

CANDIDATE PACKET



Municipal Election
May 5, 2018



CITY OF HILL COUNTRY VILLAGE
116 ASPEN LANE • SAN ANTONIO • TEXAS • 78232
PHONE (210) 494-3671 • FAX (210) 490-8645 • WEB www.hcv.org

January 17, 2018

Dear Potential Candidate:

Hill Country Village will conduct its election to elect persons for the City Council places of Place 2, Place 3, Place 4 and Mayor on Saturday, May 5, 2018. All positions are elected at-large. This letter includes important dates and requirements of the state as well as a list of included documents.

Election Day is Saturday, May 5, 2018. Polls are open 7 a.m. to 7 p.m.

Filing for a Place on the City of Hill Country Village General Election Ballot

The first filing date is Wednesday, January 17, 2018. The last day to file for office is Friday, February 16, 2018 at 5 p.m. The form must be notarized and that can be done at City Hall. All candidate filings will be at Hill Country Village City Hall.

Early Voting

Early voting begins Monday, April 23, 2018 and ends Tuesday, May 1, 2018. Early voting will be at all Bexar County early voting locations. Early voting times will be as follows:

	Open	Close
Monday, April 23, 2018	8:00 a.m.	6:00 p.m.
Tuesday, April 24, 2018	8:00 a.m.	6:00 p.m.
Wednesday, April 25, 2018	8:00 a.m.	6:00 p.m.
Thursday, April 26, 2018	8:00 a.m.	6:00 p.m.
Friday, April 27, 2018	8:00 a.m.	6:00 p.m.
Saturday, April 28, 2018	10:00 a.m.	6:00 p.m.
Monday, April 30, 2018	8:00 a.m.	8:00 p.m.
Tuesday, May 1, 2018	8:00 a.m.	8:00 p.m.

Since Bexar County is running the election, Hill Country Village residents may vote early at any early voting site in Bexar County.

Election Day Voting will be held at City Hall. Election results will be posted at City Hall, on the City's website, www.hcv.org, and the Bexar County website, www.bexar.org.

Campaign Signs

In general, you may place a sign in the City right-of-way in front of a *residential* property with the permission of the adjacent property owner. Signs may not be placed on telephone poles, trees, any property belonging to the City, and street signs; the sign may not interfere with the safe operation of a motor vehicle (i.e. around an intersection). Political signs shall not be erected more than 30 days prior to the election (April 5, 2018) and shall be removed no later than five days after the election (May 10, 2018).

City Staff has been instructed to remove all signs placed on the City Hall property, City-owned properties which front W. Bitters Road between South Tower and Winding Way, as well as the "circle" property on the northern end of Tower Drive, the "triangle" property at the northern intersection of Hill Country Lane and Tower Drive, along the side right-of-way and median of Estate Lane, and the Entry Sign median and right-of-way on Winding Way. The City is aware that the "circle" and "triangle" have been traditional locations to place signs during election time; however, the City's sign ordinance will be enforced equally and fairly. Campaign signs on city properties, the "circle," "triangle," Estate Lane, and Entry Sign areas will be removed.

Additionally, certain state requirements are required on political signs. A document from the Secretary of State's office is enclosed describing these requirements.

Canvassing of the election will be held sometime after May 8th. The City has not set the time and date as of this writing.

Documents Enclosed

A summary of the included documents is as follows:

1. Candidate Election Calendar
2. Candidate Qualifications List
3. Application for Place on Ballot Form
4. Code of Fair Campaign Practices and Fair Campaign Practices Act
5. Appointment of Campaign Treasurer by Candidate Guide, Forms, Nepotism Law
6. 2018 Filing Schedule
7. Candidate/Officeholder Campaign Finance Report Guide, Forms
8. Political Sign Regulations: City Code and Texas Ethics Commission Political Advertising Guide
9. Texas Election Code Title 15, Regulating Political Funds and Campaigns
10. Local Government Officer Conflicts Disclosure Statement and Conflict of Interest Questionnaire

Election documents are public records and are open for inspection by any person. Questions regarding the Texas Election Code may be directed to the Secretary of State at toll free number 1-800-252-8683, or www.elections@sos.state.tx.us. Campaign expenditure questions should be directed to the Texas Ethics Commission at toll free number 1-800-325-8506, or www.ethics.state.tx.us. All completed forms will be filed with the City Administrator unless noted.

