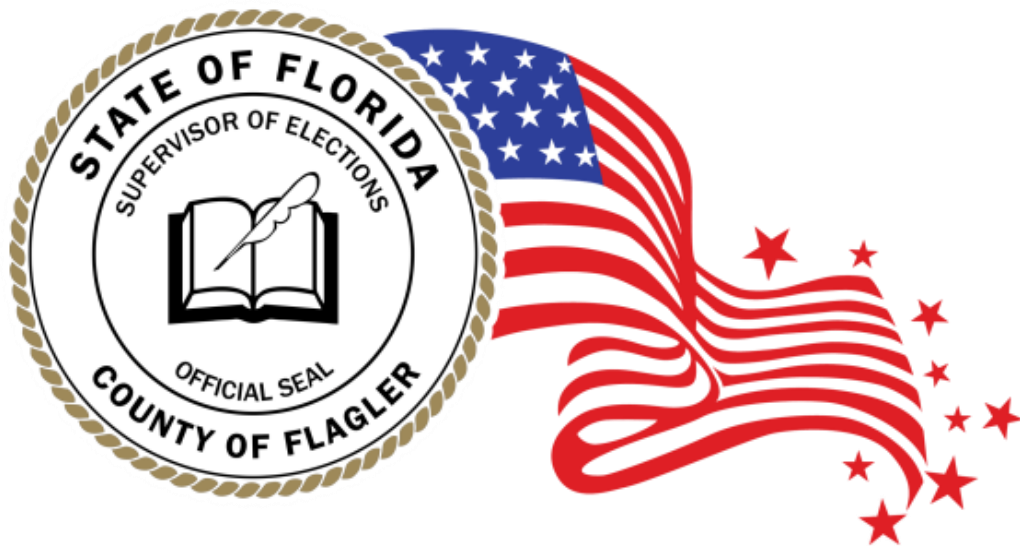
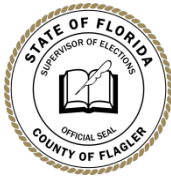


2017 – 2018

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

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

May 18, 2017

Dear Commissioners:

In accordance with section 129.03(2), Florida Statutes, I respectfully submit the proposed budget for the 2017-2018 fiscal year for the Supervisor of Elections Office.

I have provided justifications for all required expenditures for the efficient operation of the Elections Office.

This budget includes:

- Expenses to conduct the 2018 Primary Election
- Capital outlay and needed supplies related to opening two additional precincts to accommodate areas of growth in the county
- One additional full time employee, a Voting Systems Technician to assist with preparing our new state-of-the-art voting equipment and 1% COLA as requested for all employees
- Required increases for the costs of health care and retirement

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

Sincerely,

Kaiti Lenhart
Supervisor of Elections



Supervisor Of Elections Office Budget and Justifications

Official Salary (estimate pending ODR publication in October 2017)	\$120,090
State SOE Certification Salary	\$2,000
Regular Salaries	\$248,768
Overtime Employees	\$10,785
FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%	\$29,732.08
Retirement Contributions – Elected Official 45.44%; Regular Class and Investment Plan 7.91%	\$74,475.52
Life & Health Insurance	\$86,000
Worker's Compensation	\$2,000
Contractual Services	\$7,620
Mileage – Attendance at FSASE yearly conference, FCEP classes, Various group meetings and other election related programs	\$1,581.25
Communications – Email, firewall, network monitoring, ICW	\$11,327
Lease/Rental of Equipment – Postage meter lease, Printer/scanner/ Fax/copier multifunction device leases	\$3,540
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	\$13,680.15
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	\$33,475
Notary	\$117
Advertising – Legal advertising for removal of registered voters per Section 98.201, Florida Statutes	\$1200
Office Supplies – All paper supplies (envelopes, copy and printer paper, labels), Voter Information Cards, Voter Guides, Educational and	\$11,128.55

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

Gas, Oil & Lubricant – For office vehicle \$1,480

Training Admin – FCEP Training and Certification, FSASE Conference
Registrations, ICW Mapping Training \$20,721

