Lobbyist Handbook

City Clerk License Division
200 E. Wells St., Room 105
Milwaukee, WI 53202
(414) 286-2238

Last Updated 11/01/05

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This Lobbyist Handbook was created to assist persons required to register under the provisions of the lobbying ordinance. This cursory review does not replace the registrant's responsibility to review chapter 305, subchapter 3 of the Milwaukee Code of Ordinances related to the regulation of lobbyists.

I. Purpose of Lobbying Registration.

The Common Council declares that the operation of an open and responsible government requires that the fullest opportunity be afforded to the people to petition their government for the redress of grievances and to express freely to any officials of the executive or legislative branch their opinions on legislation, on pending administrative and other policy decisions, and on current issues.

Essential to the continued functioning of an open government is the preservation of the integrity of the governmental decision-making process. In order to preserve and maintain the integrity of the process, the Common Council determines that it is necessary to regulate and publicly disclose the identity, expenditures and activities of persons who engage in, who hire others, or are hired to engage in efforts to influence actions of the legislative and executive branches.

II. Definitions.

Administrative Action means the proposal, drafting, development, consideration, or issuance of staff recommendations, whether those recommendations are required by the code of ordinances, or requested by the Mayor or a board, committee, commission or the Common Council.

Administrative action **does not include** action related to an enforcement action commenced by a written order, a citation, or a summons and complaint.

City Official means any individual holding a position which is designated by the city positions ordinance as being required to file a statement of economic interests under s. 303-11.

Note: A list of persons required to file a statement of economic interests is available online at www.milwaukee.gov/lobby.

Design Professional means architects, landscape architects, professional engineers, designers and land surveyors registered under ch. 443, Wis. Stats.; geologists, hydrologists and soil scientists licensed under ch. 470, Wis. Stats.; professional planners certified by the American institute of certified planners; photogrammetrists certified by the American society for photogrammetry and remote sensing; and cultural resource specialists as defined by the United States secretary of interior professional standards for archeology and historic preservation.

Legislative Action means the development, drafting, introduction, consideration, modification, adoption, rejection, review, enactment, or defeat of any resolution, ordinance, amendment, report, nomination or other matter by the Common Council, a Common Council committee or subcommittee, or by a Common Council member or employee of the Common Council acting in an official capacity.

"Legislative action" also means the action of any city official in the development of any matter or proposal for introduction to or consideration by the Common Council.

Lobbying means any attempt to influence legislative or administrative action by oral or written communication with any city official. Lobbying shall not include appearances by any person before a city board, commission or committee.

Lobbying expenditure means an expenditure related to the performance of lobbying, whether paid in the form of an advance or subsequent reimbursement.

Lobbyist means any person who is employed by a principal or contracts for or receives economic consideration other than reimbursement for actual expenses from a principal, **and** who lobbies on behalf of the principal for 2 or more hours within a single reporting period.

Ministerial action means an action that an individual performs in a given state of facts in a prescribed manner in obedience to the mandate of legal authority, without regard to the exercise of the individual's own judgment as to the propriety of the action being taken.

Person means any individual, corporation, association, firm, limited liability company, partnership, committee, club, organization or group of people who are voluntarily acting in concert.

"Person" also includes a recognized employee organization, association and its representatives.

Principal means any person who employs a lobbyist, **or** contracts for the services of a lobbyist, **or** lobbies on behalf of his or her own corporation, association, limited liability company or partnership.

"Principal" also includes: a government department, agency and organization of another political subdivision within the state of Wisconsin, another state or the federal government.

Real Party in Interest means any person, other than an intermediary, for whom the lobbyist acts.

Registrant means any person who is required to register as a lobbyist.

Relative means a parent, grandparent, child, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, spouse, fiancé, fiancée, or registered domestic partner.

Reporting Period means either that 6-month period beginning with January 1 and ending on June 30 each year **or** that beginning with July 1 and ending on December 31 each year.

III. Lobbyist Registration Requirements.

A. Overview.

1. Annual registration is required of persons who attempt to influence legislative or administrative action by oral or written communication with any city official. Certain exceptions to registration have been established; see Section D on page 6.

2. Each license for a lobbyist to engage in lobbying is issued for the calendar year. The license expires on December 31 of each year, irrespective of the date on which the license was issued. The license fee is $125 per principal.

3. Each license issued to a lobbyist indicates a principal on whose behalf the lobbyist is registered to lobbying. Lobbyists must submit a separate registration application and fee for each principal represented.

4. Principals are required to file an expense statement for each biannual reporting period in which a minimum of $500 in lobbying expenditures have been made. See Part V on page 16.

5. Nothing in the lobbying ordinance shall be applied to or interfere with the right of any person to communicate with the Common Council member who represents the district in which the person resides, whether or not this communication is made on behalf of the person or on behalf of another person.

B. Where to Register.

1. Submit by mail or in person completed lobbyist registration forms to the License Division of the City Clerk's Office located at City Hall, 200 East Wells Street, Room 105.

2. Registration forms and related information are available online at www.milwaukee.gov/lobby or can be obtained by contacting the License Division. See Part IV on page 11 for information related to the forms required for registration.

