



# SAMPLE APPLICATION PACKET

December 2015

All information is required to be provided unless indicated as optional.

| APPLICATION FOR APPOINTMENT TO THE CITY COUNCIL  |       |   |   |  |     |
|--|-------|---|---|--|-----|
| TO: City Secretary   |       |   |   |  |     |
| I request that my application be considered for appointment to the City Council position.  |       |   |   |  |     |
| OFFICE SOUGHT Include any place number or other distinguishing number, if any.   |       |   |   | INDICATE TERM<br><input type="checkbox"/> FULL <input checked="" type="checkbox"/> UNEXPIRED |     |
| FULL NAME (First, Middle, Last)  |       |   |   |  |     |
| PERMANENT RESIDENCE ADDRESS (Street address and apartment number. If none, describe location of residence. Do not include P.O. Box or Rural Ext.)  |       |   | MAILING ADDRESS (If different from residence address) |  |     |
| CITY   | STATE | ZIP   | CITY  | STATE  | ZIP |
| E-MAIL ADDRESS (Optional)  |       | OCCUPATION (Do not leave blank)                             | DATE OF BIRTH   | VOTER REGISTRATION VOID NUMBER (if applicable)   |     |
| TELEPHONE NUMBER (Include area code) (Optional)  |       | Length of Continuous Residence as of Date Application Sworn |   |  |     |
| OFFICE:  |       | IN STATE<br>____ yr(s)<br>____ mos                          | IN CITY<br>____ yr(s)<br>____ mos                     | IN DISTRICT OR PRECINCT <sup>1</sup><br>NA yr(s)<br>NA mos                                   |     |
| HOME:  |       |   |   |  |     |
| If using a nickname as part of your name in this application, you are also signing and swearing to the following statements: I further swear that my nickname does not constitute a slogan nor does it indicate a political, economic, social, or religious view or affiliation. I have been commonly known by this nickname for at least three years prior to this election.  |       |   |   |  |     |
| <p>Before me, the undersigned authority, on this day personally appeared (name) _____, who being by me here and now duly sworn, upon oath says: "I, (name) _____, of _____ County, Texas, being a applicant for the office of _____, swear that I will support and defend the Constitution and laws of the United States and of the State of Texas. I am a citizen of the United States eligible to hold such office under the Constitution and laws of this state. I have not been finally convicted of a felony for which I have not been pardoned or had my full rights of citizenship restored by other official action. I have not been determined by a final judgment of a court exercising probate jurisdiction to be totally mentally incapacitated or partially mentally incapacitated without the right to vote. I have resided continuously in the state for twelve (12) months and in the City of Corpus Christi for six (6) months immediately preceding the date the appointment is made. I am registered to vote in the City of Corpus Christi. As required by ordinance, I will maintain residence in the City of Corpus Christi throughout the term of office and I understand that failure to do so shall work a forfeiture of office. I am aware of the nepotism law, Chapter 573, Government Code (<i>Summary on back of form</i>). As required by the City Charter, I do not owe delinquent taxes to the city.</p> <p>I further swear that the foregoing statements included in my application are, in all things, true and correct."</p> <p style="text-align: center;"><b>X</b> _____</p> <p style="text-align: center;">SIGNATURE OF CANDIDATE</p> |       |   |   |  |     |
| Sworn to and subscribed before me at _____, this the _____ day of _____, 2016.   |       |   |   |  |     |
| <b>SEAL</b>  |       |   |   |  |     |
| Signature of Officer administering oath <sup>2</sup>   |       |   | Title of Officer administering oath                   |  |     |
| TO BE COMPLETED BY CITY SECRETARY:   |       |   |   |  |     |
| (See Section 1.007)  |       |   |   |  |     |
|  |       |   | Date Received   |  |     |
|  |       |   | Signature of City Secretary                           |  |     |

