Minutes
Thursday, October 21, 2021, 2:00 PM
Virtual Meeting held remotely via Google Meet
Due to COVID-19 Pandemic

Commission Members Present: Sammy Nabulsi, Linda Champion, Vivien Li, City Clerk Maureen Feeney and Christine O’Donnell representing City Council President Pro Tempore Matt O’Malley

Others Present: Assistant City Clerk Alex Geourntas

Call to order at 2:09 PM

Sammy Nabulsi, Commission Chair, opened the virtual meeting by welcoming everyone.

Sammy Nabulsi expressed his gratitude to both City Clerk Maureen Feeney and Assistant City Clerk Alex Geourntas for their efforts to update and improve the Lobbying web pages on the city’s website.

Prior to approval of the September 16, 2021 Meeting Minutes, Vivien Li offered a Motion to amend minutes by replacing the word “Knack” with the word “online” and seconded by City Clerk Maureen Feeney.  All in favor.

Motion to accept the September 16, 2021 Meeting Minutes as amended was offered by Linda Champion and seconded by Vivien Li.  All in favor.

City Clerk Update

City Clerk Maureen Feeney presented an update on Lobbying as the 4th Quarter Reporting was due on October 20, 2021.  Staff has begun the process of reviewing each report for accuracy and preparing reports for public view via the municipal dataset on the city’s website.
Reporting as of October 21, 2021

<table>
<thead>
<tr>
<th>Lobbyists</th>
<th>225</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entities</td>
<td>56</td>
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<tr>
<td>Clients</td>
<td>116</td>
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</tbody>
</table>

Non-Reporting as of October 21, 2021

<table>
<thead>
<tr>
<th>Lobbyists</th>
<th>53</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entities</td>
<td>26</td>
</tr>
<tr>
<td>Clients</td>
<td>33</td>
</tr>
</tbody>
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There are also 7 Termination Letters.

Sammy Nabulsi, Commission Chair, had a question about the CCL #. If an individual joins a new company, does that individual register as a new Lobbyist/Entity/Client to obtain a new CCL #? Yes, that is the process at the current time. If the old company hires a new Lobbyist, then that individual can assume the CCL # utilized by the previous Lobbyist to ensure continuity of the CCL # as it is related to the Entity and Client.

As is the case with Business Registrations, each business receives a CC# and that number stays with that business. These numbers do not get transferred to another business and the Lobbying CCL# will follow the same practice.

Vivien Li is inclined not to enforce fines at this time. Some goodwill may be a positive next step. The Commission was in agreement that Lobbying Fines would be instituted starting on January 1, 2022.

Commission members reviewed the proposed letter for non-compliance and it was suggested that these letters be sent via email with individual names and CCL #’s included. City Clerk Maureen Feeney will work with IT staff to include names and CCL #’s on each non-compliance letter.

Commission was in agreement that these non-compliance letters be sent to those who did not file their reports by October 20, 2021.

The email reminder that was sent prior to the filing deadline did include language about Fee Waivers and the deadline of November 1, 2021.

**Update on Lobbying Website Pages**

Assistant City Clerk Alex Geourntas provided an update on our efforts in updating the Lobbying web pages on the city’s website. Each section has been edited and two new sections created for Fee Waivers and Lobbying Complaints. The layouts of each section have been improved to allow for a clearer understanding of the requirements of the city ordinance. All reporting dates for 2022 have been posted as well.

Efforts will continue to ensure that the most up-to-date information is posted for those who utilize our Lobbying portal and for the general public.
Old/New Business

Sammy Nabulsi asked for an update on the Complaint Process and Investigations as it relates to the City Clerk’s Office.

City Clerk Maureen Feeney informed Commission members that she did have a conversation with the Law Department. It was suggested that a contract be created for an Investigator or possibly utilize an existing city contact with a Law Firm for investigations. The Commission would be comfortable with the City Clerk making the determination on what to pursue.

The Request for Information process via IT for a new Lobbying App received 1 response which was too costly to even review. IT will continue to review other options.

The Commission discussed the option of an in-person meeting for November 18, 2021 and also for December 9, 2021. Consensus was reached to have in-person meetings.

Motion was offered by Vivien Li to adjourn meeting and seconded by City Clerk Maureen Feeney. All in favor.

Meeting adjourned at 3:27 PM.