



City of Aurora Lobbyist Registration FAQ

Registration

Q1. Who must register?

A1. All lobbyists and any person communicating directly or soliciting others to communicate with a covered official for the purpose of influence or to persuade the covered official. (A.C.C Sec. 2-952 (6))

Lobbyist registration is not required for persons who limit activities to (A.C.C. Sec. 2-952 (a) (i)(ii)):

- Giving testimony to Aurora City Council at the request of public officials or at the request of city employees.
- Providing information to Aurora City Council at the request of public officials or at the request of city employees.

Q2. When do I need to register?

A2. Lobbyist registration is required with the Aurora City Clerk before conducting lobbying activities. You must file an Annual Lobbyist Registration Statement on January 15th if you plan on lobbying covered officials the succeeding year.

The Annual Lobbyist Registration form is located at www.auroragov.org/lobby.

Q3. What are the registration fees?

A3. There are no required registration fees. (A.C.C. Sec. 2-963 (1) (b))

Q2. How long is my Certificate of Registration valid?

A2. The Certificate of Registration is valid for one year if you register by the January 15th deadline. If you register later in the year because you just began lobbying, your Certificate of Registration will be valid until January 15th of the next year.

Q5. What am I required to disclose as a lobbyist?

A5. The following reports and disclosures are required:

- Annual Registration Statement
- Quarterly financial report
- Disclosure of new clients

Q6. What if I have changes to my registration?

A6. Changes must be reported within five days from the date of the change. Changes are reported online using the Lobbyist Registration Change form located at www.auroragov.org/lobby. (A.C.C. Sec. 2-953(4))

Q7. When should I file a termination report?

A7. If you stop lobbying and want to terminate your lobbyist registration before it automatically expires on January 15th, you can file an amendment to your Annual Registration Statement along with your final Quarterly Financial Report. (A.C.C. Sec. 2-955)

The termination is filed using the Lobbyist Registration Change form located at www.auroragov.org/lobby.

Client Disclosure

Q1. When must I disclose a new client that is not included in my current registration?

A1. You will need to submit a Lobbyist Registration Change Form located at www.auroragov.org/lobby within five days from the date they became a new client. (A.C.C. Sec. 2-953(4))

Q3. What information about a client am I required to report?

- Full name of client
- Firm or organization of client
- Official action being lobbied
- Gross income received by client

Q4. Does the client have any reporting obligations?

A4. No. The registered lobbyist or lobbying firm is responsible for all reporting requirements.

Quarterly Financial Reporting

Q1. Who is required to file a quarterly financial report?

A1. Lobbyists receiving any income or making any expenditures for lobbying are required to file a Quarterly Financial Report.

Q2. How do I file a quarterly financial report?

A2. Visit the City of Aurora website at www.auroragov.org/lobby to file the quarterly financial report.

Q3. What are the reporting requirements?

A3. All lobbyists registered with the Aurora City Clerk are required to submit an itemized quarterly financial report no later than January 15, April 15, July 15, October 15. If the due date falls on a weekend or city holiday, the deadline is the next business day. (A.C.C. Sec. 2-954 (1))

Q4. What information is required on the quarterly financial reports?

A4. Required disclosure information includes (A.C.C. Sec. 2-954(d)):

- Gross income received from client
- Name of the client or employer on whose behalf money is expended
- Name and title of the covered official lobbied
- Date lobbied
- Official action on which the covered official was lobbied
- Provide an itemized and the estimated value of all gifts, entertainment, and direct expenditures to, on behalf of, or benefitting the covered official for lobbying purposes, including, but not limited to monies, tickets, gratuities, expressed agreements or any tangible values of any amount.

Each person lobbied during the reporting period must be registered with the Aurora City Clerk. No charges are assessed for the filing of the required quarterly reports.

Q5. How do I report expenses related to lobbying activities?

A5. An itemized list and estimated value of any gift, entertainment, or direct expenditure equal to, or in excess of, \$75.00 will be reported on your quarterly financial report.

Q6. How do I make a correction to my quarterly financial report after it is submitted?

A6. Changes to the quarterly financial report are made online at www.auroragov.org/lobby. Click “Yes” on the first question asking if the filing is a change.

Penalties

Q1. What are the penalties for noncompliance of Regulation of Lobbyists?

A1. Lobbying in the City of Aurora requires the person or organization to comply with all Requirements in the [A.C.C. Article IX-Regulation of Lobbyists](#).

In addition to being the custodian of lobbyist records, the Aurora City Clerk is required to administer and provide oversight of the Aurora’s lobbyist procedures. As a result, noncompliance with any aspect of the [A.C.C Article IX Regulation of Lobbyists](#) may require the Clerk to deny a certificate of registration, impose a fine, or suspend a certificate of registration.

Q2. How are the lobbyist regulation requirements enforced?

City Council adopted [Rules and Regulations](#) (Resolution 2022-03) to define, interpret, implement, and enforce the provisions of the City Code pertaining to Regulation of Lobbyists.

The City Clerk will accept complaints starting on January 16, 2022. The City Clerk will focus on education and compliance in the Regulation of Lobbyists in the year the ordinance takes effect, so lobbyists will not be subject to revocation, suspension, or sanctions for any violations in 2021.

THE ANSWERS TO THESE FREQUENTLY ASKED QUESTIONS ARE ADVISORY ONLY AND SHOULD NOT BE RELIED UPON AS LEGAL ADVICE.

IF YOU ARE UNSURE ABOUT HOW TO COMPLY WITH AURORA'S LOBBYING REGISTRATION ORDINANCE, YOU SHOULD CONSULT WITH YOUR OWN ATTORNEY.