## **Summary of Nepotism Law**

The candidate must sign this statement indicating his awareness of the nepotism law. The nepotism prohibitions of Chapter 573, Government Code, are summarized below:

No officer may appoint, or vote for or confirm the appointment or employment of any person related within the second degree by affinity (marriage) or the third degree by consanguinity (blood) to himself, or to any other member of the governing body or court on which he serves when the compensation of that person is to be paid out of public funds or fees of office. However, nothing in the law prevents the appointment, voting for, or confirmation of anyone who has been continuously employed in the office or employment for the following period prior to the election or appointment of the officer or member related to the employee in the prohibited degree: six months, if the officer or member is elected at the general election for state and county officers.

No candidate may take action to influence an employee of the office to which the candidate is seeking election or an employee or officer of the governmental body to which the candidate is seeking election regarding the appointment or employment of a person related to the candidate in a prohibited degree as noted above. This prohibition does not apply to a candidate's actions with respect to a bona fide class or category of employees or prospective employees.

Examples of relatives within the third degree of consanguinity are as follows:

- (1) First degree: parent, child;
- (2) Second degree: brother, sister, grandparent, grandchild;
- (3) Third degree: great-grandparent, great-grandchild, uncle, aunt, nephew, niece.

These include relatives by blood, half-blood, and legal adoption.

Examples of relatives within the second degree of affinity are as follows:

- (1) First degree: spouse, spouse's parent, son-in-law, daughter-in-law;
- (2) Second degree: brother's spouse, sister's spouse, spouse's brother, spouse's sister, spouse's grandparent.

Persons related by affinity (marriage) include spouses of relatives by consanguinity, and if married, the spouse and the spouse's relatives by consanguinity. These examples are not all inclusive.

## REPORT OF FINANCIAL INFORMATION

Filed Pursuant to Section 2-340 et seq.  
Corpus Christi Code of Ethics  
(Revised August 19, 2009, pursuant to Ethics Ordinance Change)

- ☐ Annual Report for Year Ending December 31, 20\_\_\_\_. (Due by last Friday of April)
- ☐ Supplemental Report for Six Months Ending June 30, 20\_\_\_\_. (Due by last Friday of July)
- ☐ Candidate's Report for Year Ending December 31, 20\_\_\_\_. (Due 5 days after filing for office)

**INSTRUCTIONS.** Please type when filling out this form. Attach pages if additional space is needed on any response and identify each response by the part to which it relates. **ALL REPORTS MUST BE PHYSICALLY FILED WITH THE CITY SECRETARY BY 4:45 P.M. ON THE DEADLINE.** As used below, "reporting official" includes "candidate".

### REPORTING OFFICIAL:

- ☐ City Council Member - Position: \_\_\_\_\_
- ☐ Appointed Board Member - Board: \_\_\_\_\_
- ☐ Municipal Court Judge (or substitute judge): \_\_\_\_\_
- ☐ City Staff Member - Title: \_\_\_\_\_
- ☐ Candidate for City Council - Position: \_\_\_\_\_

### INDIVIDUAL REQUIRED TO FILE:

\_\_\_\_\_  
(Full Name)

RESIDENCE ADDRESS: \_\_\_\_\_  
(Number/Street/Unit)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip)

The report shall include all of the following information for the reporting official and the reporting official's spouse, but information relating to the spouse need not be segregated from that relating to the reporting official.

### PART I. LICENSES.

List all professional, occupational or business licenses held by the reporting official.

**PART II. BUSINESSES.**

List all the names of any businesses with which the reporting official was actively engaged or associated, and the principal address and phone number of each, together with the position or title held. You are not required to include any businesses which are reported in other sections of this Report.

