



**City of Portland  
Lobbying Entity  
Registration & Reporting 101**

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## I. Introduction

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### Welcome

This "Lobbying Entity Registration & Reporting 101" information packet is intended to provide information to any individual, organization or group that meets the definition of a "lobbying entity" and as such is subject to the registration and reporting requirements of City Code [Chapter 2.12](#) and City Administrative Rule [ARB-ADM-15.01](#).

The City Auditor is charged with the administration of this program by City Code [Chapter 2.12](#). Specifically, the Auditor:

- shall prescribe and provide methods for registrations, statements and reports
- shall accept registrations and reports in an electronic format
- shall make registrations, statements and reports available for public inspection
- may audit registrations and reports
- is authorized to adopt administrative rules to administer and enforce this program.

### \*\*\*New All-Online Filing System\*\*\*

In 2017, the Auditor's Office partnered with the Bureau of Technology Services to update the City's Lobbyist Registration filing application. The new filing system allows easier input of information with an electronic signature and submission process. Paper forms to the Auditor's Office are no longer required.

### Authority

Use of this information packet is intended solely as a reference guide. Every effort has been made to present accurate and reliable information, however, information in the packet changes periodically. As a result, this packet may contain some inadvertent errors. The Auditor's Office would appreciate your kindness in notifying us of any inaccuracies by phone, e-mail or in person.

Readers of this information packet should take note that the information contained herein should not be considered as having the same weight and authority as City Code or City Administrative Rules. In the event any information conflicts, this packet is not controlling and users must instead follow relevant legal authority.

### Contact Information

[www.portlandoregon.gov/auditor/lobbyist](http://www.portlandoregon.gov/auditor/lobbyist)

Office of the City Auditor

Lobbying Registration Program

1221 SW 4<sup>th</sup> Ave Room 310

Portland, OR 97204-1987

e-mail: [lobbyist@portlandoregon.gov](mailto:lobbyist@portlandoregon.gov) | phone: 503-823-3546

## II. General Information About the City's Lobbying Regulations

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### Purpose of the Program

"The City finds that to preserve the integrity of its decision making process, lobbying entities that engage in efforts to influence City officials, should report their lobbying efforts to the public."

- (City Code Section 2.12.010)

### Program Implementation Timeline

- **December 21, 2005**
  - City Council passed Ordinance No. [179843](#)
  
- **April 1, 2006**
  - Effective Date of Ordinance No. [179843](#) and City Code [Chapter 2.12](#)
  - Auditor began accepting online lobbying entity registrations
  
- **October 1, 2006**
  - Auditor may begin imposing penalties
  
- **November 15, 2006**
  - Commissioner of Public Utilities submitted report to Council on implementation and effectiveness of program; next review in six months
  
- **November 22, 2006**
  - City Council passed Ordinance No. [180620](#), amending City Code [Chapter 2.12](#)
  
- **December 22, 2006**
  - Effective date of Ordinance No. [180620](#)
  
- **June 20, 2007**
  - Commissioner of Public Utilities submitted second report to Council on implementation and effectiveness of program
  
- **August 8, 2007**
  - City Council passed Ordinance No. [181204](#), amending City Code [Chapter 2.12](#)
  
- **September 7, 2007**
  - Effective date of Ordinance No. [181204](#); lobbying entity cumulative reporting threshold reduced from 16 hours to 8 hours beginning with Q4 (10/1/07 – 12/31/07)

## ➤ September 1, 2016

- Effective date of Ordinance No [187854](#): lobbying entity requirement for registration changed to 8 hours *or* \$1,000 spent lobbying in calendar quarter, penalties updated, other City Official requirements and prohibited conduct clarified

### Definitions

**"Lobbying Entity"**: Any individual, business association, corporation, partnership, association, club, company, business trust, organization or other group who lobbies either by employing or otherwise authorizing a lobbyist to lobby on that person's behalf.

**"Unregistered Lobbying Entity"**: Any individual, business association, corporation, partnership, association, club, company, business trust, organization or other group who lobbies either by employing or otherwise authorizing a lobbyist to lobby on that person's behalf, but does not meet or exceed the cumulative 8 hour quarterly reporting threshold required for registration as a lobbying entity with the City.

