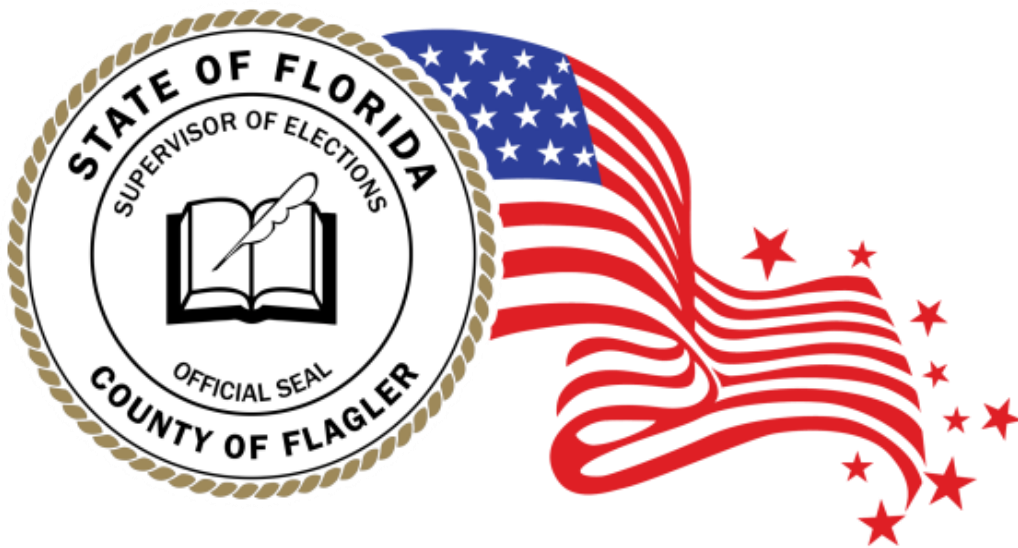
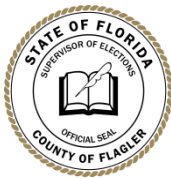


# **2016 – 2017**

## **Budget Information**



***Kaiti Lenhart***  
FLAGLER COUNTY  
SUPERVISOR OF ELECTIONS



## **Kaiti Lenhart** ★ FLAGLER COUNTY SUPERVISOR OF ELECTIONS

1769 E. Moody Boulevard, Building 2, Suite 101 ★ PO Box 901 ★ Bunnell, Florida 32110-0901  
Phone (386) 313-4170 ★ Fax (386) 313-4171 ★ [www.FlaglerElections.com](http://www.FlaglerElections.com)

Flagler County Board of County Commissioners  
Government Services Building  
1769 East Moody Boulevard, Building 2  
Bunnell, FL 32110

May 18, 2016

Dear Commissioners:

In accordance with section 129.03(2), Florida Statutes, I respectfully submit the proposed budget for the 2016-2017 fiscal year for the Supervisor of Elections Office.

I have provided justifications for all required expenditures for the efficient operation of the Elections Office. Expenses to conduct the 2016 General Election are also included.

Please feel free to contact me if you have any questions.

Sincerely,

**Kaiti Lenhart**  
Supervisor of Elections



## **Supervisor Of Elections Office Budget and Justifications**

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Official Salary (estimate pending ODR publication in July 2016)	\$117,561.06
Regular Salaries	\$211,520
Overtime Employees	\$8,465
FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%	\$25,174.70
Retirement Contributions – Elected Official 42.47%; Regular Class and Investment Plan 7.52%	\$65,834.48
Life & Health Insurance – 7 FTE	\$73,500
Workmen's Compensation	\$2,000
Contractual Services	\$6,983.70
Mileage – Attendance at FSASE yearly conference, FCEP classes Various group meetings and other election related programs; not to Exceed \$1,000	\$1,000
Communications – Email, Web Hosting/Firewall;	\$6,271.86
Lease/Rental of Equipment – Postage meter lease, Printer/scanner/ Fax/copier multifunction device leases	\$4,687
Postage – Voter Info Cards, Address Conf Notices, Final Notices, Form 1 Financial Disclosures, Ineligible Voter Notices, PO Box and Postage Permit Renewals, General Office Correspondence	\$9,500.00
List Maintenance – Per Florida Statute 98.065 UOCAVA, supplies/postage	\$5,000
Equipment/Maintenance – Maintenance on folder machine, mail Opener and Printer/scanner/fax/copier multifunction devices; VR Systems PC's/Server, Mapping, Letter Opener, Printers, Licensing, Web Focus, Van Maintenance, Postage Meter	\$55,334.52
Notary	\$117
Advertising – Legal advertising for removal of registered voters per Section 98.201, Florida Statutes	\$720
Office Supplies – All paper supplies (envelopes, copy and Printer Paper, labels), Voter Information Cards, educational and	\$8,800

Informational materials; daily voter card mailings, certified mail  
and routine correspondence

Gas, Oil & Lubricant – For office van \$1,260

Training Admin – FCEP training and certification, FSASE Conference  
Registrations, ICW \$8,570

Dues & Memberships – FSASE (2% of SOE Salary) \$2,351.22

Voter Education – Voter outreach event fees \$650.00

Contingency – Florida Statute 129.201(5) \$2,500

## Supervisor of Elections Administrative Budget Expenditures

Item	Description	Annual Budget FY 2013	Annual Budget FY 2014	Annual Budget FY 2015	Requested Budget FY 2016
	Salaries, Fixed	\$95,190	\$97,980	\$97,980	\$117,561.06
	Regular Salaries	\$191,720	\$196,720	\$205,520	\$211,520
	Overtime Employees	\$9,182	\$9,182	\$12,418	\$8,465
	FICA/Medicare	\$20,394.11	\$19,659.92	\$22,760	\$25,174.70
	Certification	\$2,000	\$2,000	\$0	\$0
	Retirement - Official	\$39,061.87	\$48,135.17	\$45,384.17	\$49,928.18
	Retirement - Admin Staff	\$24,423.37	\$23,036.99	\$15,146.83	\$15,906.30
	Life & Health Insurance	\$41,219.35	\$46,613.36	\$54,000	\$73,500
	Worker's Compensation	\$725.70	\$514.30	\$2,761	\$2,000
	Contractual Services	\$4,680	\$3,620	\$5,325	\$6,983.70
	Travel & Per Diem	\$10,100	\$9,300	\$9,600	\$1,000
	Communications	\$1,960	\$1,990	\$2,750	\$6,271.86
	Lease/Rental of Equipment	\$6,648	\$6,648	\$6,648	\$4,687
	Postage	\$12,904	\$10,932	\$8,000	\$9,500
	List Maintenance	\$0	\$0	\$0	\$5,000
	Equipment Maintenance	\$39,993	\$42,266	\$48,566	\$55,334.52
	Notary Ins	\$455	\$355	\$400	\$117
	Other Current	\$625	\$625	\$625	\$720
	Office Supplies	\$10,000	\$8,800	\$9,000	\$8,800
	Gas, Oil and Lubricants	\$1,547	\$1,545	\$1,672	\$1,260
	Training - Admin	\$0	\$0	\$0	\$8,570
	Voter Outreach Fees	\$0	\$0	\$0	\$650
	Dues and Memberships	\$2,144	\$2,144	\$2,144	\$2,351.22
	Contingency	\$2,500	\$2,500	\$2,500	\$2,500
	<b>Total</b>	<b>\$517,473</b>	<b>\$534,700</b>	<b>\$557,156</b>	<b>\$617,800</b>

The Administrative Budget increased **\$60,644** which includes:

1. The recently passed Legislation concerning pay equity for Supervisors of Elections in the State of Florida
2. Regular salaries increase (\$1000/year per employee included)
3. Health insurance increase (\$10,500/year per employee included)
4. Annual fees have increased: Voter Registration and Election Management Software vendor, ADT for additional security cameras installed to cover exterior doors and voting equipment (Contractual Services, Equipment Maintenance)
5. SOE and staff training for FCEP certification (Florida Certified Elections Professional) courses and includes FSASE Conference

