



**CITY OF GLENDALE'S REQUIREMENTS RELATING TO  
DISCLOSURE OF FAMILIAL, BUSINESS AND COMMUNITY ORGANIZATION RELATIONSHIPS  
FREQUENTLY ASKED QUESTIONS**

On February 25, 2020, the Glendale City Council adopted Ordinance No. 5947 which implements familial, business and community organization relationship disclosure requirements. The purpose and goal of these disclosure requirements are to promote full and accurate disclosure of relationships between City of Glendale ("City") Council, Board and Commission members and applicants who appear before the City. The requirements are codified in Glendale Municipal Code ("GMC") Chapter 1.11.

**What is a familial relationship?**

A "familial relationship" includes husband, wife, domestic partner, mother, father, son, daughter, sister, brother, grandmother, grandfather, aunt, uncle, first cousin, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, step-son, step-daughter, step-brother, and step-sister.

If an applicant and a City, Board or Commission member share any of the above relationships, disclosure must be made.

**What is a "business relationship"?**

A "business relationship" means co-owners in a business whether in the form of a partnership, limited liability partnership (LLP), limited liability corporation (LLC), or other form of business entity or joint venture, if you and a councilmember, board or commission member, each own ten (10%) or more interest.

If an applicant and a City, Board or Commission member share any of the above relationships, disclosure must be made.

**Does the "business relationship" apply to former business relationship?**

Yes, it applies to the business relationships held by the applicant and a City, Board or Commission member in the preceding five 5 years. If such a relationship existed in the preceding 5 years, disclosure must be made.

**What is an "organizational relationship and membership"?**

It is a membership by the applicant in the same civic, fraternal, religious or non-profit organization, as a Council, Board or Commission member and/or a Councilmember's, board or commission member's spouse or domestic partner. If such relationship exists, disclosure must be made.

**What is the definition of "applicant"?**

An "applicant" is any individual or organization who has an application pending with the City for any award, determination or action and appears before the City Council, Board or Commission for the consideration of and action on the application.



**Does an “applicant” include someone who is appealing a matter to the City Council?**

Yes. An applicant includes an appellant who is appealing the decision of a City officer or Board to the City Council.

**Does an “applicant” include a non-profit organization which is applying for City funding or City property or programs for its use?**

Yes, such organizations, including non-profit organizations fall within the definition of “applicant” and must make the appropriate disclosure.

**Who makes the disclosure about the familial, business or organizational relationship?**

The disclosure should be made by both the applicant and the City Council, Board or Commission member.

**When should the disclosure be made?**

If the disclosure is being made by the City Council, Board or Commission member, it should be made at the time the applicant’s matter has been read into the record at the Council, Board or Commission meeting/hearing for consideration.

If the disclosure is being made by the applicant, it should be made prior to the Council’s, Board’s or Commission’s consideration of the applicant’s matter, either at the meeting or on a date prior to the meeting.

**How does an applicant make the disclosure?**

An applicant makes the disclosure by completing the City’s disclosure form and submitting it to either the City Attorney’s, City Clerk’s or City Manager’s Office at any time prior to the meeting/hearing date, or on the date of the meeting/hearing.\* If the applicant is making the disclosure on the record, it can be made verbally. Written disclosures are preferred and strongly encouraged.

**Is there a fee to submit the disclosure form or make the disclosure?**

No.

**Will the disclosure of a relationship disqualify the Council, Board or Commission member who holds the relationship with the applicant?**

Not necessarily. There are many relationships which, under California law do not require disqualification and recusal. The City Attorney and the public official will make the appropriate determination on a case by case basis.

**\*Due to COVID-19 and related City office closures, the form and the payment can be submitted to the City Clerk’s Office, the City Attorney’s Office or City Manager’s Office via mail.**

*If you have additional questions or need more information pertaining to Lobbyist Registration, please contact the Glendale City Clerk’s Office at (818) 548-2090.*