



# City of Garden Ridge

*“A way of life, not just a place to live”*

To: Candidates for May 1, 2021, General Election  
From: Marisa Spencer, City Secretary  
CC: Nancy Cain, City Administrator and Kat Balbi, Assistant City Secretary  
Subject: Election Information Packet for May 1, 2021, General Election

Thank you for your interest in the May 1, 2021, General Election in the City of Garden Ridge. The purpose of this election is to elect a Mayor, Councilmember Place 2, and Councilmember Place 3. The enclosed materials contain the important candidate information you will need for running in the May 1, 2021, General Election.

## Tab 1: Requirements

- [State of Texas Requirements](#).
- [Secretary of State Election Calendar](#).
- Ordinance No. 229-022021 City of Garden Ridge Calling for a General Election (if packet is viewed after February 3, 2021).

## Tab 2: Getting Started

1. Campaign Treasurer Appointment (Form CTA).
  - a) All candidates **must** file [Form CTA](#) even if you do not intend to raise or spend any money.
  - b) Form CTA is **required** to be filed with the City Secretary before you file an application for a place on the ballot, raise or spend any money for your campaign, or announce your candidacy. Along with Form CTA are the following forms and instructions:
    - Appointment of a Campaign Treasurer by a Candidate [Form CTA-Instruction Guide](#).
    - Amendment: Appointment of a Campaign Treasurer by a Candidate [Form ACTA](#).
    - Amendment: Appointment of a Campaign Treasurer by a Candidate [Form ACTA-Instruction Guide](#). This form **must** be filed if any of the information changes on your original appointment of a campaign treasurer.
2. Application to Place Name on General Election Ballot (in English and Spanish).
  - a) The loyalty oath is included on this form and **must** be signed in the presence of a notary. [The application](#) is then filed in the City Secretary's office.
    - [Application to Place Name on General Election Ballot-Instruction Guide](#).
3. Local Government Officer Conflicts Disclosure Statement (Form CIS).
  - a) [This form](#) must be filed with your Application to Place Name on Ballot, if you have a conflict. Refer to the instructions provided along with the form or [Chapter 176 of the Local Government Code](#) for detailed information regarding the requirement to file this form.
4. Code of Fair Campaign Practices (Form CFCP).
  - a) Subscription to the Code of Fair Campaign Practices is voluntary; however, you are encouraged to do so. [This form](#) may be filed upon submission of the campaign treasurer appointment form. [Chapter 258, Election Code, Fair Campaign Practices Act](#).

### Tab 3: Campaign Finance Information

#### 1. Candidate/Officeholder Campaign Finance Report Form C/OH.

- a) The training video is approximately 40 minutes in length and voluntary. The video training is available by following the instructions at [www.ethics.state.tx.us/training/video.htm](http://www.ethics.state.tx.us/training/video.htm) or you can request a DVD of the training by contacting the Commission Disclosure Filing Division at 512-463-5800. Along with [Form C/OH](#) are the following items:
- [Campaign Finance Guide for Candidates and Officeholders Form C/OH-Instruction Guide.](#) **Please read carefully.**
  - Correction/Amendment Affidavit for Candidate/Officeholder Report [Form COR-C/OH with Instruction Guide.](#)
- b) All candidates have the option to use the Texas Ethics Commission's Filing Application at [www.ethics.state.tx.us/File/](http://www.ethics.state.tx.us/File/) to prepare a PDF version of your campaign finance report (Form C/OH). Select "Local Authority" and follow the steps to set up an account and login to the application. Once you have completed your report, print out a copy, sign it in the presence of a notary, and file it with the City Secretary's office by the appropriate deadline. Alternatively, your packet includes two (2) sets of Candidate/Officeholder Campaign Finance Report Form C/OH ***to be filed on the following dates:***
- 15<sup>th</sup> day after Campaign Treasurer Appointment (Officeholder Only).
  - 30<sup>th</sup> day before General Election (also called a pre-election campaign finance report).
  - 8<sup>th</sup> day before General Election (also called a pre-election campaign finance report).
  - Runoff (candidates in a runoff; due no later than 8 days before Runoff Election).
  - January 15<sup>th</sup> (also called a semiannual campaign finance report).
  - July 15<sup>th</sup> (also called a semiannual campaign finance report).
  - Final Report (must complete and attach the "C/OH Report: Designation of Final Report Form C/OH-FR". Filing this report terminates your appointment of Campaign Treasurer and relieves you of obligation of filing further reports).

