

City of Coral Gables

2023 GENERAL MUNICIPAL ELECTION CANDIDATE HANDBOOK

June 30, 2022

Dear Candidate:

Thank you for your interest in becoming a candidate for the City of Coral Gables Commission. Our upcoming General Biennial Election is scheduled for Tuesday, April 11, 2023. There will be three open seats during this election: The Mayor's Seat – Group I, and two Commissioner Seats – Group IV and Group V. This handbook is provided for your information and is intended to assist you with the Coral Gables municipal electoral process, please pay particular attention to the items required in order to qualify as a candidate. Candidate Qualifying is scheduled from Monday, February 20, 2023, Noon until Friday, February 24, 2023, Noon. If you have any questions or need any additional information relating to the 2023 municipal election, please contact my office at 305-460-5210 or CityClerk@coralgables.com. Additional information and resources are available at <https://www.coralgables.com/election-home>.

Sincerely,



Billy Y. Urquia
City Clerk

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**CITY OF CORAL GABLES
2023 GENERAL MUNICIPAL ELECTION CANDIDATE HANDBOOK
CITY COMMISSION FACT SHEET - 2023**

Number of Seats:	3 City Commission Groups (Group I, Group IV and V)
Incumbent:	Incumbent Vince Lago (Group I/Mayor) Incumbent Jorge Fors (Group IV/Commissioner) Incumbent Mike Mena (Group V/Commissioner)
Election Date: Runoff Election Date:	April 11, 2023 April 25, 2023
Qualifications:	Registered voter: U.S Citizen; resident of Coral Gables, one year immediately prior to date of election
Term:	(Mayor) 2 years; term begins three days (i.e. noon) following election (Commissioner) 4 years; term begins three days following election
Electorate:	Registered voters of Coral Gables: As of 06/28/2022 – 34,842
Last Day for Voter Registration:	Voter registration closing date: 03/13/2023 (29 days prior to election day of 04/11/2023)
Salary:	Mayor (Group I): \$43,597 annually City Commissioner (Group IV): \$35,426 annually City Commissioner (Group V): \$35,426 annually
QUALIFYING WEEK: Noon, February 20 – February 24, 2023 – noon (Qualifying Packets will be available prior to Qualifying Week)	
Qualifying Dates:	February 20, 2023 (commencing at noon) through February 24, 2023 (noon deadline)
Qualifying Officer:	Billy Urquia, City Clerk City of Coral Gables 405 Biltmore Way Coral Gables, FL 33134 Phone: 305-569-1812
Qualifying Fees:	Qualifying Fee (\$200) – During the qualifying period, a candidate also pays an assessment fee of 1% of the salary of the office sought. Mayor/Group I (\$435.97) Commissioner/Group IV (\$354.26 Assessment Fee) Commissioner/Group V (\$354.26 Assessment Fee)
Other Requirements:	<ul style="list-style-type: none"> • Appointment of Campaign Treasurer and Designation Of Campaign Depository (DS-DE 9) • Statement of Candidate (DS-DE 84) • Candidate Oath (Non Partisan Office)/Oath of Candidate (DS-DE 24B) • Statement of Financial Interests – 2020 (Form 1) • Letter of Resignation (Resign to run, if applicable, pursuant to City Charter Section 8 - 60 days prior to the date of the Election, effective 3 days following the election) • Biography/Resume • Proof of Residency/ Proof of Citizenship/ Proof of Registered Voter Status • Declaration of Candidate Intent • Voluntary Declaration and First Amendment Waiver (for Candidates who agree to comply with the Voluntary Statement of Fair Campaign Practices) • Declaration for Candidates Not Automatically Covered by the Mandatory Provisions of the Miami-Dade Ethical Campaign Practices Ordinance Miami-Dade County Code at 2-11.1(c)(1) • Undue Burden Oath (if applicable)

City of Coral Gables

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HOW TO BEGIN YOUR CAMPAIGN

- Appoint a Campaign Treasurer - a candidate may be his own Treasurer or Deputy Treasurer.
- Complete Form [DS-DE 9](#) "Appointment of Campaign Treasurer and Designation of Campaign Depository" and deliver the original form to the Office of the City Clerk, City of Coral Gables, 405 Biltmore Way, Coral Gables, Florida 33134.
- Open a campaign account at a bank authorized to do business in the State of Florida which must be separate from any personal or business accounts - the bank should provide you with deposit slips and checks indicating it is a campaign account.
- File the [DS-DE 84](#) "Statement of Candidate" Form with the City Clerk within ten days of filing Form DS-DE 9 - upon filing of this form, the candidate may begin to collect and spend monies for the campaign.

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QUALIFYING INFORMATION

A candidate shall qualify for the 2023 Municipal Election in the Office of City Clerk, City of Coral Gables, 405 Biltmore Way, Coral Gables, Florida. The qualifying period begins at 12:00 noon on February 20, 2023 and ends at 12:00 noon on February 24, 2023. Candidates may only file their qualifying papers with the City Clerk during this period.

