

MEMORANDUM

January 27, 2015

TO: Honorable Mayor and City Commission
VIA: Kenneth Fields, City Manager
FROM: Clara VanBlargan, MMC, City Clerk & Chief Election Officer
RE: 2015 Municipal Election Information

The regular Municipal Elections of the City of Lake Wales are held in the manner provided in the City Charter and the Lake Wales Municipal Election Code.

The regular Municipal Election is Tuesday, April 7, 2015 to elect a Mayor for Seat 1 (At-Large), a Commissioner for Seat 2 (District 19), and a Commissioner for Seat 4 (District 27) to serve a term of two (2) years. Members of the City Commission must be registered voters and residents of the City of Lake Wales for at least one year. The Mayor elected to Seat 1 must reside in the City limits, the Commissioner elected to Seat 2 must reside in District 19, and the Commissioner elected to Seat 4 must reside in District 27.

The qualifying period for a person to qualify as a candidate is from noon, Monday, February 16 through noon, Friday, February 20. Candidate packets are available in the City Clerk's office beginning Friday, February 6. This packet contains qualifying papers, nominating petitions, and other necessary information and instructions to qualify as a candidate.

The deadline for submitting the ballot containing all names of the persons that qualify as candidates to the Supervisor of Elections is 5pm, Friday, February 20, the day qualifying ends. The City Clerk will prepare the ballot language for City Commission approval at a special meeting to be held at 4:30 p.m. that day. A quorum must be present. The scheduled special meeting date is also listed on the City Commission Calendar, Agenda Item 21.

While the Supervisor of Elections and the City Clerk may perform many of the tasks necessary to conduct the election, the City Commission serves as the Municipal Canvassing Board and has legal responsibilities related to the conduct of the Municipal Election. The following rules apply to all members of the Canvassing Board:

No member can serve if he or she is a candidate with opposition in the election being canvassed or is *actively participating* in the campaign or the candidacy of any candidate who has opposition in the election being canvassed. Actively participating means undertaking an intentional effort to demonstrate or generate public support for a candidate beyond merely making a campaign contribution. Refer to DE 8-10; 09-07.

If a lack of a quorum is created on the Canvassing Board due to this rule or any other unavoidable cause, the City Commission may appoint the city manager, city attorney, or resident/s to serve in the absence of that commission member/s (Sec. 8-26, Lake Wales Code of Ordinances). This will be determined on the day qualifying ends, February 20, 2015. An agenda memo will be presented at the March 3, 2015 City Commission meeting for that purpose if required.

Per Florida Statute, Canvassing Board members are required to attend the following meetings:

Pre-election Logic and Accuracy Testing of Tabulating Equipment
Election Headquarters, SOE, Bartow – 4:00 p.m., Tuesday, March 31, 2015

(The Canvassing Board may designate the City Clerk to represent them, who is a required attendee).

Election Night Canvassing of Ballots

Election Headquarters, SOE, Bartow - Tuesday, April 7, 2015, time to be scheduled by SOE
(A quorum must be present and must remain until all ballots are tabulated.)

Certification of Election

City of Lake Wales Municipal Administration Building – 5:00 pm, Thursday, April 9, 2015
(A Quorum must be present)

Post-Election Manual Audit

Election Headquarters, SOE – Date and Time to be scheduled by SOE
(A Quorum must be present)

Run-off Election – Same requirement as above

Election Headquarters, SOE - To be held in case of tie vote

Oath of Office Ceremony

Mayor Seat 1; Commissioners Seat 2 & Seat 4
Tuesday, May 5, 2014, regular City Commission meeting

ATTACHMENTS

2015 Municipal Election Notice
District Map

NOTICE OF COMMISSION ELECTION CITY OF LAKE WALES, FLORIDA

NOTICE IS HEREBY GIVEN THAT THE REGULAR MUNICIPAL ELECTION FOR THE CITY OF LAKE WALES WILL BE HELD ON TUESDAY, APRIL 7, 2015 TO ELECT A MAYOR FOR **SEAT 1 (At-Large)**, A COMMISSIONER FOR **SEAT 2 (District 19)**, AND A COMMISSIONER FOR **SEAT 4 (District 27)**.

