

# Lobbyist Reporting Requirements Training

## *New Reporting Requirements and Business Processes in the Lobbyist E-Filing System*

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*The Office of the City Clerk*

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**April 2021**

# Online Training

## *House Rules for this WEBEX training:*



To help prevent feedback and crosstalk, microphones and cameras are turned off by default except for the presenter.



All questions will be addressed at the end of today's training.



- Please use the Q&A Button to address the host & presenter.
- The host will reply to you privately throughout the presentation.
- Questions posted to the Q&A will be addressed verbally by the presenter during the question-and-answer session at the end of the presentation.
- The Q&A button will be under



If you are having technical issues, please email your questions/concerns to [lobbyists@austintexas.gov](mailto:lobbyists@austintexas.gov).



This presentation will be made available via download after the training for your review and reference.

# Agenda

- [Ordinance No. 20190619-172](#)
- New Reporting Requirements for Business Entities
- New Reporting Requirements on Quarterly Activity Report
- Introduction to Lobbyist E-Filing System
- Online Payment for Registration and Late Fees
- Lobbyist Contact Form
- July Quarterly Activity Report Filing Deadline

# Ordinance No. 20190619-172

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*Updating Chapter 4-8 of City Code Relating to Lobbying*



# Ordinance No. 20190619-172

- The ordinance passed at the June 19, 2019 City Council Special Called Meeting and updated **Chapter 4-8 of Austin City Code** relating to lobbying.
- The ordinance updated the reporting requirements for **business entities** and **Quarterly Activity Reports**.
- City Clerk's Office decided to implement all City Code updates into the **new Lobbyist E-Filing System**, which will **launch in June 2021**.

# New Lobbyist Reporting Requirements

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## *Business Entity Reporting*



# Business Entity Registration and Activity Reports

- **Starting with the July 2021 Quarterly Activity Report**, business entities registered with the City of Austin are required to submit Registration and Quarterly Activity Reports alongside their registered lobbyists.
- Each quarter, business entities must submit a Quarterly Activity Report by the filing deadline, **otherwise the business entity will receive a late fee**.
- If the business entity does not need to report anything beyond what their registered lobbyists have already reported, they can file a ***No Additional Reportable Information*** affidavit for their Registration and Quarterly Activity Report.

# No Additional Reportable Information

While filing their Quarterly Activity Report, the business entity will be required to confirm their registered lobbyist(s), then will be provided with the opportunity to either file a **No Additional Reportable Information** affidavit or file a Registration or Activity Report.

Here is a list of Lobbyists reporting for **[Business Entity Name]**

To register an additional lobbyist under your business entity, contact the City Clerk's Office at [lobbyists@austintexas.gov](mailto:lobbyists@austintexas.gov). For additional information, visit the City Clerk's webpage for lobbyists.

Name	Date of Last Filed Report	Last Filed Report	Filer ID
Jefferson, Thomas	2021-04-12 14:03:29.288	Austin Lobby Registration	00090759
Roosevelt, Franklin		Austin QAR JAN 10	00090740

(1 of 1) 1 10

I confirm that the lobbyist(s) listed above are the lobbyist(s) registered under my business entity.

Do you need to report any municipal questions, clients, or employees beyond what your employee lobbyists have reported or will be reporting?

Yes  No

If you are unsure how to proceed, consult City Code § 4-8-4 and 4-8-5

Previous Next





## ***No Additional Reportable Information Affidavit Language for Registration Report***

*Under penalty of perjury, I swear or affirm that I have no additional registration or activity to report beyond the information reported by the employee lobbyist(s) registered on behalf of my business entity pursuant to City Code, Chapter 4-8.*

## ***No Additional Reportable Information Affidavit Language for Quarterly Activity Report***

*Under penalty of perjury, I swear or affirm that I have no additional activity to report beyond the information reported by the employee lobbyist(s) registered on behalf of my business entity pursuant to City Code, Chapter 4-8. I affirm that with the exception of activity reported separately by the employee lobbyists of the entity, during this reporting period, the entity has no reportable activity in regard to the previous calendar quarter, as defined by the conditions below.*

- The entity received no Client Compensation or Reimbursement for lobbying aside from the compensation or reimbursement (if any) reported by its employee lobbyists this reporting period. (City Code § 4-8-6(A)(2)).*
- The entity made no Expenditures for lobbying aside from expenditures (if any) reported by its employee lobbyists this reporting period. (City Code § 4-8-6(A)(3)).*
- Aside from what was reported by its employee lobbyists for the previous calendar quarter, the entity did not exchange money, goods, services, or anything of value totaling \$500 or more with a business entity in which a City official is a proprietor, partner, director, officer, manager, employer, or employee, or in which a City official has substantial economic interest. (City Code § 4-8-6(A)(4)).*
- Aside from what was reported by its employee lobbyists, the entity has no employees who are household members of or that are related (within third degree of consanguinity or affinity) to the Mayor or a Council Member to report for the previous calendar quarter. (City Code § 4-8-6(A)(5)).*
- The entity has no registration information to update (§§ 4-8-5 and 4-8-6(A)(1)).*

