



2024 ELECTION CANDIDATES

OFFICE OF THE MAYOR
CITY COUNCIL SEAT 2
CITY COUNCIL SEAT 3
CITY COUNCIL SEAT 5

PRIMARY/GENERAL ELECTION INFORMATION

For further information, contact:

Terese M. Jones, City Clerk
Terri Lefler, Deputy City Clerk
120 Malabar Road, SE
Palm Bay, FL 32907
Phone (321) 952-3414
Fax (321) 953-8971
Email: terese.jones@pbfl.org
terri.lefler@pbfl.org



TO: City Council Candidates
FROM: Terese M. Jones, City Clerk
SUBJECT: Candidate and Election Information

PLEASE NOTE:

The information below is subject to change.

Congratulations on becoming involved in public service as a candidate for office in the City of Palm Bay!

This information is printed with the intention of familiarizing Palm Bay candidates for elected offices with their duties and responsibilities as provided by Florida law.

Candidates for office of City Council shall:

- be a resident of Palm Bay for at least two (2) years immediately preceding the election;
- be a registered voter residing at a City of Palm Bay address;
- qualify for such office by complying with the Florida Statutes and in such manner as may be prescribed by ordinance; and
- shall continue to be a resident and an elector of the City of Palm Bay during the term of office, should the candidate be elected to office.

Offices Open – Office of the Mayor – currently held by Rob Medina
City Council Seat 2 – currently held by Donny Felix
City Council Seat 3 – currently held by Randy Foster
City Council Seat 5 – currently vacant

Term of Office – Four (4) years; however, **Seat 5 is a partial term**, and the elected individual will serve for a term of two (2) years (until 2026). **There is no primary election for Seat 5 as it is special election that will be held in conjunction with the general election.**

In order to announce your candidacy, you will need to complete the following forms and file with the Office of the City Clerk (documents may be submitted in person, via USPS or via email):

- ✓ **"Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates"** (Form DS-DE 9). This form must be completed prior to opening the campaign account, receiving contributions, or making expenditures. Designating a campaign depository does not mean physically opening the account; it is merely naming the financial institution in which your campaign funds are to be deposited. A candidate may appoint himself/herself as campaign treasurer or deputy treasurer.

- ✓ **“Statement of Candidate”** (Form DS-DE 84). This form must be filed **within ten (10) days** after filing the *“Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates”* stating that he/she has read and understands the requirements of Chapter 106, Florida Statutes.
- ✓ **“Affidavit – Residency of Candidate”**
- ✓ **“Political and Campaign Sign Registration”**, and
- ✓ **“Candidate Biographical Data”** form (optional).

All forms, as stated above, are to be completed and submitted to the Office of the City Clerk. Additional forms, along with the qualifying fee, will be required only during the qualifying period. Further information regarding qualifying is detailed on the Election Information page.

Once you have received official confirmation from the City Clerk’s Office that you are a pre-qualified candidate, you will be required to file quarterly campaign treasurer’s reports, pursuant to Chapter 106.07, Florida Statutes. Please refer to the attached schedule for reporting dates.

The required campaign reporting forms, as listed below, are available on the Florida Division of Elections website - <https://dos.myflorida.com/elections/forms-publications/forms/>.

- ❖ DS-DE 12: Campaign Treasurer’s Report – Summary
- ❖ DS-DE 13: Campaign Treasurer’s Report – Itemized Contributions
- ❖ DS-DE 14: Campaign Treasurer’s Report – Itemized Expenditures
- ❖ DS-DE 87: Waiver of Report

Should you have no contributions or expenditures to report for a particular reporting period, a Waiver of Report should be filed.

When you have contributions and/or expenditures to report, the Summary Form along with the Itemized Contributions Form and/or the Itemized Expenditures Form must be filed.

It is important for you and all persons involved in your campaign to become familiar with The Candidate and Campaign Treasurer Handbook and the laws that govern Florida elections. As a candidate, you are responsible for all aspects of your campaign – from filing timely treasurer’s reports, to ensuring proper political disclaimers appear on your advertisements, to filing the necessary forms to complete qualifying. Investing the necessary time and attention to ensure compliance with the Florida Election Code can help you avoid making errors that could result in monetary fines or notifications to the State for failure to comply with the laws.

The Candidate and Campaign Treasurer Handbook is provided on the Publications page on the Division of Elections website at [candidate-and-campaign-treasurer-handbook-2024.pdf \(floridados.gov\)](#).

