



## City of Glendale Information Sheet- Campaign Finance Ordinance Applicants Seeking Entitlement

Submit to Permit Services Center, 633 E. Broadway, Rm. 101. For more information call 818-548-3200.

In August 2011, the Glendale City Council adopted Ordinance No. 5744, which becomes effective on September 9, 2011 ("Ordinance"). The Ordinance prohibits campaign contributions from "applicants seeking entitlement," certain of their contractors and subcontractors (including their architects, engineers, and design professionals) while the application is "pending" and for 12 months thereafter. An application is deemed pending when: an application or letter is filed and the City Council, Redevelopment Agency, or Housing Authority has original jurisdiction over approval of the entitlement, or when the application is formally appealed to the City Council. The Ordinance also prohibits any member of the City Council, Redevelopment Agency, or Housing Authority from voting on any matter pertaining to an entitlement if that member has received a campaign contribution from the applicant seeking the entitlement, or certain contractors or subcontractors of the applicant, within the 12-month period preceding the consideration of the matter.

### I. What acts does the Ordinance prohibit?

With respect to an "applicant seeking entitlement" before the Glendale City Council ("Council"), the Glendale Redevelopment Agency ("GRA"), or the Housing Authority of the City of Glendale ("HA"), the Ordinance does the following:

1. Prohibition No. 1 – **Ban on contributions while application is pending and for 12 months thereafter.** The Ordinance prohibits (a) an "applicant seeking entitlement", (b) a "contractor of an applicant seeking an entitlement," or (c) a "subcontractor of an applicant seeking an entitlement" from making a contribution to a member of City Council while an application is "pending" before the Council, GRA, or HA and for a period of 12 months after the last and final approval of the Council, GRA or HA.
2. Prohibition No. 2 – **Ban on voting if contribution received during 12-month period preceding consideration of the matter.** Prohibits any Council Member, Redevelopment Agency Member, or Housing Authority Member who has received a contribution from an applicant seeking entitlement, a contractor of an applicant seeking entitlement, or a subcontractor seeking entitlement within a period of 12 months prior to consideration of an entitlement from voting on the matter.

### II. Who is an applicant seeking entitlement?

- Person who files an application or letter with the City, GRA, or HA, or
- Person who is an owner or lessee of property on whose behalf an application or letter is filed

### III. What is an entitlement?

An entitlement is any land use or similar entitlement including:

|                                       |                                 |                               |                              |                                         |
|---------------------------------------|---------------------------------|-------------------------------|------------------------------|-----------------------------------------|
| Permit                                | License                         | Conditional Use Permit        | Variance                     | Architectural/Design Review (any stage) |
| Franchise                             | Administrative Exception        | Parking Reduction Permit      | Review of Plans              | Development Agreement                   |
| Disposition and Development Agreement | Exclusive Negotiation Agreement | Owner Participation Agreement | Affordable Housing Agreement | Financial Assistance to a Project       |

### IV. When is an entitlement “pending?”

- For items that require approval of the Council, Redevelopment Agency or Housing Authority and thus must be set for review or hearing before that body, the application is deemed “pending” at the time the application or letter is filed.
- For items where the Council, GRA, or HA is the appellate body, the application is “pending” when the notice of appeal has been filed.
- The three examples set forth below are intended to provide interpretive guidance:

(1) An application for a zone change is filed. Since a zone change can only be effectuated by the City Council, upon filing the application it would be pending before the City Council.

(2) An application for a Conditional Use Permit is filed. Only at such time as the grant or denial of a Conditional Use Permit is appealed to the Council would it be pending before the City Council;

(3) An application for a variance in the Downtown Specific Plan (“DSP”) Area is filed. Since the Council has original jurisdiction over variances in the DSP, the variance application would be pending before the Council when filed.

### V. Which contractors and subcontractors does the Ordinance apply to?

- Contractor of applicant seeking entitlement – A person who has, or has been promised, a **contract** as an **architect, design professional, engineer, or general or prime contractor** with an applicant seeking entitlement.
- Subcontractor of applicant seeking entitlement – A person who has, or has been promised, a **subcontract** as an **architect, design professional, engineer, or perform other work** with a contractor of applicant seeking entitlement.
- For the contractors of applicant seeking entitlement and the subcontractors of applicant seeking entitlement, the prohibitions on campaign contributions and voting on matters related to contributors applies not only to the entity that is the contractor or subcontractor but also to the following individuals or entities of the contractor or subcontractors: CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the contractor or subcontractor of applicant seeking entitlement, as well as any campaign committee that is sponsored and controlled by the contractor or subcontractor.



