council;
- any action, decision, recommendation of the City Manager or any City Board or Committee; or
- any action, decision or recommendation of City personnel during the time period of the entire decision-making process on such action, decision or recommendation which foreseeably will be heard or reviewed by the City Council.

Who is NOT a Lobbyist?

- 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 for a non-profit organization for the purpose of requesting a grant without special compensation or reimbursement for the appearance;
- any employee(s) of a principal whose normal scope of employment does not include lobbying activities.



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Lobbyist Registration / Authorization / Reports

- All lobbyists for the City of Doral must:
 - File a **Lobbyist Registration Form** with the Office of the City Clerk on an annual basis.
 - Pay **\$490.00** as a registration fee per individual lobbyist, per calendar year which expires on December 31st of each year.
 - File a **Lobbyist Authorization Form** with the Office of the City Clerk for each principal represented and per issue.
 - File a **Lobbyist Expenditure Report** with the Office of the City Clerk by July 1st of each year (commencing in 2008).
 - All fees must be paid and all registration and authorization forms must be filed with the Office of the City Clerk **prior** to contacting or meeting with members of the City Council, City Staff and/or members of City boards.

Expenditure Reports:

By **July 1st of each year** (commencing in 2008), all lobbyists for the City of Doral must file with the Office of the City Clerk a **Lobbyist Expenditure Report**, which includes a signed statement under oath, listing **all lobbying expenditures in excess of twenty-five dollars (\$25.00)** for the preceding calendar year.

Failure to file the Lobbyist Expenditure Report by July 1st of each year will result in a **fine of fifty dollars (\$50.00) per day**. 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 fines have been appealed to the Ethics Commission.



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City of Doral Lobbyist Contact & Meeting Protocol

Pursuant to City of Doral Resolution #2007-31, all members of the City Council, City Staff and/or City boards who are contacted by a lobbyist or who are scheduled to meet with a lobbyist **must** immediately notify the Office of the City Clerk to ensure that all registration and authorization requirements have been met.

NOTE: Lobbyists who have NOT met all registration and authorization requirements are prohibited from contacting or meeting with members of the City Council, City Staff and/or City Boards.

Any and all questions regarding the City of Doral Lobbyist Policies and Procedures should be directed to the City Clerk at cyclerk@cityofdoral.com or by calling 305-593-6730 between the hours of 8:00 a.m. through 4:30 p.m., Monday through Friday.