## Elections Budget and Justifications

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Poll Worker Salaries – Election Day and Early Voting poll workers For one election, part time staff during election cycle	\$60,175.53
FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%	\$5,213.46
Contractual Services	\$2,400
Travel & Per Diem – Poll Workers	\$1,167
Poll Worker Training	\$4,462.50
Communications – Cell phones for poll workers at polls, Mifi For precincts without internet for EViD communication	\$2,664
Lease/Rental of Building – Rental charges for polling places for One election, truck rental (2) for equipment delivery	\$2,100
Equipment/Software/Licensing/Maintenance – VR maintenance on EViD's, prorated maintenance Accu-Votes and TSX with Dominion; BOD printers, GEMS software fees	\$46,777.52
Advertising – Legal and informational advertising required by Florida Statutes (notice of elections, book closing ads, polling locations, Public notice of voting assistance, Early Voting dates, times & locations)	\$2,620
Postage – Absentee Ballot and Sample Ballot mailings, PW training Notices, Poll Worker Checks, Elections reports to DOE, UOCAVA Notice Of Elections, Early Voting Poll Watcher badges, Poll change ID cards, Postage due – Absentee Ballots	\$20,000
Election Supplies – Precinct supplies, and all supplies necessary to conduct An Election – batteries, locks/seals, pens, voter guides, checks, absentee Ballot envelopes, BOD ink/toner, CD's, labels, W-4's and envelopes	\$9,500
Voter Education – Voter outreach supplies	\$5,000
Ballots – Absentee and Early Voting – Absentee ballot initial mailing local/ Overseas, test ballots (absentee, early voting and precinct); early voting Ballots, freight	\$36,123.88
Ballots – Election Day, printed	\$20,272
Gas, Oil & Lubricant – For office van	\$500
Contingency – Florida Statute 129.201(5)	\$2,500

## Supervisor of Elections Election Budget Expenditures

Item	Description	Annual Budget FY 2013	Adopted Budget FY 2014	Adopted Budget FY 2015	Requested Budget FY 2016
	Poll Worker Salaries	\$65,552	\$65,552	\$105,000	\$60,175.53
	FICA/Medicare	\$3,126	\$3,126	\$5,010	\$5,213.46
	Poll Worker Training	\$7,696	\$7,696	\$17,850	\$4,462.50
	Travel & Per Diem	\$2,334	\$2,334	\$2,334	\$1,167
	Communications	\$1,230	\$2,220	\$2,220	\$2,664
	Contractual Services	\$2,000	\$2,000	\$2,400	\$2,400
	Lease/Rental of Building	\$2,664	\$2,740	\$2,740	\$2,100
	Equipment Maintenance	\$23,691	\$28,854	\$40,342	\$46,777.52
	Postage	\$22,000	\$20,500	\$35,000	\$20,000
	Voter Education	\$5,000	\$5,000	\$7,625	\$5,000
	Election Supplies	\$14,500	\$13,200	\$16,500	\$9,500
	Advertising - Radio	\$0	\$0	\$0	\$2,500
	Absentee & Early Voting Ballots	\$0	\$0	\$0	\$36,123.88
	Election Day Ballots	\$25,000	\$31,975	\$47,965	\$20,272
	Other Current	\$1,600	\$1,585	\$3,200	\$2,620
	Gas, Oil	\$707	\$707	\$675	\$500
	Contingency	\$2,500	\$2,500	\$2,500	\$2,500
	<b>Total</b>	<b>\$179,600</b>	<b>\$183,989</b>	<b>\$291,341</b>	<b>\$223,976</b>

### Departmental Summary:

Administrative Budget	\$517,473	\$534,700	\$557,156	\$630,042
Election Budget	\$179,600	\$183,989	\$291,341	\$223,976
Capital Improvements	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$697,073</b>	<b>\$718,689</b>	<b>\$848,497</b>	<b>\$841,776</b>

The Elections Budget decreased **\$67,365** because there is one Federal election in this next budget year, while our current fiscal year budget includes two Federal elections. I am pleased that the proposed budget overall is less than our current budget, considering the substantial increase to the Administrative side due to costs of health insurance and salaries. I expect turnout to meet or exceed 80% during the Presidential General Election and have budgeted accordingly to meet the needs of Flagler County voters during this historical election season.

## **Budget Preparations**

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The Supervisor of Elections budget varies during even-numbered years due to regularly scheduled election cycles. This budget year includes the 2016 Presidential General Election. Historically, turnout in Flagler County is the highest during Presidential election years, with the highest turnout during the General Election.

After the General Election in November, the Elections Office will conduct biennial list maintenance activities in accordance with Section 98.065 and 98.075, Florida Statutes. This statutory requirement ensures the integrity and accuracy of the voter registration records in Flagler County.

In preparing the annual budget, we continually strive to make the very best use of public funds. My staff and I are always looking for ways to operate more efficiently while continuing to provide the highest level of professional services our residents have come to expect from the Supervisor of Elections Office.

Changes in the law and directives from the Department of State have greatly impacted the elections world in recent years. Since my appointment in 2015, I have implemented many improvements using modern technology to keep up with these changes. In many ways, the operations of the Elections Office are more efficient and we are serving the public in the most cost-effective means possible. Technology enables us to accomplish numerous tasks and work more efficiently. Your Elections Office has been busy preparing for this year and we are ready for the challenges which come with every Presidential election cycle.

## **Supervisor of Elections Office Staffing**

Full time staff includes the Supervisor of Elections and six full time employees. During an election cycle, we transition from a staff of six employees to a staff of approximately 200 employees who are required to conduct a successful election. There are over 170 days of active voting during 2016 and it takes a well organized, efficient team.

## **Continuing Education**

Currently, the Supervisor of Elections and two staff members have participated in the nationally-awarded Florida Certified Elections Professional (FCEP) program, organized by Florida State Association of Supervisors of Elections (FSASE). All three participants should receive their Master Florida Certified Elections Professional (MFCEP) designation in early 2017.

This program provides Florida elections officials and their staff the opportunity to receive additional election education on topics such as voter registration, media relations and election workers, to name a few; and offers certification and credentialing for the supervisors of elections and their staff in a tiered system.



## **Part Time Staff**

Part time employees work on an on-call basis during peak times. These part time employees assist with front office duties, absentee voting, and poll worker training preparation. Part time



employees also assist with voting equipment and warehouse duties which begin approximately 8 weeks prior to an election and conclude once the election is over. The team consists of up to three part time employees, who are assigned the following tasks:

- Organizing equipment for setup
- Preparing and testing all voting equipment
- Sealing and staging all equipment in preparation for delivery to early voting sites and polling places
- Packing and sealing ballots
- Packing all election materials to be delivered

## Election Poll Workers

Election Poll Workers are hired as temporary staff to work at the many polling sites in Flagler County during early voting and on Election Day. Nearly 200 workers will be hired and trained to work during the 2016 election cycle.

## Volunteers

Many of our election poll workers volunteer to assist the Elections Office conduct voter registration drives during festivals and events. The Voter Outreach Volunteer Program was developed since my appointment and it has been very successful. Volunteers enable the office to provide and expand voter programs in our community without added cost.



## Duties of the Supervisor of Elections

The Supervisor of Elections is the public official designated by Florida Law to administer voter registration and elections in Flagler County.

The primary duties of the Supervisor of Elections include:

### Voter Registration

- Register eligible voters and issue voter information cards
- Maintain accurate voter registration rolls by conducting list maintenance
- Removing voters who have moved out of Florida, are deceased, or for any reason are no longer eligible to vote in Florida
- Update voter registration records when a request is received (name, address, party affiliation)
- Maintain and provide registration statistics and demographics



### Voter Education

- Provide voter outreach education and information
- Conduct annual voter education programs in all public/private county high schools and nursing/assisted living homes
- Publish election and voter information in local media

### Candidates and Petitions

- Qualify candidates for county, municipal and special district offices
- Receive candidate campaign finance reports for all candidates and make them available to the public
- Receive annual financial disclosure forms from certain elected and/or appointed county officials
- Verify petition signatures for initiative petitions and candidate qualifying petitions

### Elections

- Conduct federal, state, county, municipal, special district and community development district elections in Flagler County
- Create and maintain precinct and district boundaries in the GIS mapping system
- Maintain, program and test voting equipment for elections
- Acquire, equip and staff polling places
- Maintain precinct information, including an accurate street index
- Hire and train poll workers
- Provide sample ballots to all voters prior to each election
- Send notice of election to overseas and military voters prior to each election cycle
- Provide election dates and voting information according to Election Laws

- Accept absentee ballot requests. Send, receive and verify absentee ballots
- Maintain and provide election results and voting history

## Voter Registration Services

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The Supervisor of Elections Office operates at one facility located in the Government Services Building at 1769 E. Moody Blvd, Building 2, Suite 101 in Bunnell, Florida. Under current law, voter registration services are also provided for in a number of locations throughout Flagler County.