## **ACKNOWLEDGMENT OF RECEIPT OF CAMPAIGN FINANCE DISCLOSURE**

**(To Be Submitted at Time of Application Submittal)**

**Submit to Permit Services Center, 633 E. Broadway, Rm. 101. For more  
information call 818-548-3200.**

PROPERTY ADDRESS: \_\_\_\_\_

ENTITLEMENTS REQUESTED: \_\_\_\_\_

I hereby acknowledge, on behalf of the applicant(s) and owner(s)/lessor(s) for the project above, that the applicant seeking entitlement has received the campaign finance disclosure forms related to applicants seeking entitlement before the City Council, Redevelopment Agency and Housing Authority. I acknowledge it is the applicant's responsibility to review the requirements of the City's campaign finance ordinance, including its disclosure obligations and its applicability to the applicant and its contractors and subcontractors, which include architects, engineers, design professionals, prime or general contractors, and subcontractors retained by the applicant at the time the application is pending before the Council, Redevelopment Agency or Housing Authority.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California

Applicant's Signature \_\_\_\_\_,

Print Applicant's Full Name \_\_\_\_\_



**City of Glendale  
Disclosure - Campaign Finance Ordinance  
Applicants Seeking Entitlement**

**Submit to Permit Services Center, 633 E. Broadway, Rm. 101.  
For more information, call 818-548-3200.**

**(To be Completed Prior to Preparation of Staff Reports for Consideration of Entitlement Matter by Council, Agency, or Authority, or at Time of Appeal to the City Council if the Applicant is also the Appellant)**

In August 2011, the Glendale City Council adopted Ordinance No. 5744, which becomes effective on September 9, 2011 ("Ordinance"). The Ordinance prohibits campaign contributions from "applicants seeking entitlement," their contractors and subcontractors (including their architects, engineers, and design professionals) while the application is "pending" and for 12 months thereafter. The Ordinance also prohibits Council Members from voting on any matter pertaining to an entitlement if the Council member has received a campaign contribution from the applicant seeking the entitlement, or certain contractors or subcontractors of the applicant, within the 12-month period preceding the vote.

**The Applicant and the Owner/Lessor hereby discloses as follows.**

*(If printing, please print legibly. Use additional sheets as necessary.)*

**I. Name of Applicant and Name of Owner/Lessor on whose behalf application is filed:**

| Full Name | Title | Business Address | City | State | Zip |
|-----------|-------|------------------|------|-------|-----|
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |

- II. Officers or owners/investors of Applicant Entity.** Please also disclose the following persons or entities related to the applicant entity: CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the contractor of applicant seeking entitlement, as well as any campaign +

| Full Name | Title | Business Address | City | State | Zip |
|-----------|-------|------------------|------|-------|-----|
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |

**III. Contractor of Applicant(s) Seeking Entitlement\***

| Full Name | Title | Business Address | City | State | Zip |
|-----------|-------|------------------|------|-------|-----|
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |

\* "Contractor of Applicant Seeking Entitlement" means "a person who has, or has been promised, a contract as an architect, design professional, engineer, or general or prime contract with an applicant seeking entitlement. "Contractor of applicant seeking entitlement," includes not only the contracting party but also the CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the contractor of applicant seeking entitlement, as well as any campaign committee that is sponsored and controlled by the contracting party. Please list the names and addresses of all of these parties.

**IV. Subcontractor of Applicant(s) Seeking Entitlement\*\***

| Full Name | Title | Business Address | City | State | Zip |
|-----------|-------|------------------|------|-------|-----|
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |
|           |       |                  |      |       |     |

\*\* "Subcontractor of Applicant Seeking Entitlement" means "a person who has, or has been promised, a subcontract as an architect, design professional, engineer, or perform other work with a 'contractor an applicant seeking entitlement."

“Subcontractor of applicant seeking entitlement,” includes not only the subcontracting party, but also the CEO/President, Chairperson, Chief Operations Officer, Chief Financial Officer, any member of the Board of Directors, and any individual or entity that owns 10% or more the subcontractor of applicant seeking entitlement, as well as any campaign committee that is sponsored and controlled by the subcontracting party. Please list the name and addresses of all of these parties.

**V. Disclosure. The Applicant Seeking Entitlement has made campaign or officeholder contributions in the preceding 12 months to City of Glendale elected officials as follows:**

| Elected Official | Name of Individual or Entity | Date of Contribution |
|------------------|------------------------------|----------------------|
|                  |                              |                      |
|                  |                              |                      |
|                  |                              |                      |
|                  |                              |                      |

I hereby certify, on behalf of the above-named applicant(s) and owner(s)/lessor(s), that the applicant seeking entitlement has made the campaign contributions as set forth above. I also certify that the names of all contractors of applicant and all subcontractors of applicant, as of today’s date, are fully set forth above. I further acknowledge that the applicant has a continuing obligation to update this disclosure form if the applicant selects additional or substitute architects, design professionals, contractors or subcontractors within ten (10) days of the selection or change. I hereby certify that I have been legally authorized by the applicant/owner/lessor to submit this disclosure form and certify to the content hereof.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_ at \_\_\_\_\_, California

Applicant’s Signature \_\_\_\_\_, Print Applicant’s Full Name \_\_\_\_\_

Applicant’s Address \_\_\_\_\_

Applicant’s Contact Phone Number \_\_\_\_\_

Applicant’s Email Address \_\_\_\_\_