Dues & Memberships – FSASE (2% of SOE Salary) \$2,401.80

Voter Education – Voter outreach event fees \$750

Books & Subscriptions \$320

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

Supervisor of Elections Administrative Budget Expenditures

Item	Description	Adopted Budget FY 2016	Adopted Budget FY 2017	Requested Budget FY 2018
	Salaries, Fixed	\$97,980	\$117,561.06	\$120,090
	Regular Salaries	\$205,520	\$211,520	\$248,768
	Overtime Employees	\$12,418	\$8,465	\$10,785
	FICA/Medicare	\$22,760	\$25,174.70	\$29,732.08
	Certification	\$0	\$0	\$2,000
	Retirement - Official	\$45,384.17	\$49,928.18	\$54,568.90
	Retirement - Admin Staff	\$15,146.83	\$15,906.30	\$19,906.62
	Life & Health Insurance	\$54,000	\$73,500	\$86,000
	Worker's Compensation	\$2,761	\$2,000	\$2,000
	Contractual Services	\$5,325	\$6,983.70	\$7,620
	Travel & Per Diem	\$9,600	\$1,000	\$1,581.25
	Communications	\$2,750	\$6,271.86	\$11,327
	Lease/Rental of Equipment	\$6,648	\$4,687	\$3,540
	Postage	\$8,000	\$9,500	\$13,680.15
	List Maintenance	\$0	\$5,000	\$0
	Equipment Maintenance	\$48,566	\$55,334.52	\$33,475
	Notary	\$400	\$117	\$117
	Other Current	\$625	\$720	\$1,200
	Office Supplies	\$9,000	\$8,800	\$11,128.55
	Gas, Oil and Lubricants	\$1,672	\$1,260	\$1,480
	Training - Admin	\$0	\$8,570	\$20,721
	Voter Outreach Fees	\$0	\$650	\$750
	Dues and Memberships	\$2,144	\$2,351.22	\$2,401.80
	Contingency	\$2,500	\$2,500	\$2,500
	Total	\$557,156	\$617,800	\$685,692

The Administrative Budget increased **\$67,892** which includes:

1. Regular salaries COLA 1% increase, plus one additional full time employee (Voting Systems Technician to assist with preparing and maintaining new voting equipment)
2. Health insurance increase (\$10,750/year per employee included)
3. Retirement increase (45.44% official / 7.91% admin)
4. Communications increase for additional network security, vendor services to include online interactive maps and online candidate training portal
5. Office supplies for increase in requests for printed Voter Guides
6. SOE and staff training for FCEP certifications (Florida Certified Elections Professional)

Elections Budget and Justifications

Poll Worker Salaries – Election Day and Early Voting poll workers For one election, part time staff during election cycle	\$56,173
FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%	\$3,772.20
Contractual Services	\$2,400
Travel & Per Diem – Poll Workers	\$345
Poll Worker Training	\$6,630
Communications – Cell phones for poll workers at polls, MIFI for precinct EViD communications, wireless modems	\$4,020
Lease/Rental of Building – Rental charges for polling places for One election, truck rental (2) for equipment delivery	\$2,700
ES&S Voting System Maintenance	\$48,025
Equipment/Software/Licensing/Maintenance – VR maintenance on EViD's, BOD printers, software fees	\$34,175
Advertising – Legal and informational advertising required by Florida Statutes (notice of elections, book closing ads, public notices, early voting dates, times & locations) and Radio Ads	\$6,360
Postage – Vote By Mail 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 – VBM Ballots	\$25,460
Election Supplies – Precinct supplies, and all supplies necessary to conduct an election and new supplies related to voting system and new precincts: steel cages, batteries, locks/seals, pens, BOD ink/toner/paper, labels, etc.	\$16,730
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	\$34,406
Ballots – Election Day, printed	\$23,750
Gas, Oil & Lubricant – For office van	\$200
Contingency – Florida Statute 129.201(5)	\$2,500

