



Contact Information

For any additional information, please contact:
The City of Riviera Beach-Office of the City Clerk
600 West Blue Heron Blvd.
Riviera Beach, FL 33404
(561) 845-4090
www.rivierabch.com

**CITY
OF
RIVIERA BEACH**



**LOBBYIST
REGISTRATION
GUIDE**

Who is a Lobbyist?

A Lobbyist is any person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying on behalf of a principal, and shall include an employee whose principal or most significant responsibilities to the employer is overseeing the employer's various relationships with government or representing the employer in its contracts with government.

When should a lobbyist register?

A lobbyist must register with the Office of the City Clerk before engaging in lobbying activities.

Is there a registration fee?

There is a Lobbyist Registration Fee of \$25 and must be included with each registration form submitted. All payments should be made payable to the City of Riviera Beach.

Where can forms be obtained?

Registration forms are located at the Office of the City Clerk, in the City Council Chambers, or via our website at www.rivierabch.com.

What information will be requested?

Every person required to register as a lobbyist will be asked to provide information relating to his or her name, business address, the name and business address of each person, on whose behalf lobbying will be performed and the subject matter(s) that lobbyist will seek to influence.

Separate the registrations shall be required for each specific issue and for each employer.

Annual reports shall be required until a LOBBYIST WITHDRAWAL Form is filed with the Office of the City Clerk.

Shall a lobbyist file and disclose their annual expenditures?

All registered lobbyist shall submit to the Office of the City Clerk a completed lobbyist expenditure report for the preceding calendar year.

A report shall be filed even if there are no expenditures during the reporting period.

What are the penalties for violation?

Penalties will be assessed according to Ordinance No. 4001.

Who is not required to register?

City employees who are acting in their own capacity.

Are registration forms and annual disclosure statements public records?

All registration forms and annual disclosure statements are public record and is subject to inspection and examination as required by Section 119.07 of the Florida Statutes.

This brochure is only intended to provide an outline of the City of Riviera Beach's Lobbyist Registration process.

For additional information please refer to Ordinance No. 4001 or Chapter 2, Article IV, Division 1.5 of the City's Code of Ordinances.