Chapter 97, Florida Statutes designates a number of locations as voter registration agencies where voters may register to vote or make changes to their voter record as needed in person.

These locations include but are not limited to:

- Flagler County Tax Collectors Offices, which issue drivers licenses at the Government Services Building in Bunnell and their annex in Palm Coast
- Flagler County Public Library in Palm Coast
- Offices that provide public assistance or serve persons with disabilities include the following:
  - ★ Department of Health
  - ★ WIC Programs
  - ★ Medicaid
  - ★ Department of Children and Family Services

## Online Voter Registration - Coming Soon!



As of April 2015, there are 20 states that currently utilize online voter registration with another 6 states that have passed legislation to create online voter registration systems. Florida has now become the 27<sup>th</sup> state as Governor Rick Scott signed SB 228 after the 2015 Legislative Session, transitioning Florida to a statewide online voter registration system. The bill establishes an online system created by the Division of Elections for the Department of State, which will go online October 1, 2017.

I have been recently assigned to the Online Voter Registration Implementation Committee of the Florida State Association of Supervisors of Elections (FSASE). With my background in Web development, I plan to assist the Division of Elections and other Supervisors successfully implement the Online Voter Registration system in the State of Florida.

Citizens will be able to input their voter information applications electronically into a secure database. The information will be verified by the citizen's last four digits of their social security number and/or through a record comparison with the Division of Motor Vehicles. The option of paper registration will still be available for individuals who do not have a Florida Driver's License or Identification card.

States who utilize online voter registration have experienced significant cost savings in processing registrations. We look forward to the creation and implementation of Florida's online voter registration system which will better serve the voters of our state and allows our laws to progress with technology.

## **The Florida Voter Registration System (FVRS)**

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The Florida Voter Registration System (FVRS) serves as the "official" voter registration list for the election of all Federal, state and local offices in Florida as required by Section 98.035, Florida Statutes. FVRS is designed to interface and operate with the 67 county voter registration systems as well as several state and Federal agencies. FVRS communicates with each county voter registration system in maintaining a single, uniform, official, centralized, interactive computerized voter registration system.

FVRS also contains the name and registration information of every registered voter in the state. It provides each registered voter in Florida with a unique identifier and coordinates with other agency databases, including:

- The Department of Health
- The Clerk of the Circuit Courts
- The United States Attorney's Office
- The Florida Department of Law Enforcement
- The Board of Executive Clemency
- The Department of Corrections
- The Department of Highway Safety and Motor Vehicles



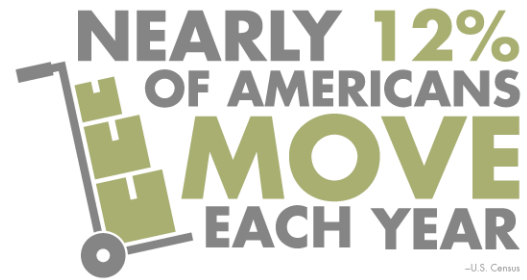
The Secretary of State delegates voter registration duties and records maintenance activities to the local Supervisor of Elections. It is each county Supervisor's responsibility to perform these duties in accordance with state and Federal law. FVRS provides any authorized election official in Florida immediate electronic access to the voter registration information in the database.

The Flagler County Supervisor of Elections Office is an essential part of the Florida Voter Registration System (FVRS). We host and maintain our local server and registration database of Flagler County voter information. Additionally, your local Elections Office is responsible for:

- Accepting voter registration applications and updating voter information
- Entering new voter registrations
- Scanning documents into the system
- Acting as the official custodian of voter registration documents at the county level
- Ensuring that list maintenance duties are conducted in accordance with section 98.065 and 98.075, Florida Statutes
- Mailing voter information cards upon request, following an update of a voters' information or any time changes are made to precincts or polling locations
- Entering and maintaining requests for absentee ballots
- Verifying candidate and constitutional amendment petitions
- Entering voter history following each election

## List Maintenance

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To comply with section 98.065, Florida Statutes, each Supervisor must conduct a general registration list maintenance program to protect the integrity of the electoral process by ensuring the maintenance of accurate and current voter registration records in the statewide voter registration system. The program must be uniform, nondiscriminatory, and in compliance with the Voting Rights Act of 1965, the National Voter Registration Act of 1993, and the Help America Vote Act of 2002.

List maintenance activities are conducted throughout the year from First Class Mail sent to registered voters which have been returned to the Elections Office as undeliverable mail. List maintenance is also conducted upon information from the Department of Highway Safety and Motor Vehicles on voters who have received a driver's license in another state and address change information received by the Clerk of Courts on jury notices.

During 2017, I plan to improve list maintenance processing by using the National Change of Address database from the US Post Office to verify all voter addresses in Flagler County. This will allow us to contact voters who have moved to other Florida counties and voters who have relocated outside of the state. It will also find voters who have moved within Flagler County or who have changed a mailing address. This process allows us to interact with the voters and move them to their proper location in preparation for the 2018 elections. Once the initial cleanup of our rolls has been completed, we will begin this process bi-monthly in an effort to have better interaction with the voters and work to maintain the most current voter records.

Florida law requires list maintenance notices contain a Postage Paid return postcard paid by the Supervisor of Elections Office. The cost of return postage is \$.465 cents each. To reduce costs and allow voters to effortlessly reply to the list maintenance notices mailed, voters can now respond through an online form provided on the Elections Office website.

Additional list maintenance activities executed in accordance with Section 98.075, Florida Statutes, are ongoing. These activities identify and remove:

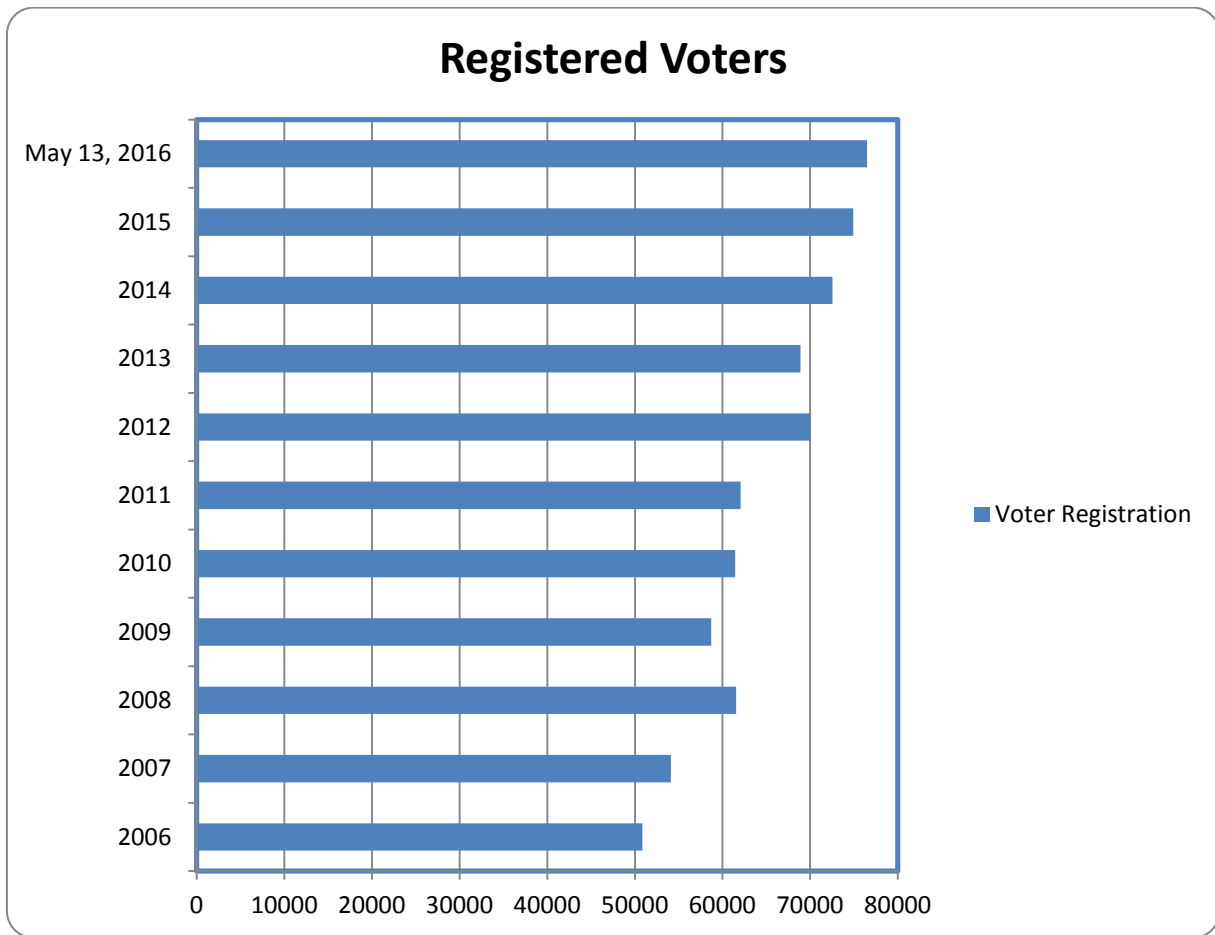
- Duplicate registrations
- Deceased persons
- Registrants adjudicated mentally incapacitated
- Registrants who have been convicted of a felony and whose rights have not been restored
- Other ineligible criteria, including age requirements, citizenship, fictitious name, non-legal residence, etc.



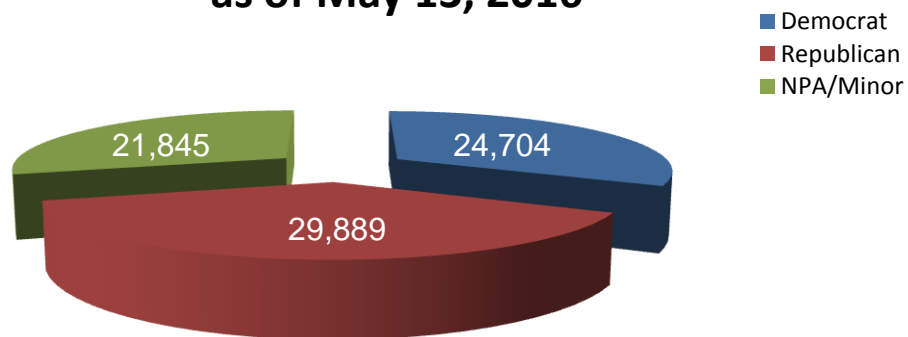
# Voter Registration Statistics

KAITI LENHART											
Date 05/13/2016		Supervisor of Elections					FLAGLER COUNTY, FL				
Time 11:43 AM		Precinct Summary without Precinct Splits									
Precinct	Place Name	Active Voters					Inactive Voters				
		Total	Dems	Reps	NPA	Other	Total	Dems	Reps	NPA	Other
1	BUNNELL CITY HALL	1,625	741	502	355	27	197	87	42	60	8
3	ST JOHNS PARK COMMUN	2,444	730	947	708	59	213	68	56	83	6
5	ST MARY'S CATHOLIC CHL	448	124	218	99	7	23	10	9	4	0
7	ST MARY'S CATHOLIC CHL	1,539	298	888	315	38	82	28	33	19	2
9	FIRST BAPTIST CHURCH C	5,737	1,857	2,200	1,536	144	477	154	135	170	18
10	FLAGLER COUNTY SCHOC	3,716	1,171	1,289	1,145	111	344	128	81	114	21
11	RYMFIRE ELEMENTARY SC	2,990	1,125	863	926	76	266	104	73	82	7
13	CHRIST THE KING LUTHEF	3,038	1,160	960	852	66	285	117	55	101	12
14	PALM COAST BIBLE CHUR	2,911	1,040	945	855	71	274	118	58	85	13
15	BUDDY TAYLOR MIDDLE S	3,034	1,164	900	906	64	276	101	79	85	11
16	WADSWORTH ELEMENTAF	2,300	880	691	671	58	206	92	37	72	5
17	BELLE TERRE SWIM & RAC	1,786	615	577	548	46	178	63	44	64	7
18	SHEPHERD OF THE COAS	5,999	2,245	2,186	1,439	129	320	111	99	106	4
19	FLAGLER COUNTY PUBLIC	4,222	1,601	1,419	1,097	105	367	151	87	121	8
20	PARKVIEW BAPTIST CHUR	1,982	706	728	496	52	173	67	49	52	5
21	BELLE TERRE ELEMENTAF	5,101	1,771	1,835	1,384	111	359	137	85	129	8
23	VFW POST #8696	8,045	2,439	3,372	2,040	194	596	211	173	190	22
27	PALM COAST COMMUNITY	5,259	1,491	2,292	1,350	126	455	154	134	153	14
29	ADULT EDUCATION CENTE	4,264	937	2,311	915	101	301	69	138	84	10
31	GRAND HAVEN VILLAGE C	2,613	528	1,437	578	70	136	40	55	36	5
33	FLAGLER BEACH CITY COI	3,463	941	1,523	912	87	197	57	64	68	8
35	FLAGLER BEACH METHOD	1,688	525	713	399	51	100	40	30	25	5
37	OLD KINGS ELEMENTARY	2,234	615	1,093	479	47	123	41	48	29	5
		76,438	24,704	29,889	20,005	1,840	5,948	2,148	1,664	1,932	204

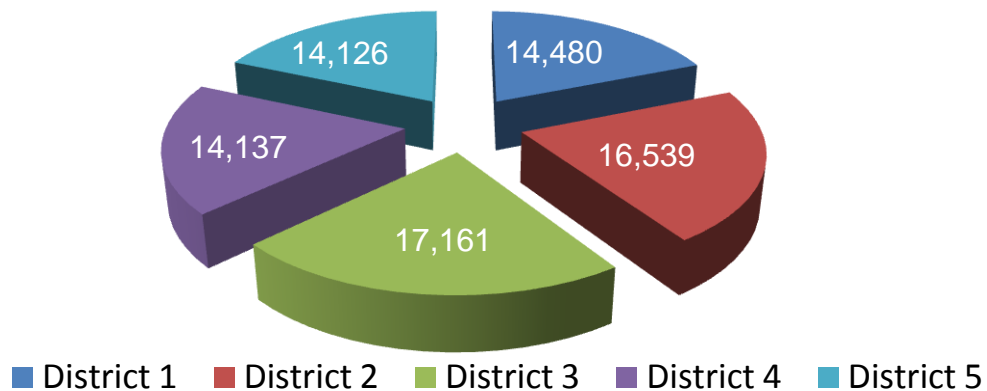
As Flagler County continues to grow, we have seen our new residents in the Elections Office as they register to vote. The number of registered voters in Flagler County continues to increase. In the last 15 years, our voter registration numbers have doubled. With continued our growth and the media attention and focused interest on the Presidential election cycle, we could easily see close to 80,000 registered voters participating in the fall elections of 2016 in Flagler County. These charts show the growth over the last few years, and current Flagler County party demographics and voter registration statistics.



### Registration by Party Affiliation as of May 13, 2016



### Registration by County Commission District as of 5/13/16





## Voter Education

A focused voter outreach program is essential to conducting a successful election. Citizens of our county need every opportunity to register to vote, to update their voter registration and they need current elections information and deadlines in order to be election ready. We have conducted 17 voter outreach drives since August 2015 and have distributed thousands of Voter's Guides with important local elections information. As a result of the Flagler County Voter Outreach Program, we have received 260 voter registration applications during these outreach drives, including new voter registrations and voter registration updates, a record for Flagler County!

