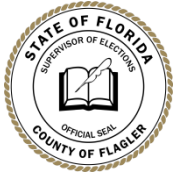


# 2019 – 2020

## 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 31, 2019

Honorable Commissioners and County Staff:

In accordance with Section 129.03(2), Florida Statutes, I respectfully submit to you the proposed budget for the 2019-2020 fiscal year for the efficient operation of the Supervisor of Elections Office.

Across the state of Florida, Supervisors of Elections are faced with difficult decisions in preparing their budgets this year. The Presidential Preference Primary is March 17, 2020 and the Primary Election will be held on August 18, 2020. Funding to conduct both of these elections has been itemized in this budget. As we look ahead to a busy Presidential election cycle with the potential for more recounts, our operations have been impacted by new laws in the 2019 Legislative Session and a recent Federal court order which mandates compliance with Section 4(e) of the NVRA, the Voting Rights Act of 1965.

Many of you will recall this Federal class-action lawsuit from 2018 which affects 32 counties in Florida, including Flagler. A recent order by Judge Walker on May 10, 2019 requires those counties must now provide Spanish language assistance, which includes a toll-free Spanish language hotline with at least one bilingual employee, bilingual election poll workers, bilingual official ballots, bilingual election materials, and many other forms of assistance for all elections. Essentially, this order affects nearly every document in the Elections Office which must now be designed, translated, ordered and printed in time for the Presidential Preference Primary. We are required to provide Spanish language assistance by phone and in person during all hours of operation. Translated materials will include Voter Information Cards, Voter Guides, Sample Ballots, Official Ballots, Vote-By-Mail and Provisional Ballot envelopes, precinct signage and more. The other counties impacted by this lawsuit are facing similar budget increases as we seek to make the changes necessary for compliance.

CS/SB 7066 is Florida's expansive election reform bill which passed this year and is currently awaiting the Governor's signature. It is expected that he will sign it very soon. Many of the changes are administrative and not necessarily costly. One specific financial impact will be the requirement to provide secure drop-boxes for Vote-By-Mail ballots at all early voting sites. Also related to early voting is the requirement for "sufficient non-permitted parking to accommodate the anticipated amount of voters" in CS/SB 7066. I must take this opportunity to mention this issue because it is near and dear to our Elections Office. I have spoken to each of you and the County Administrator to request more parking here at the GSB. Our parking lot should be expanded to provide more spaces for voters and visitors to safely access the building during early voting. I hope this request will be taken into consideration before the Presidential election cycle. Early voting continues to be a popular voting method in Flagler County.



While these are state and Federal mandates, the funding remains local. I have outlined each of these required expenditures with references to either CS/SB 7066 or the Federal court order. Many of the expenses required will be a one-time cost. I have provided a notation to explain whether the expense will be a one-time cost or recurring.

This budget includes:

- Expenses to conduct the 2020 Presidential Preference Primary and Primary Elections
- Expenses for compliance with CS/SB 7066 and court-mandated NVRA Section 4(e)
- One additional full-time bilingual staff member, 2.2% COLA as requested for all full-time employees
- Required increases for the costs of retirement
- Leases for Pitney-Bowes equipment to streamline outgoing mail and open Vote-By-Mail ballots

As always, you are welcomed to contact me with any questions. I'd be happy to explain any portion of this budget to you by phone or in person. Thank you for the work you do for the citizens of Flagler County.

