

City of Los Alamitos Administrative Regulation

Regulation: 1.18

Title: Lobbyist Registration and Reporting

Authority: Charter Section 505 and Ordinance No. 2025-03

Date: November 13, 2025

Revised:

DocuSigned by:

Chet Simmons

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Chet Simmons, City Manager

1. Purpose: To establish procedures for implementing Chapter 2.58 of the Los Alamitos Municipal Code, which requires lobbyists to register with the City Clerk, disclose lobbying activities, and ensure transparency in interactions with City representatives.

2. Registration Procedures:

A. Initial Registration

1. Lobbyists must register within 15 calendar days of engaging in lobbying activities.
2. Registration must be submitted per project using the official Lobbyist Registration Form provided by the City Clerk.
3. The form must include:
 - Lobbyist and client contact information
 - Description of lobbying activities
 - Nature of client's business
 - Disclosure of any payments to City representatives or their family members within the past 12 months
4. A registration fee (per project) must be paid at the time of filing. The fee amount shall be set by City Council resolution.

B. Amendments

Lobbyists must file an amended registration form within 30 calendar days of any change in the information provided.

C. Annual Renewal

Lobbyists must renew their registration annually by:

- Submitting a Lobbyist Renewal Form
- Paying the annual renewal fee

3. Public Access: The City Clerk shall maintain a Lobbyist Registry accessible to the public via the City's website and ensure all registration and renewal forms are posted within five business days of receipt.

5. Enforcement: Violations of Chapter 2.58 may result in:

- Infractions punishable under the Municipal Code
- Suspension from lobbying for one year following conviction
- Civil or injunctive relief as deemed necessary

The City Clerk shall refer violations to the City Attorney for enforcement.

6. Exemptions: The City Clerk shall maintain a list of exempt individuals and entities as outlined in LAMC §2.58.040. Staff shall not require registration from exempt parties unless their activities exceed the scope of the exemption.

7. Forms and Records The City Clerk shall develop and maintain all necessary forms (initial, amendment, renewal) and retain all records in accordance with the City's records retention schedule



CITY OF LOS ALAMITOS LOBBYIST REGISTRATION FORM

City Clerk's Office
3191 Katella Ave., Los Alamitos, CA 90720
Email: cityclerk@cityoflosalamitos.org

Los Alamitos Municipal Code Chapter 2.58 requires lobbyists to register with the City Clerk, disclose lobbying activities, and ensure transparency in interactions with City representatives.

REGISTRATION TYPE: New Amendment Renewal

LOBBYISTS INFORMATION: MEDIA

Name: _____

Address: _____

Email: _____ Contact Number: _____

Description of Lobbying Activities: _____

CLIENT CONTACT INFORMATION

Name: _____

Address: _____

Email: _____ Contact Number: _____

Nature of Business: _____