Overtime pay for regular employees has been reduced and the Elections Office is effectively engaging the community through the Voter Outreach Volunteer Program, which was introduced in August 2015.

During the 2016 election cycle, our office will continue to participate in numerous community events in an effort to increase voter participation and citizen awareness of elections in our county.

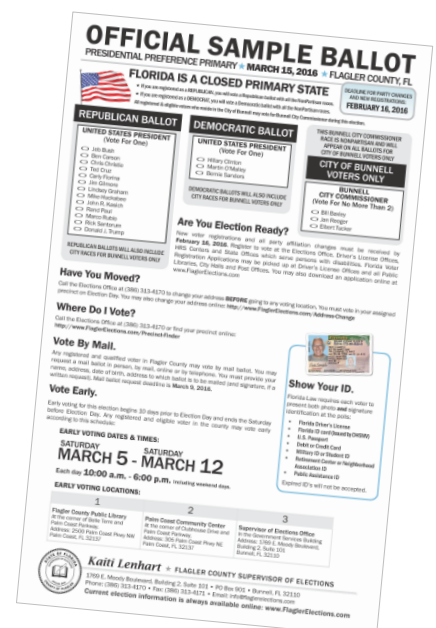
By using voter education tools and outreach programs, our goals include:

- Ensuring all interested, eligible residents have the opportunity to register to vote
- Inform voters of the three ways to vote:
  - ★ Vote by Mail
  - ★ Early Voting
  - ★ Election Day Precinct Voting
- Educate voters on their correct polling place for Election Day
- Increase voter participation and interest in the election process
- Give voters a better understanding of what to expect when they vote, including providing photo and signature ID
- Educate voters on how to mark a ballot
- Demonstrate voting equipment

## Sample Ballots

Sample ballots continue to be one of the most popular and effective methods for providing election-specific information to the registered voters of the county. Sample ballots are mailed to every registered voter household prior to each election. Positive feedback continues to be received from voters regarding their sample ballots.

Sample ballots are published in local newspapers, on the Elections Office website and on the Elections Office Facebook page. Voters may also request their sample ballot be emailed.



## Supervisor of Elections Office Web Site ★ [www.flaglerelections.com](http://www.flaglerelections.com)

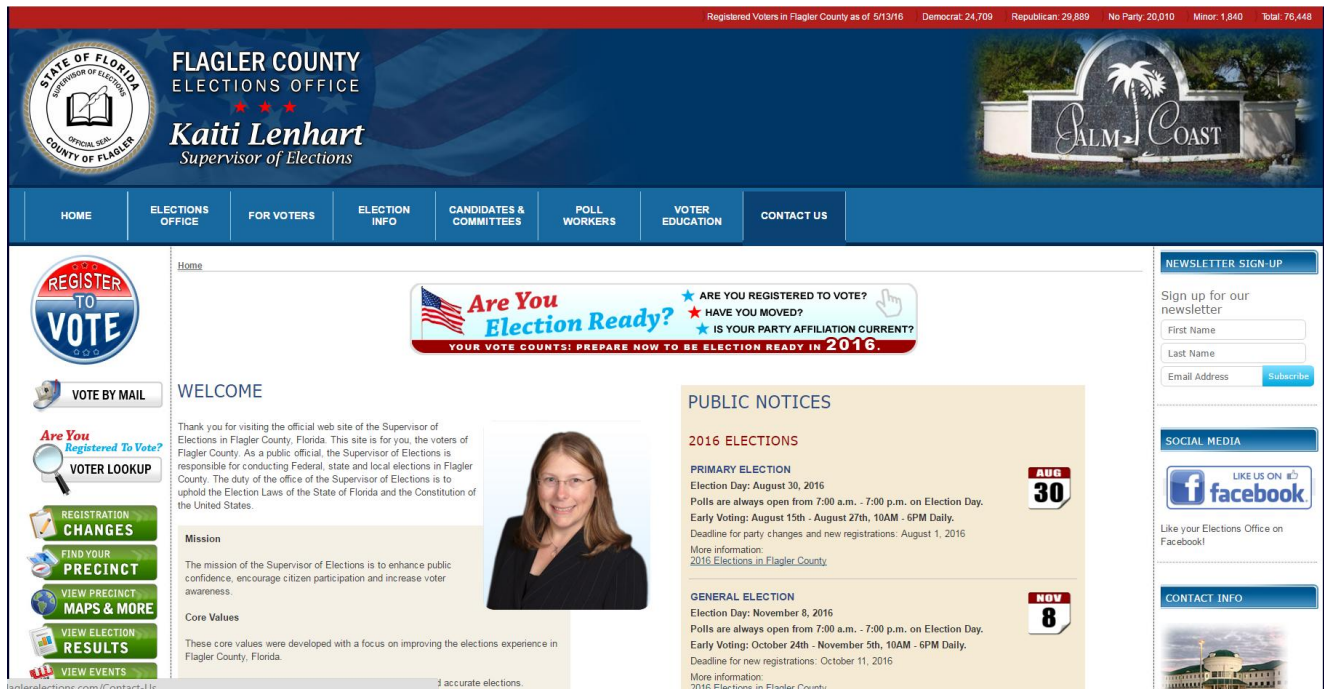
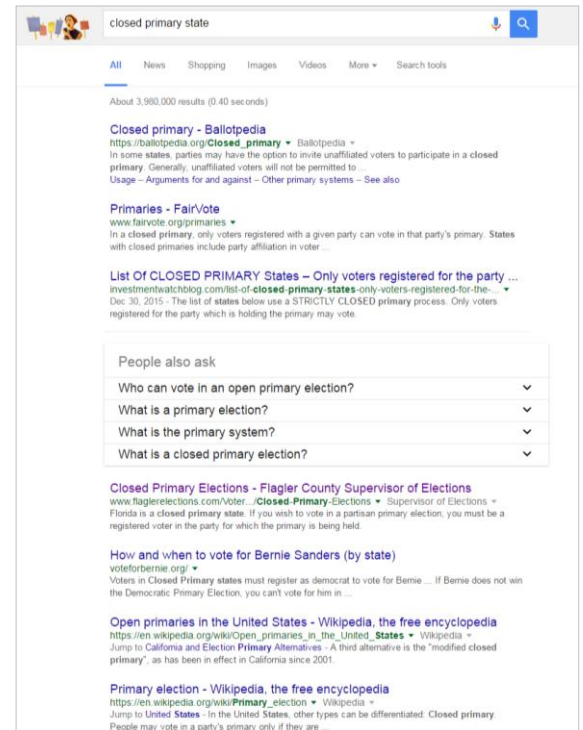
Our most effective voter education tool continues to be the Elections Office website. The most current elections information is always available online, 24 hours a day, 7 days a week.

Our search engine placement is in the top 10 for many common search terms during an election. For example, the Flagler County Elections Office is listed number 4 currently for "Closed Primary State" in Google results, ahead of the online encyclopedia, Wikipedia. This targeted effort to improve the online content for our voters has created a resource that citizens across the world can use.

Most of the services offered by the Supervisor of Elections Office are also available on our website. These online resources provide a cost-effective and convenient way for voters to manage their voter record and get important voting information.

Our website continues to be highly utilized by voters, with thousands of visitors every month.

New features are continually being developed and added to the website in order to better assist the public and to provide useful information, especially with mobile applications.



## Online Resources for Flagler County Voters

- My Voter Page
  - View your voter information using the Voter Lookup Tool
  - Request an absentee ballot
  - Track the status of your absentee ballot
  - View precinct-specific sample ballot
  - Request sample ballot by email
- Current Elections Information
  - Sample ballots
  - Early voting dates, times and locations
  - Candidate listings, profiles and financial reports
  - Provisional ballot lookup
  - Election Results
- Florida Voter Registration Application
  - Register to vote
  - Address changes
  - Party affiliation changes
  - Signature updates
  - Request a duplicate Voter Information Card
- Find My Precinct
  - Polling place lookup tool by residential address
- Voter List Maintenance
  - Address confirmation notice response form
  - Address change form
- Other Elections Information
  - Current elected officials
  - Precinct and district maps
  - Office hours and location
  - Public records exemption request form
  - Florida voter registration cancellation form
  - Online contact form for general inquiries
  - Monthly newsletter sign up
  - Voter outreach events calendar



## Social Media

We are reaching voters on Facebook with local elections information for the first time in Flagler County. Social media is used by many people and to help distribute information in lieu of paid advertising dollars.



