

**City of San Antonio**  
**Pre-Election Contribution Cycle**  
**July 1, 2018 – May 4, 2019**

**\$500/\$1000**

**Cycle for Officeholders/Candidates involved in May 4, 2019 General Election**

**Begins:** Sunday, July 1, 2018  
**Ends:** Saturday, May 4, 2019  
**Length:** 10 months and 4 days

**Contributions from this Cycle will be reported in these Reports**

**1) Semi-Annual Report**

Report contains Contributions received and Expenditures made from July 1 thru December 31, 2018

**\*\*Occupation AND Employer required\*\***

Report due **Tuesday, January 15, 2019**

**2) 30-day Report**

Report contains Contributions received and Expenditures made from January 1 thru March 25, 2019

**\*\*Occupation AND Employer required\*\***

Report due **Thursday, April 4, 2019**

**3) 8-day Report**

Report contains Contributions received and Expenditures made from March 26 thru April 24, 2019

**\*\*Occupation AND Employer required\*\***

Report due **Monday, April 29, 2019** (due to Holiday)

*Sources: Texas Ethics Commission (TEC) Campaign Finance Restrictions and Reporting Requirements, Title 15, Election Code; and City of San Antonio Municipal Campaign Finance Code revised June 21, 2018.*

**ETHICS CODE SECTION 2-61 – PROHIBITED CONTACTS DURING CONTRACT SOLICITATION PERIOD:** A person or entity who seeks or applies for a City contract or any other person acting on behalf of such person or entity, is prohibited from contacting City officials and employees as defined in Section 2-62 regarding such a contract after a request for proposal (RFP), request for qualification (RFQ) or other solicitation has been released. This no-contact provision shall conclude when the contract is posted as a City Council “A Session” agenda item. If contact is required with City officials and employees, such contact will be done in accordance with procedures incorporated into the solicitation document. Violation of this provision by respondents or their agents may lead to disqualification of their offer from consideration.

*Source: City of San Antonio Ethics Code revised June 21, 2018 and effective immediately.*

**MUNICIPAL CAMPAIGN FINANCE CODE SECTION 2-309 – PROHIBITED CAMPAIGN CONTRIBUTIONS:**

(a) When an individual or entity seeks to obtain a “high-profile” discretionary contract as designated by the City, the following individuals shall not make a political contribution to any Councilmember or candidate or political action committee that supports or opposes a City Councilmember or candidate beginning on the tenth business day after the request for proposal (RFP) or request for qualifications (RFQ) or other solicitation is released, or for a contract for which no competitive solicitation has been issued by the City from the time the City begins negotiations or discussions, through the 30th calendar day following the approval by City Council:

(1) Any individual seeking a high-profile contract;

- (2) Any owner, officer, officer of board, and executive committee member of an entity seeking a high-profile contract, *excluding board officers and executive committee members of 501 (c)(3), 501(c)(4) and 501 (c)(6) non-profit organizations not created or controlled by the City whose board service is done strictly as a volunteer with no financial compensation and no economic gain from the non-profit entity; **Does not go into effect until January 1, 2019***
  - (3) The legal signatory of the high-profile contract;
  - (4) Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
  - (5) Subcontractors hired or retained to provide services under the high-profile contract; and
  - (6) *Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection **Does not go into effect until January 1, 2019***
- (b) Any legal signatory for a proposed “high-profile” contract must be identified within the response to a solicitation if the identity of the signatory will be different from the individual submitting the response. Where no competitive solicitation is being issued by the City, the legal signatory must be identified in writing at the time negotiations are initiated.
  - (c) If any individual listed in subsection (a) has made a contribution in violation of this section, the City cannot award the contract to that person, or to the entity. City Council may void any contract awarded in violation of this provision.
  - (d) When an individual or entity applies for a zoning change, the following shall not make a political contribution to any councilmember or candidate or political action committee that supports or opposes a City Councilmember or candidate from the time the zoning application is submitted to the City until thirty (30) calendar days after final action on the application by the Zoning Commission or City Council:
    - (1) Any individual applying for a zoning change;
    - (2) Any property owner, owner or officer of an entity applying for a zoning change; or
    - (3) The spouse of an individual listed in items (1) or (2) of this subsection
  - (e) If any individual listed in subsection (d) of this section has made a contribution in violation of this section, the City cannot approve the requested change in the zoning district boundary. City Council may void any zoning district boundary change awarded in violation of this provision.
  - (f) In the event that a candidate or officeholder unknowingly accepts a contribution in contravention of the provisions of this section, then it shall be the duty of the candidate or officeholder to return the contribution within five (5) business days after he or she has received notification from City staff that a contribution in violation of this section has been discovered. Candidates and Councilmembers who return contributions within the five (5) business days cannot be held liable for violation of this section.

**Source:** *City of San Antonio Municipal Campaign Finance Code revised June 21, 2018 and effective immediately.*