



May 15, 2024

Dear Candidate:

The City Secretary's office has prepared the enclosed "Candidate's Packet" in an endeavor to acquaint you with the City's rules and regulations regarding eligibility for City Council, as well as the legal requirements of the State pertaining to campaign contributions and expenditures. Also, included is a list of dates that will be important to you.

I realize the weeks ahead will be hectic, however, I encourage you to initially take the time to thoroughly read the enclosed information, paying particular attention to *Title 15 of the Texas Election Code*, which pertains to campaign funds. A copy is included in this packet.

The financial reports must be completed by the candidate or the candidate's campaign treasurer. Should you have questions regarding reporting procedures, contributions, or expenditures, please call the **Texas Ethics Commission at 512-463-5800** for assistance. The reporting forms and instruction guides are also included in your packet.

All financial reports are filed through my office and posted online. I cannot over-emphasize the importance of adhering to the financial report procedures. Campaign reports are considered open records and will be viewed as such by reporters and opponents alike.

Unfortunately, political signs often become a source of frustration for all candidates. The signs are expensive to purchase and time-consuming to place. I encourage you to abide by the City's regulations pertaining to the placement of political signs. The City does enforce sign regulations; therefore, if signs are placed improperly, they will be removed by City personnel. Signs removed by the City may be retrieved by contacting Development Services at 817-743-4110. If you are unsure of proper sign location and placement, Development Services will be glad to assist you.

We appreciate your interest in our municipal government and trust this period will be a positive and exciting experience for you, your family, and supporters. Our office stands ready to assist you in any way possible. If we can be of further service, please let me know.

Sincerely,

Kelly Ballard, City Secretary
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817-743-4005