

**MIAMI-DADE COUNTY
LOBBYIST EXPENDITURE REPORT
CALENDAR YEAR - 2023**

Section 2-11.1(s) - Code of Miami-Dade County, Florida

Please Type or Print in Ink

Print Lobbyist Name

Print Principal Name (Note: Principal includes a person or entity receiving the benefit of the lobbying effort, even if the lobbyist is retained by a third party).

CATEGORIES OF EXPENDITURES	
Food & Beverage	
Entertainment	
Research	
Communications	
Media / Advertising	
Publications	
Travel	
Lodging	
Special Events	
Other	

OATH

I do solemnly swear that all facts contained on this Lobbyist Expenditure Report form are true and correct; and that I have read and am familiar with the provisions contained in Section 2-11.1(s)(7) of the Code of Miami-Dade County.

Signature of Lobbyist _____
Date

Sworn to or affirmed and subscribed before me this ___ day of _____, 20___, by _____ who is personally known or produced ID_____

Notary Public

Name of Notary, Typed/Printed/Stamped

(NOTARY SEAL)

For Office Use Only:

Data Entry Date _____, 20____. Entered By _____

Form Revised 11/30/2022

I. WHO MUST FILE

a. All registered lobbyists must file an expenditure form detailing any expenditures related to lobbying for **each principal** in the period from January 1, through December 31, even if there are no reportable expenditures during a reporting period.

II. WHAT MUST BE FILED

a. Each lobbyist must file the attached lobbyist expenditure form for each principal for which he or she was authorized to lobby. In preparing the form, the following definitions should be used:

1. **Expenditures**- An expenditure is a payment, distribution, loan, advance or reimbursement made or controlled directly or indirectly, by a lobbyist or a principal for the purpose of lobbying. Expenses should be reported if they were incurred during the reporting period regardless of when they were actually paid.

2. **Communications**- Communications is the dissemination of information, including, but not limited to, by means of the following:

- a. Audio-visual materials; and
- b. Signs, placards, banners, buttons, promotional materials and other display materials; together with any associated production services.

3. **Entertainment**- Entertainment is amusement or recreation, including but not limited to sporting, hunting, fishing, theatrical, artistic, cultural and musical activities or events.

4. **Food and Beverages**- Food and Beverages are meals, snacks or other edible substances, or liquids for drinking, including services associated therewith.

5. **Lodging**- Lodging is sleeping or living accommodations for an individual for one or more nights.

6. **Media Advertising**- Media Advertising is newspaper and magazine advertising, radio and television advertising, and outdoor advertising, including production services and copyrighting services.

7. **Other**- Other is any item or service that is not included within one of the specified categories, but does not include any item or service that is not required by law to be reported.

8. **Publications** - Publications are mass-produced, printed materials including, but not limited to magazines, newsletters, brochures or pamphlets, which expressly encourage persons to communicate with county employees or officials in an attempt to influence the official actions of employees or officials or which are designed to communicate with employees or officials.

9. **Research**- Research is the procurement of information relating to a specific issue, regardless of the form or medium in which that information is provided, including but not limited to surveys, bill tracking services, information services, periodicals and consultants or consultant services to gather data or statistics.

10. **Special Events**- Special Events mean large-scale occurrences, including but not limited to receptions, banquets or dinners to which 200 or more persons are invited and for which the expenditures associated with hosting the occurrence are negotiated with a single catering service or facility at a set price or which include multiple expenditure categories.

11. **Travel**- Travel is the transporting of an individual from one place to another, regardless of the means used.

III. WHAT IS EXCLUDED

a. Political contributions and expenditures which are reported under election laws as well as campaign-related personal services provided without compensation.

b. Salary of lobbyist or principal, office expenses and personal expenses for lodging, meals, and travel. Communications, publications, and research are office expenses unless they are performed by independent contractors rather than staff of the principal or the lobbyist

IV. WHEN MUST IT BE FILED

a. The Lobbyist Expenditure Report **must be filed by July 1** of each year and must list all expenditures for the preceding calendar year.

b. Failure to file the Lobbyist Expenditure Report automatically suspends you from lobbying until all fines are paid or unless the fine(s) have been appealed to the Commission on Ethics and Public Trust

V. PENALTIES

a. A late fine of fifty dollars per day per report shall be assessed for each report filed after the due date. Lobbyists who fail to pay the fine on a timely basis will be reported by the Clerk of the Board of County Commissioners to the Commission of Ethics and Public Trust.

b. The Commission on Ethics and Public Trust may also assess any other penalties provided for in Section 2-11.1(s)(10) of the Conflict of Interest and Code of Ethics ordinance.

V. APPEALS

a. A lobbyist may appeal a late fine and request a hearing for failing to file a timely report by filing an appeal with the Commission on Ethics and Public Trust within fifteen days of receiving notification of the late filing from the Clerk of the Board of County Commissioners.

b. The appeal should be forwarded to:

Commission on Ethics and Public Trust,
Attn: Lobbyist Appeals
701 NW 1st Court, 8th Floor
Miami, Florida 33136.
or ethics@miamidade.gov

VI. MORE INFORMATION

Any questions regarding this form should be addressed to:

Commission on Ethics and Public Trust
701 NW 1st Court, 8th Floor
Miami, Florida 33136
(305) 579-2594 or ethics@miamidade.gov

Submit Reports to:

**Clerk of the Board
111 N.W. 1st Street
Suite 17-202
Miami FL 33128**

**or
email to lobbyist@miamidade.gov
or**

**Log in to your user account at
<https://www.miamidade.gov/Apps/COB/LobbyistOnline/Home.aspx>**