**"Lobbyist"**: Any individual who is authorized to lobby on behalf of a lobbying entity.

**"Unregistered Lobbyist"**: Any individual who is authorized to lobby on behalf of an unregistered lobbying entity.

**"Lobby" or "Lobbying" or "Lobbies"**: Attempting to influence the official action of City Officials. Lobbying includes time spent preparing emails and letters and preparing for oral communication with a City official. Lobbying does not include:

1. Time spent by an individual representing his or her own opinion to a City official.
2. Time spent participating in a board, committee, working group, or commission created by City Council through approval of resolution or ordinance.
3. Time spent by a City Official or City employee acting in their official capacity as an official for the City.
4. Time spent submitting a bid, responding to related information requests, and negotiating terms on a competitively bid contract or intergovernmental agreement.
5. Oral or written communication made by a representative of a labor organization that is certified or recognized, pursuant to ORS 243.650 et seq., as the exclusive bargaining representative of employees of the City of Portland, to the extent that such communications do not deal with actual or potential ordinances that are unrelated to the collective bargaining process, or implementation or application of any collective bargaining agreement provision.

6. Formal appearances to give testimony before public hearings or meetings of City Council.
7. Work performed by a contractor or grantee pursuant to a contract with or grant from the City.
8. Time spent by any person holding elected public office, or their specifically authorized representative, acting in their official capacity.

**"Calendar Quarters":** One of the following four three-month periods

1. First Quarter - January 1 to March 31
2. Second Quarter - April 1 to June 30
3. Third Quarter - July 1 to September 30
4. Fourth Quarter - October 1 to December 31.

**"Calendar Year":** The period of January 1 through December 31.

**"City Official":**

1. Any City elected official (Mayor, Commissioner or Auditor)
2. At will staff of a City elected official
3. Director or individual in charge of:
  - a) Bureau of Development Services
  - b) Bureau of Emergency Communications
  - c) Bureau of Environmental Services
  - d) Bureau of Emergency Management
  - e) Bureau of Fire and Police Disability and Retirement
  - f) Bureau of Housing
  - g) Bureau of Human Resources
  - h) Bureau of Internal Business Services
  - i) Bureau of Parks & Recreation
  - j) Bureau of Planning and Sustainability
  - k) Bureau of Police
  - l) Bureau of Revenue
  - m) Bureau of Technology Services
  - n) City Budget Office
  - o) Office of Equity and Human Rights
  - p) Office of Government Relations
  - q) Office of Management & Finance
  - r) Office of Neighborhood Involvement
  - s) Portland Bureau of Transportation
  - t) Portland Development Commission
  - u) Portland Fire & Rescue
  - v) Portland Water Bureau

4. Appointee to the:
  - a) Design Commission
  - b) Fire & Police Disability & Retirement Board
  - c) Portland Development Commission
  - d) Portland Planning and Sustainability Commission

**"Consideration"**: Gift, payment, distribution, loan, advance or deposit of money or anything of value. Includes a contract, promise, or agreement, whether or not legally enforceable.

**"Gift"**: something of economic value given to a City official without valuable consideration of equivalent value, including the full or partial forgiveness of indebtedness, which is not extended to others who are not City officials on the same terms and conditions; and something of economic value given to a City official for valuable consideration less than that required from others who are not City officials.

Note: "gift" does not mean:

1. Campaign contributions, as described in ORS [Chapter 260](#);
2. Gifts from family members.

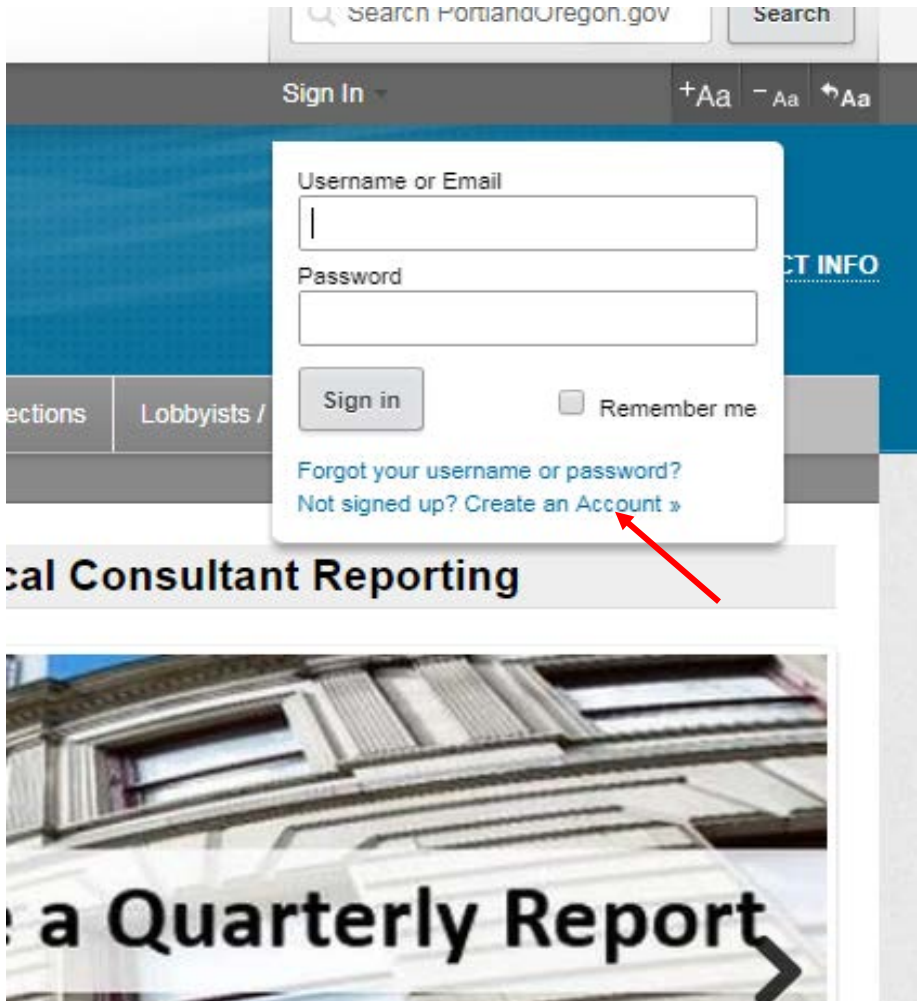
**"Official Action"**: Introduction, sponsorship, testimony, debate, voting or any other official action on any ordinance, measure, resolution, amendment, nomination, appointment, or report, or any matter, including administrative action, that may be the subject of action by the City.

**"Person"**: Any individual, business association, corporation, partnership, association, club, company, business trust, organization or other group.

### III. Creating Your Portland Online Account

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The online filing system requires each lobbying entity to have a unique Portland Online account. Portland Online accounts are free and protected by the City's Privacy Policy. Each account requires a unique email address. To set up your Portland Online account, simply go directly to [this link](#), available from any City of Portland page by clicking “sign in” as shown below from the lobbyist regulations homepage:



*Note: If you are an authorized representative of more than one Lobbying Entity managing quarterly statements, you will be able to access multiple entities under one Portland Online account.*



## IV. Registering as a Lobbying Entity

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### When Must a Lobbying Entity Register with the City?

- Within 3 business days after a lobbying entity spends a cumulative total of 8 hours or more or \$1,000 or more lobbying or preparing to lobby City Officials during any calendar quarter.
- If lobbying entities anticipate meeting the 8-hour or \$1,000 threshold, they are encouraged to register at the beginning of each calendar year.
- Registrations expire December 31 of every year. Lobbying entities must renew their registration once the threshold has been reached in the new year. Again, if they anticipate meeting either threshold, they may renew at any time.
- See page 20 for exemptions to the registration requirement.

### How do Lobbying Entities Register with the City?

Lobbying entities subject to the provisions of Code [Chapter 2.12](#) must use the City's online filing portal to file their registrations. A lobbying entity without internet access may make arrangements to use a public computer in the Auditor's Office for this purpose.

Access to the online registration system requires a Portland Online account unique to an entity. Please see page 6 for information on creating this account.

1. Go to the Lobbying Entity Regulation website: [www.portlandoregon.gov/auditor/lobbyist](http://www.portlandoregon.gov/auditor/lobbyist)
2. Enter the Online application via directions on the Lobbying Regulation website, or directly: <https://www.portlandoregon.gov/auditor/lobbyist/lobby.cfm?login=1>
3. Once logged in with your Portland Online account, you will be directed to the main page with options to manage registration, lobbyists, or quarterly reporting, as shown below.

## Lobbying Entity Registration & Reporting

### Quarterly Statements



*File new quarterly statements  
or view previous ones*

**Quarterly Statements**

### Lobbying Entity



[Manage Registration & Lobbyists](#) ←

[File a Certificate of Limited Expenditure](#)

4. Click on “Manage Registration & Lobbyists” and enter in the required information on the Webform, including Entity name, address, City, State, Zip code, Email, Phone, General description, lobbying subject(s) and specific official actions of interest. When completed, press “Continue”.