3. Registration forms submitted electronically or by fax **cannot** be accepted.

C. Who Needs to Register.

1. Lobbyist means any person who is employed by a principal or contracts for or receives economic consideration other than reimbursement for actual expenses from a principal, **and** who lobbies on behalf of the principal for 2 or more hours within a single reporting period.

2. Any person meeting the definition of a lobbyist is required to register with the License Division within 15 days of meeting the definition. Certain exceptions to registration have been established; see Section D below.

3. In the event a person engages in lobbying on behalf of multiple principals, separate registration applications and fees are required for each principal represented. See Section B, Part IV on page 11 for information related to fees.

D. Registration Exemptions.

The provisions of the lobbying ordinance do not apply to the following:

1. A city official, provided he or she is solely in matters of governmental interest concerning his or her respective governmental body and the City of Milwaukee.

2. A person who owns, publishes or is employed by the published or broadcast media, provided the person does not engaged in other activities that require registration under the lobbying ordinance and does not represent another person in connection with influencing legislation.

There is **no exemption** for a person whose relation to the news media is only incidental to a lobbying effort or when a position taken or advocated by a media outlet, reporter or editor directly affects or seeks to influence legislation in which the media outlet, reporter or editor has a direct or indirect financial interest.

3. A person who, without compensation and not as part of or in the ordinary course of his or her regular employment, presents the position of a civic organization such as a taxpayer's association, a community organization or other organization, however formally or informally organized.

A person is **not exempt** when a position taken or advocated directly impacts, affects, or seeks to influence legislation in which that person has a direct or indirect financial interest.

4. A person who presents the position of a religious organization on matters involving the religious beliefs of the organization.

5. A member of the State Bar of Wisconsin, acting on behalf of a client in an attorney-client relationship, while performing a duty or service which can be performed lawfully only by an attorney licensed to practice law in the state of Wisconsin.

6. A person who presents the position of a religious organization on matters involving the religious beliefs of the organization.

7. A member of the State Bar of Wisconsin, acting on behalf of a client in an attorney-client relationship, while performing a duty or service which can be performed lawfully only by an attorney licensed to practice law in the state of Wisconsin.

8. A representative appearing on behalf of an owner before the board of review as authorized by s. 70.47(8)(b), Wis. Stats.

9. Requests for information from a city official and the furnishing of that information when the official is acting in an official capacity.

10. Requests for interpretation of existing laws or ordinances; contract or bidding inquiries; or grant applications.

11. A person employed by the housing authority of the city of Milwaukee, the Milwaukee economic development corporation, the neighborhood improvement development corporation and the redevelopment authority of the city of Milwaukee, provided he or she is solely engaged in matters of governmental interest concerning his or her employer and the city.

12. A person holding a staff position for any city board, commission or committee where the members of that body are not required to file statements of economic interests under s. 303-11, provided he or she is solely engaged in matters of governmental interest concerning his or her respective body and the city.

13. A person who is a design professional, acting on behalf of a client, while performing a duty or service within the definition of the practice of his or her profession. This paragraph does not exempt a person when the performance of a duty or service directly impacts, affects or seeks to influence administrative or legislative action in which that person has a direct or indirect financial interest other than receipt of professional fees and reimbursement for actual expenses.

E. When to Register.

1. Any person meeting the definition of a lobbyist is required to register with the License Division **within 15 days** of meeting the definition.

2. The definition of a lobbyist includes a threshold that establishes that a person is a lobbyist after the person engages in lobbying on behalf of the principal for 2 or more hours within a single reporting period. As a result, the 15-day period within which a lobbyist is required to register does not begin until the 2-hour threshold has been met.

3. In the event a person engages in lobbying on behalf of multiple principals, separate registration applications and fees are required for each principal represented. The 15-day grace period within which a lobbyist is required to register does not begin until the 2-hour threshold has been met on behalf of a particular principal.

F. Changes to Lobbying Subject Areas.

1. Persons registered as lobbyists are required to amend their original registration filings so that their files reflect at all times the areas of legislative or administrative action they are attempting to influence on behalf of a principal.

2. Changes must be reported **within 10 days** of the changes taking place.

3. Changes and additions may be reported to the License Division or lobbyists can change or add their administrative or legislative action information by using the online amendment form available at www.milwaukee.gov/lobby.

4. An instruction sheet for changing or adding matters online is also available at www.milwaukee.gov/lobby. A sample instruction sheet is provided on page 9.

G. Termination of Lobbyist Status.

1. Upon termination of a person's engagement or employment as a lobbyist, the principal is required to notify the License Division in writing on a form provided by the License Division.

2. A lobbyist termination form is available from the License Division or online at www.milwaukee.gov/lobby. A sample Lobbyist Termination Form is provided on page 10.

INSTRUCTIONS FOR CHANGING OR ADDING A MATTER ONLINE

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
www.milwaukee.gov/lobby

Prior to making changes to the areas of legislation online you must first establish a user-id and password with the City of Milwaukee's E-Services System.

Once you have registered with e-services:

1) Logon to the Lobbyist Home Page www.milwaukee.gov/lobby and click on "Change Add/Administrative Action Online

   Or

   Logon directly at www.milwaukee.gov/lobbyist

2) Type in your Lobbyist License #. This number is located in on the upper right hand corner of the lobbyist license. If you are unable to locate this number please call (414) 286-2238.