# New Lobbyist Reporting Requirements

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*Updates to Quarterly Activity Reports*



# Updates to Quarterly Activity Reports

## *New Fields*

When reporting an Expenditure in the *Expenditures Details (§4-8-6-(A)(3))* section, if you select the expenditure category *Gifts*, you will be required to report two new fields.

## *New Section*

When filing a Quarterly Activity Report, there will be a new section called *Business Entity of City Official § 4-8-6(A)(4)*.

# New Fields for Expenditure Details Section

If a filer selects the expenditure category *Gifts*, the filer will be prompted to identify each household member or relative of a City Official (within third degree of consanguinity or affinity) if they were the recipient of the gift expenditure.

***Expenditure Category\****



***First Name of Relative or Household Member of City Official\****

***Last Name of Relative or Household Member of City Official\****

# New Section: Business Entity of City Official

- *Business Entity of City Official* is a section on the Quarterly Activity Report for both lobbyists and business entities.
- If the section is not applicable to the filer, then they do not need to fill out the section.



# *Business Entity of City Official*

## Instructions

Pursuant to § 4-8-6(A)(4) identify each business entity of which a City official is a proprietor, partner, director, officer, manager, employer, employee, OR in which a City official has a substantial economic interest AND with which the registrant has engaged in an exchange of money, goods, services, or anything of value in the amount of \$500 or more in a calendar quarter.

## Required Fields

1. Name of Business Entity
2. Address of Business Entity
3. First Name of City Official
4. Last Name of City Official
5. Job Title of City Official
6. Department of City Official
7. Date of Exchange
8. Amount of Exchange
9. Nature of Exchange

# Lobbyist E-Filing System

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*New Electronic Online Filing System*





# Other Reports in E-Filing System

STAGE 1 April 2019	STAGE 2 July 2020	STAGE 3 July 2021	STAGE 4 (The Future)
<p>Statement of Financial Information (SFI) reports</p> <p>Personal Financial Statement (PFS) reports</p>	<p>Campaign Finance Reports</p>	<p>Lobbyist Registration and Activity Reports</p> <p>Lobbyist Registration and Late Fees</p>	<p>Conflict of Interest Questionnaire (CIQ)</p>



# Lobbyist E-Filing System

## *When is the new Lobbyist E-Filing System going to launch?*

The new Lobbyist E-Filing System will be released in June of 2021 and the first filing deadline will be the July 1 – July 12, 2021 for the July Quarterly Activity Report.

## *Where do I find the E-Filing System?*

The E-Filing System is an online website where you will go to log into your account and file all your lobbyist reports.

## *How was it created?*

The City Clerk's E-Filing System is built using the same vendor that created the Texas Ethics Commission (TEC)'s Electronic Filing Application.



**All filers** are required to submit **Registration** and **Quarterly Activity Reports** using the **E-Filing System** starting with the July Quarterly Activity Report, **due July 1 - July 12, 2021.**

# 2021 Spring and Summer Timeline

## May

- Attend lobbyists trainings (New Requirements and E-Filing System Introduction).
- Fill out new online Lobbyist Contact Form.

## June

- Lobbyists and business entities receive email to set up their e-filing account.
- Lobbyists and business entities refile their Registration Report.

## July

- File and submit July Quarterly Activity Report using the new e-filing system by July 12 Deadline.
- Pay renewal fee if applicable to submit report. System will not allow you to submit the report with outstanding fees.\*

\*Note: Renewal fees can be paid via credit card in the E-Filing System. If a lobbyist or business entity needs to mail their renewal fee payment using cash or check, **they must mail the payment to the City Clerk's Office at least two weeks before the deadline.**

# New Processes and Rules in E-Filing System

- You must submit your registration report ***before*** filing your Quarterly Activity Report. Note, this will not impact your registration date.
- Error Check/Validation will happen ***before*** filing report, please plan ahead.
- You can pay your registration fee and late fee online within the E-Filing System.
- **You will not be able to file an activity report until all registration and late fees have been paid.**

# Reports in E-Filing System

## Registration Report

- Municipal Question(s)
- Client(s)
- Employee(s)

## Quarterly Activity Report

- Client Compensation
- Expenditure Totals
- Expenditure Details
- Business Entity of City Official

# Online Payment System

## *What is the new online payment system?*

The new E-Filing System will be connect to the City of Austin's new online payment provider. The online payment system is the same system used for many of the City's online payment transactions and is PCI compliant.

