



# CITY OF MOUNT DORA

OFFICE OF THE CITY MANAGER

**City Hall**  
510 N. Baker St.  
Mount Dora, FL 32757

Office of the City Manager  
352-735-7126  
Fax: 352-735-4801

Customer Service  
352-735-7105  
Fax: 352-735-2892

Finance Department  
352-735-7118  
Fax: 352-735-1406

Human Resources  
352-735-7106  
Fax: 352-735-9457

Planning and Development  
352-735-7112  
Fax: 352-735-7191

**City Hall Annex**  
900 N. Donnelly St.  
Mount Dora, FL 32757

Parks and Recreation  
352-735-7183  
Fax: 352-735-3681

**Public Safety Complex**  
1300 N. Donnelly St.  
Mount Dora, FL 32757

Police Department  
352-735-7130  
Fax: 352-383-4623

Fire Department  
352-735-7140  
Fax: 352-383-0881

**Public Works Complex**  
1250 N. Highland St.  
Mount Dora, FL 32757  
352-735-7151  
Fax: 352-735-1539

**W. T. Bland Public Library**  
1995 N. Donnelly St.  
Mount Dora, FL 32757  
352-735-7180  
Fax: 352-735-0074

**Website:**  
[www.cityofmountdora.com](http://www.cityofmountdora.com)

Dear Candidate:

It is that time of year again and we welcome you to the City of Mount Dora 2018 municipal election process.

The information provided in this elections packet is inclusive of information pertaining to the election laws, campaign financing, and the Florida Sunshine Law, along with various forms required to be complete in order to become a qualified candidate.

Timely filing is of the essence in qualifying as a candidate. In order to be deemed timely filed with the qualifying office, qualifying items must actually be present at the qualifying office's official physical location, Mount Dora City Hall, City Clerk's Office, 510 North Baker Street, by close of qualifying period which ends at 12:00 noon on Friday, June 22, 2018. It is advisable for candidates to hand-deliver their qualifying documents to ensure timely submission.

Any qualifying document filed with the qualifying office of the city clerk, must be an original and signatures thereon must be made in ink.

The first document that must be filed to become a candidate for office is the DS-DE 9, Appointment of Campaign Treasurer and Designation of Campaign Depository for Candidates and within 10 days a Statement of Candidate must be filed.

*If you currently serve on another board, committee or commission please let the City Clerk's office staff know. There is a Resign-to-Run requirement that will be researched by the City Clerk, with the City's legal team input, on a case by case basis.*

It is our pleasure to assist you during the next few months while you are campaigning. The goal is to provide guidance and to make sure you are aware of and have access to the laws, deadlines and regulations pertaining to a political campaign. Included in this handbook you will find information to get you started, but please understand *the information herein is in no way intended to replace the information contained in the Florida Statutes and the Campaign Treasurer's Handbook*. As part of the Election Packet webpage, there is a section entitled "Supplemental Material" including 1) Election Laws; 2) Candidate and Campaign Treasurer's Handbook revised 3/14/2018 by the Florida State Division of Elections; and 3) A Guide to the Sunshine Amendment and Ethics Code.

I encourage you to take the time to read and understand the information provided.

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Please be informed, when you sign the “Statement of Candidate”, you are confirming that you have been provided access to, and that you have read and understand the requirements of Chapter 106, Florida Statutes.

If you require assistance with election procedures or completing reports, please do not hesitate to contact the City Clerk’s office. In the best interest of the City, it is our intent for you to understand and follow the law. While the City Clerk staff will be ready and willing to assist you, please understand it is your responsibility to ensure the integrity of any form you complete and submit. Your financial reports must be complete and correct upon submission. City Clerk staff does not review your financial reports for accuracy. If you make an error, there is a provision which allows you to file an amended report when necessary.

**Candidate Withdrawal:** A candidate may withdraw his or her candidacy by submitting a document specifying the candidate’s withdrawal from the particular public office he or she seeks to the qualifying office before which he or she qualifies (or has qualified) by mail, facsimile, email, photocopy, scanned copy or other type of electronic transmission that contains the signature of the candidate. The withdrawal is not effective until it is received by the qualifying office.

If you have further questions, please contact our office at (352) 735-7126, or contact your Supervisor of Elections, Alan Hays, at (352) 343-9734.

Sincerely,

Gwen Keough-Johns, MMC  
City Clerk

Misty Elder  
Deputy City Clerk