Supervisor of Elections Election Budget Expenditures

Item	Description	Adopted Budget FY 2016	Adopted Budget FY 2017	Requested Budget FY 2018
	Poll Worker Salaries	\$105,000	\$60,175.53	\$56,173
	FICA/Medicare	\$5,010	\$5,213.46	\$3,772.20
	Poll Worker Training	\$17,850	\$4,462.50	\$6,630
	Travel & Per Diem	\$2,334	\$1,167	\$345
	Communications	\$2,220	\$2,664	\$4,020
	Contractual Services	\$2,400	\$2,400	\$2,400
	Lease/Rental of Building	\$2,740	\$2,100	\$2,100
	ES&S Maintenance			\$48,025
	Equipment Maintenance	\$40,342	\$46,777.52	\$34,175
	Postage	\$35,000	\$20,000	\$25,460
	Voter Education	\$7,625	\$5,000	\$5,000
	Election Supplies	\$16,500	\$9,500	\$16,730
	Advertising – Radio	\$0	\$2,500	\$2,500
	Absentee & Early Voting Ballots	\$0	\$36,123.88	\$34,406
	Election Day Ballots	\$47,965	\$20,272	\$23,750
	Other Current	\$3,200	\$2,620	\$3,860
	Gas, Oil	\$675	\$500	\$200
	Contingency	\$2,500	\$2,500	\$2,500
	Total	\$291,341	\$223,976	\$272,646

Departmental Summary:

Administrative Budget	\$557,156	\$630,042	\$685,692
Election Budget	\$291,341	\$223,976	\$272,646
Capital Improvements	\$0	\$0	\$13,975
Total	\$848,497	\$841,776	\$972,313

The Elections Budget has increased **\$48,670** for several reasons:

1. New voting system maintenance cost increase, wireless precinct transmission
2. Supplies related to two additional precincts and new voting system
3. Increase of requests to vote by mail, totaling nearly 20,000

Capital improvements include required electronic poll books (EViDs) to open two additional precincts.

Budget Preparations

The Supervisor of Elections budget varies during even-numbered years due to regularly scheduled election cycles. This budget year includes the 2018 Primary Election, which is the first election in our gubernatorial cycle. Historically, turnout in Flagler County is the highest during Presidential election years, with the highest turnout during the General Election. The lowest turnout trend has been seen state-wide, and including Flagler County, during gubernatorial Primary Elections.

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. Although there have been several increases due to our new voting system and additional precinct locations, the Operational budget has decreased.

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. The technology we are using now is state-of-the-art and 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 election cycle.

Supervisor of Elections Office Staffing

Full time staff includes the Supervisor of Elections and six full time employees. This budget includes an increase of one full-time employee. This position is necessary to prepare and maintain over 230 pieces of voting equipment which we use during an election cycle. During an election, the office transforms to a staff of approximately 200 employees who are required to conduct a successful election.

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). Two participants received their Master Florida Certified Elections Professional (MFCEP) designation in early 2017. It is my goal to have every full-time employee certified in this essential program.



This unique certification program provides Florida elections officials and their staff the opportunity to receive specialized training 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 were 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

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!



Florida has now become the 27th 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 the first day of this fiscal year budget: October 1, 2017.

For several months now, I have been serving on Online Voter Registration Implementation Committee of the Florida State Association of Supervisors of Elections (FSASE). With my background in Web development, I have been assisting 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)

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

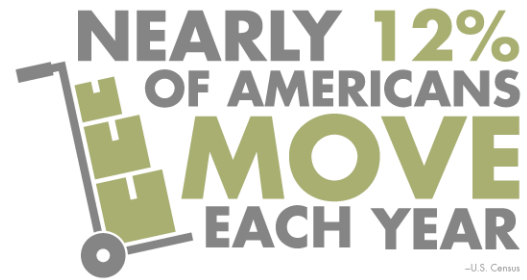


The Secretary of State delegates voter registration duties and records maintenance activities to the local Supervisor of Elections. It is each county Supervisor’s responsibility to perform these duties in accordance with state and Federal law. FVRS provides any authorized election official in Florida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