## *What type of payment does the online payment system accept?*

The online payment system will accept all major credit cards, including American Express, Visa, MasterCard, and Discover.

## *Can I still pay by cash or check?*

Lobbyists and business entities still have the option to pay by cash or check, but please plan ahead! Mailing a payment usually takes about 2 weeks and lobbyists and business entities must have all outstanding fees paid **before** they can file a Quarterly Activity Report in the E-Filing System.

# New Registration Process and Fees

If you need to register a new lobbyist or business entity, follow the steps below:

## Lobbyist Contact Form



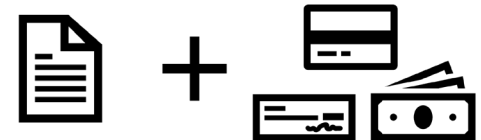
Lobbyist or business entity will submit the new online Lobbyist Contact Form.

## City Clerk's Office



Contact Form will be sent to the [lobbyists@austintexas.gov](mailto:lobbyists@austintexas.gov) inbox. City Clerk Staff will create an E-Filing account for filer and email with instructions how to set up an account will be sent to email address on Contact Form.

## E-Filing System



Filer will log into the E-Filing System and submit their New Registration Report, then pay their new registration fee, either online or by cash or check. If you haven't submitted your registration fee payment within 10 days of filing registration report, you will receive a late fee.



# Registration Anniversary Fees

- According to City Code Section 4-8-5 (D), on the date of registering, and on the anniversary of the date each year thereafter until the registration is terminated, a registrant shall pay to the City, and the city clerk shall collect, an annual registration fee.
- Each time a lobbyist or business entity logs into the E-Filing System, the system will display a reminder of when you will need to pay your renewal fee next.
- You cannot file a Quarterly Activity Report until all registration and late fees has been paid.
- You can pay online via credit card or in person by cash or check.

# New Lobbyist Contact Form

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*Action item!*



# Lobbyist Contact Form

- The City Clerk's Office updated the Lobbyist Contact Form and you can now file your contact form online, via [this link](#).
- Lobbyists who are registered under a business entity will need to now submit their own Lobbyist Contact Form.
- Lobbyists and business entities will now be able to manage their contact information (including email addresses) within the E-Filing System, there will no longer be a need to file an update to the Contact Form.
- A Filer ID and password is created for each account.

**Make sure that your E-Filing account is created with the most up-to-date contact information by filling out the new Lobbyist Contact Form before *May 21, 2021*.**



**[https://cityofaustin.formstack.com/forms/lobbyist\\_contact\\_form](https://cityofaustin.formstack.com/forms/lobbyist_contact_form)**

# July Quarterly Activity Report Filing Deadline

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*Upcoming Trainings and Summer E-Filing Launch*



# E-Filing System Introduction Trainings

- Upcoming Trainings to include a Walkthrough and Demonstration of the E-Filing System:
  - **May 24, 2021 / 10:00 AM - 12:00 PM**
  - **May 25, 2021 / 2:00 PM - 4:00 PM**
  - **June 23, 2021 / 10:00 AM - 12:00 PM**
  - **June 25, 2021 / 2:00 PM - 4:00 PM**
- Due to the pandemic, all trainings will be hosted online.
- RSVP by emailing [lobbyists@austintexas.gov](mailto:lobbyists@austintexas.gov)

# July Quarterly Activity Report Filing Deadline

- E-Filing System will launch at the beginning of June 2021.
- Current registered lobbyists and business entities will have E-Filing accounts created for them.
- Each filer will be required to file a Registration Report before filing the July Quarterly Activity Report.
- **All filers are required to submit Registration and Quarterly Activity Reports within the E-Filing System starting with the July Quarterly Activity Report, due July 1 - July 12, 2021.**

# Reminder! Please Plan Ahead!

- ✔ Give yourself plenty of time to file your July Quarterly Activity Report, since this will be a new system and process.
- ✔ If you are paying by check or cash, **plan to mail the payment at least two weeks in advance of the July filing deadline.**
- ✔ If you need to come into the City Clerk's Office, please email [lobbyists@austintexas.gov](mailto:lobbyists@austintexas.gov) before coming to City Hall. Appointments are required as the office is open by appointment only due to COVID.
- ✔ Until further notice, masks will be mandatory while visiting City Hall.



***Disclaimer: This presentation is NOT legal advice.  
Please consult with your attorney and review the  
express terms of City Code Chapter 4-8  
when filing lobbyists reports.***

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**Questions?**