3) Enter the your email address and password used with the City of Milwaukee's E-Services System. Go to the following link to request a forgotten password:http://itmdapps.ci.mil.wi.us/login/login/getpassword.jsp

4) Enter the Principal's First Name and Last Name. This is located on the bottom of the lobbyist license.

   First Name: _**Lightfoot Taxicab**___ Last Name: _**Company, Inc.**

   If you are having problems entering the principal's name correctly, please call (414) 286-2238.

TO CHANGE A MATTER

5) Click change matter

6) Select matter you wish to change appropriate

7) Click on submit

8) Make changes as needed and click on update needed

9) If no changes are needed, click on no changes

TO ADD A MATTER

5) Click add matter

6) Enter information as appropriate

7) Click add matter

8) Enter more changes as needed

If you have any questions or problems, please email license@milwaukee.gov or call (414) 286-2238.

LOBBYIST TERMINATION FORM

City of Milwaukee

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
www.milwaukee.gov/lobby

Regulations located in Ch. 305 of the Milwaukee Code of Ordinances.

_____**Edward Rutledge**_____ (Lobbyist Name)
has been terminated as a lobbyist for

__**Lightfoot Taxicab Company, Inc.**_____(Principal Name)

I certify that the above lobbyist's engagement or employment for the above principal has been terminated. I further certify that I am authorized to sign this document on behalf of the principal.*

Signature: _____*Richard H Lee*_____

Date: __**12/31/05**_____ Phone Number: ____**414-555-1234**____

The termination is effective upon receipt of this signed form by the City Clerk License Division. Please submit in person or by mail. No faxed or copied forms will be accepted.

*Only the original signature of those individuals listed as authorized to sign documents on behalf of the principal will be accepted.

Office Use Only:

Initials:_____ Transaction #: _____ Date & Time Stamp:

IV. Lobbyist Registration.

A. Forms.

1. Form ccl-267a: Lobbyist Registration Form.

Any person meeting the definition of a lobbyist is required to register with the License Division within 15 days of meeting the definition. Certain exceptions to registration have been established; see Section D on page 6.

Instructions: Complete Lines 1 through 17 of the Lobbyist Registration Form and sign and date the form to indicate that a copy of the lobbying rules and regulations have been received.

In the tables provided under Line 17 enter the file number, if assigned, the subject matter of the legislative or administrative action for which the lobbyist has been retained, and any economic interest the lobbyist and the real party in interest have in the matter. Generally, the real party in interest is the principal; however, please be advised that the real party in interest means any person, other than an intermediary, for whom the lobbyist acts.

In addition, complete and submit with the Lobbyist Registration Form a form ccl-267b: Written Authorization for Lobbyist.

Example: A sample completed form ccl-267a: Lobbyist Registration Form has been provided on pages 13 and 14.

2. Form ccl-267b: Written Authorization for Lobbyist.

Lobbyists are required at the time of registration to file with the License Division a written authorization, signed by the principal, for the lobbyist to represent the principal. In those instances in which a lobbyist represents multiple principals, the lobbyist is required to file a separate for each principal.

Instructions: Complete form ccl-267b: Written Authorization for Lobbyist and attach and submit with form ccl-267a: Lobbyist Registration Form. If the principal does not sign the form, the person signing the form must be listed as an authorized signer in Section 16 of form ccl-267a: Lobbyist Registration Form.

Example: A sample completed form ccl-267b: Written Authorization for Lobbyist has been provided on page 15.

B. Registration Fee.

1. Each license for a lobbyist to engage in lobbying is issued for the calendar year. The license expires on December 31 of each year, irrespective of the date on which the license was issued.

2. The license fee is $125 per principal, payable at the time of registration, for the first 4 principals registered by the same lobbyist in a calendar year.

3. The fifth and all subsequent principals registered by the same lobbyist in a calendar year may be registered without further charge.

4. Registrants employed by or who contract with or receive economic consideration from a government department, agency or organization of another political subdivision within the state of Wisconsin; another state; or the federal government shall be exempt from paying the fee, provided the registrants are solely engaged in matters of governmental interest concerning their respective governmental body and the city of Milwaukee.

Form ccl-267a

City of Milwaukee

LOBBYIST REGISTRATION FORM

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
www.milwaukee.gov/license
Lobbying regulations located in Chapter 305 of the Milwaukee Code of Ordinances.

Name of Lobbyist:

1) Full Name (Last, First & Middle Initial)
Rutledge, Edward J.