The following will be necessary for the filing of a candidacy:

- Form [DS-DE 84](#) - "Statement of Candidate"
- Form [DS-DE9](#) – "Appointment of Campaign Treasurer"
- Qualifying Fee (\$200.00) During the qualifying period, a candidate also pays an assessment fee of 1% of the salary of the office sought.
 - Mayor/Group 1 – (\$435.97)
 - Commission/Group IV (\$354.26 Assessment Fee)
 - Commission/Group V (\$354.26 Assessment Fee)

Other Requirements:

- Candidate Oath (Non-Partisan Office)/Oath of Candidate ([DS-DE 24B](#))
- Statement of Financial Interests – 2020 (Form 1)
- Letter of Resignation (Resign to run, if applicable, pursuant to City Charter Section 8 - 60 days prior to the date of the Election, effective 3 days following the election)
- Biography/Resume
- Proof of Residency/ Proof of Citizenship/ Proof of Registered Voter Status
- [Declaration of Candidate Intent](#)
- [Voluntary Declaration and First Amendment Waiver \(for Candidates who agree to comply with the Voluntary Statement of Fair Campaign Practices\)](#)
- [Declaration for Candidates Not Automatically Covered by the Mandatory Provisions of the Miami-Dade Ethical Campaign Practices Ordinance Miami-Dade County Code at 2-11.1\(c\)\(1\)](#)
- [Undue Burden Oath](#) (if applicable)

*All forms available at <https://www.coralgables.com/election-home>- click on "Become a Candidate."

2021-2022-2023 Calendar of Reporting Dates for City of Coral Gables Candidates and Political Committees

Monthly Reports:

Reports shall be filed on the 10th day following the end of a calendar month from the time the campaign treasurer is appointed, except that if the 10th day following the end of a calendar month occurs on a Saturday, Sunday, or legal holiday, the report shall be filed on the next following day that is not a Saturday, Sunday, or legal holiday. [F.S. 106.07(1)].

[Note: Jackson Rip Holmes filed to run for Mayor-Group I on 05/05/21. Following are the reports to be submitted]

Report	From	To	Due Date	Notes
2021-M05	05-01-21	05-31-21	06-10-21	Monthly Report
2021-M06	06-01-21	06-30-21	*07-12-21	Monthly Report
2021-M07	07-01-21	07-31-21	08-10-21	Monthly Report
2021-M08	08-01-21	08-31-21	09-10-21	Monthly Report
2021-M09	09-01-21	09-30-21	*10-11-21	Monthly Report
2021-M10	10-01-21	10-31-21	11-10-21	Monthly Report
2021-M11	11-01-21	11-30-21	12-10-21	Monthly Report
2021-M12	12-01-21	12-31-21	01-10-22	Monthly Report
2022-M01	01-01-22	01-31-22	02-10-22	Monthly Report
2022-M02	02-01-22	02-28-22	03-10-22	Monthly Report
2022-M03	03-01-22	03-31-22	*04-11-22	Monthly Report
2022-M04	04-01-22	04-30-22	05-10-22	Monthly Report
2022-M05	05-01-22	05-31-22	06-10-22	Monthly Report
2022-M06	06-01-22	06-30-22	07-11-22	Monthly Report
2022-M07	07-01-22	07-31-22	08-10-22	Monthly Report
2022-M08	08-01-22	08-31-22	09-12-22	Monthly Report
2022-M09	09-01-22	09-30-22	10-10-22	Monthly Report
2022-M10	10-01-22	10-31-22	11-10-22	Monthly Report
2022-M11	11-01-22	11-30-22	12-12-22	Monthly Report

2022-M12	12-01-22	12-31-22	01-10-23	Monthly Report
2023-M01	01-01-23	01-31-23	02-10-23	Monthly Report
2023-GBE	02-01-23	02-14-23	02-17-23	Bi-weekly Report prior to General Biennial Election
2023-GBE	02-15-23	02-28-23	03-03-23	Bi-weekly Report prior to General Biennial Election
2023-GBE	03-01-23	03-14-23	03-17-23	Report due on 25 th day prior to General Biennial Election
2023-GBE	03-15-23	03-31-23	03-31-23	Report due on 11 th day prior to General Biennial Election
2023-GBE	04-01-23	04-06-23	04-07-23	Report due on 4th day prior to General Biennial Election
ELECTION DAY – TUESDAY, APRIL 11, 2023				
2023-GBE	04-07-23	07-10-23	07-10-23	Report due 90 days after General Biennial Election Termination/Disposition of Surplus Funds Report
RUN-OFF ELECTION, APRIL 25, 2023				
2023-GBE	04-07-23	04-20-23	04-21-23	Report cut-off 11:59 p.m. Thursday, 4/21/23, five days prior to election – due 4/21
2023-GBE	04-21-23	07-24-23	07-24-23	Report due 90 days after Run-Off Election: Termination / Disposition of Surplus Funds