THE REGULAR ELECTION OF CITY COMMISSION MEMBERS SHALL BE HELD IN THE MANNER PROVIDED IN THE CITY CHARTER AND THE LAKE WALES MUNICIPAL ELECTION CODE. THE PERSON ELECTED FOR SEAT 1, SEAT 2, AND SEAT 4 SHALL SERVE A TERM OF (2) YEARS.

NOMINATING PROCEDURE FOR ELECTION TO CITY COMMISSION

QUALIFICATIONS FOR OFFICE

Members of the City Commission must be registered voters and residents of the City of Lake Wales for at least one year. The Mayor elected to Seat 1 must reside in the City limits, the Commissioner elected to Seat 2 must reside in District 19, and the Commissioner elected to Seat 4 must reside in District 27.

CANDIDATE PACKET

Candidate packets will be available in the City Clerk's Office on or after Friday, February 6, 2015. The packet includes blank petitions and other materials to be used in the nominating procedure.

CAMPAIGN FINANCES

Any candidate seeking to qualify for election must appoint a campaign treasurer and designate a campaign depository on or before the date obtaining petition signatures. Petition signatures obtained prior to this date will be disqualified. Do not open the campaign checking account until this form, DS-DE 9, is filed with the City Clerk. You cannot accept any donations or make expenditures until you have been qualified as a Candidate during qualifying period. Forms for designating a campaign treasurer and depository will be furnished by the City Clerk.

PETITIONS

Candidates for election to the City Commission must be nominated by petition. Any registered voter of the District or any district if seeking the at-large seat shall be nominated for election by petition designating the commission seat to which he/she seeks election. Each candidate must obtain 25 qualified signatures from registered voters nominating him/her to the District or any district if seeking the at-large seat. All Candidate petitions must be completed and executed in ink. Official petitions are furnished by the City Clerk.

FILING AND ACCEPTANCE

All separate papers comprising a nominating petition must be assembled and filed with the City Clerk as one instrument not before 12:00 noon on Monday, February 16, 2015 nor after 12:00 noon on Friday, February 20, 2015.

At the time of filing, persons seeking to qualify as a candidate for a district seat is required to submit a payment of a twenty-five dollar (\$25.00) city qualifying fee and a forty-six dollar and thirty cents (\$46.30) state election assessment (1% of the annual salary); and persons seeking to qualify as a candidate for the at-large non-district seat is required to pay a twenty-five dollar (\$25.00) city qualifying fee and a sixty-nine dollar and forty-five cents (\$69.45) state election assessment (1% of the annual salary) for remittance to the Florida Department of State and deposit in the Elections Commission Trust Fund. The qualifying fee and the election assessment must be paid together by check from the campaign account made payable to: THE CITY OF LAKE WALES.

Persons seeking to qualify for election to city office who is unable to pay the state election assessment without imposing an undue burden on personal resources or on resources otherwise available to him/her may do so in accordance with Sec. 8-42 (c) of the Municipal Code. Persons who are unable or unwilling to pay the city qualifying fee may qualify by the alternative method of obtaining the number of signatures of voters in the geographical area represented by the seat sought equal to at least one percent (1%) of the total registered voters residing in that district or any district if seeking the at-large seat as shown by the compilation of the department for the immediately preceding general election in accordance with Sec. 8-44 (c) of the Municipal Code.

PROCEDURE AFTER FILING. Within two (2) business days after the filing of nominating petitions, the City Clerk will notify the candidate whether or not all 25 signatures satisfy the requirement. If additional signatures are needed, the candidate must obtain the number of signatures to meet the qualifying requirement and submit them to the City Clerk no later than 12:00 noon, Friday, February 20, 2015. Candidates for election to the City Commission must submit a financial report as required by state statutes. Candidates must comply with all state and local laws governing elections.