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, we improved our 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 \$1.17 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 05/18/2017

Supervisor of Elections

FLAGLER COUNTY, FL

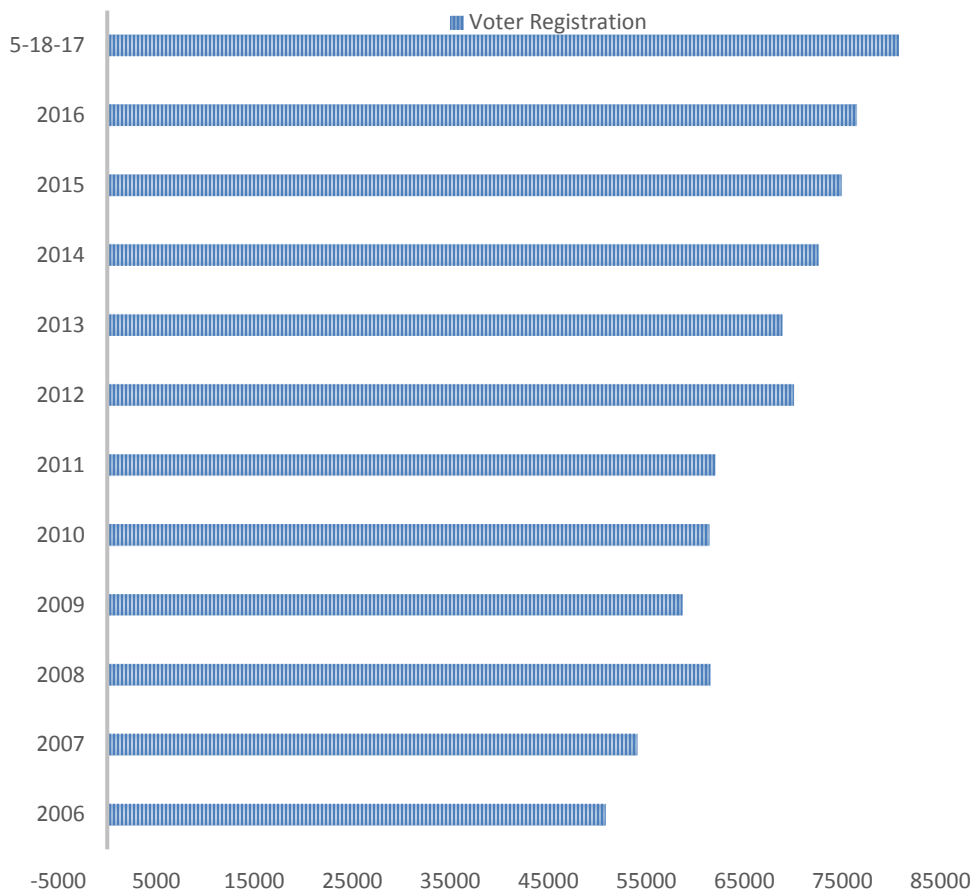
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Precinct Summary without Precinct Splits

