



City of Hollister Lobbyist Initial / Annual Renewal Application

Pursuant to Hollister Municipal Code,
Chapter 1.20, of Title 1, Lobbying

For Official Use Only

Use this form for New Registrations and Annual Renewals / Fourth Quarter Reports ONLY.

New Registration: Initial registration is \$250.00 (Check payable to: City of Hollister City Clerk, or by Credit Card – Service Fee applies)

Annual Renewal: Renew your registration annually by January 15 by filing this form and paying the renewal fee: \$125.00 (Check payable to: City of Hollister City Clerk, or by Credit Card – Service Fee applies) – Covers Fourth Quarter Report.

Quarterly Reports: For Quarterly reports, please use the Quarterly reporting form, matching your type of registration. Please use the [General Lobbyist Quarterly Report](#) or the [Land Use Lobbyist Quarterly-Update report form](#).

Land Use Lobbyist Updates: Besides quarterly reporting, Land Use Lobbyists must file at least two (2) days, but not more than twenty-one (21) days, before any meeting or public hearing where an action relating to a major land use approval will be on the agenda. Please use the [Land Use Quarterly/Update report form](#).

Section 1: Applicant Information

Please Select One: ☐ Initial Registration ☐ Annual Renewal

Applicant Name: _____

Business Address _____
Street City State Zip

Mailing Address _____
(if different) Street City State Zip

Phone Number: _____ Fax Number: _____

Email: _____

Website Address (if applicable) _____

Section 2: Applicant Type – Please check applicable box(es)

- ☐ **Contract Lobbyist** (If checked, complete Section 3)
- ☐ **In-House Lobbyist** (If checked, complete Section 4)
- ☐ **Expenditure Lobbyist** (If checked, complete Section 4)
- ☐ **Land Use Lobbyist** (If checked, complete Sections 5 & 6)

All applicants must complete the applicable section(s) (see above) as well signing in Section 7, Certification.

City of Hollister Lobbyist Initial/Annual Renewal Application

Section 3: Contract Lobbyist Information

List all Clients represented:

1. Name: _____

Briefly describe the legislative or administrative action(s) the lobbyist seeks to influence:

List all persons employed or retained to engage in Lobbying Activity on behalf of this client:

a _____ b _____ c _____

d _____ e _____ f _____

Total compensation promised or received from this client during the ☐ \$0 - \$100,000
previous calendar quarter for Lobbying Activity ☐ Over \$100,000

2. Name: _____

Briefly describe the legislative or administrative action(s) the lobbyist seeks to influence:

List all persons employed or retained to engage in Lobbying Activity on behalf of this client:

a _____ b _____ c _____

d _____ e _____ f _____

Total compensation promised or received from this client during the ☐ \$0 - \$100,000
previous calendar quarter for Lobbying Activity ☐ Over \$100,000

3. Name: _____

Briefly describe the legislative or administrative action(s) the lobbyist seeks to influence:

List all persons employed or retained to engage in Lobbying Activity on behalf of this client:

a _____ b _____ c _____

d _____ e _____ f _____

Total compensation promised or received from this client during the ☐ \$0 - \$100,000
previous calendar quarter for Lobbying Activity ☐ Over \$100,000

For additional Clients, please add additional sheets (page 2)

City of Hollister Lobbyist Initial/Annual Renewal Application

Section 4: In-House / Expenditure Lobbyist Information

List the names of each owner, officer, and employee conducting Lobbying Activities on behalf of this organization

a _____	b _____	c _____
d _____	e _____	f _____
g _____	h _____	i _____
j _____	k _____	l _____
m _____	n _____	o _____
p _____	q _____	r _____
s _____	t _____	u _____

Brief description of the legislative or administrative action(s) the lobbyist seeks to influence:

City of Hollister Lobbyist Initial/Annual Renewal Application

Section 5: Land Use Lobbyist Information

For **EACH** major land use approval that the lobbyist has attempted to influence during the reporting period, please provide the following information. **Please use additional sheets as necessary.**

Land Use approval # _____

Enter a unique number starting with 1, for each project. Used when more than one project is being lobbied for.