## Step 1 of 3: Lobbying Entity Registration

### GENERAL INFORMATION

Entity name \*

Deborah Test

Address \*

1221 SW 4th Ave

Address 2

City \*


Portland

State \*

OR ▼

ZIP code \*

97204

Email \* 

lobbyist@portlandoregon.gov

Phone \*

503-823-3546

Website

General description of trade, business, profession, or area of endeavor of lobbying entity \*

lobbying

### LOBBYING SUBJECTS & ACTIONS

General lobbying subject(s) and any specific official actions of interest \*

Arts and Culture x

Other

Continue



- You will then be prompted to add lobbyists affiliated and authorized to lobby on the entity's behalf. Required fields for each lobbyist are: name, mailing address, email, telephone, (website is optional). Disclosure is also required for lobbyists with prior City of Portland employment. **Note:** you must add at least one lobbyist to complete the registration for an entity.

## Step 2 of 3: Register Lobbyists

Please add all individual lobbyists that are authorized to lobby the City of Portland.

Name	Address	Phone
------	---------	-------

→ [+ Add Lobbyist](#)


**Continue**

**Go Back**

- Once each lobbyist has been entered you will be taken to a page to review submitted lobbying entity and lobbyist information and electronically sign a declaration regarding City Code Chapter 2.12 as shown in the below.

## Step 3 of 3: Review & Submit

Please review all information below for accuracy and make any necessary corrections prior to submitting.

— **LOBBYING ENTITY**  [edit](#) —

### Entity name

Lobbying Entity

### Address

— **DECLARATION AND SIGNATURE** —

- I acknowledge and affirm under the penalties of false swearing the statements made on this form may be imposed under City Code Chapter 2.12.

Electronic signature of lobbying entity official

→

### Note:

- ▶ City Code Section 2.12.030 requires a lobbying entity to register with the City Auditor within 3 working days or 72 hours of any lobbying activity exceeding \$1,000 during any calendar quarter lobbying the City.
- ▶ Registrations expire December 31st of each year.
- ▶ Lobbying entities shall renew their registrations once either the 8-hour threshold or \$1,000 threshold has been reached.
- ▶ A business, organization, or association who anticipates registering as a lobbying entity is encouraged to register.

**Update Registration**

**Go Back**

Thank you for registering as a City Lobbying Entity!


Your Lobbying Entity account is now active.

### Managing Multiple Lobbying Entities

The lobbyist program can accommodate multiple entities managed by the same Portland Online Log in. If you are an authorized lobbyist for multiple entities and need to manage reporting and registration responsibilities on their behalf, you can add and select which entity or entities to register and manage upon log in to the system.

1. Once you have logged in to the system, use the drop-down menu on the upper right-hand corner of the page and select “Add New Entity”, as shown below:

[Lobbyist Home](#) > [Lobbying Entity Registration](#) > [Register Lobbyists](#) > [Review & Submit](#)

A screenshot of a web application interface. At the top right, there is a dropdown menu with the text 'Add New Entity' and a downward-pointing arrow. This dropdown menu is circled in red. Below the breadcrumb trail, there is a grey header bar with the text 'Step 1 of 3: Lobbying Entity Registration'. Underneath, there is a section titled 'GENERAL INFORMATION' with a horizontal line. Below this, there are two input fields: 'Entity name \*' and 'Address \*'. To the right of the 'Entity name \*' field, there is a small asterisk and the text '\* Required fields'.

### Step 1 of 3: Lobbying Entity Registration

*\* Required fields*

#### GENERAL INFORMATION

Entity name \*

Address \*

After creating an entity as described in this section, you can select existing entities to manage the accounts and submit statements by using the drop-down menu.

## V. Amending Your Lobbying Entity Registration

---

### When Must a Lobbying Entity Amend Their Registration?

- Whenever **any** of the information disclosed on the Lobbying Entity Registration form (including authorized lobbyist information) changes, the change must be reported **within 10 business days** by following the steps below.
- Changes to the lobbying entity general information or lobbyists require an electronic signature and declaration to finalize the change.

### How to Amend a Lobbying Entity Registration

1. Start from step 3 in section IV above. From the Lobbying Registration Filing System, click on “Manage Registration & Lobbyists” to access the lobbying entity general information.

2. Edit any of this information, press continue when finished. You will then be directed to the page where edits can be made to individual lobbyists. Review all changes, electronically sign, and submit the changes on the following page.

## Lobbying Entity Registration & Reporting

### Quarterly Statements



*File new quarterly statements  
or view previous ones*

[Quarterly Statements](#)

### Lobbying Entity



[Manage Registration & Lobbyists](#) ←

[File a Certificate of Limited Expenditure](#)

## VI. Lobbying Entity Quarterly Reporting Requirements

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### When Must a Lobbying Entity Report Their Lobbying Activity?