## **High School and College Student Voter Outreach**

Elections Office staff conducts annual voter education programs at Flagler County public schools. Our office visits Flagler Palm Coast High School, Matanzas High School and Daytona State College, Palm Coast Campus. Our programs are designed to engage high school students to learn more about local government, discuss the importance of voting and encourage their participation in the voting process when they reach the appropriate age. We also provide the opportunity and encourage all students to register to vote. To date this year, we pre-registered, registered or updated the existing registration of 44 students in Flagler County.

Under current Florida law, anyone can pre-register to vote on or after their 16<sup>th</sup> birthday. A pre-registration becomes active on their 18<sup>th</sup> birthday and the voter is mailed a Voter Information Card.

## **School Elections**

The Elections Office conducts SGA, Homecoming and Superlatives elections for Flagler Palm Coast High School. Next year we will resume conducting the Sunshine State Reader Award Program elections for elementary and middle school students throughout Flagler County. This program encourages students to read a number of books, and then vote for their favorite book. We look forward to expanding this program into more of our elementary and middle schools next year.

These programs have been very well received by faculty and students alike. Many of the students have commented they did not realize voting was so easy! We hope our outreach programs will encourage students to actively participate in the voting process when they turn 18.

## **2016 Election Schedule**

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Presidential Preference Primary Election – March 15, 2016  
Election occurs during fiscal year 2015-2016

Primary Election – August 30, 2016  
Election occurs during fiscal year 2015-2016

General Election – November 8, 2016  
Election occurs during fiscal year 2016-2017

### **Presidential Preference Primary Election (F.S. 103.101) – March 15, 2016**

Each political party other than a minor political party shall, at the presidential preference primary, elect one person to be the party's candidate for nomination for President of the United States or select delegates to the party's national nominating convention, as provided by party rule. This election shall be held in each year the number of which is a multiple of 4 on the first Tuesday that the rules of the major political parties provide for state delegations to be allocated without penalty. Any party rule directing the vote of delegates at a national nominating convention shall reasonable reflect the results of the presidential preference primary, if one is held.

### **Primary Election (F.S. 100.061) – August 30, 2016**

A Primary Election is held on Tuesday, ten weeks prior to the General Election for the purpose of nomination of candidates for political parties. The candidate receiving the highest number of votes cast in each contest in the Primary Election shall be declared nominated for such office. If two or more candidates received an equal and highest number of votes for the same office, such candidates shall draw lots to determine which candidate is nominated. Florida is a Closed Primary State, which means you must be a registered voter in the party for which the primary is being held. All registered voters, regardless of party affiliation, can vote on issues and nonpartisan candidates in a Primary Election. Nonpartisan offices to be on the Primary Election ballot include Judicial, School Board and Municipal races. In addition to candidate races, there will be one Constitutional Amendment on the 2016 Primary Election ballot.

### **Universal Primary Contests (Florida Constitution Article VI, Section 5(b))**

The only exception to the closed primary is when all candidates for an office have the same party affiliation and the winner will have no opposition in the General Election. When this occurs, all qualified voters, regardless of party affiliation may vote in the primary election for that office.

### **Municipal Elections**

Voters residing within a municipality in Flagler County are entitled to vote for their Mayor, City Commissioners, City Council Members and/or Town Commissioners. These municipal offices are nonpartisan and appear on all ballots for registered voters who reside within municipal or city limits.

## **Special District Elections**

There are many special districts within Flagler County. These are special taxing districts or community development districts and have adopted resolutions which provide for the Supervisor of Elections to conduct their elections. Registered voters who reside within the special districts are eligible to vote in these elections.

### **East Flagler Mosquito Control District**

The East Flagler Mosquito Control District was created by the Flagler County Board of Commissioners in July 1952 to suppress mosquito species that may cause illness or significant discomfort. Today, the district has grown to service more than 85,000 residents in Flagler County.

### **Community Development Districts**

Community Development District elections are also conducted by the Elections Office in accordance with chapter 190, Florida Statutes. A total of four (4) CDD elections are currently conducted by the Supervisor of Elections Office.

- Dunes Community Development District
- Grand Haven Community Development District
- Tomoka Community Development District
- Town Center of Palm Coast Community Development District

## **Candidates and Committees**

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The Supervisor of Elections Office serves as the filing officer for all candidates and political committees on the county level. In order to run for office, all candidates must file the required paperwork with the Supervisor of Elections during the time frame specified by law.

Candidates may either pay a qualifying fee or choose to qualify by the petition method. The petition method allows a candidate to obtain a position on the ballot by obtaining at least 1% of the total number of registered voters in their district for the last preceding general election, rather than paying the qualifying fee.

Most candidates are required to open a campaign bank account specifically for funds which are collected and spent during their campaign. The exception is Special District and Community Development District candidates who will only collect petition signatures, and do not intend to solicit contributions or make expenditures for their campaign. Political committees have a requirement to file ongoing reports either quarterly or monthly with the Supervisor of Elections office.

All candidates who must file Campaign Treasurer Reports are required to use the Candidate Financial Reporting System that is accessed through the Elections Office website. The Financial Reporting System allows for:

- Easy maintenance of campaign records

- Immediate public access to campaign reports
- Candidate profiles
- Filing of campaign treasurer reports

## Electronic Filing of Finance Reports

Thank you for your help in making the financial reporting process more convenient for candidates and political committees. During your 2nd meeting, the Board of County Commissioners passed a resolution to allow campaign reports to be filed by using an electronic four-digit PIN number. The paper copy is no longer required in Flagler County for candidates and political committees who are required to file campaign treasurer reports pursuant to Chapter 106, Florida Statutes. The change is effective for this current reporting period and for the rest of this reporting cycle in 2016.

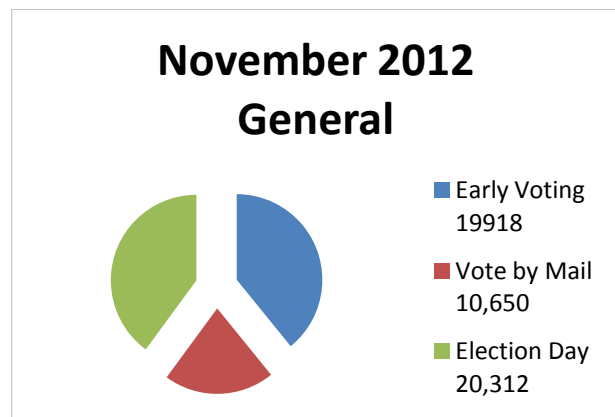
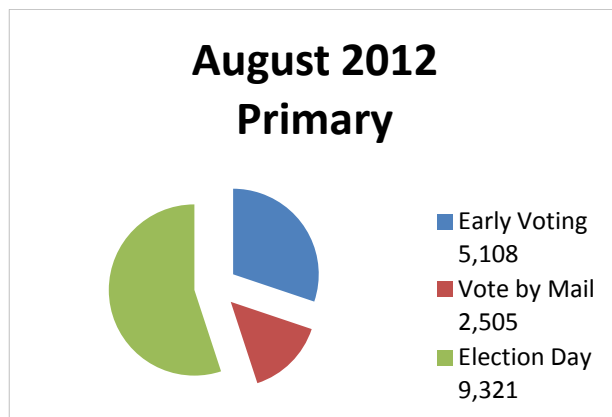
This is another step forward to modernize the Elections Office, making campaign finance reporting convenient and paper-free, while still being fully accessible to the public. Many counties in the State of Florida are using electronic filing for their local candidates. State candidates and committees have been using the EFS (Electronic Filing System) with the Division of Elections for several years now.