Valuable election information is available on the Florida Division of Elections’ website at <https://dos.myflorida.com/elections/> and the Brevard County Supervisor of Elections’ website at [Brevard County Supervisor of Elections > Home \(votebrevard.gov\)](#).

Thank you for your interest in the election process. As your qualifying officer, my staff and I are available and ready to assist you. Please feel free to call my office at 321-952-3414 if you have any questions concerning your intent to qualify.

CITY OF PALM BAY
ELECTION INFORMATION
2024

Primary Election – Tuesday, August 20, 2024

General/Runoff Election – Tuesday, November 5, 2024

Should there be more than two (2) qualifying candidates for Mayor or for a given Council seat, then a primary election will be held on August 20, 2024. The two (2) primary candidates receiving the highest number of votes shall be the candidates in the general election. The candidate receiving the highest number of votes in the general election shall be declared elected to the office for which he or she was a candidate.

In the event there are fewer than three (3) qualifying candidates for Mayor or for a given Council seat, their names will not appear on the primary election ballot, but they will appear on the general election ballot. If a candidate for Mayor or for a given Council seat receives more than fifty percent (50%) of the vote in a primary election, then said candidate shall be declared elected to the office and no names shall appear on the general election ballot.

Candidates for the office of city council shall be a resident of the city and shall have been for at least two (2) years immediately preceding the election, shall be a registered voter residing at a city address, and shall qualify for such office by complying with the Florida Statutes and in such manner as may be prescribed by ordinance and shall continue to be a resident and an elector of the city during the term of office.

Offices Open – Office of the Mayor – currently held by Rob Medina
City Council Seat 2 – currently held by Donny Felix
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City Council Seat 5 – currently vacant

Term of Office – Four (4) years; however, **Seat 5 is a partial term** and the person elected will serve for a term of two (2) years (until 2026). **There is no primary election for Seat 5 as it is special election that will be held in conjunction with the general election.**

Qualifying Fee – \$50.00 plus state required assessment.*

*The State of Florida requires an assessment of one percent (1%) of the annual salary of the office being sought. The annual salaries and state assessments for City Council as of October 1, 2023, are as follows: Mayor - \$25,443.04 salary (\$254.43 assessment); each councilmember - \$12,721.52 salary (\$127.22 assessment).

Qualifying Period – Begins on June 10, 2024, at noon; and ends on June 14, 2024, at noon.

Candidates shall file qualifying papers and qualifying fee with the City Clerk *only during the Qualifying Period*. Qualifying papers consist of the Loyalty Oath, Oath of Candidate, Financial Disclosure (to be filed electronically through the State), and Appointment of Campaign Treasurer Forms.

A candidate may announce his/her candidacy prior to qualifying. However, no campaign funds may be collected or disbursed until the candidate has named a treasurer and depository and filed the appropriate form with the City Clerk.

Contact the City Clerk's Office for additional information at (321) 952-3414.

STATE LAW REQUIRES CANDIDATES OF MUNICIPAL OFFICE TO COMPLY WITH STATE
REGULATIONS AND ACCOUNTING INSTRUCTIONS FOR CANDIDATES AND
COMMITTEES AS SET FORTH IN FLORIDA STATUTES.

**APPOINTMENT OF CAMPAIGN TREASURER
AND DESIGNATION OF CAMPAIGN
DEPOSITORY FOR CANDIDATES**

(Section 106.021(1), F.S.)

(PLEASE PRINT OR TYPE)

NOTE: This form must be on file with the filing officer before opening the campaign account.

OFFICE USE ONLY

1. CHECK APPROPRIATE BOX(ES):

☐ Initial Filing of Form ☐ Re-filing to Change: ☐ Treasurer/Deputy ☐ Depository ☐ Office ☐ Party

2. Name of Candidate (in this order: First, Middle, Last):
(Please Print or Type Name)

3. Address (include PO Box or Street, City, State, Zip Code):

4. Telephone:

()

5. Candidate's Voter Registration #:

_____ (not required for qualifying purposes)

6. Email Address:

7. Office Sought (include district, circuit, group, or seat #):

8. If a candidate for a nonpartisan office, check the box if applicable:

☐ I intend to run as a Write-In Candidate.

9. If a candidate for partisan office, check the box and fill in the name of the party as applicable: I intend to run as a

☐ Write-In Candidate. ☐ No Party Affiliation Candidate. ☐ _____ Party candidate.

