Lobbyist Reporting Form

Required for Lobbyist Registration, Termination, or Quarterly Activity Reporting

Use this form to:

1) Register as a lobbyist in accordance with City Code Section 2-3-4;
2) Amend or update registration information previously provided in accordance with City Code Section 2-3-4;
3) Terminate registration as a lobbyist per City Code Section 2-3-4;
4) Report lobbying activities engaged in during the preceding calendar quarter in accordance with Section 2-3-4 of the City Code; or
5) For entities electing to register and report as a business entity per City Code Section 2-3-4, this form must be filled out for each individual lobbyist employed by the entity.

For assistance filling out this form, please contact the City Clerk's office.

FOR BEST RESULTS, PLEASE USE ADOBE READER OR ADOBE ACROBAT WHEN FILLING OUT THE FORM.

LOBBYIST NAME	Title　　　First Name*　　　Middle Last Name*　　　Suffix ☐ My employer is a 501c(3) non-profit organization
EMPLOYING ENTITY	☐ My employer is registered as a business entity, pays an entity registration fee, and is reporting on my behalf Entity/Organization Name*
LOBBYIST PERMANENT BUSINESS STREET ADDRESS	Permanent Business Street Address*　　　Apartment or Suite Number City*　　　State*　　Zip Code*
LOBBYIST BUSINESS MAILING ADDRESS	Business Mailing Address*　　　Apartment or Suite Number City*　　　State*　　Zip Code*
LOBBYIST BANK ACCOUNT INFORMATION	Bank Name*　　　Bank Address Individuals with Signature Authorization*

*Indicates a required field

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REPORT TYPE * *Check all that apply*	☐ I am registering as a new lobbyist ☐ I am renewing my annual lobbyist registration ☐ I am updating my current registration information of my most recent Quarterly Activity Report ☐ I am submitting my Quarterly Activity Report, including client compensation and expenditures, for the following activity reporting deadline: ☐ January ☐ April ☐ July ☐ October ☐ I am correcting the information provided on a previously filed report Previous Report Type: _____ Previous Report Date _____ ☐ I am terminating my Lobbyist Registration with the City of Albuquerque and this report is my final activity report.

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For each municipal question on which the individual lobbyist will lobby, provide a separate page with

> 1) a specific description of each official action

> 2) the subject matter(s) from the list of subjects below that apply to the specific official action

A separate registration shall be filed for each official action (§ 2-3-4 (E)).

SPECIFIC DESCRIPTION OF THE OFFICIAL ACTION*	

Client offical action is being lobbyied on behalf of*

Subject Matter(s)*: Check all subject matters that apply to the municipal question above

- [ ] Accessibility or Persons with Disabilities
- [ ] Affordability
- [ ] Animals
- [ ] Annexation
- [ ] Arts, Music, Film, Cultural or Creative Industries
- [ ] Aviation
- [ ] City Infrastructure or Public Works
- [ ] Civil Service, Municipal Employment, or Retirement Systems
- [ ] Code Compliance
- [ ] Construction
- [ ] Contracts or Procurement
- [ ] Diversity, Equity, or Inclusion
- [ ] Economic Development

- [ ] Environmental Matters, Air or Water Quality, or Watershed Protection
- [ ] Finance, Budget, or Investments
- [ ] Health, Healthcare, Mental Health, or Human Services
- [ ] Historic Preservation
- [ ] Hospitality, Tourism, Events, or Convention Center
- [ ] Human Rights or Immigration
- [ ] Labor or Workforce
- [ ] Land Development or Land Use
- [ ] Municipal Court
- [ ] Municipal Legislation
- [ ] Neighborhoods
- [ ] Parks, Recreation, Libraries, or Museums
- [ ] Other: _____

- [ ] Permits (Building, Site Plans)
- [ ] Permits (Other)
- [ ] Public Safety, Policy, Fire, EMS, or Emergency Planning and Response
- [ ] Public Utilities, Energy, Water, Solid Waste, or Recycling
- [ ] Quality of Life Affairs
- [ ] Real Estate
- [ ] Rules, Proposed Rules, or Rule Making
- [ ] Taxation or Fees
- [ ] Technology or Communications
- [ ] Transportation or Mobility
- [ ] Zoning or Platting

*Indicates a required field

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Client Information

For each distinct client on whose behalf the individual lobbyist will lobby, provide a separate page with the information below.

For additional clients, begin a new page 4. You may submit as many page 4 as necessary.