**PART III. INCOME.**

List the names and addresses of all sources of income which exceed 10 percent of the reporting official's gross income, or \$5,000 in salary, bonuses, commissions or professional fees, or \$20,000 in payment for goods, products or non-professional services. If the reporting official is self-employed or owns or controls at least a 20 percent interest in a partnership, corporation or other entity through which the reporting official does business, you must also report the names and addresses of the clients or customers who do business with the City from whom the reporting official, partnership, corporation or other entity received at least 10 percent of its gross income. The City publishes a list of those persons "who do business with the City" which you may rely upon for the purposes of this provision. (A sole proprietor shall not be required to report a source of income he or she would not have to report if operating as a corporation or partnership.)

#### **PART IV. BUSINESS ORGANIZATIONS**

List the name and address of any business organization\* in which the reporting official held, owned, acquired or sold stock or other equity ownership having a value exceeding \$5,000 or equivalent to 10 percent or more of the stock or equity in the entity or owns 10% or more or \$5,000 or more of the fair market value of the business organization or funds received from business organization exceed 10% or more of the person's gross income for the previous year.

\*"Business organization" includes a corporation, general partnership limited partnership, joint venture, trust or sole proprietorship.

#### **PART V. REAL PROPERTY.**

List all real property \* in Nueces County or any adjoining county in which the reporting official held any legal or equitable ownership with a fair market value of \$2,500 or more. The list shall include a description sufficient to locate the property, preferably the physical address of the real property.

"Real Property" includes land, buildings, improvements, mineral interests and leasehold estates, whether such property is owned by the official or by another as trustee for the official.

**PART VI. PERSONAL LIABILITIES.**

List the name and address of any person to whom the reporting official was indebted in excess of \$10,000 together with the dates any such debts were incurred. "Indebted" includes obligations on which the reporting official is a guarantor or co-signer, in which case the names of the borrower and lender shall be listed. ("Person" is defined in Section 2-341 as "an individual, proprietorship, firm, partnership, joint venture, syndicate, trust, company, corporation, association, committee, estate, receiver, entity or any other organization or group of persons acting in concert, whether profit or nonprofit.")

**PART VII. NOTES, BONDS & LOANS.**

List the name and address of any person who is the obligor on any note, bond, loan or any other similar obligation, written or unwritten, owed to the reporting official which in the aggregate equal \$10,000 or more together with the dates of such obligations.

**PART VIII. CONTRACTS WITH THE CITY OF CORPUS CHRISTI**

List all contracts with the City of Corpus Christi, including the date, term, type of good or services provided and the amount of the contract.

## **PART IX. POSITIONS AND BOARDS.**

List all board of directors or governing bodies of which the reporting official is a member, and all offices or executive positions the reporting official holds in corporations, partnerships, limited partnerships, professional corporations, associations or other entities, including non-business and non-profit entities, stating the name of each entity and position held, and excluding entities owned or created by the city.

## **PART X. GIFTS AND FAVORS.**

List the name and address of any person from whom the reporting official received gifts or favors, including but not limited to trips, excursions, food, lodging, money, commodities or services, cumulatively exceeding \$200 in value. The nature and date of each gift received shall be specified. Provided, however, campaign contributions reported as required by state law and gifts or favors from relatives need not be reported hereunder.

“Relative” includes spouse, father, mother, brother, sister, son, daughter, spouse’s children, grandfather, grandmother, son-in-law, daughter-in-law, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandfather-in-law, grandmother-in-law, uncle by marriage, aunt by marriage, nephew’s wife, niece’s husband, grandson-in-law, granddaughter-in-law, first cousin’s spouse, adoptive relationships being treated as natural.

**VERIFICATION**

I do solemnly swear that the foregoing Report, filed herewith, is in all things true and correct, and fully shows all information required to be reported by me pursuant to the City of Corpus Christi Code of Ethics, Section 2-340 et seq.

\_\_\_\_\_  
Signature of Official

SWORN AND SUBSCRIBED BEFORE ME by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, to certify which, witness my hand and seal of office.

\_\_\_\_\_  
Notary Public, State of Texas

FILED FOR RECORD this  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Secretary