## Voting Trends

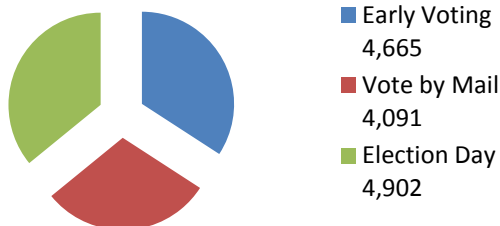
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Over the past several years, voting turnout by method has shifted to convenience voting, either by mail or early voting. Early voting and Vote by Mail (absentee) has become more popular and fewer people are going to the polls on Election Day than ever before. During the last Presidential General Election, 66% of the votes cast in that election had been cast before Election Day even arrived! We are expecting that Early Voting and Vote by Mail Voting will continue to be heavily utilized in the 2016 elections.

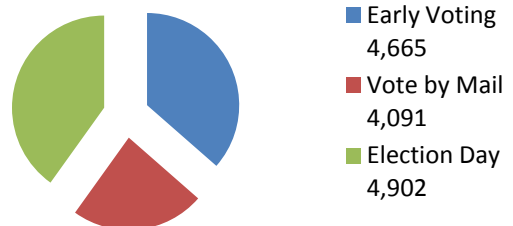
The following charts show voting trends in Flagler County between 2012 and 2016:



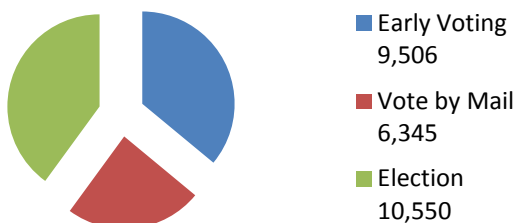
### August 2014 Primary



### November 2014 General



### March 2016 Presidential Primary



### 2016 Primary Election

August 30, 2016

Turnout trends TBD

### 2016 General Election

November 8, 2016

Turnout trends TBD

## Early Voting

Current law requires early voting to be conducted prior to each election. Dates and times are set at the discretion of the Supervisor of Election for each county. The hours of early voting are the same for each election this year. Consistent hours of operation during early voting make it easier for voters who prefer to vote early. Early voting will be conducted in Flagler County as follows:

#### Presidential Preference Primary Election

Early voting: March 5 – March 12, 2016

10:00 A.M. – 6:00 P.M. each day, including weekends.

#### Primary Election

Early voting: August 15 – August 27, 2016

10:00 A.M. – 6:00 P.M. each day, including weekends.

#### General Election

Early voting: October 24 – November 5, 2016

10:00 A.M. – 6:00 P.M. each day, including weekends.





Early Voting will be held at three sites in Flagler County during this election year. This is an increase of one early voting site from the 2012 Presidential election year.

1. **Supervisor of Elections Office**  
1769 E. Moody Blvd., Building 2, Suite 101, Bunnell
2. **Flagler County Library**  
2500 Palm Coast Parkway NW, Palm Coast
3. **Palm Coast Community Center**  
305 Palm Coast Parkway, Palm Coast

The same three Early Voting sites continue to be well utilized by Flagler County voters. Voters may choose to visit any of these three early voting sites in Flagler County to cast their ballot.

We expect a tremendous voter turnout during this 2016 election cycle. The current three early voting sites will be used for the Presidential Preference Primary and the Primary Election and the General Election. However, as the county continues to develop, population numbers are being reviewed to determine the areas of largest growth. Additional early voting sites may be established in order to better accommodate voters for future elections.

## **Vote By Mail (Absentee Voting)**

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Florida is a no excuse state: any voter may request an absentee ballot and cast their vote by mail.

Voting by absentee ballot has become the most convenient way for voters to cast their ballot. Due to the convenience it affords voters, requests for absentee ballots continue to steadily increase. Our office promotes Vote by Mail voting due to the convenience it affords the voter and it alleviates lines at polling places. Also, one Vote by Mail request is now sufficient for the next two regularly scheduled general elections, through December 2018.



Voters may request a Vote by Mail ballot by phone, fax, in writing or on-line through our website. The voter may request the ballot or a member of their immediate family may request it for them. We recently incorporated a Vote by Mail ballot request form into the Voter Information Card material that is sent to voters when they register to vote or update their registration. This has prompted many voters to request their ballot and prepare for 2016.

All Vote by Mail ballots must be returned to the Supervisor of Elections Office by 7:00 P.M. on Election Day in order to be counted. If mailing the ballot, we encourage voters to allow 4-5 days for local delivery due to new regulations at the US Post Office. The Supervisor of Elections Office also has a secure drop box located outside our front door which is very useful to those voters wishing to return their ballot during non-business hours.

## Voting at the Polls on Election Day

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Many voters still prefer to vote in the traditional way and cast their ballot at their neighborhood polling place on Election Day.

Polls are open 7:00 A.M. – 7:00 P.M.

When voting on Election Day, voters must vote in their assigned precinct, based on their legal residence.

Prior to voting, voters should:

- Verify their address is correct
- Know where their polling place is located
- Vote in the precinct of their legal residence
- Present photo and signature identification when voting
- Review their sample ballot and be ready to vote upon entering their polling place



## Election Poll Workers

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Flagler County poll workers are dedicated individuals who serve their community proudly. As a very important part of the elections process, they share in our mission to conduct elections in a manner that assures public confidence in the accuracy, efficiency and fairness of the election.

Poll workers are temporary employees of the Supervisor of Elections hired to work at voting locations during Early Voting and on Election Day. Based on skills and experience, poll workers are assigned to one of the following positions:

- Clerks
- Assistant Clerks
- EViD Inspectors
- Ballot Box Inspectors
- Deputies



During the 2014 Primary Election and General Election, there were 160 poll workers hired and trained to work each election. We anticipate 180 and 200 poll workers during the 2016 election cycle.

## Training Classes

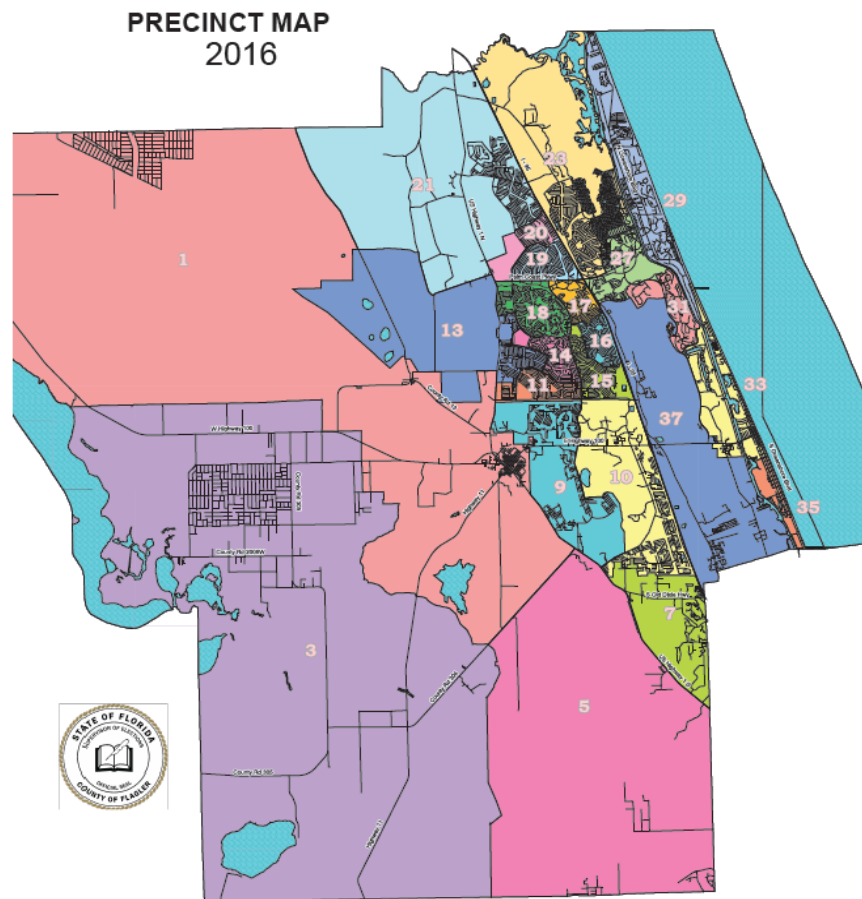
Florida Statutes require all election poll workers to attend mandatory training sessions for each election cycle. Poll worker salaries include compensation for their time spent in training. Flagler County training requirements per election are:

Deputies	2 hours
Inspectors	3 hours
Clerks & Assistant Clerks	4 hours

## Precinct Map

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There are currently 23 precincts and 22 polling locations in Flagler County.