Additional copies of the Candidate/Officeholder Campaign Finance Report Form C/OH can be found at <https://www.ethics.state.tx.us/data/forms/coh/coh.pdf> or copies can be made from the already provided forms.

#### 2. Clarification and Helpful Information on Reporting.

- a) ***If you are an opposed candidate: Will you accept or spend more than \$930 for the election?***
- i. If so, then the following will pertain:
- You do not qualify to file on the modified reporting schedule.
  - You are required to file pre-election campaign finance reports using FORM C/OH if you have an opponent on the ballot.
  - Pre-election reports are due thirty (30) days and eight (8) days prior to the election. To be timely filed, pre-election reports must be received by the City Secretary no later than the due date.
- ii. If not, then the following will pertain:
- You can elect to file on the modified reporting schedule by completing the Modified Reporting Declaration on page two (2) of Form CTA. File Form CTA with the City Secretary.
  - If you elect to file on the modified reporting schedule, you do not have to file pre-election campaign finance reports due thirty (30) days and eight (8) days prior to the election.

3. Exceed \$930: If you elect to file on the modified reporting schedule but later exceed \$930 in either contributions or expenditures, the required reports to be filed depend upon when you exceed \$930. To be timely filed, pre-election reports must be **received** by the City Secretary no later than the due date.
  - If you exceed \$930 on or before the 30<sup>th</sup> day before the election, you are **required** to file pre-election campaign finance reports due thirty (30) days and eight (8) days prior to an election using Form C/OH.
  - If you exceed \$930 after the 30<sup>th</sup> day before the election, you are **required** to file an Exceeded \$930 Limit report using Form C/OH. To be timely filed, this report must be filed with the City Secretary within 48 hours of exceeding \$930. You are also **required** to file a pre-election campaign finance report due eight (8) days prior to an election using Form C/OH.
  - If you exceed \$930 on or before the 8<sup>th</sup> day before the election, you are **required** to file a pre-election campaign finance report due eight (8) days prior to an election using Form C/OH.
4. Unopposed Candidates
  - If you do not have an opponent whose name will appear on the ballot in the election, you are an unopposed candidate and are not required to file pre-election campaign finance reports.
5. All candidates **must** file semiannual campaign finance reports (Form C/OH)
  - All candidates are **required** to file semiannual reports using [Form C/OH](#) even if you have no campaign activity or were unsuccessful in the election. Semiannual reports are due on January 15<sup>th</sup> and July 15<sup>th</sup>, and must be filed with the City Secretary. To end your filing obligations, you must cease campaign activity and file a Final Report using Form C/OH and attach Form C/OH-FR (Designation of Final Report).
6. Unexpended Contributions
  - a) Candidate/Officeholder Report of Unexpended Contributions [Form C/OH-UC](#) **must** be filed in the City Secretary's Office on the dates specified on the form.
  - b) [Form C/OH-UC Instruction Guide](#).
7. Understanding Campaign Finance and Forms
  - a) [Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities](#).
  - b) [Texas Ethics Commission 2021 Filing Schedule](#).
  - c) [Title 15, Election Code, Regulating Political Funds and Campaigns](#).

**Tab 4: Information You Need to Know**

- [“Political Fundraisers: What You Need To Know”](#) from the Texas Ethics Commission.
- [“Political Advertising – What You Need To Know”](#) from the Texas Ethics Commission.
- [TxDOT Rules for Posting Campaign Signs](#).
- City of Garden Ridge Sign [Ordinance No. 55-122017](#).

It is the duty of the candidate to become familiar with the laws applicable to campaigns for office. *The duty of the City Secretary is limited to accepting and filing the various applications, affidavits, and statements, and noting the date and time of filing thereon. The City Secretary should not be expected to judge or comment upon the timeliness or sufficiency of reports filed.* These documents are public records and are open for inspection by any person upon written request.

If you have further questions as you conduct your campaign, the Texas Ethics Commission website and the Texas Secretary of State website are great resources. You may also contact the City Secretary's Office at 210-651-6632, email City Secretary Marisa Spencer ([citysecretary@ci.garden-ridge.tx.us](mailto:citysecretary@ci.garden-ridge.tx.us)), or email Assistant City Secretary Kat Balbi ([asstcitysecretary@ci.garden-ridge.tx.us](mailto:asstcitysecretary@ci.garden-ridge.tx.us)). We look forward to meeting you and wish you the best of luck in your campaign endeavors.