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Who is considered a lobbyist?

A lobbyist is retained by another person or organization to communicate directly, or solicit others to communicate, with a covered official for the purpose of aiding in or influencing the covered official to favor or oppose, recommend or not recommend, vote for or against, or to take or refrain from taking any official action.

Covered Official Definitions

a. The Mayor and members of the City Council;
b. The City Manager and any Deputy or Assistant City Manager;
c. The director of any City Department or agency, and any deputy or assistant director, or division manager;
d. The Chief of Police, the Fire Chief, and any deputy or division chief of the Police or Fire Department;
e. The City Attorney and any Deputy City Attorney;
f. The appointed members of the Board of Adjustment and Appeals, the Building Code and Contractors Appeals and Standards Board, the Planning and Zoning Commission, and the Civil Service Commission;
g. The Court Administrator and the Presiding Judge; and
h. Any candidate who has been elected to office but not yet sworn in. For purposes of this definition, a candidate is considered elected to office on the date the City Council adopts its resolution declaring the results of the election.

Official Action Definitions

a. Any legislative matter, including the drafting, introduction or sponsorship of any ordinance, resolution, amendment, motion, or other matter, whether or not in writing, pending or proposed for consideration by the City Council or a committee thereof;
b. Any development application, including the review, recommendation for or against, approval, denial, administration, or enforcement of any permit, site plan, rezoning, variance, or other action that would change the character or appearance of real property and any improvements thereon;
c. Any contract to which the City, or any agency or instrumentality thereof, is a party, including the review, recommendation for or against, approval, denial, administration, or enforcement of any such contract, purchase order, lease, concession, franchise, grant, or other obligation; or
d. The review, issuance, denial, administration, or enforcement of any permit or license for which the City is the issuing authority.

Registration is not required for individuals -

- Giving testimony or providing information to the City Council at a public hearing or meeting
- Giving testimony or providing information at the request of public officials or employees
Registration Statement– Sec. 2-953

Before conducting any lobbying, a lobbyist shall file a registration statement with the City Clerk. Noncompliance with any aspect of the A.C.C Article IX Regulation of Lobbyists may require the Clerk to deny a certificate or registration. The City Clerk may impose a fine or bar or suspend a certified registration.

Reporting Schedule

- **January 15th** – Registration must be renewed annually by January 15th for the following 12-month period.
- **Before lobbying** – Registration is required with the Aurora City Clerk before conducting lobbying activities.

Required Information

- The lobbyists full name, lobbyist’s employer, business mailing and email address, and business telephone number
- The name, business mailing and email address, and business telephone number of each client:
  - Who reimburses, retains or contracts with the lobbyist to lobby on any official action
  - On whose behalf the lobbyist lobbies on any official action
  - By whom the lobbyist is paid or to be paid for such lobbying
  - The matters of official action on which the lobbyist lobbies
  - The name of any covered official with whom the lobbyist has any familial relationship or is engaged in any business or employment relationships

Registration Change Form

Any changes to registration status must be reported within five days from the date of the change. This form is also used to disclose information about new clients.
Quarterly Financial Report – Sec. 2-954

A financial report shall be filed each annual quarter with the City Clerk by each lobbyist and each subsequent quarter in which the lobbyist receives any income or makes any expenditures for lobbying.

Reporting Schedule

<table>
<thead>
<tr>
<th>Report:</th>
<th>Report Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Quarter Report</td>
<td>April 15th</td>
</tr>
<tr>
<td>Second Quarter Report</td>
<td>July 15th</td>
</tr>
<tr>
<td>Third Quarter Report</td>
<td>October 15th</td>
</tr>
<tr>
<td>Fourth Quarter Report</td>
<td>January 15th</td>
</tr>
</tbody>
</table>

Required Information

- 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.

*If the due date falls on a weekend or city holiday, the deadline is the next business day*
Lobbyist Checklist

_____ Annual Registration Statement

_____ Quarterly Financial Reports

_____ Disclosure of new clients – Registration Change Statement