Sincerely,



**Kaiti Lenhart**  
Supervisor of Elections

## Supervisor Of Elections Office Budget and Justifications

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Official Salary (estimate pending ODR publication)	\$126,986
State SOE Certification Salary	\$2,000
Regular Salaries +1 bilingual FTE due to Federal Court Order.	\$397,200
Overtime Employees (Increase due to review of budget vs. actual since 2016)	\$31,050
FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%	\$42,628
Retirement Contributions – Elected Official 45.44%; Regular Class and Investment Plan 7.91%	\$99,244
Life & Health Insurance	\$94,500
Worker's Compensation	\$2,000
Contractual Services	\$3,624
Communications – Mobile phone for SOE and COOP, based on usage.	\$600
Lease/Rental of Equipment – Postage meter lease, Printer/scanner/ Fax/copier multifunction device leases.	\$17,844
Postage – Voter Info Cards, Address Confirmation Notices, Final Notices, Form 1 Financial Disclosures, Ineligible Voter Notices, PO Box and Postage Permit Renewals, General Office Correspondence.	\$17,361
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, IDS, Toll-Free 800 number due to Federal Court Order.	\$54,768
Advertising – Legal advertising for removal of registered voters per Section 98.201, Florida Statutes	\$1,440
Office Supplies – All paper supplies (envelopes, copy and printer paper, labels), Voter Information Cards, Voter Guides, Educational and Informational materials; daily voter card mailings, certified mail and routine correspondence (one-time cost for bilingual materials).	\$44,489
Gas, Oil & Lubricant – For office vehicle	\$1,000

Auto Insurance	\$600
Training Admin – FCEP Training and Certification, FSASE Conference Registrations, ICW Mapping Training	\$8,800
Dues & Memberships – FSASE (2% of SOE Salary)	\$2,580
Voter Education – Voter outreach event fees	\$1,582
Books & Subscriptions	\$0
Contingency – Florida Statute 129.201(5)	\$2,500

## Supervisor of Elections Administrative Budget Expenditures

Item	Description	Adopted Budget FY 2018	Adopted Budget FY 2019	Requested Budget FY 2020
	Salaries, Fixed	\$120,090	\$124,894	\$126,986
	Regular Salaries	\$248,768	\$311,520	\$397,200
	Overtime Employees	\$10,785	\$12,960	\$31,050
	FICA/Medicare	\$29,732.08	\$34,530	\$42,628
	SOE Certification	\$2,000	\$2,000	\$2,000
	Retirement - Official	\$54,569	\$61,797	\$62,971
	Retirement - Admin Staff	\$19,907	\$26,802	\$36,273
	Life & Health Insurance	\$86,000	\$84,000	\$94,500
	Worker's Compensation	\$2,000	\$2,000	\$2,000
	Contractual Services	\$7,620	\$2,933	\$3,624
	Communications	\$11,327	\$540	\$600
	Lease/Rental of Equipment	\$3,540	\$3,540	\$17,844
	Postage	\$13,680	\$14,115	\$17,361
	List Maintenance	\$0	\$5,600	\$0
	Equipment Maintenance	\$33,475	\$40,053	\$54,768
	Legal Advertisements	\$1,200	\$1,000	\$1,440
	Office Supplies	\$11,129	\$13,779	\$44,489
	Gas, Oil and Lubricants	\$1,480	\$680	\$1,000
	Auto Insurance	\$117	\$350	\$600
	Books & Subscriptions	\$320	\$320	\$0
	Training - Admin	\$20,721	\$27,342	\$8,800
	Voter Outreach Fees	\$750	\$1,581	\$1,582
	Dues and Memberships	\$2,402	\$2,538	\$2,580
	Contingency	\$2,500	\$2,500	\$2,500
	Capital Outlay		\$15,930	
	<b>Total</b>	<b>\$689,845</b>	<b>\$793,305</b>	<b>\$952,796</b>

The Administrative Budget increased **\$161,298** which includes:

1. **Personnel services** - One additional bilingual FTE due to Federal court order, COLA 2.2%, part-time employees to assist with office duties during two election cycles
2. **Overtime** - A review of overtime reflects a deficit of nearly \$6,000 in funding for employee overtime during countywide elections since 2016. The requested amount is based on expected actual overtime to conduct the 8 and 13-day early voting periods and election activities related to the PPP and Primary elections.
3. **Retirement** - Required increase of 48.82% official / 8.47% admin

4. **Equipment maintenance** - Toll-free language assistance hotline due to the Federal court order, continuation of CIS Albert intrusion detection system which was purchased with Federal cybersecurity grant funds in 2018 and lease for Pitney-Bowes mail equipment to open Vote-By-Mail ballots. Our current equipment is nearly 10 years old and not designed to handle our quantity of incoming mail.
5. **Office supplies** – The design, translation and printing of all new bilingual election materials which include nearly every document in the office: Voter Information Cards, Voter Guides, Vote-By-Mail Request Forms, Outreach Materials, FAQ's, Public Notices, etc. This substantial number of publications will require professional translation and outsourced printing services due to the Federal court order. Many of the items are a one-time cost for printing, however translation services will be a necessary expense going forward.

