

## MEMORANDUM

**DATE:** January 12, 2021

**TO:** Candidates for General Election of May 1, 2021

**FROM:** Robyn Densmore, City Secretary

**SUBJECT:** Election Information and Necessary Application Forms

This website includes information and forms pertaining to the May 1, 2021 General Election for the positions of Councilmember District 1, and Councilmember District 5. Please thoroughly review the information.

Please note that the **required documents to file for a position on the ballot are the Application for a General Election Ballot May 2021 and the Appointment of a Campaign Treasurer.** The first day that an application may be accepted for the General Election, according to Texas Election Law, is Wednesday, January 13, 2021. The deadline for filing is Friday, February 12, 2021 at 5:00 pm. You may file your documents in person at the City Secretary's office located at 808 Martin Luther King Jr. Street during regular business hours, or you may mail your original document to P.O. Box 409, Georgetown, TX 78627.

The **financial reports must be completed** by the candidate or the candidate's campaign treasurer. Should you have any questions regarding financial reports, please call the Texas Ethics Commission at 1-800-325-8506 or 512-463-5800. All financial reports shall be filed with the City Secretary's office, and the importance of adhering to the financial reporting procedures is necessary. Please note that campaign reports are open records and will be viewed as such by reporters and campaign opponents. These are posted on the City's website.

Please be sure to read through the form entitled "General Information for 2021 Candidates." You will be able to view the City of Georgetown budgets and audits at [www.georgetown.org](http://www.georgetown.org).

Please feel free to contact the City Secretary's office at 512-931-7715 if you have any questions or concerns.

Sincerely,



Robyn Densmore  
City Secretary