MAYORAL CANDIDATES

In accordance with the City Charter, the Mayor is elected at-large to Seat 1 by the voters for a term of two years. The Mayor is expected to advance initiatives to benefit the community that can be tempered and improved upon with the city commission's collective judgment. The Mayor is required by City Charter to perform a leadership role in promoting the overall quality of life, appropriate economic development, enhancement of property values, and other areas important to the progress and well-being of the community; serves as the liaison between the municipal government and the community's citizens, businesses, and civic organizations to collectively achieve projects that neither the city nor one organization could afford to achieve on its own. Other charter duties apply. In fulfilling all duties of the Mayor may require frequent attendance at meetings of various civic and government organizations during normal working hours. To aid the Mayor in complying with the City Charter, a cell phone and car allowance are provided.

For additional information, please contact City Clerk Clara VanBlargan at 863-678-4182, ext. 228 or in person at 201 West Central Avenue, Lake Wales, FL 33853.

DISTRICT BOUNDARIES

District 19: Bounded on the east and north by the city limits and on the south and west as follows along the applicable centerlines: Beginning at the intersection of Grove Avenue and Hamlin Street, proceed north on Hamlin Street, crossing State Road 60 to Thirteenth Street, north on Thirteenth Street to city boundary, north along city boundary to Sunset Drive, west on Sunset Drive to North Lake Shore Blvd., north and west on North Lake Shore Blvd. to North Wales Drive, north on North Wales Drive to Fifth Street, north on Fifth Street to Burns Ave., east on Burns Ave. to Highlander Way, north on Highlander Way to city boundary line, continue along eastern, northern and southern city boundary lines to Eleventh Street and the railroad, north on Eleventh Street to Grove Avenue, and east on Grove Avenue to Hamlin Street, the point of beginning; less and except that area not included in city limits east of Thirteenth Street on Bryn Mawr Drive, Carlton Avenue and State Road 60.

District 27: Bounded on the west and north by the city limits and on the south and east as follows along the applicable centerlines: Beginning at the intersection of US HWY 27 and Mountain Lake Cut-off Road., go north on US HWY 27 to Sundown Drive, west on Sundown Drive to city boundary line, continue along northern and western city boundary lines to Mountain Lake Cut-Off Road, west on Mountain Lake Cut-off Road to US HWY 27, the point of beginning.

District 28: Bounded on the south and west by the city limits and on the east and north as follows along the applicable centerlines: Beginning at the intersection of Polk Avenue and South Lake Shore Blvd., proceed south and east to Marietta Street, south on Marietta Street to Sunset Dr, north and east on Sunset Drive to the city boundary at Lakeview Road, south along city boundary to Thirteenth Street, south on Thirteenth Street, crossing State Road 60 to Hamlin Street, south on Hamlin Street to Grove Avenue, west on Grove Avenue to Eleventh Street; south on Eleventh Street to city boundary line, continue along southern and western city boundary lines to the northern boundary of that part of the city lying south of State Road 60; continue east along that northern city boundary line lying south of State Road 60 to South Miami Street, north on South Miami Street to State Road 60, east on State Road 60 to Polk Avenue, and east on Polk Avenue to South Lake Shore Blvd., the point of beginning.

District 122: Bounded on the west by the city limits and on the north, south, and east as follows along the applicable centerlines: Beginning at the intersection of North Wales Drive and South Lake Shore Blvd., proceed north on North Wales Drive to Fifth Street, North on Fifth Street to Burns Avenue, east on Burns Avenue to Highlander Way, north on Highlander Way to city limits, continue west and north along city boundary lines to Mountain Lake Cut-off Road, west on Mountain Lake Cut-off Road to US HWY 27, north on US HWY 27 to Sundown Drive, west on Sundown Drive to city limits, south along west city boundary lines to intersection of State Road 60 and railroad right-of-way , east along State Road 60 following the city boundary to Polk Avenue, east on Polk Avenue to South Lake Shore Blvd., north on South Lake Shore Blvd. to North Wales Drive, the point of beginning.

Commission Seats

Seat 1	At-Large
Seat 2	Commission District 19
Seat 3	Commission District 122
Seat 4	Commission District 27
Seat 5	Commission District 28

Current Commission Members

Mayor Eugene Fultz
Commissioner Jonathan Thornhill
Commissioner Terrye Y. Howell
Commissioner Betty Wojcik
Commissioner/Deputy Mayor Christopher Lutton