ALL MAPS PRODUCED BY THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS OFFICE ARE FOR REFERENCE USE ONLY. MAPS PROVIDED ARE DERIVED FROM MULTIPLE SOURCES WITH VARYING LEVELS OF ACCURACY. THE FLAGLER COUNTY SUPERVISOR OF ELECTIONS OFFICE DISCLAIMS ANY RESPONSIBILITY FOR THE ACCURACY OR COMPLETENESS OF ANY MAP SHOWN.

## Voting Equipment

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### AccuVote Optical Scan

The AccuVote-OS is a precinct-level paper ballot counter and vote tabulator that is used at all early voting sites and all polling locations on Election Day.

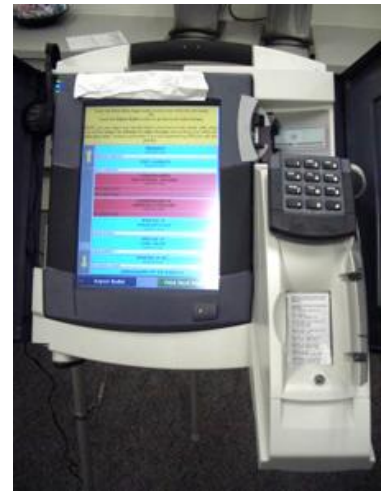


Voters mark their paper ballot by filling in the oval to the left of their choices and then insert their ballot into the OS/Ballot Box, where it is immediately tabulated. If a voter marks their ballot incorrectly, the OS will not tabulate the ballot, but will display the error on the screen, allowing the voter the option of casting their ballot or returning it to the voter for review or correction. The voter can spoil their ballot by surrendering it to the Clerk. The Clerk will then issue a second ballot to the voter. After the new ballot is voted, it will then be reinserted into the OS by the voter for tabulation.

### Accuvote TSX Touch Screen (ADA Voting Equipment)

Federal and state requirements that meet ADA guidelines for persons with disabilities require that voting systems allow the same opportunity for voters at each polling place. Flagler County will be utilizing the Touch Screen –TSX which allows blind and visually impaired voters to vote privately. Persons who are visually impaired may instead access the system's audio feature.

Smart cards are used with the AccuVote TS/TSX to authenticate voters and poll workers. Each smart card is a piece of plastic in the shape of a credit card with an embedded computer chip that can communicate with the AccuVote TS/TSX when inserted into a slot on the side of the machine. Smart cards are used to authenticate voters. When a voter signs in, a poll worker gives them an activated voter card. The voter inserts the card into an AccuVote TS or TSX, and the machine allows her to cast one ballot. Once the vote has been recorded, the AccuVote TS/TSX deactivates the voter card so that it cannot be used to vote a second time. The voter returns the card to poll workers, who can reactivate it for subsequent voters.



### High Speed Absentee Ballot Scanner

The high speed absentee ballot reader completes our current suite of tabulation equipment. We are utilizing the DRS PhotoScribe PS900 series high speed, digital scan central ballot counter. The DRS PhotoScribe PS900 has an optimum throughput rate of up to 300 ballots per minute and uses cameras and imaging algorithms to image the front and back of a ballot in a single pass and then evaluate the results that allow for the near continuous scanning of ballots.



## Ballot on Demand Printers

For the first time in Flagler County, ballot printing technology during early voting is being used to improve accuracy and save taxpayer dollars. Federal grant funds were used to purchase “Ballot On Demand” printers for use during the March 15<sup>th</sup> Presidential Preference Primary Election. Ballots were printed, on demand, as voters need them during early voting.



In order to accommodate voters who choose to vote early, a supply of ballot stock was ordered based upon the expected turnout of each precinct ballot style, spread across three early voting sites in the county. This is an enormous quantity of ballots during a busy election cycle. On demand printing reduces the cost of ballots and reduces the waste of unused ballots, a benefit to the taxpayer and to the environment.

Additionally, they decrease the margin of error in the process of issuing ballots during early voting. In previous elections, election poll workers were challenged with selecting the one correct ballot style from a wooden cabinet which contained up to 90 different ballot styles during a Primary Election. With on demand ballot printing, once a voter's eligibility is verified, their specific ballot style is printed automatically.

The use of ballot on demand printers is one of the most cost effective tools provided by the Supervisor of Elections Office. The ease of use, flexibility and durability make it an effective solution for managing early voting ballots. The system has proven to be an innovative solution that provides an efficient, accurate and transparent method for our ballot needs.

The ballot on demand printers are used for:

- In-house printing of test ballots to confirm each election definition prior to ordering Election Day precinct ballots
- Printing all ballots for early voting
- Eliminating a large stock supply of ballots kept on hand for the early voting sites
- Eliminating the cost of storing and later disposing of large quantities of unused ballots
- Affording the opportunity to print ballots on Election Day should voter turnout at the polls be greater than anticipated
- Reducing the overall number of ballots ordered for each election, saving thousands of dollars during each election



## Electronic Voter Identification System

As elections officials, we must ensure that all elections are conducted transparently, efficiently and administered fairly. Voters expect and deserve no less. It is very important that voters have confidence in the voting process.

EViDs have changed the way that we manage and deliver successful elections by streamlining the voter check-in process at voting sites.

During early voting and Election Day operations, each EViD station communicates securely with elections headquarters to maintain up-to-the minute accuracy on its voter file.



Features of the EViDs include:

- As a voter's eligibility is verified, the information is immediately transmitted to the Elections Office
- Check-in data collected at EViD stations is shared throughout the county system to prevent duplicate voting
- The EViD provides the correct location and print driving instructions for voters who check in at the wrong precinct
- During early voting, EViDs connect to ballot-on-demand printers to quickly produce the correct ballot for each voter
- Eliminates the need for bulky paper registers at the polls on election day
- Voter eligibility is verified quicker and easier than using paper registers
- Voting history posts automatically
- Reconciliation of votes is quicker
- A graphical monitoring feature at the Elections Office allows elections officials to oversee the status of each EViD station and monitor voting patterns at each voting site

## Absentee Ballots

Beginning 15 days prior to an election, absentee ballots may be opened and processed. Depending upon the election, two or three days are set aside for processing and counting the absentee ballots. Results may not be made public until the close of polls on Election Day.

## Early Voting Results

At the close of early voting for each election, the ballot tabulators at each site are closed down. The tabulators are placed in our fire and water proof vault located in the Supervisor of Elections Office. Once the polls close at 7 PM on Election Day, all counted absentee ballot and early voting results are uploaded to our website and made public.

## **Precinct Returns**

Using encrypted analog transmission, election night results will be sent from most of our precincts to the Elections Office. Other locations without the ability to send results via analog phone line will be delivered to the Elections Office.

All election results received will be verified and matched against actual results tapes once they are received from the precincts. All votes cast in the election will be accounted for and reconciled.

## **Public Manual Audit**

Following the certification of election results, a public manual audit of voting system is required by Florida Statutes 101.591. The manual audit consists of a manual tally of the votes cast in one randomly selected race that appears on the ballot. A randomly selected precinct is chosen and the audit must include absentee, precinct, early voted and provisional ballots. Results of the audit are filed with the Division of Elections.

I PLEDGE ALLEGIANCE

★ TO ★  
★ THE **FLAG** OF ★  
★ THE ★

UNITED STATES OF

**AMERICA**

AND TO THE | FOR WHICH  
REPUBLIC | IT STANDS

**ONE NATION**

UNDER  
**GOD INDIVISIBLE**

WITH **LIBERTY** & **JUSTICE**

★★★★ **FOR ALL** 