- ☞ If the lobbying entity has spent a cumulative or estimated 8 hours or more or at least \$1,000 lobbying during the preceding calendar quarter.

<u>Quarter</u>	<u>Reporting Period</u>	<u>Last Day to File Report</u>
1	1/1/18 – 3/31/18	Monday April 16, 2018
2	4/1/18 – 6/30/18	Monday, July 16, 2018
3	7/1/18 – 9/30/18	Monday, October 15, 2018
4	10/1/18 – 12/31/18	Friday, January 15, 2019
1	1/1/19 – 3/31/19	Monday, April 15, 2019

- ☞ The filing deadline is 5 p.m. on the last day to file the report, unless the deadline falls on a Saturday, Sunday or other legal City holiday, in which case the due date is the next business day at 5 p.m.
- ☞ A lobbying entity that does not anticipate spending more than \$1,000 per calendar quarter for the purpose of lobbying may file a Certificate of Limited Expenditure in lieu of the financial portion of the Quarterly Report. See Page 19 for information on filing this form.
- ☞ See page 20 for exemptions to the reporting requirement.

- A lobbying entity may amend a quarterly report without penalty if he or she files the amended report within 25 days after the end of the calendar quarter.

### How do Lobbying Entities File Their Quarterly Report?


Per City Administrative Rule [ARB-ADM-15.01](#), registered lobbying entities must use the Online Lobbying Entity Registration & Reporting System to file their Quarterly Reports. This system can be accessed from the Lobbying Regulations webpage:

[www.portlandoregon.gov/auditor/lobbyist/](http://www.portlandoregon.gov/auditor/lobbyist/) or directly from the below link:  
<https://www.portlandoregon.gov/auditor/lobbyist/lobby.cfm?login=1>

A lobbying entity without internet access may make arrangements to use a public computer in the City Auditor's Office for the purpose of complying with Code [Chapter 2.12](#).

## VII. Creating Your Lobbying Entity Quarterly Statement

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1. Go to the Lobbying Entity Regulation website  
 [www.portlandoregon.gov/auditor/lobbyist](http://www.portlandoregon.gov/auditor/lobbyist)
2. Enter the Online application by clicking on the main slide show or under the “I want to...” section or directly accessing via the following link:  
<https://www.portlandoregon.gov/auditor/lobbyist/lobby.cfm?login=1>
3. You will be prompted to sign in with your Portland Online user name and password.
4. Once logged in you will be taken to Lobbying Entity Registration & Reporting Main Menu as shown below:

### Lobbying Entity Registration & Reporting

#### Quarterly Statements



*File new quarterly statements  
or view previous ones*

#### Lobbying Entity



[Manage Registration & Lobbyists](#)

[File a Certificate of Limited Expenditure](#)



**Quarterly Statements**

5. Click on "Quarterly Statements" on the left-hand side of the screen to be taken to the filing page.
6. Click on the "Add New Quarterly Statement" button to begin a new Quarterly Statement.

## Quarterly Statements

A lobbying entity is required to file a quarterly report if the entity spends 8 hours calendar quarter or has spent at least \$1,000 lobbying or preparing to lobby City day after the end of the preceding quarter or, if that date is a holiday or weekend

→ **Add New Quarterly Statement**

### My Statements

Click on any of the statements in the table below to access them, including to pr

Search  Status  **Search**

7. Select the appropriate quarter from the drop-down menu. If the entity is under the quarterly threshold required for detailed reports, check the Lobbying Exemption box, click "Continue" and see step 8. If detailed reports are required from the entity, select "Continue" without checking the box and skip to step 9.

## Add Quarterly Statement

### — QUARTERLY STATEMENT —

Select a quarter to begin filling out a statement.

Quarter ending \*

### — LOBBYING EXEMPTION; REPORTS NOT REQUIRED —

- I affirm the lobbying entity is under the lobbying threshold for the quarter and required to report activity and disclose certain expenditures if they have no Officials or 8 hours spent lobbying or preparing to lobby City Officials (City

**Continue**

**Cancel**

8. If the entity is under the thresholds required, complete the rest of the report by electronically signing and acknowledging penalties of false swearing under City Code 2.12. Click "Submit Quarterly Statement" to finalize the report.

Note: City Code [Chapter 2.12](#) exempts lobbying entities that have not spent 8 hours or more or \$1,000 lobbying City Officials from filing reports.

