

LOBBYIST REGISTRATION INSTRUCTIONS  
INITIAL REGISTRATION AND AMENDMENT  
CITY OF TRACY ORDINANCE 1207 – 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:  
<https://www.cityoftracy.org/our-city/departments/city-clerk-s-office/forms-and-filings>