

CITY OF SANTA FE

January 2, 2019

Dear Candidate:

The weeks ahead will be hectic ones for you. Therefore, in an effort to inform you of important dates for this election and legal requirements of the State pertaining to campaign funds, I have prepared the attached "Candidate's Packet." I encourage you to take the time to thoroughly read the attached information.

If you have any questions pertaining to the election or election procedures, you may call me or you may direct questions to the Office of the Secretary of State at 1-800-252-8683. You may also find helpful information on their website at <http://www.sos.state.tx.us/elections/> and on the city's website at <http://www.ci.santa-fe.tx.us>.

Title 15 of the Texas Election Code pertains to campaign contributions and expenditures. Financial reports (forms included) must be completed by the candidate or the candidate's campaign treasurer, signed by the candidate, and filed in my office. I cannot over-emphasize the importance of adhering to the financial reporting procedures. Campaign reports are considered public information and will be viewed as such by reporters and opponents alike. Should you have any questions regarding reporting procedures, contributions, or expenditures, please contact the Texas Ethics Commission for assistance at 512-463-5800 or <http://www.ethics.state.tx.us>. The duties of the City Secretary are 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 sufficiency of reports filed.

I know this period will be a positive and exciting experience for you and your supporters. Please do not hesitate to contact me if you have any questions.

Sincerely,

Janet L. Davis

Janet L. Davis
City Secretary

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Attachments