9. To complete the statement you must fill out each section below:
  1. The **Lobbying Activities** section documents lobbying communications with City Officials throughout the quarter

## Section 1: Lobbying Activities

[Back to Statement Overview](#)

Please add a lobbying activity for each instance that the lobbying entity

Date	Contact Type	Subject
------	--------------	---------



[+ Add Lobbying Activity](#)

OK



For each lobbying contact, enter: date, type, subject, action of interest, City Officials contacted, and lobbyists who contact the officials. Press “Save” to move to the next section when complete.

**Note:** Communications may include: online communications, in-person, over the phone, text, email, or written correspondence.

## Add Lobbying Activity

Enter the specific subject and official action of interest to the lobbying entity; the name, direct mail, email or telephone and the names of City officials with whom the lobbying or the contact or meetings.

### ACTIVITY DETAILS

Contact date \*

Contact type \*

### SUBJECT & ACTION OF INTEREST

Subject \*

Other subject

Action of interest \*

Note: City code requires specific action of interest to be listed. Avoid acronyms and abbreviations.

### CITY OFFICIAL(S)

City official(s) contacted by lobbying entity \*

If an official is not displayed, please contact [lobbyist@portlandoregon.gov](mailto:lobbyist@portlandoregon.gov)

### LOBBYIST(S)

Lobbyist(s) who contacted official(s) listed above \*

If a lobbyist is not displayed, you must [update your lobbying entity registration](#) to add or change a

Save

Cancel

2. The **Lobbying Expenditures** section documents all expenses for lobbying activities by the lobbying entity or any lobbyist for the purpose of lobbying City Officials in the quarter. Types of expenditures to be included are listed in this section. Press “Save” when finished to move on to the next section.

**Note:** if a Certificate of Limited Expenditure is on file for the lobbying entity, this section is not required.

- ▶ gifts
- ▶ compensation paid to lobbyists and reimbursements to lobbyists for their ex

Total amount

→ \$

This is an estimate

**Note:**

Per City Code Section 2.12.040 B:

- ▶ The following expenditures are not required to be included on this statement: salaries and wages paid for staff providing clerical assistance and others not
- ▶ If the amount of an expenditure required to be included in this statement is not filed, an estimate of the expenditure shall be submitted in the statement and a previous estimate was made shall be submitted in a subsequent amendment.

Save

Cancel

3. The section on **Benefits to City Officials** documents any occasion during the quarter in which the lobbying entity made an expenditure in excess of \$25.00 to benefit a City Official. If no such expenditure was made, the entity must affirm by checking the box as shown below.

### Section 3: Benefits to City Officials

[Back to Statement Overview](#)

Please report each occasion during the quarter in which the lobbying entity made an expenditure in excess of \$25.00 to benefit a City Official. If no such expenditures were made, check the box below.

Expenses in this section that include a required notice to a City Official shall be filed to [lobbyist@portland.gov](mailto:lobbyist@portland.gov)



I affirm that this lobbying entity has not made any expenditures in excess of \$25 to benefit a city of

OK

**Note: Notice of Expense Provided by Lobbying Entity.** ORS 244.100 requires some expenses to include notification to a City Official. City Code [Chapter 2.12](#) requires lobbying entities to file any such notices with their Quarterly Statement. See the explanatory section accompanying this statement in the filing application for more information.

10. Review and submit the quarterly statement once all sections have been completed with a green check mark. Click “Review Quarterly Statement”.

## Quarterly Statement Overview

**Reporting Quarter:** [October 1, 2017–December 31, 2017](#)

This quarterly statement is due by **January 16, 2018 5:00 PM**. You may update yo

### — STATEMENT OVERVIEW —

You must complete the following sections:

1. [Lobbying Activities](#) ✓
2. [Expenditures](#) ✓
3. [Benefits to City Officials](#) ✓

### — REVIEW & SUBMIT —

→ [Review Quarterly Statement](#)

11. Check the validity of the submitted information for each section and edit as necessary. When complete, read and check the acknowledgement box and electronically sign the document.

### — DECLARATION AND SIGNATURE —

→  I acknowledge and affirm under the penalties of false swearing the statements ma  
AND may be imposed under City Code Chapter 2.12.

→ Electronic signature of lobbying entity authorized representative

→

[Submit Quarterly Statement](#)

[Cancel](#)

12. A confirmation page will provide additioanl inormation and an email will be sent to the email(s) associated with the entity’s registration.

## VIII. Amending Your Lobbying Entity Quarterly Statement

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Quarterly Reports are due by the 15<sup>th</sup> day after the quarter ending date or the next business day if the 15<sup>th</sup> is a weekend or holiday recognized by the City of Portland.