2) Occupation:
Lobbyist

Lobbyist's Place of Employment:

3) Employer's Name:	4) Employer Telephone Number:
Samuel Huntington & Associates	**414-555-5555**

5) Employer Address (include City, State, Zip Code):
5656 W Justice Av, Milwaukee, WI 53200

6) Email address at principal place of employment:
Info@samhunt.org

Principal Information:

7) Principal Name:
Lightfoot Taxicab Company, Inc

8) Occupation/Type of Business:	9) Principal Telephone Number
Taxicab Fleet Operator	**414-555-1234**

10) Principal's Address (include City, State, Zip Code):
1776 W Liberty St., Milwaukee, WI 53200

11) Principal's Email Address:
taxi@lightfoot.com

Principal's Contact Person:

12) Contact Person Name:	13) Contact Person Telephone Number:
Francis L. Lee	**414-555-1234**

14) Contact Person Address (include City, State, Zip Code):
1776 W Liberty St., Milwaukee, WI 53200

15) Contact Person Email Address:
Frlee@lightfoot.com

16) Principal's Authorized Signers (attach additional sheets if necessary):

Name:	Telephone Number:	Address:	E-Mail Address:
Francis L. Lee	**414-555-1234**	**1776 W Liberty St.**	**Frlee@lightfoot.com**
Richard H. Lee	**414-555-1234**	**1776 W Liberty St.**	**Rilee@lightfoot.com**
Edward Rutledge	**414-555-5555**	**5656 W Justice Av.**	**Erutl@samhunt.org**

17) Enter below the file number, if assigned, the subject matter of the legislative or administrative action(s) for which the lobbyist has been retained, and any economic interest the lobbyist and real party in interest have in the matter.

*The registrant is required to amend the registration filing so that his or her file reflects at all times the areas of legislative and administrative action that the registrant is attempting to influence; see lobbyist manual for details.

File No. **050195**	Subject Matter: **Public Passenger Vehicle Regulations**
Does the lobbyist have any direct or indirect economic interest in the matter? ☐ Yes **X**☐ No If yes, please describe:	
What is the principal's or other real party in interest's direct or indirect economic interest in the legislative or administrative matter? **Establishment of regulations would increase the cost to principal to operate its taxicab fleet.**	

Enter below additional Legislative or Administrative Action(s) for which the lobbyist has been retained:

File No. **050292**	Subject Matter: **Public Passenger Vehicle Driver's Licensing**
Does the lobbyist have any direct or indirect economic interest in the matter? ☐ Yes **X**☐ No If yes, please describe:	
What is the principal's or other real party in interest's direct or indirect economic interest in the legislative or administrative matter? **Establishment of regulations would impact the ability of the principal to attract and retain qualified drivers.**	

File No. **050291**	Subject Matter: **Age of Vehicles Operating as Taxicabs**
Does the lobbyist have any direct or indirect economic interest in the matter? ☐ Yes **X** ☐ No If yes, please describe:	
What is the principal's or other real party in interest's direct or indirect economic interest in the legislative or administrative matter? **Establishment of regulations would increase the cost of to the principal to operate its taxicab fleet.**	

File No.	Subject Matter:
Does the lobbyist have any direct or indirect economic interest in the matter? ☐ Yes ☐ No If yes, please describe:	
What is the principal's or other real party in interest's direct or indirect economic interest in the legislative or administrative matter?	

I have received a copy of the lobbying rules and regulations established in Chapter 305, Subchapter 3 of the Milwaukee Code of Ordinances.

Signature: *Edward J Rutledge* Date: **6/10/05**

A written authorization form (ccl-267b) must accompany this registration application.

Any incomplete applications, applications submitted without the required fee or applications submitted without the written authorization form will not be accepted.

Office Use Only:

Form ccl-267a

City of Milwaukee

WRITTEN AUTHORIZATION FOR LOBBYIST

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
www.milwaukee.gov/license

A written authorization must accompany all lobbyist registrations.

Name of Lobbyist:
Edward Rutledge

Principal Name:
Lightfoot Taxicab Company, Inc.

I/We do hereby authorize the _**Edward Rutledge**_____ (Name of Lobbyist) to represent _ **Lightfoot Taxicab Company, Inc.**_ (Name of Principal) in lobbying activities with city of Milwaukee officials.

*Signature of Principal or Authorized Signer of the Principal:

___*Richard H Lee*_____

Date: _____**6/10/05**_____

*If the principal does not sign this form, the person signing the form must be listed in section 16 of the lobbyist registration form as an authorized signer.

Office Use Only:

V. Principals' Expense Statements.

A. Forms.

1. Form ccl-267d: Principal Expense Statement.

a. Every principal is required to file with the License Division an expense statement covering the proceeding reporting period, if the principal has made lobbying expenditures of $500 or more within a reporting period.

Instructions: Complete Lines 1 through 6 of the Principal Expense Statement as well as Parts I through III of the form. In addition, complete and submit with the Principal Expense Statement a form ccl-267j: Disclosure of Lobbying Activity for each subject area in which the principal attempted to influence legislative or administrative action during the reporting period.

b. In the event principal has made lobbying expenditures of less than $500 in a reporting period, the principal is required to file an abbreviated Principal Expense Statement.

Instructions: Complete Lines 1 through 6 of the Principal Expense Statement and only Part III of the form. The principal is not required to file form ccl-267j: Disclosure of Lobbying Activity.

Example: A sample completed form ccl-267d: Principal Expense Statement has been provided on pages 18 and 19.

2. Form ccl-267j: Disclosure of Lobbying Activity.

If a principal has made lobbying expenditures of $500 or more within a reporting period, the principle is required to include with the Principal Expense Statement a contemporaneous record disclosing the time and resources spent on each attempt to influence legislative or administrative action in each subject area.

Instructions: Complete a separate form ccl-267j: Disclosure of Lobbying Activity for each subject area in which the principal attempted to influence legislative or administrative action during the reporting period. Attach and submit with form ccl-267d: Principal Expense Statement all completed Disclosure of Lobbying Activity forms.

