

CITY OF ALAMO HEIGHTS

6116 BROADWAY  
SAN ANTONIO, TEXAS 78209  
210-822-3331  
FAX 210-822-8197



Dear Candidate:

Thank you for your interest in serving the community. To be eligible to file for a place on the ballot, one must meet the requirements set forth in our City Charter, one must be a qualified elector and have resided in the city for one year, preceding the election. There is a \$100 filing fee due at the time the application is submitted.

**Candidate filing period is Wednesday, January 13, 2021 – Friday, February 12, 2021**

**Last day to withdraw your application on the ballot is Friday, February 19, 2021**

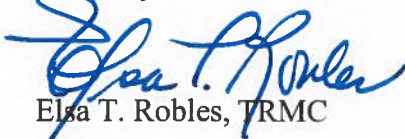
**Drawing for Order of Names on Ballot is Monday, February 22, 2021  
at City Hall, Council Conference Room, 6116 Broadway at 8:30 A.M.**

**Early voting by personal appearance is Monday, April 19 through Tuesday, April 27, 2021**

**ELECTION DAY IS SATURDAY, MAY 1, 2021 FROM 7:00 A.M. UNTIL 7:00 P.M.**

If you have any questions regarding how to complete the election and semi-annual report forms, please review the enclosed packet of instructions, or contact the Texas Ethics Commission directly at 1-512-463-5800 or via website, [www.ethics.state.tx.us](http://www.ethics.state.tx.us). If I may be of further assistance, please contact me at 210-882-1508.

Sincerely,

  
Elsa T. Robles, TRMC  
City Secretary

**Mission Statement**

*Alamo Heights will be a vibrant village in which to live and work by protecting and enhancing its native beauty, promoting its special sense of community, and providing excellent city services.*

## Contents/References

- Application for Place on the Ballot— *Must show position sought and the Application must be notarized. File with City Secretary by 5:00 p.m., February 12.*
- 2021 Election Filing Schedule—*Use as a guide for filing appropriate forms in a timely manner.*
- Form CTA Instruction Guide—*Helpful in completing the Campaign Treasurer Form ([www.ethics.state.tx.us](http://www.ethics.state.tx.us))*
- Appointment of Campaign Treasurer (Form CTA)—*Must be filed with City Secretary before accepting contributions or making expenditures.*
- Amendment: Appointment of a Campaign Treasurer by a Candidate (Form ACTA) Instruction Guide—*Instruction Guide and form necessary if an amendment is made on the appointment of a campaign treasurer. ([www.ethics.state.tx.us](http://www.ethics.state.tx.us))*
- Candidate/Office Holder Campaign Finance Report Instructions—*Detailed instructions for Form C/OH and schedules.*
- Candidate/Officeholder Campaign Finance Report—*Form C/OH and appropriate attached schedules must be filed with City Secretary the 30th day before the election (April 1), the 8th day before the election (April 23), and July 15. Only one set is enclosed, you will need to make additional copies.*
- Code of Fair Campaign Practices (Form CFCPA)—*Voluntary filing.*
- Campaign Finance Guide for Candidates and Officeholders Who File with Local Filing Authorities—*User friendly and answers questions not addressed in the more detailed Guide. ([www.ethics.state.tx.us](http://www.ethics.state.tx.us))*
- City of Alamo Heights Charter—*Information about the City's government. Available at [www.alamoheightstx.gov](http://www.alamoheightstx.gov), select government/city council tab.*
- Political Advertising—*Information from State of Texas Election Code and the Texas Ethics Commission to guide you in preparing and placing advertising material.*
- Ordinance No. 2014 – *Electioneering Ordinance*