Prior to that date at 5:00 PM, you may return to the Online Lobbying Entity Registration & Reporting System as often as you need to update your quarterly statement. You may also provide an amendment to a submitted statement until the 25<sup>th</sup> day after the end of the quarter, or the next business day if the 25<sup>th</sup> is a weekend or holiday recognized by the City of Portland.

### Editing a statement prior to the deadline or amending during the amendment period:

1. Go to the Lobbying Regulations homepage: [www.portlandoregon.gov/auditor/lobbyist](http://www.portlandoregon.gov/auditor/lobbyist)
2. Enter the Online application by clicking on the slide show, in the "I want to..." section or going directly to: <https://www.portlandoregon.gov/auditor/lobbyist/lobby.cfm?login=1>
3. You will be prompted to sign in with your Portland Online user name and password. Enter the information and click once on the "Sign In" button.
4. You will be taken to the Lobbyist Registration & Reporting Main Menu. Click on Quarterly Statements as in step 4. in Section VII of these instructions.
5. Recently statements are displayed in a table toward the bottom of the page. To edit a statement or provide an amendment, click anywhere in the row as highlighted below:

### Quarterly Statements

A lobbying entity is required to file a quarterly report if the entity spends 8 hours or more lobbying or preparing to lobby City Officials during the quarter or has spent at least \$1,000 lobbying or preparing to lobby City Officials during the quarter or, if that date is a holiday or weekend, the next business day after the end of the preceding quarter or, if that date is a holiday or weekend, the next business day after the end of the preceding quarter or, if that date is a holiday or weekend, the next business day after the end of the preceding quarter.

[Add New Quarterly Statement](#)

### My Statements

Click on any of the statements in the table below to access them, including to provide amendments to a

Search  Status  [Search](#)

	Quarter	Lobbying Exemption	Amount	Estimate	Finalized	Amended	Active	Created
<a href="#">View/Edit</a>	12/2017	Yes	\$0.00	No	No	No	No	12/22/2017 10:59
<a href="#">View/Edit</a>	12/2017	No	\$0.00	No	Yes	No	Yes	12/22/2017 11:00

If submitting amendments during the amendment period, the system will allow amendments during the amendment period and alert you to the deadline, as shown below. Follow step 9 in section VII. in these instructions to edit any of the three sections. Once done, if the statement had been previously signed and submitted, **it must be re-signed and the declaration must be re-affirmed by the lobbying entity after making any edits or amendments.**

## IX. Certificate of Limited Expenditure – Declare or Withdraw

---

A lobbying entity that does not anticipate spending more than \$1,000 per calendar quarter for the purpose of lobbying may file a Certificate of Limited Expenditure in lieu of the financial portion of the Quarterly Report. Certificates of Limited Expenditure expire at the end of the calendar year.

**To File a Certificate of Limited Expenditure** indicating your intent to spend less than \$1,000 per calendar quarter for the purposes of lobbying:

1. Go to the Lobbying Entity Regulation website and log in with your Portland Online account: <https://www.portlandoregon.gov/auditor/lobbyist/lobby.cfm?login=1>
2. From the main menu, click on the “File a Certificate of Limited Expenditure” link to be taken to the correct form.

### Lobbying Entity Registration & Reporting

#### Quarterly Statements



*File new quarterly statements  
or view previous ones*

**Quarterly Statements**

#### Lobbying Entity



[Manage Registration & Lobbyists](#)

[File a Certificate of Limited Expenditure](#) ←

3. Review and check either the “Declaration” or “Withdrawal” section as appropriate, acknowledge penalties under City Code Chapter 2.12 and electronically sign the form on the screen shown below.

## Certificate of Limited Expenditure

— LOBBYING ENTITY: LOBBYING ENTITY —

**Declaration**

I hereby affirm that I expect the lobbying entity in Section 1 will spend \$1,000 or less per calendar quarter. I understand that if the lobbying entity spends over \$1,000 in a calendar quarter for the purpose of limited expenditure and report moneys expended pursuant to City Code Section 2.12.040 A.2.

**Withdrawal**

I hereby withdraw the certificate of limited expenditure previously filed on behalf of the lobbying entity. Any moneys expended in excess of \$1,000 per calendar quarter must be reported pursuant to City Code Section 2.12.040 A.2.

- I acknowledge and affirm under the penalties of false swearing the statements made on this form may be imposed under City Code Chapter 2.12.