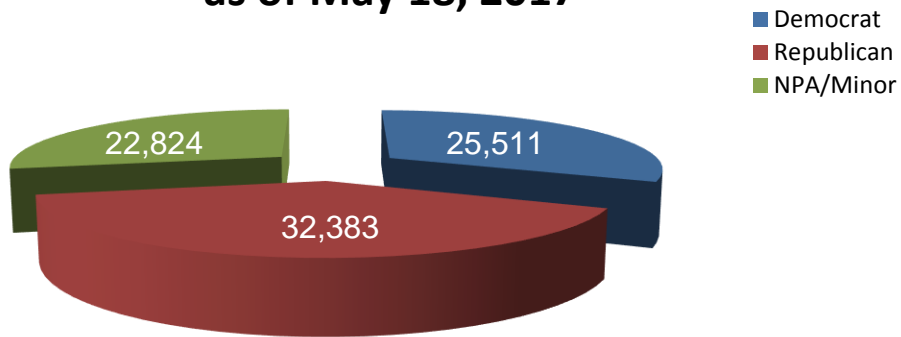
Precinct	Place Name	Active Voters					Inactive Voters				
		Total	Dems	Reps	NPA	Other	Total	Dems	Reps	NPA	Other
1	BUNNELL CITY HALL	1,733	766	569	390	8	113	47	29	37	0
3	ST JOHNS PARK COMMUN	2,583	710	1,053	813	7	100	30	26	43	1
5	ST MARY'S CATHOLIC CHL	491	121	249	118	3	7	4	0	3	0
7	ST MARY'S CATHOLIC CHL	1,702	339	948	411	4	26	7	10	9	0
9	FIRST BAPTIST CHURCH C	6,062	1,923	2,379	1,733	27	175	46	42	86	1
10	FLAGLER COUNTY SCHOC	4,008	1,242	1,437	1,306	23	141	47	37	56	1
11	RYMFIRE ELEMENTARY SC	3,188	1,197	952	1,027	12	89	37	23	29	0
13	CHRIST THE KING LUTHEF	3,189	1,191	1,048	937	13	101	27	30	44	0
14	PALM COAST BIBLE CHUR	3,100	1,077	1,041	974	8	91	32	18	41	0
15	BUDDY TAYLOR MIDDLE S	3,139	1,164	998	965	12	101	33	30	36	2
16	WADSWORTH ELEMENTAF	2,426	915	773	731	7	61	20	12	29	0
17	BELLE TERRE SWIM & RAC	1,837	618	611	598	10	58	21	14	23	0
18	SHEPHERD OF THE COAS	6,240	2,299	2,307	1,609	25	148	49	49	50	0
19	FLAGLER COUNTY PUBLIC	4,405	1,595	1,540	1,258	12	163	70	34	59	0
20	PARKVIEW BAPTIST CHUR	2,118	746	784	582	6	76	29	18	29	0
21	BELLE TERRE ELEMENTAF	5,369	1,790	1,984	1,574	21	147	44	34	69	0
23	VFW POST #8696	8,358	2,555	3,515	2,264	24	248	63	80	105	0
27	PALM COAST COMMUNITY	5,591	1,575	2,478	1,512	26	155	45	43	67	0
29	ADULT EDUCATION CENTE	4,602	989	2,503	1,096	14	123	31	44	48	0
31	GRAND HAVEN VILLAGE C	2,728	561	1,507	658	2	32	7	12	13	0
33	FLAGLER BEACH CITY COI	3,684	957	1,711	1,002	14	92	33	15	42	2
35	FLAGLER BEACH METHOD	1,817	543	784	482	8	50	15	15	20	0
37	OLD KINGS ELEMENTARY	2,435	643	1,218	566	8	54	16	22	16	0
		80,805	25,516	32,389	22,606	294	2,351	753	637	954	7

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 more than 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.

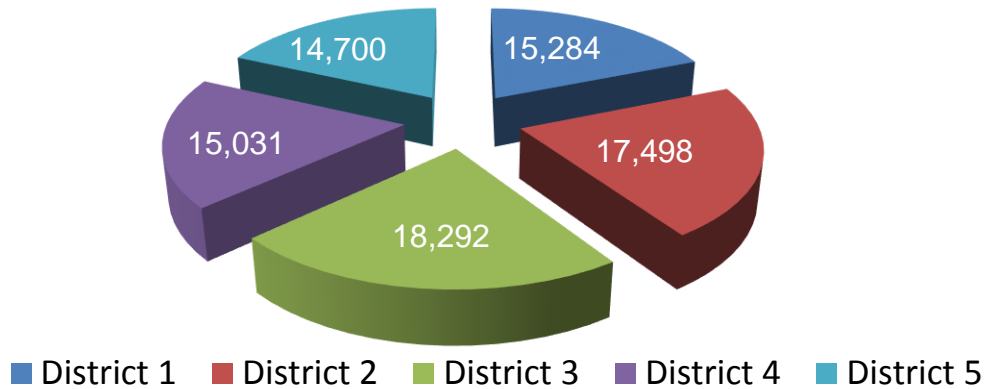
REGISTERED VOTERS



Registration by Party Affiliation as of May 18, 2017



Registration by County Commission District as of May 18, 2017



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 32 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 330 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 2018 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.