10. I have appointed the following person to act as my:

☐ Campaign Treasurer

☐ Deputy Treasurer

11. Name of Treasurer or Deputy Treasurer:

12. Telephone:

()

13. Email Address:

14. Mailing Address:

15. City:

16. State:

17. Zip Code:

18. I have designated the following bank as my (check appropriate box): ☐ Primary Depository ☐ Secondary Depository

19. Name of Bank:

20. Address:

21. City:

22. County:

23. State:

24. Zip Code:

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING FORM FOR THE APPOINTMENT OF THE CAMPAIGN TREASURER AND DESIGNATION OF THE CAMPAIGN DEPOSITORY AND THAT THE FACTS STATED IN IT ARE TRUE.

25. Date:

26. Signature of Candidate:

X

27. Treasurer's Acceptance of Appointment (fill in the blanks and check the appropriate box)

I, _____ do hereby accept the appointment designated above as:
(Please Print or Type Name)

☐ Campaign Treasurer.

☐ Deputy Treasurer.

28. Date:

29. Signature of Campaign Treasurer or Deputy Treasurer

X

STATEMENT OF CANDIDATE

(Section 106.023, F.S.)

(Please print or type)

OFFICE USE ONLY

I, _____ ,

candidate for the office of _____ ;

have been provided access to read and understand the requirements of

Chapter 106, Florida Statutes.

X

Signature of Candidate

Date

Each candidate must file a statement with the qualifying officer within 10 days after the Appointment of Campaign Treasurer and Designation of Campaign Depository is filed. Willful failure to file this form is a first degree misdemeanor and a civil violation of the Campaign Financing Act which may result in a fine of up to \$1,000, (ss. 106.19(1)(c), 106.265(1), Florida Statutes).

City of Palm Bay, Florida

RESIDENCY OF CANDIDATE AFFIDAVIT

I, _____, a candidate for the Office of City Council (check one);

- _____ Mayor
_____ City Council Seat 2
_____ City Council Seat 3
_____ City Council Seat 4
_____ City Council Seat 5

do hereby solemnly swear or affirm:

- 1) I have been a resident of the City of Palm Bay for at least two (2) years immediately preceding the election date.
- 2) I am a registered voter of the City of Palm Bay, residing at a City address.
- 3) Have you ever been convicted of a felony? Yes _____ No _____
- If 'yes', have your civil rights been restored? Yes _____ No _____

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING AND THAT THE FACTS STATED IN IT ARE TRUE.

Date Signature of Candidate

Address: _____

City: _____ State: _____ Zip Code: _____

How do you prefer your name to be displayed on the City's and Brevard County's Supervisor of Elections websites? (This can differ from how it will be displayed on the ballot)



REGISTRATION POLITICAL AND CAMPAIGN SIGNS

Name of Candidate:

Position Sought:

Referendum:

Contact Person:

Address:

City:

State:

Zip Code:

Business Phone Number:

Home Phone Number:

E-mail:

FAX Number:

Election Date:

Return to the Office of the City Clerk using one of the following methods:

By Mail: 120 Malabar Road, SE • Palm Bay, FL 32907

By FAX: 321-953-8971 or

Click **SUBMIT FORM** to send the information electronically

SUBMIT FORM

CITY OF PALM BAY

POLITICAL AND CAMPAIGN SIGNS

If you intend to erect political/campaign signs within the boundaries of the City of Palm Bay, please adhere to the City's Sign Code (see Chapter 178, Code of Ordinances). A brief synopsis of the Code follows:

- A permit is not required for a temporary sign conforming with the requirements of Chapter 178;
- Temporary signs shall only be installed or placed with the express consent of the occupant or owner of the premises and may be placed on **private property only**; signs may not be placed on government-owned land or on rights-of way;
- Signs erected within public rights-of-way will be removed without notice to the candidate and held for five (5) business days; there shall be a removal and storage fee of \$100 or signs will be discarded;
- Notify individuals working for you of the City's regulations;
- Violation of the Code may result in fines up to \$150 per violation.

Your cooperation is greatly appreciated. Should you have any questions, contact the Office of the City Clerk at 321-952-3414 or terri.lefler@pbfl.org.



