

LOBBYIST REGISTRATION INSTRUCTIONS
INITIAL REGISTRATION AND AMENDMENT
CITY OF TRACY ORDINANCE 1209 – EFFECTIVE MARCH 18, 2016

The individual Lobbyist Registration Statement is used for:

- Registration of an individual contract lobbyist (sole proprietor)
- Registration of an individual lobbyist employed by Lobbying Firm
- Registration of an individual lobbyist employed by any corporation, partnership, limited liability company

DEFINITION

A “*Lobbyist*” is one who is compensated in monetary or in-kind compensation and who engages in lobbying.”

“*Lobbying*” means engaging in, either personal or through an agent, written or oral direct communication with a City Official for the purpose of attempting to influence a governmental decision.

DEADLINE FOR FILING REGISTRATION

The registration must be filed or renewed on an annual basis during January of each year, or within 15 days of the initial employment, whichever occurs first. If there is a change to the information, the lobbyist must submit an amended registration within 15 days of the change.

REGISTRATION REQUIREMENTS

The registration Form supplied by the City Clerk shall require the City lobbyist to disclose all the following information.

1. The lobbyist’s full name, business address, telephone number, and e-mail address. If the lobbyist is a firm, the information must include the information for the firm, and for each firm member who may be involved in the lobbying activity;
2. The clients full name, business address, telephone number and email;
3. Description of the government decision(s) that may be affected.

FILING FEES

Each City lobbyist shall pay a filing fee when filing or renewing a Registration Form. Initial registration is \$70.00. Annual renewal of registration is \$35.00 effective March 18, 2016 and for each calendar year thereafter. A late fee will be imposed of \$10 per week, to a maximum of \$500.

PUBLIC INFORMATION

The City will make registration information available to the public on its website.