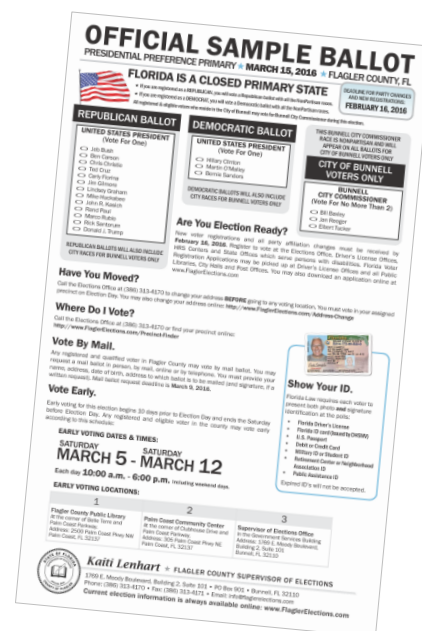
By using voter education tools and outreach programs, our goals include:

- 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 voters in the county. Sample ballots are mailed to every 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

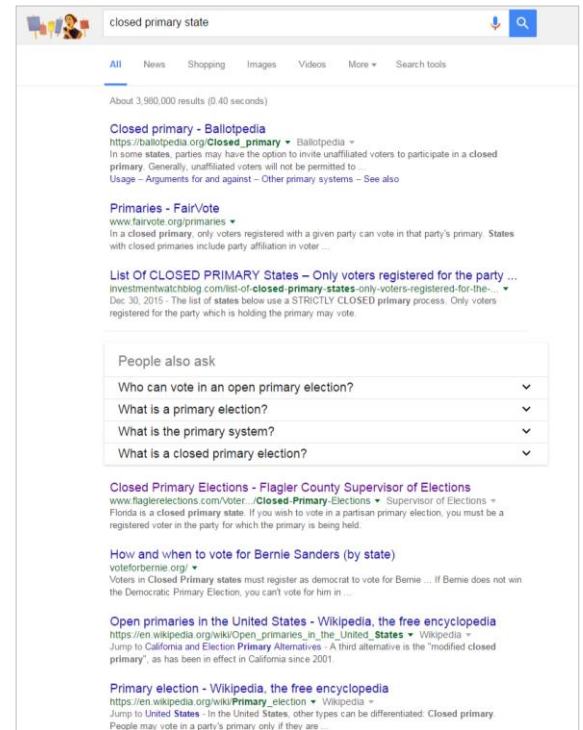
Our most effective voter education tool continues to be the Elections Office website. The most current elections information is always available online, 24 hours a day, 7 days a week.

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.



A screenshot of the official website of the Flagler County Supervisor of Elections, Kaiti Lenhart. The website has a blue header with the county seal and navigation links: HOME, ELECTIONS OFFICE, FOR VOTERS, ELECTION INFO, CANDIDATES & COMMITTEES, POLL WORKERS, VOTER EDUCATION, and CONTACT US. Below the header, there is a "WELCOME" section with a photo of Kaiti Lenhart and a "Mission" statement. To the left, there is a "VOTER LOOKUP" section with links for "REGISTER TO VOTE", "VOTE BY MAIL", "VOTER LOOKUP", "REGISTRATION CHANGES", "FIND YOUR PRECINCT", "VIEW PRECINCT MAPS & MORE", "VIEW ELECTION RESULTS", and "VIEW EVENTS". To the right, there is a "PUBLIC NOTICES" section with information about the "2016 ELECTIONS", including the "PRIMARY ELECTION" on August 30 and the "GENERAL ELECTION" on November 8. On the far right, there is a "NEWSLETTER SIGN-UP" form and a "SOCIAL MEDIA" section with a Facebook link.

