

1707 St. Johns Ave.  
Highland Park, Illinois 60035  
o: 847.926.1034 / f: 847.432.7625  
cityhpil.com

### Highland Park Lobbyist Registry

Dear Potential Lobbyist,

Pursuant to Section 11.2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/11.2, and Section 37.006 of the Highland Park Code of 1968, as Amended, the City is authorized to regulate lobbyists. All persons who are compensated for their efforts to influence any legislative or employee action by the City of Highland Park are required to register as lobbyists each calendar year or within five business days after engaging in any activity that requires registration as a Lobbyist pursuant to Section 37.006(A) of the Highland Park Code.

Lobbyist Registration includes the names and addresses of the lobbyist's clients, and payment of an annual registration fee of **\$25.00**. If at any time a lobbyist's client list changes, an amended registration needs to be filed with the City Clerk's Office.

Please complete the form that has been included and return to City Staff within five business days of completing your application to appear before the Plan and Design Commission or the Zoning Board of Appeals. To determine if you are considered a lobbyist under the City's Ordinance, or if you are exempt from registering as a lobbyist, please review the enclosed information on Lobbyist Registration or contact me at (847) 926-1034.

Sincerely,



Ashley Palbitska  
Deputy City Clerk  
City Manager's Office  
apalbitska@cityhpil.com





# City of Highland Park

City of Highland Park  
City Clerk's Office  
1707 St Johns Avenue  
Highland Park, Illinois 60035

## Lobbyist Registration PLEASE PRINT

Date: \_\_\_\_\_

Name of Registrant: \_\_\_\_\_

Registrant's Company Name: \_\_\_\_\_

Permanent Address (Street, City, State, Zip): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Temporary Address While Lobbying:  
(Street, City, State, Zip): \_\_\_\_\_

*Please fill out the below information for each client and/or business entity for which the registrant expects to act as a lobbyist (if you have more than one client and/or business entity, please attach a full listing)*

Name: \_\_\_\_\_

Business Address (Street, City, State, Zip): \_\_\_\_\_

Permanent Address (Street, City, State, Zip): \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Will the registrant receive compensation from the client?       Yes       No

Will the registrant incur expenditures in connection with the representation of this client?       Yes       No

The undersigned, being first duly sworn, on oath deposes and says that he/she has read the foregoing registration and knows that contents thereof and that the matters and things therein contained are true to the best of his/her knowledge, information and belief.

Yes

Signature: \_\_\_\_\_

For more information about registration, please utilize the attached information that includes the City of Highland Park Municipal Code Section 37.006 - Lobbyist Registration.

For more information about lobbyist registration, please contact the City Clerk's Office at (847) 926-1034

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## Lobbyist Registration

Pursuant to Section 11.2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/11.2 and Section 37.006 of the Highland Park Code of 1968, as amended, the City is authorized to regulate the lobbying of City officials and staff for the purpose of influencing City actions and decisions.

In accordance with City Ordinance No. 15-12, passed on February 13, 2012 (effective on March 15, 2012), all persons who are compensated for efforts to influence any legislative or employee action by the City of Highland Park are required to register as lobbyists not later than January 20<sup>th</sup> of each calendar year, or written five business days after engaging in any activity that requires registration as a Lobbyist pursuant to Section 37.006(A) of the Highland Park Code.

The registration must include the names and addresses of the lobbyist's clients, and payment of an annual registration fee of \$25. Lobbyists would be required to file amended registrations throughout the year as necessary, and to notify the City Clerk upon termination of their lobbyist activities. Lobbyist registration information is available through the City Clerk's office for public inspection.

Ordinance No. 15-12 exempts certain activities from the definition of lobbyist, including:

- Filing an application for City permit or license;
- Responding to Request for Proposal or formal bid solicitation;
- Representation by an employee, director or officer of a not-for-profit entity for that entity; and
- Unpaid representation.

Failure to register is punishable by a fine of \$500.00, plus an additional \$500.00 for failure to register within 10 days after receipt of a notice from the City Clerk.