NO CLIENTS TO REPORT	I represented no clients and received no client compensation during the applicable reporting period
CLIENT NAME	Client Title Client First Name* Middle Organization Name or Client Last Name, as applicable* Client Suffix
CLIENT ADDRESS AND NATURE OF BUSINESS	Client Business Address* Client Apartment or Suite Number Client City* Client State* Client Zip Code* Nature of Client's Business*

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For each person employed or retained by the individual lobbyist for the purpose of assisting in or preparing for lobbying (excluding purely clerical or administrative assistance), provide a separate page with the information below (City Code Section 2-3-4). If the lobbyist has retained no employees, leave this page blank.

For additional employees, click "Add Another Employee Page" below.

NO EMPLOYEES TO REPORT	☐ I employed or retained no employees during the applicable reporting period	
PERSON EMPLOYED OR RETAINED	Title [ ] First Name* [ ] Middle [ ] Last Name* [ ] Suffix [ ]	
	Employer* [ ] Occupation* [ ]	
BUSINESS ADDRESS	Business Address* [ ] Apartment or Suite Number [ ] [ ] City* [ ] State* [ ] Zip Code* [ ]	

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Sections 5, 6 and 7 are for filing Quarterly Activity Reports or a Termination of Lobbyist Registration.

If you are not submitting this form during a quarterly activity reporting deadline or to terminate your lobbyist registration, proceed directly to Section 8: Declaration and Electronic Submission.

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**Section 5:
Statement of
No Activity**

STATEMENT OF NO EXPENDITURES MADE AND NO COMPENSATION RECEIVED

Lobbyists who have **no reportable activity** for the reporting period must submit a Statement of No Activity to the Clerk's Office (City Code Section 2-3-4).

By checking the **No Activity Confirmation**, I affirm that I have no reportable activity during this reporting period, as defined by the four conditions below.

- • I received no Client Compensation during this activity period (§2-3-4).

- • I made no Expenditures for lobbying during this activity period (§2-3-8).

No Activity Confirmation

☐ **I have read the four conditions above and confirm that I have no reportable activity to disclose during this reporting period**

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Provide the total amount of expenditures for lobbying, sub-totaled by the categories listed below. A blank value will be interpreted as $0 spent in that particular category (§2-3-8).

EXPENDITURE

TOTALS

(Blank values

will be interpreted as $0)

($) Reimbursement to Others

($) Food and Beverages

($) Transportation and Lodging

($) Gifts (other than Awards and Mementos)

($) Entertainment

($) Awards and Mementos

($) Honorariums

($) Attendance of Council Members at Charitable Events or Fundraisers

($) Media Communications (broadcast, print, advertising, etc.)

($) Payments to persons who assist with Media Communications as

($) Other

   defined in §2-3-8(B)(1)(c)

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For each itemized expenditure, provide a separate page with the information below. Cumulative expenditures of more than $50 per day per City Official in the expense categories provided below must be itemized on an Expenditure Page (§2-3-8).

For additional expenditures, click "Add Another Expenditure Page" below.

PAYEE NAME **AND** **BUSINESS INTEREST**	Payee Title / Payee First Name* Organization Name or Payee Last Name, as applicable* / Payee Suffix ☐ This payee is a business or business interest of a City Official If yes, First Name of City Official / Last Name of City Official Department of City Official / Job Title of City Official
PAYEE **ADDRESS**	Payee Address/ PO Box* / Payee Apartment or Suite Number Payee City* / Payee State* / Payee Zip Code*
EXPENDITURE **DETAILS**	($) Expenditure Amount* / Expenditure Date* / Category* Purpose of the Expenditure*

Identify each City Official who benefitted from or who may have been influenced by the expenditure, if applicable

City Official First Name	City Official Last Name	Department	Job Title

*Indicates a required field

DECLARATION

By my signature below and subject to the penalty of perjury, I swear or affirm that the facts provided in this Lobbyist Reporting Form are true and correct to the best of my knowledge and belief and include all information required to be reported by me pursuant to City Code, Article 3.

I understand that pursuant to the Albuquerque City Code, this report is made under oath regardless of whether there is any jurat or affidavit of verification, including a signature.

Typed Name

Report Date*

Electronic Submission and Signature

☐ I have completed a **Lobbyist Contact Information Form,** and my signature and e-mail address are both on file at the City Clerk's Office.

New or Renewing Lobbyist Registrations are not considered complete until the appropriate registration fee has been paid. If you are registering for the first time as a lobbyist or are renewing your annual registration, you must remit payment via cash, check, or money order.