Example: A sample completed form ccl-267j: Disclosure of Lobbying Activity has been provided on pages 20 and 21.

B. Late Filing.

Principal Expense Statements are required to be filed no more than 30 days after the end of each reporting period. There is an additional fee in the amount of $25

for the late filing of the statement. The table below indicates the filing deadline date for each reporting period.

For reporting period:	The filing deadline is:
January 1 through June 30	July 30
July 1 through December 31	January 30

C. Retention of Records.

All accounts, bill, receipts, books, papers and other documents necessary to substantiate a Principal Expense Statement must be obtained, organized and preserved by the principal and any lobbyist engaged by the principal **for 3 years after** the filing of the expense statement.

D. Filing Exemptions.

The following are exempt from filing a Principal Expense Statement: a government department, agency or organization of another political subdivision within the state of Wisconsin, another state or the federal government.

VI. Additional Requirements.

A. Identification.

When appearing before a Common Council committee, a person required to register under the lobbying ordinance must orally identify him or herself as a lobbyist or principal before engaging in lobbying.

B. Disclosure.

At a Common Council, committee, board or commission meeting, a city official may require oral disclosure of the following information:

1. Whom a lobbyist is representing.
2. The specific legislation or administrative matter for which a lobbyist has been retained.
3. Any economic interest the lobbyist or principal may have in the matter.

Form ccl-267d

City of Milwaukee

City Clerk's Office – License Division
200 E. Wells St., Room 105
Milwaukee, WI 53202
(414) 286-2238
license@milwaukee.gov
Website: www.milwaukee.gov/lobby

PRINCIPAL EXPENSE STATEMENT

Instructions: Complete Lines 1 through 6 of the Principal Expense Statement and any Parts required to be completed pursuant to Line 6. Attach and submit with the expense statement all completed Disclosure of Lobbying Activity forms (ccl-267j), if required. Please be advised that the following are exempt from filing an expense statement: a government department, agency or organization of another political subdivision within the state of Wisconsin, another state, or the federal government.

1. Reporting Period: ☐ January 1 through June 30, 20___. Filing Deadline: July 30.
X☐ July 1 through December 31, 20 **05**_. Filing Deadline: January 30.

Expense statement must be filed no more than 30 days after the end of each reporting period. There is an additional fee in the amount of $25 for the late filling of this statement.

2. Name of Principal: **Lightfoot Taxicab Company, Inc.**

3. Principal's Address: **1776 W Liberty St., Milwaukee, WI 53200**

4. Principal's Email Address:	**5.** Principal's Telephone Number:
Frlee@lightfoot.com	**414-555-1234**

6. Indicate whether lobbying expenditures of more or less than $500 were made in the reporting period and complete the parts and forms indicated.

☐ Less than $500. Complete Part III only.

X☐ More than $500. Complete Parts I through III. Complete and submit with the expense statement a Disclosure of Lobbying Activity form (ccl-267j) for each subject area in which the principal attempted to influence legislative or administrative action.

PART I. Lobbying Expenditures. $ **1,385.49**

7. Enter total amount of lobbying expenditures made and obligations incurred for lobbying activities by the principal and all lobbyists for the principal. Include the following in the total amount entered:

A. Compensation to persons to engage in lobbying.
B. Lobbying expenditures made and obligations incurred for paid advertising and any other activities conducted for the purpose of urging members of the general public to attempt to influence legislative or administrative action, if the amount exceeds $500 during the reporting period.

8. If the amount entered in line 7 includes lobbying expenditures and obligations made or incurred by any one lobbyist for the principal which exceeded $200 during the reporting period, enter in Table 1 below the name and address of the lobbyist and the total amount of the lobbying expenditures made or obligations incurred.

Table 1.

Lobbyist Name	Lobbyist Address	Expenditure Amount
Edward Rutledge	5656 W Justice Av, Milwaukee, WI 53200	$ 550.00
		$
		$
		$

Enter on a separate sheet of paper any additional disclosures relating to Table 1.

PART II. Reimbursements.

10. Enter in Table 2 below the name of any city official to whom the principal or any lobbyist for the principal provided reimbursement authorized under s. 303-9-2-a, MCO, and the date and amount reimbursed.

Table 2.

City Official Name	Date of Reimbursement	Amount of Reimbursement
John Adams	6/1/05	$ 25.00
		$
		$
		$

Enter on a separate sheet of paper any additional disclosures relating to Table 2.

PART III. Certification.

11. I certify that the above is true and correct to the best of my knowledge, information and belief and that I am the principal or person authorized to sign this statement on behalf of the principal.

Signature: *Francis L. Lee*	Date: 1/19/06
Type or Print Name: Francis L. Lee	

Office Use Only:

Form ccl-267j

City of Milwaukee

City Clerk – License Division
200 E. Wells St., Room 105
Milwaukee, WI 53202
(414) 286-2238
license@milwaukee.gov
Website: www.milwaukee.gov/lobby

DISCLOSURE OF LOBBYING ACTIVITY

Instructions: Complete a separate Disclosure of Lobbying Activity form for each subject area in which the principal attempted to influence legislative or administrative action during the reporting period. Attach and submit with the Principal Expense Statement (form ccl-267d) all completed Disclosure of Lobbying Activity forms.

