

FREDERICK COUNTY ETHICS COMMISSION

c/o Office of the County Attorney
Winchester Hall, 12 East church Street
Frederick, Maryland 21701
(301) 600-1030
(301) 600-1161 (Fax)

LOBBYING ACTIVITY REPORT INSTRUCTIONS

Please also be sure to read the Lobbying Ordinance General Information Sheet and Section 1-7.1-8 before submitting the Lobbying Activity Report.

While a lobbyist only needs to file one registration form for each employer for the calendar year, the lobbyist must file two Lobbying Activity Reports for each employer for the year, unless the lobbyist has registered to lobby for a shorter term (the first six months of the calendar year or the last six months of the calendar year).

You must file a separate Lobbying Activity Report for each reporting period during all or part of which you are registered as a lobbyist. The report should disclose all funds expended in support of the lobbying effort, but each expenditure should be reported only once in the report. If there is more than one lobbyist for an employer or if both the employer and the lobbyist are reporting, you should coordinate the report preparation with the other party so that no expenditure is reported on more than one form. If you are registered as a lobbyist for all or any part of a reporting period, you must file a Lobbying Activity Report for that period even if you did not engage in any lobbying activities, were not paid any compensation, and did not incur any lobbying expenses during the reporting period. If you had no activity, you should check the box in the instruction section at the top of the Lobbying Activity Report and complete Sections 1 and 4.

A lobbyist who is registered to lobby on behalf of more than one employer must file a separate report for each employer.

The Lobbying Activity Report for January 1 through June 30 is due by July 31. The report for July 1 through December 31 is due by January 31.

Section 1. Identification of the Registrant, Other Lobbyists and Those on Whose Behalf the Lobbyist Will Act

This part of the form includes the same general identification information as required on the Registration Form. If there are any changes from the information on the Registration Form, you must note the changes on the Lobbying Activity Report. If there is any change to the exemption status of your employer (Section 1.5), please explain the change in writing.

1.4.1: The dates in this section should conform to the dates provided on the Lobbyist Registration form to reflect the period for which the registration is effective.

1.4.2: You must be specific in describing the matters on which you have acted or were employed to act. If you need more space to answer completely, attach a separate sheet with a more detailed description.

Section 2. Compensation and Expenditures

In this section, you must report compensation paid and expenditures for all lobbying related activities during the reporting period. If the lobbyist's employer is entitled to a reporting exemption, the lobbyist must report all of the employer's expenses in support of the lobbying activity. You should consult with your employer prior to submission of this report to ensure accuracy.

2.1: List the total compensation paid to the lobbyist for lobbying activities during the reporting period. If the lobbying activities addressed in Section 2 are only a portion of the services for which the employer compensated the lobbyist, put the prorated amount for lobbying services in this section. If the reported compensation has been prorated, check the appropriate line in Section 2.

2.2: List the lobbyist's office expenses, describing the expense type and amount spent.

2.3: Identify expenses for professional and technical research and assistance. Provide a description of the expense and the amount of the expense. Do not include any amount shown in Section 2.1.

2.4: List the total cost of preparing, printing, and distributing publications that expressly encourage people to communicate with County officials or employees. This may include salaries, contractual employees, postage, telecommunications, electronic services, advertising, delivery services, or radio, television or billboard advertising. This amount may be prorated to reflect a portion of the publication related to lobbying.

2.5: List the date of payment, name of each witness, nature of the payment and the fees and expenses paid to each.

2.6: In this section, you must list the date, recipient, location, expense and total expense incurred for meals and beverages for County officials and employees. Meal expenses for the lobbyist's own meals should be listed in Section 2.9. Meals and beverages that are part of special events or meetings are reported in Section 2.7.

2.7: In this section, list the date, recipient, location, expense type, event sponsor, expense and total expense incurred for food, lodging, and scheduled entertainment of County officials and employees at a meeting in return for participation on a panel or a speaking engagement at the meeting. This section applies when the County official or employee participates on a panel or is a formal speaker at a meeting that has a published agenda. Mere attendance at a meeting or incidental dialogue at a meeting is not included.

2.8: List the value of other gifts given to County officials or employees or their spouses or dependent children in connection with lobbying activities.

Total Sections 2.2 through 2.9.

Section 3. Special Gift Report

In addition to gifts given to County officials and employees in connection with lobbying activities, lobbyists must also report gifts with a cumulative value of \$75 or more given to a County official, employee, or spouse or dependent child of the official or employee. Gifts that were given for reasons other than lobbying should be listed here. List the date on which the gift was given, the recipient of the gift, a description of the gift and the gift's amount or value.

Section 4. Signature and Oath

Sign and date. If the lobbyist is not an individual, an authorized officer or agent of the lobbyist must sign the report.

Questions regarding the General Lobbying Activity Report should be directed to the Frederick County Ethics Commission to the attention of Assistant County Attorney Andrew J. Ford.

June 2022