Description of the major land use approval

Summary of activities during the reporting period relating to influencing this major land use approval

Total amount expended during the reporting period related to influencing this major land use approval:

List of entities to which payments of \$500.00 or more, in the aggregate, during the reporting period for activities relating to influencing this major land use approval

Name: _____

Date of Payment: _____ Amount of Payment: _____

Purpose of Payment:

Name: _____

Date of Payment: _____ Amount of Payment: _____

Purpose of Payment:

Name: _____

Date of Payment: _____ Amount of Payment: _____

Purpose of Payment:

Name: _____

Date of Payment: _____ Amount of Payment: _____

Purpose of Payment:

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City of Hollister Lobbyist Initial/Annual Renewal Application

List of contacts by the lobbyist, including by its officers, employees, agents, and members, with public officials for the purpose of influencing this major land use approval

Land Use approval # _____

Enter number from previous page, to uniquely identify each project. Used when more than one project is being lobbied for.

Public Official Name: _____ Date: _____

Nature of Contact: _____

Public Official Name: _____ Date: _____

Nature of Contact: _____

Public Official Name: _____ Date: _____

Nature of Contact: _____

Public Official Name: _____ Date: _____

Nature of Contact: _____

Public Official Name: _____ Date: _____

Nature of Contact: _____

Public Official Name: _____ Date: _____

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Public Official Name: _____ Date: _____

Nature of Contact: _____

City of Hollister Lobbyist Initial/Annual Renewal Application

Section 6: Land Use Lobbyist Meeting/Hearing Update

List of all upcoming Meeting/Hearings

Date	Time	Location	Agenda Item

Section 7: Certification

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge and belief. I understand that false statements made herein may be punishable as perjury.

Signature

Date

Printed Name

City of Hollister Lobbyist Initial/Annual Renewal Application

Key Points

Initial Filing

- **Triggering Events:**
 - Accepting employment or contracting as a lobbyist.
 - Meeting the threshold requirements for any of the lobbyist categories (Contract Lobbyist, In-House Lobbyist, Expenditure Lobbyist, or Land Use Lobbyist).
- **Filing Deadline:** Within ten (10) days of the triggering event.
- **Filing Requirements:**
 - File an initial Lobbyist Disclosure Report with the City Clerk.
 - Pay the initial registration fee of \$250.00.

Quarterly Reporting

- **Filing Deadline:** Every quarter, no later than 15 days after the end of each quarter.
- **Filing Requirements:**
 - File a Lobbyist Disclosure Report with the City Clerk, even if no lobbying activities occurred.
 - Report on contacts with City officials, issues discussed, and any compensation provided.

Annual Renewal

- **Renewal Deadline:** January 15th each year.
- **Renewal Process:** File a Lobbyist Disclosure Report (same form used for initial registration reporting) with the City Clerk.
- **Renewal Fee:** \$125.00

Late Renewal

- **Late Fee:** A late registration fee is assessed for each day past the renewal deadline until the fee is paid.
- **Maximum Late Fee:** The late fee cannot exceed 100% of the unpaid renewal fee.

Termination of Registration

- **Termination Process:** File a written declaration with the City Clerk stating the intention to terminate registration.
- **Final Report:** Submit a final Lobbyist Disclosure Report covering activities up to the termination date.
- **Timing:** Termination must occur before the annual renewal date (January 15th) to avoid the renewal requirement.

Land Use Lobbyist Updates:

- **Triggering Event:** Any meeting or public hearing where an action relating to a major land use approval will be on the agenda.
- **Filing Deadline:** At least two (2) days, but not more than twenty-one (21) days, before the meeting or public hearing.
- **Filing Requirements:** File an updated report with the City Clerk, including information on recent activities, contacts, and expenditures related to the land use project.

Key Points to Remember

- **Ongoing Obligations:** Lobbyists have ongoing obligations to file reports throughout the year, including quarterly reports and updates for Land Use Lobbyists.
- **Timely Filing & Renewal:** Adhere to all filing deadlines to avoid late fees and potential penalties.
- **Accurate Reporting:** Ensure all disclosure reports are accurate and complete, as they are subject to verification.

Disclaimer: This information is a summary based on the provided ordinance. Always refer to the official City of Hollister Lobbyist Ordinance and consult with the City Clerk's office for the most accurate and up-to-date information on registration procedures, reporting requirements, and all other aspects of the ordinance.