CANDIDATE BIOGRAPHICAL DATA

City Council Position (select one): Mayor ☐ Seat 2 ☐ Seat 3 ☐
Seat 4 ☐ Seat 5 ☐

1. Full Name:

Address:

City: State Zip Code:

Contact Information:

Home/Mobile:

Business:

E-Mail:

2. Date of Birth (optional):

3. Education:

4. Present Employment:

Company:

Address:

5. Occupation:

Job Responsibilities:

If retired, what was your occupation prior to retirement?

Job Responsibilities:

6. Resident: Years Months

7. Are you a member or participant of any community organizations? (Please list)

8. Why do you want to be a member of the City Council?

CITY OF PALM BAY

2024 CALENDAR OF REPORTING DATES

PRIMARY ELECTION – AUGUST 20, 2024
GENERAL ELECTION – NOVEMBER 5, 2024

Cover Period	Report Code	Due Date
01/01/24 – 03/31/24	2024 Q1	Wed 04/10/24
04/01/24 – 05/31/24	2024 Q2	Mon 06/10/24

06/01/24 – 06/14/24	2024 P1	Fri 06/21/24
06/15/24 – 06/28/24	2024 P2	Fri 07/05/24
06/29/24 – 07/12/24	2024 P3	Fri 07/19/24
07/13/24 – 07/19/24	2024 P4	Fri 07/26/24
07/20/24 – 07/26/24	2024 P5	Fri 08/02/24
07/27/24 – 08/02/24	2024 P6	Fri 08/09/24
08/03/24 – 08/15/24	2024 P7	Fri 08/16/24

08/16/24 – 08/23/24	2024 G1	Fri 08/30/24
08/24/24 – 09/06/24	2024 G2	Fri 09/13/24
09/07/24 – 09/20/24	2024 G3	Fri 09/27/24
09/21/24 – 10/04/24	2024 G4	Fri 10/11/24
10/05/24 – 10/18/24	2024 G5	Fri 10/25/24
10/19/24 – 10/31/24	2024 G6	Fri 11/01/24

Termination Reports

Cover Period	Report Code	Due Date
After June Qualifying	TR	Thur 09/12/24
Primary Election	TR	Mon 11/18/24
General Election	TR	Mon 02/03/25

Candidates must file their reports with the Office of the City Clerk and can be filed in person, via USPS or via email to terri.lefler@pbfl.org.

Campaign reporting forms (listed below) are available on the Florida Division of Elections website (<https://dos.myflorida.com/elections/forms-publications/forms/>):

- ❖ DS-DE 12: Campaign Treasurer's Report – Summary
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- ❖ DS-DE 87: Waiver of Report

F.S. 106.07 Reports; certification and filing.

(1) Each campaign treasurer designated by a candidate or political committee pursuant to s. 106.021 shall file regular reports of all contributions received, and all expenditures made, by or on behalf of such candidate...

(2)(a)1. ...reports shall be filed not later than 5 p.m. of the day designated; however, any report postmarked by the United States Postal Service no later than midnight of the day designated is deemed to have been filed in a timely manner...

(8)(a) Any candidate or political committee failing to file a report on the designated due date is subject to a fine as provided in paragraph (b) for each late day, and, in the case of a candidate, such fine shall be paid only from personal funds of the candidate. The fine shall be assessed by the filing officer...

(8)(b) ...The fine is \$50 per day for the first 3 days late and, thereafter, \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report. However, for the reports immediately preceding each special primary election, special election, primary election, and general election, the fine is \$500 per day for each late day, not to exceed 25 percent of the total receipts or expenditures, whichever is greater, for the period covered by the late report...

CITY OF PALM BAY
2024 CALENDAR OF REPORTING DATES
SPECIAL ELECTION – NOVEMBER 5, 2024

!!!!SEAT 5 FILING ONLY!!!!

Cover Period	Report Code	Due Date
01/01/24 – 03/31/24	2024 Q1	Wed 04/10/24
04/01/24 – 06/30/24	2024 Q2	Wed 07/10/24
07/01/24 – 08/31/24	2024 Q3	Tue 09/10/24
09/01/24 – 10/04/24	2024 S1	Fri 10/11/24
10/05/24 – 10/18/24	2024 S2	Fri 10/25/24
10/19/24 – 10/31/24	2024 S3	Fri 11/01/24

Termination Reports

Cover Period	Report Code	Due Date
After June Qualifying	TR	Thur 09/12/24
General Election	TR	Mon 02/03/25

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City of Palm Bay, Florida
2024 Calendar of Reporting Dates (Special Election)
Page 2 of 2

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