1. Identify Reporting Period: ☐ January 1 through June 30, 20____.
X☐ July 1 through December 31, 20_**05**_.

2. Enter Name of Principal:
Lightfoot Taxicab Company, Inc.

3. Enter in Part A a detailed description of the subject area in which the principal attempted to influence legislative or administrative action during the reporting period.

4. Enter in Parts B through F information indicating the date and lobbying activity conducted or city official lobbied, time engaged in lobbying, the specific legislative or administrative action related to the subject area identified in Part A that the principal attempted to influence during the reporting period and the amount of resources spent

A. Detailed description of subject area: _**Matter relating to age of public passenger vehicles operating as taxicabs.**_____

B. Date Activity or Lobbying Occurred	**C.** Activity Conducted or City Official Lobbied	**D.** Amount of Time Engaged in Lobbying	**E.** Identity of Specific Legislative or Administrative Action	**F.** Resources Spent
6/1/05	**John Adams**	**1 hour 10 min.**	**Recommendations**	**$140.00**
6/10/05	**John Adams**	**50 min.**	**Draft Ordinance**	**$100.00**

Enter on page 2 any additional disclosures for the subject area identified in Part A.

Office Use Only:

Initials:_RGP___Transaction #:_4998_____Date & Time Stamp:

Continuation of Disclosures.

6. Enter Name of Principal:

Lightfoot Taxicab Company, Inc.

B. Date Activity or Lobbying Occurred	**C.** Activity Conducted or City Official Lobbied	**D.** Amount of Time Engaged in Lobbying	**E.** Identity of Specific Legislative or Administrative Action	**F.** Resources Spent
6/16/05	Tom Jefferson	20 min.	File 050291	$40.00
6/16/05	Robert Morris	10 min.	File 050291	$20.00
6/20/05	Robert Morris	15 min.	File 050291	$30.00
6/20/05	Paid Advertising		File 050291	$287.40
6/20/05	Mass Mailing		File 050291	$398.09
6/22/05	Bus Rental		File 050291	$150.00
6/22/05	William Hooper	25 min.	File 050291	$50.00
6/30/05	John Adams	1 hr	File 050291	$120.00
7/8/05	Tom Jefferson	15 min.	File 050291	$30.00
7/12/05	William Hooper	10 min.	File 050291	$20.00

Enter on additional pages any additional disclosures for the subject area identified in Part A on page 1.

VII. Prohibited Practices.

A. Prohibitions.

No lobbyists or principal may:

1. Instigate legislative or administrative action in order to obtain employment in support or opposition of the action.

2. Offer or give to any city official, directly or indirectly, anything of pecuniary value if it could reasonably be expected to influence the official's vote, actions or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the official.

B. Exclusions.

The practices prohibited under Part A above do not prohibit to the following:

1. The furnishing of transportation, lodging, food, meals, beverages or any other thing of pecuniary value which is also made available to the general public.

2. The furnishing of anything of pecuniary value by an individual who is a lobbyist or principal to a relative of the individual or an individual who resides in the same household as the individual, nor to the receipt of anything of pecuniary value by that relative or individual residing in the same household as the individual.

3. The furnishing of educational or informational material by a lobbyist or principal to a city official, or acceptance thereof by a city official.

4. The furnishing or receipt of a reimbursement or payment for actual and reasonable expenses authorized under s. 303-9 for the activities listed in that section.

5. The furnishing of lodging, transportation, food, meals, beverages, money or any other thing of pecuniary value permitted and reported under ch. 11, Wis. Stats.

VIII. Allegations of Violations.

A. Sworn Statement.

1. The License Division is required to accept from any individual, either personally or on behalf of an organization or governmental body, a sworn statement on form ccl-267f: Allegation Form regarding Violations Lobbying Ordinance, which states the name of any person alleged to have committed a violation of the lobbying ordinance and which sets forth the particulars thereof.

2. Form ccl-267f: Allegation Form regarding Violations Lobbying Ordinance is available online at www.milwaukee.gov/lobby or can be obtained by contacting the License Division.

3. The License Division is required to immediately forward the sworn statement to the City Attorney for review.

4. The License Division is required to forward to the accused within 10 days a copy of the sworn statement.

5. If the City Attorney determines that the sworn statement does not allege facts sufficient to constitute a violation of the lobbying ordinance, the City Attorney shall so notify the City Clerk, the complainant and the accused.

6. If the City Attorney determines that the sworn statement alleges facts that, if true, would be sufficient to constitute a violation of the lobbying ordinance, the City Attorney may make a further investigation with respect to such alleged violation and prepare and file a summons and complaint in municipal court if appropriate.

B. Annual Report.

No later than April 1 of each year, the City Attorney shall file a report with the Mayor and the Common Council concerning actions the City Attorney has taken regarding allegations of violations and the disposition of those actions, including a summary of its determinations.

IX. Penalties for Non-compliance.

A. Any lobbyist who violates any provision of this subchapter shall be required to forfeit a sum not to exceed $1,000 and shall not be eligible for registration as a lobbyist for a period not to exceed 3 years.