City Governance

The City operates as a Type A General Law City. General Law cities may only do that which the state permits. Most of the governing structure for Hill Country Village can be found in the Local Government Code.

Local Government Code Chapter 22 establishes the Aldermanic form of Government in Type A General Law Municipalities. The Mayor and Council Members serve two-year terms and are not subject to term limits. Candidates for office are elected on a plurality vote. Type A General Law Municipalities has one Mayor and five Aldermen (Council Members). All Hill Country Village elected officials are elected at-large.

The City's website has many items of interest including departmental functions and descriptions, agendas and minutes, as well as election information such as how to request a ballot by mail.

Open Meetings Act

The Texas Open Meetings Act governs all meetings of the City Council, the Zoning Commission, Board of Adjustment, Business District Construction Review Board, and their committees. The public's right to know of deliberations and decisions is the overarching thrust behind the Open Meetings Act.

Though there are many rules you will become familiar with if elected, you will find one of the most restricting elements to the office is that you will not be able to have discussions with more than one member of the Council or the Mayor outside of a meeting. This includes telephone and e-mail communications.

As of January 1, 2006, all newly elected officials must complete Open Meetings Act training, a one-hour video, within 90 days of taking office. A certificate will be issued indicating course completion. The certificate must be on file at City Hall.

Conclusion

I appreciate your interest in municipal government and trust this period will be a positive and exciting experience for you and your supporters. Please call me if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Frank Morales". The signature is stylized, with a large, sweeping initial "F" and a long horizontal line extending to the right.

Frank Morales
City Administrator

1. Election Calendar 2018

Wednesday, January 17	Candidate packets available
Wednesday, January 17	First day to file for office at City Hall at 8 a.m.
Friday, February 16	Last day to file for office at City Hall by 5 p.m.
Tuesday, February 20	Last day and time to declare write-in candidate by 5 p.m.
Friday, February 23	Last day to withdraw as a candidate by 5 p.m.
Monday, February 26	Drawing for order of names on ballot-exact time TBD and posted
T.B.D.	Homeowners Association “Meet the Candidates Night” at 7 p.m. * TBD
Thursday, April 5	First campaign contribution/expenditure report due by 5 p.m.
Friday, April 27	Second campaign contribution/expenditure report due by 5 p.m.
Monday, April 23 at 8 a.m.	Early Voting begins during normal business hours (Monday through Friday, 8 a.m. to 6 p.m.; Saturday 10 a.m. to 6 p.m.) extended hours Monday, April 30 and Tuesday, May 1 (8 a.m. to 8 p.m.)
Tuesday, May 1	Last day of Early Voting
Saturday, May 5	Election Day 7:00 a.m. To 7:00 p.m. at City Hall
May 8 - 16	Canvass of election-Times and Dates TBD and posted

*The City of Hill Country Village does not sponsor the Hill Country Village Homeowners Association “Meet the Candidates Night”.
References contained in this packet are strictly for informational purposes only.

2. Candidate Qualifications

- Be a United States citizen ([Texas Election Code](#))
 - Be 18 years of age or older on the first day of the term to be filled at the election or on the date of appointment, as applicable
 - Not been determined mentally incompetent by a final judgment of a court (Texas Election Code)
 - Not been finally convicted of a felony from which not pardoned. (Texas Election Code)
 - Must be a registered voter at the time of the election (not required at time of filing)
 - Mayor residency requirements -- 1 year in state prior to the filing deadline; 1 year in city prior to Election Day
 - Council Member residency requirements -- 1 year in state prior to filing deadline; 6 months in the city (or ward) prior to filing deadline (Texas Elec. Code, Section 141.001(a); *Brown v. Patterson*, 609 SW 2nd 287)
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3. Application for Place on the Ballot

This application is due by Friday, February 16, 2018 by 5:00 p.m. The application includes the loyalty oath and it must be notarized. Staff at City Hall can notarize it for you between the hours of 8 a.m. and 5 p.m., Monday through Friday.

