



# City of Long Beach Lobbyist

## Filing Semi-Annual and Renewal Reports

Effective: Oct 1, 2012

### Filing Reports and Due Dates

Report Title	Due Date	Period	New Client Fees	Annual Fees
Semi-annual	July 15	Jan 1 – Jun 30	See current Fee Schedule	None
Semi-annual	January 15	Jul 1 – Dec 31	See current Fee Schedule	None
Renewal	January 15	Jan 1 – Dec 31	None	See current Fee Schedule



- **Reports** — Filing forms can be picked up at the City Clerk counter or downloaded from the City Clerk web site at: <http://www.longbeach.gov/cityclerk/default.asp>. No forms will be mailed out.
- **Due Dates** — The City Clerk must receive reports no later than 4:30 PM, on the due date. This deadline applies to email, fax, walk-in and any mail delivery service. Postmarks do not count. Due dates that fall on any City Hall building closure days, will be adjusted to the next business date City Hall is open to the public.
- **Reporting Periods** — Semi-annual reports must list all active clients for the filing period.
- **Fees** — Always refer to the latest fee schedule: [http://www.longbeach.gov/finance/fees\\_and\\_charges/](http://www.longbeach.gov/finance/fees_and_charges/)
- **New Client Fees** — Fees are to be paid by each registered filer, for each new client as specified in LBMC 2.08. Refer to current Fee Schedule: [http://www.longbeach.gov/finance/fees\\_and\\_charges/](http://www.longbeach.gov/finance/fees_and_charges/)
- **Late Filing Penalties** — Reports filed after the due date will be subject to late filing penalties as established by Master Fees and Charges adopted by City Council and subject to LBMC 2.08. Refer to current Fee Schedule: [http://www.longbeach.gov/finance/fees\\_and\\_charges/](http://www.longbeach.gov/finance/fees_and_charges/)
- **Checks** — Please make checks payable to “City of Long Beach”.
- **Termination** — If a lobbyist ends lobbying activities, they must file a Declaration of Termination along with their final semi-annual report.

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