Name of lobbying entity official

**Submit**

**Cancel**

## **X. Exemptions to Registration & Reporting Requirements**

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The registration and reporting requirements of City Code [Chapter 2.12](#) do not apply to the following persons:

- News media, or their employers or agents, that in the ordinary course of business directly or indirectly urge official action but that engage in no other activities in connection with the official action. OR
- Lobbying entities that spent fewer than 8 hours lobbying during every calendar quarter in a calendar year. OR
- Any lobbying entity that satisfies all three of the following requirements:
  1. Complies with state public record and meeting laws or with the standards adopted by City Council that govern Neighborhood Associations, District Coalitions, and Business District Associations referenced in City Code Section 3.96.020 G.;
  2. Is classified as a non-profit organization, registered with the Oregon Secretary of State Corporation Division; AND
  3. Is formally recognized by the City of Portland's Office of Neighborhood Involvement or through City Council resolution or ordinance.

## **XI. Other Regulations, Reporting Requirements & Penalties**

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### **Declaration Required by Lobbyist**

A lobbyist must declare which lobbying entity he or she is authorized to represent:

- Prior to offering public testimony before City Officials
- At the beginning of any meetings or phone calls with City Officials
- In emails or letters to City Officials.

## **City Official Reports**

City Officials are required to file Online Quarterly Reports following the same quarterly reporting schedule as lobbying entities. These reports have two components.

1. Documentation of any gifts, meals or entertainment in excess of \$25.00 received from a lobbying entity, authorized lobbyist, unregistered lobbying entity or unregistered lobbyist. This documentation must include:
  - Name of lobbying entity/authorized lobbyist or unregistered lobbying entity/unregistered lobbyist
  - Subject of interest
  - Description of gift, meal or entertainment
  - Value of gift, meal or entertainment
  - Date of receipt
  
2. Documentation of any donations or gifts of personal or real property to the City by a lobbying entity, authorized lobbyist, unregistered lobbying entity or unregistered lobbyist. This documentation must include:
  - Name of lobbying entity/authorized lobbyist or unregistered lobbying entity/unregistered lobbyist
  - Gift or donation requested
  - Purpose of donation
  - Date of request

## **Elected Official and City Director Calendars**

City Elected Officials and City Directors (defined on pages 4 and 5) must post their calendars of activities of official City business to the City website by the 15<sup>th</sup> day after the end of the calendar quarter for the previous calendar quarter.

Calendars must:

- Include date and length of scheduled official business involving other City Officials or outside parties;
- Be retained in accordance with City Administrative Rules and posted publicly on the office's website for a period of at least one calendar year.



## Prohibited Conduct

- A. City Elected Official: No former City Elected Official shall, for a period of 2 years after the termination of the official's term of office, lobby for money or other consideration a City Elected Official or their salaried at-will staff.
- B. Salaried at-will staff of City Elected Official: No former salaried at-will staff of a City Elected Official, shall, for a period of 1 year after the termination of employment, lobby for money or other consideration any City elected official or their salaried at-will staff.
- C. City Director: No former City Director shall, for a period of 2 years after termination of the director's appointment, lobby for money or other consideration the current City director of the office or bureau to which the former City Director was appointed or, regarding matters within the powers and duties of the bureau to which the former City director was appointed, the City elected official in charge of the office or bureau to which the City director was appointed.
- D. No Former City employee shall lobby a City Official for money or other consideration regarding a contract if the employee exercised contract management authority with respect to that contract while employed by the City. This prohibition shall be for the duration of the contract.
- E. The prohibitions in this Section shall not apply to:
  - 1. Prevent any former City elected official or other City employee from representing himself or herself, or any member of his or her immediate family, in their individual capacities, in connection with any matter pending before the City;
  - 2. The activities of any former City elected official or other City employee who is an elected or appointed officer or employee of any public body, when that former City elected official or other City employee is solely representing that agency in his or her official capacity as an officer or employee of the public body;
  - 3. Any ministerial action. For purposes of this subsection, a ministerial action is one that does not require a City official or other City employee to exercise discretion concerning any outcome or course of action.
  - 4. Prevent City officials or other City employees from seeking information or participation from former City elected officials or other City employees where the public interest would be served by the information or participation.

## **Penalties & Enforcement**

A person or lobbying entity shall be subject to a civil penalty in an amount not to exceed \$3,000.00 per violation for repeated violations if the person or lobbying entity:

- violates any provision of City Code [Chapter 2.12](#) or
- fails to file any report, registration or statement required by [Chapter 2.12](#) or
- fails to furnish any information required by [Chapter 2.12](#).

See administrative rule [5.03 Enforcement and Civil Penalties](#) for enforcement criteria. At the request of the Auditor, the City Attorney or outside counsel may seek civil penalties and enforcement of any provision of [Chapter 2.12](#) in Multnomah County Circuit Court or other appropriate venue.