4. Code of Fair Campaign Practices and Fair Campaign Practices Act

This form is optional. If you desire to subscribe to this Code, it must be received at the time you file your Application for a place on the Ballot or with your Declaration of Write-In Candidacy Form.

5. Appointment of a Campaign Treasurer by Candidate Guide, Forms, Nepotism Law

Purpose: To appoint a Campaign Treasurer

Completed By: Candidate on ballot or holder of public office.

Filed With: City Administrator

This form must be filed with the City Administrator before any campaign funds are collected by contribution, fundraiser, personal funds, etc. Please refer to Item 10, Texas Ethics Commission Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities. This form also includes a section referencing the state's Nepotism Law, Chapter 573 of the Texas Government Code.

6. 2018 Filing Guide

7. Candidate/Officeholder Campaign Finance Report Guide, Forms

Purpose: To report campaign contributions

Completed By: Candidate on ballot or holder of public office.

Filing Date: 1st report: 30th day before election (April 5, 2018 by 5 p.m.)

2nd report: 8th day before election (April 27, 2018 by 5 p.m.)

Filed With: City Administrator

8. Political Sign Regulations: City Code and Texas Ethics Commission Political Advertising Guide

The placement of political signs is governed by City Code Chapter 50, Section 50-8 (4) (below) and by other state statutes.

Political sign. A nonilluminated sign supporting a candidate for elective office or advocating a position on a referendum or similar political issue.

City Code Chapter 50-8 (4)

(4) In residential zoning districts, political signs and public interest signs may be placed in the public right-of-way with the permission of the adjacent property owner. Nonilluminated

9. Texas Election Code Title 15, Regulating Political Funds and Campaigns

10. Local Government Officer Conflicts Disclosure Statement and Conflict of Interest Questionnaire

For Elected and Appointed Officials:

Officers of the City and its boards and commissions (including EDC) must file a "conflicts disclosure statement" (FORM CIS) with the local government records administrator with seven days of becoming aware of:

1. The officer or a family member of the officer has an employment or business relationship that results in taxable income with a person who has executed a contract with the City or with whom the City is considering doing business; or
2. The officer or a family member of the officer has accepted one or more gifts (other than food, lodging, transportation, or entertainment) with an aggregate value of \$250 in the preceding 12 months from a person who has executed a contract with the City or who is being considered for business with the City.

A family member is defined as a person related to another person within the first degree by consanguinity (blood) or affinity (marriage) which includes a spouse, father, mother, son, daughter, father-in-law, mother-in-law, etc.

The conflicts disclosure statement (Form CIS) has been created by the Texas Ethics Commission and is available online at www.ethics.state.tx.us. Failure to disclose information is Class C misdemeanor punishable by a fine not to exceed \$500. A defense if the official files the required statement within 7 days after receipt of notice of the violation.

For vendor or other person doing business with local government entity:

A person or business, and their agents, who contract with the city or seek to contract with the city, are required by Texas Local Government Code, Chapter 176, to file a conflicts disclosure questionnaire (FORM CIQ) created by the Texas Ethics Commission which is available online at www.ethics.state.tx.us. The form must be filed with the city no later than seven (7) days after the date the person or business begins contract discussions or negotiations with the city, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to a potential agreement with the city. Such person and businesses, and their

agents, must also file an updated questionnaire not later than September 1 of each year in which the person or business begins contract discussions or negotiations with the city, or submits an application, response to a request for proposals or bids, correspondence, or other writing related to a potential agreement with a city and within seven (7) days after the date of an event that would make as filed questionnaire incomplete or inaccurate. An updated complete questionnaire is not required if the person or business filed a questionnaire or updated questionnaire after June 1 but before September 1.