B. Any principal who violates any provision of this subchapter shall be required to forfeit a sum not to exceed $5,000.

X. Calendar.

July 1, 2005	Lobbying registration ordinance is effective.
January 1	Beginning of first biannual expense reporting period.
June 30	End of expense first biannual reporting period.
July 1	Beginning of second biannual expense reporting period.
July 30	Last day to file expense report for January 1 – June 30 (first biannual) reporting period.
December 31	End of second biannual expense reporting period.
January 30	Last day to file expense report for July 1 – December 31 (second biannual) reporting period.

XI. Frequently Asked Questions.

Provided below are questions and answers which are intended to illustrate applications of the lobbying ordinance:

Last Updated 10/31/2005

1. Q. Is a person a lobbyist if that person contacts the member of the Common Council who represents the district in which he or she resides to request that certain action be taken?

A. The person is not a lobbyist because the person is communicating with the Common Council member who represents the district in which the person resides, regardless of whether the person is paid to make the contact or is making the contact on the behalf of another person. See s. 305-51-2.

2. Q. Is a person engaged in lobbying if that person is employed as a manager of a company and contacts city officials to urge support for granting to the company certain permits or licenses, or appears on behalf of the company at a meeting of a Common Council committee to urge support for granting to the company certain permits or licenses?

A. Because the person is employed by a principal and is engaged in lobbying on behalf of the principal, the person is required to register as a lobbyist whenever he or she engages in lobbying for 2 or more hours within a single reporting period; however, the calculation of time spent engaged in lobbying does not include appearances before a city board, commission or committee or contact with the member of the Common Council who represents the district in which the person resides. See ss. 305-43-5 and 7, and 305-45-1.

3. Q. Is a person engaged in lobbying if the person under scenario #2 is the owner of the company and not an employee? Does the determination of a lobbyist depend upon whether the person owns or controls an interest in the company above a certain percentage?

A. The owner is a principal because he or she is engaged in lobbying on behalf of a company which he or she owns, and, the owner is required to register as a lobbyist if he or she engages in lobbying for 2 or more hours within a single reporting period; however, the calculation of time spent engaged in lobbying does not include appearances before a city board, commission or committee or contact with the member of the Common Council who represents the district in which the owner resides. The ordinance does not establish threshold requirements relating to the percentage of a company a person must own or control an interest in before registration as a lobbyist is required. See ss. 305-43-4 and 8, 305-45-3, and 305-45-1.

4. Q. Is a person engaged in lobbying if the person under scenario #2 is an attorney retained by the owner to represent the company before a city board, commission or committee?

A. Because representing a person in a *quasi judicial* proceeding involves activities which are the practice of law, attorneys engaging in any of the following activities are not subject to the provisions of the lobbying ordinance:

1. Representing an applicant or licensee before the Utilities and Licenses Committee or before the entire Common Council.
2. Representing a person who has filed a claim against the city, before the Judiciary and Legislation Committee.
3. Representing an appellant before the Administrative Review Appeals Board.
4. Representing an appellant before the Board of Standards and Appeals.
5. Representing an applicant before the Board of Zoning Appeals.
6. Representing a candidate before the Board of City Election Commissioners.

See s. 305-51-1-e.

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5. Q. Is a person engaged in lobbying if that person, who is a member of the Board of Directors for a nonprofit corporation and is not paid for his or her service on the board, contacts members of the Common Council to solicit support for the allocation of grant funds to the corporation, or appears on behalf of the corporation at a meeting of a Common Council committee to urge approval of the allocation of grant funds to the corporation?

A. The member of the Board of Directors is not required to register as a lobbyist because the member is not paid for his or her services on the board. In addition, lobbying does not include appearances by any person before a city board, commission or committee. See s. 305-43-5 and 6.

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6. Q. Is a person engaged in lobbying if that person is employed as the executive director of a community-based organization and contacts the director of the Community Development Block Grant Administration regarding the organization's application for grant funds?

A. The person is not engaged in lobbying if the contact with a city official is limited to inquiries regarding the grant application. In the event the person goes beyond the inquiry and attempts to influence the legislative or administrative action of a city official, the person is engaged in lobbying because the person is employed by the organization. The person is required to register as a lobbyist if he or she engages in lobbying for 2 or more hours within a single reporting period. See ss. 305-43-6, 305-51-1-h and 305-45-1.

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7. Q. Is a person engaged in lobbying if that person, as a volunteer member or officer of a neighborhood organization or civic group contacts several members of a city board, commission or committee to request that certain action be taken?

A. A volunteer member or officer is not required to register as a lobbyist because he or she is not paid for his or her services to the organization or group. Reimbursement for actual expenses incurred while performing activities on behalf of the organization or group is not payment to the member or officer to engage in lobbying. See ss. 305-43-5 to 7.

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8. Q. Is a person who is employed by a principal required to register as a lobbyist if the person meets separately with several city officials within a single reporting period to lobby on behalf of the principal, even though each meeting related to a different matter and no one meeting lasted for 2 hours or more?

A. The person is required to register as a lobbyist if the accumulated time spent lobbying on behalf of the same principal is for 2 or more hours within a single reporting period, regardless of the number or length of the meetings and the number and identities of the legislative or administrative matters. See ss. 305-43-6 and 12, and 305-45-1.