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 16th birthday. A pre-registration becomes active on their 18th 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.

2018 Election Schedule

Municipal Elections – March 6, 2018

Primary Election – August 28, 2018
Election occurs during fiscal year 2017-2018

General Election – November 6, 2016
Election occurs during fiscal year 2018-2019

Primary Election (F.S. 100.061) – August 28, 2018

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 2018 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

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. In 2016, 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.

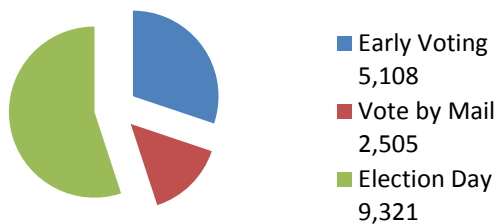
This is another step forward to modernize the Elections Office, making campaign finance reporting convenient and paper-free, while still being fully accessible to the public. Many counties in the State of Florida are using electronic filing for their local candidates. State candidates and committees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

Voting Trends

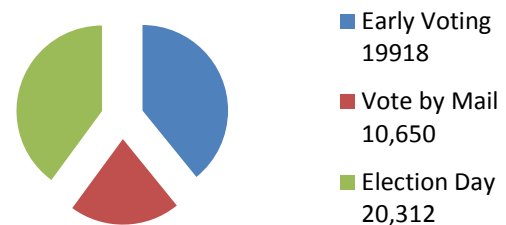
Over the past several years, voting turnout by method has shifted to convenience voting, either by mail or early voting. Early voting and Vote by Mail (absentee) has become more popular and fewer people are going to the polls on Election Day than ever before. During the last Presidential General Election, 54% of the votes cast in that election had been cast before Election Day even arrived! The amount of voters who cast their ballot during Early Voting surpassed all historical record in Flagler County, and we expect another good turnout during the 2018 election cycle.

The following charts show voting trends in Flagler County between 2012 and 2018:

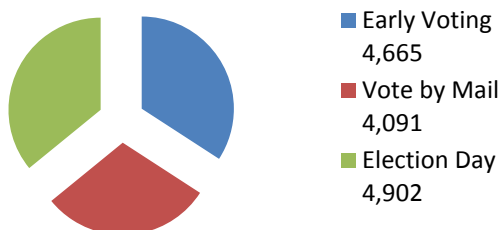
**August 2012
Primary**



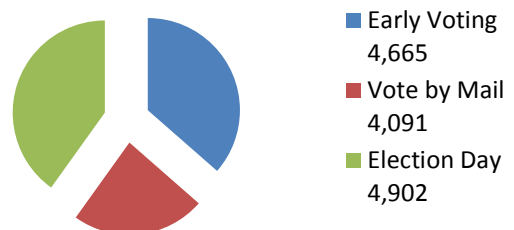
**November 2012
General**



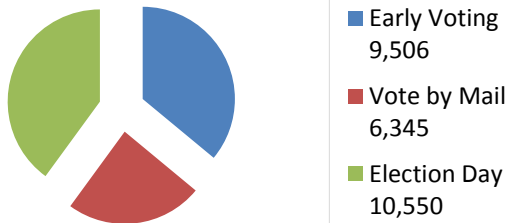
**August 2014
Primary**



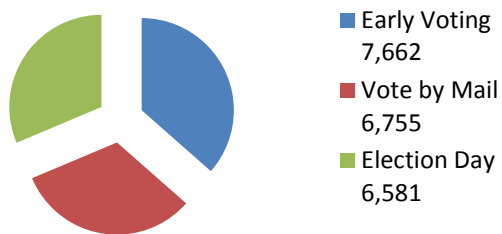
**November 2014
General**



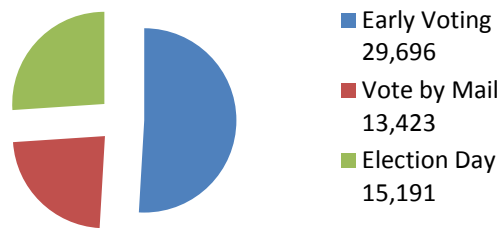
March 2016 Presidential Primary



August 2016 Primary



November 2016 General



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:

Primary Election

Early voting: August 18 – August 25, 2018
10:00 A.M. – 6:00 P.M. each day, including weekends.

General Election

Early voting: October 22 – November 3, 2018
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 upcoming 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.

These early voting sites have been used since 2014. As the county continues to develop, registration totals 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)

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 2020.

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 2018.



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

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

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 2016 Primary Election and General Election, over 200 poll workers were hired and trained to work each election. We anticipate the same number of poll workers during the 2018 election cycle.

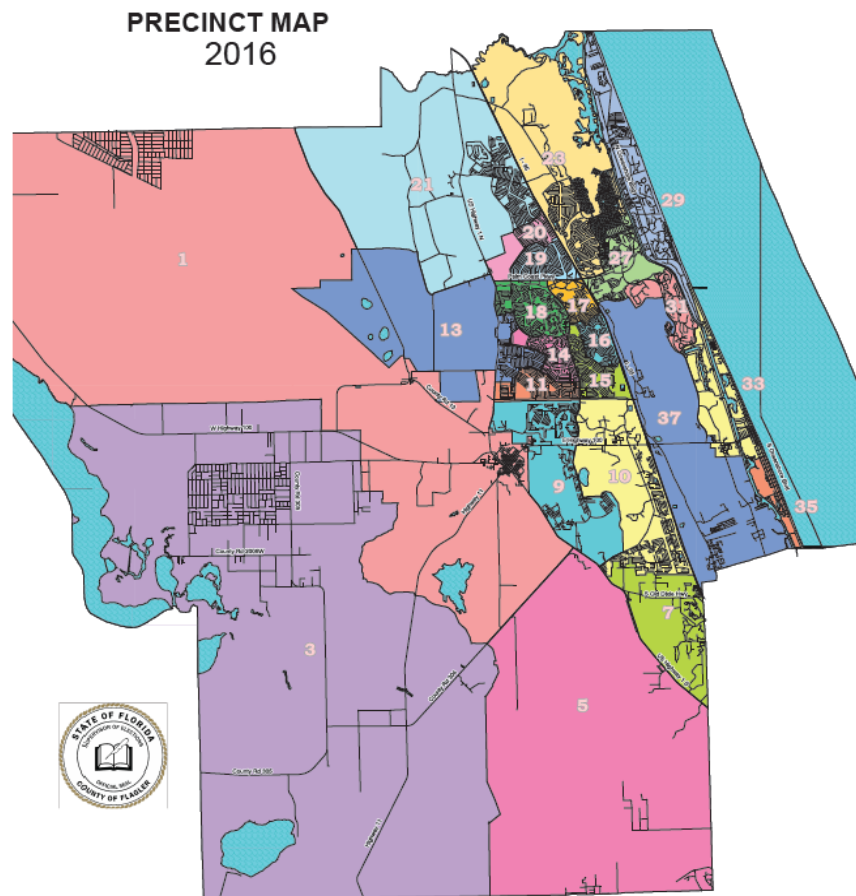
Training Classes

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

There are currently 23 precincts and 22 polling locations in Flagler County. Two precincts have been created to accommodate areas of growth, and the new map is pending BOCC approval at this time.



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 15th 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

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★ THE **FLAG** OF ★
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UNITED STATES OF

AMERICA

AND TO THE | FOR WHICH
REPUBLIC | IT STANDS

ONE NATION

UNDER
GOD INDIVISIBLE

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

★★★★ **FOR ALL** 