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9. Q. Is a person engaged in lobbying if that person, as the paid executive director of a nonprofit corporation which has entered into a contract with the City to provide certain services, submits to city officials, as required under the terms of the contract, written reports related to the need for the services?

A. The executive director is not engaged in lobbying because requests for information from a city official and the furnishing of that information when the official is acting in an official capacity is communication that is exempt from the lobbying ordinance. See s. 305-51-1-g.

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10. Q. Is a person engaged in lobbying if that person is employed as an architect or engineer and meets with a plan examiner on behalf of a client regarding a project?

A. A person is not subject to the lobbying ordinance if the person is an architect, engineer or other design professional, acting on behalf of a client, while performing a duty or service within the definition of the practice of his or her profession. See s. 305-51-1-L.

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11. Q. Is a person engaged in lobbying if the person represents a client who is the successful bidder on a city land sale request for proposal and meets with a city employee who is required to file an SEI to discuss the need for zoning or design changes on the property?

A. Unless otherwise exempt from the lobbying ordinance, the person is engaged in lobbying because the person is attempting to influence legislative or administrative actions and is required to register as a lobbyist if his or her total time lobbying for the client equals or exceeds 2 hours within a single reporting

period, regardless of whether any one meeting lasts 2 hours or more. See ss.305-43-4 and 6, 305-45-1 and 305-51.

12. Q. Is a person engaged in lobbying if that person appears on behalf of a client before the Board of Zoning Appeals, City Plan Commission or Historic Preservation Commission to answer questions about a project seeking the approvals of those bodies?

A. The person is not engaged in lobbying because lobbying does not include appearances by any person before a city board, commission or committee. See s. 305-43-5.

13. Q. Is a person engaged in lobbying if that person meets with employees who are on the payrolls of the Housing Authority and Redevelopment Authority?

A. Because the agencies are separate corporate entities, the employees are not city officials. Therefore, the lobbying ordinance would not apply to any activity relating to matters handled by those agencies. See ss. 305-43-2 and 4.

14. Q. Is a person engaged in lobbying if that person is a vendor who contacts a city official to promote a product?

A. The person is not engaged in lobbying if the person is merely responding to a request for information from a city official, or is making an inquiry during a contract or bidding process. The person is engaged in lobbying whenever the person contacts a city official in an attempt to influence legislative or administrative action; however, the person is not required to register as a lobbyist until the person has engaged in lobbying for 2 or more hours. See s. 305-43-4 and 6, 305-45-1 and 305-51-1-g and h.

15. Q. Is a person engaged in lobbying if that person has received an order to abate a nuisance or code violation and contacts city officials regarding the matter?

A. The person in not engaged in lobbying because an action related to an enforcement action commenced by a written order, a citation or a summons and complaint is not an administrative action subject to the provisions of the lobbying ordinance. See s. 305-43-1.

16. Q. Is a person engaged in lobbying if that person is a county official and contacts a city official urging support for an intergovernmental cooperation agreement? Who would be the principal?

A. The person is engaged in lobbying and is required to register as a lobbyist if he or she has engaged in lobbying for 2 or more hours within a single reporting period. The principal is the government department, agency or organization which employs the person; however, the ordinance provides that a principal is

exempt from paying the registration fee if the principal is a government department, agency or organization of another political subdivision within the state of Wisconsin; another state; or the federal government. See ss.305-43-8 and 305-45-4.

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17. Q. How is the amount of time a lobbyist has spent engaged in lobbying determined if the lobbyist appears for several minutes before a city board, commission or committee in an attempt to influence a legislative or administrative action, but waited for several hours before being heard?

A. Lobbying does not include appearances by any person before a city board, commission or committee. See s. 305-43-5.

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18. Q. Is a person a lobbyist if the person is an owner of a business or a member of an organization and contacts the member of the Common Council who represents the district in which the business or organization is located to request that certain action be taken, even though the owner or member resides in another aldermanic district or municipality?

A. A person communicating with the Common Council member who represents the district in which the person resides is not subject to the provisions of the lobbying ordinance. Because a person is defined under the lobbying ordinance to include any corporation, association, limited liability company or partnership, an owner of a business or member of an organization communicating with the Common Council member who represents the district in which the business or organization is located is not subject to the provisions of the lobbying ordinance, regardless of where the owner or member resides. See ss. 305-43-7 and 305-51-2.

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19. Q. What regulations have been established by the lobbying ordinance, which restrict a person who has registered as a lobbyist from contributing to the election campaign of city officials?

A. No new provisions have been established by the lobbying ordinance, which prohibit or restrict registrants from contributing to the election campaigns of city officials.

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20. Q. If a person has been issued a lobbying license to engaged in lobbying on behalf of a principal, and desires to engage in lobbying of behalf of another principal, does the person need to apply and pay an additional fee for a license to lobby on behalf of the second principal?

A. A lobbyist engaged in lobbying on behalf of multiple principals is required to obtain a separate license and pay a registration fee for each principal represented. If a lobbyist registers more than 4 principals in a calendar year, the fifth and all subsequent principals registered by the lobbyist in a calendar year may be registered without further charge. See s. 81-73-2.

See www.milwaukee.gov/lobby for additional Frequently Asked Questions.