## Elections Budget and Justifications

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Poll Worker Salaries – Election Day and Early Voting poll workers and part-time staff for two election cycles.	\$157,064
FICA/Medicare Taxes – Early Voting and part-time staff.	\$10,744
Contractual Services – ADT, ES&S Support.	\$13,060
Travel & Mileage – Poll workers and staff.	\$1,091
Communications – Cell phones for poll workers at polls, MIFI for precinct EViD communications, wireless modems.	\$4,740
Lease/Rental of Building – Rental charges for polling places for two elections, truck rental (2) for equipment delivery.	\$5,800
Software License & Support - ES&S Voting System & VR Software.	\$48,973
Equipment Maintenance – ES&S Hardware, EViDs, BOD.	\$40,730
Advertising – Legal and informational advertising required by Florida Statutes (notice of elections, book closing ads, public notices, early voting dates, times & locations) are now doubled due to the Spanish language requirement and <b>Federal court order</b> . Radio advertisement.	<b>\$16,450</b>
Postage – All mailings required for two elections, increase due to <b>Federal court ordered</b> bilingual requirement and two elections. Sample Ballot mailings, PW training Notices, Poll Worker Checks, Elections reports to DOE, UOCAVA Notice of Elections, Early Voting Poll Watcher badges, etc.	<b>\$35,321</b>
Election Supplies – Election supplies - locks/seals, batteries, etc. All new bilingual Vote-By-Mail envelopes, Provisional ballot envelopes and secrecy sleeves, precinct signage due to <b>Federal court order</b> . Secure early voting drop boxes due to CS/SB 7066. Many of these expenditures will be a <b>one-time cost</b> for the county.	<b>\$75,745</b>
Voter Education – Voter outreach supplies	\$5,000
Ballots – Absentee and Early Voting – Record number of VBM requests, increase in postage and printing costs for larger size and weight of Vote-By-Mail Ballot packages due to <b>Federal court ordered</b> bilingual requirement and two elections.	<b>\$127,296</b>
Ballots – Election Day, printed	\$28,800
Gas, Oil & Lubricant – For office vehicle	\$400
Contingency – Florida Statute 129.201(5)	\$2,500



## Supervisor of Elections Election Budget Expenditures

Item	Description	Adopted Budget FY 2018	Adopted Budget FY 2019	Requested Budget FY 2020
	Poll Worker Salaries	\$56,173	\$64,210	\$157,064
	FICA/Medicare	\$3,772	\$5,927	\$10,744
	Poll Worker Training	\$6,630	Flat rate	Flat rate
	Travel & Per Diem	\$345	\$345	\$1,091
	Communications	\$4,020	\$4,740	\$4,740
	Contractual Services	\$2,400	\$3,270	\$13,060
	Lease/Rental of Building	\$2,100	\$2,700	\$5,800
	Software License and Support	\$48,025	\$42,640	\$48,973
	Equipment Maintenance	\$34,175	\$30,205	\$40,730
	Postage	\$25,460	\$9,009	\$35,321
	Voter Education	\$5,000	\$5,000	\$5,000
	Election Supplies	\$16,730	\$8,730	\$75,745
	Advertising – Radio	\$2,500	\$2,500	\$6,000
	Absentee & Early Voting Ballots	\$34,406	\$71,196	\$127,296
	Election Day Ballots	\$23,750	\$14,250	\$28,800
	Legal Advertising	\$3,860	\$4,250	\$10,450
	Gas, Oil	\$200	\$200	\$400
	Contingency	\$2,500	\$2,500	\$2,500
	<b>Total</b>	<b>\$272,646</b>	<b>\$271,671</b>	<b>\$573,714</b>

### Departmental Summary:

Administrative Budget	\$685,692	\$793,305	\$952,796
Capital Outlay - Administrative	\$0	\$15,930	\$0
Elections Budget	\$272,646	\$271,671	\$573,714
Capital Outlay - Elections	\$13,975	\$15,200	\$0
<b>Total</b>	<b>\$976,466</b>	<b>\$1,080,176</b>	<b>\$1,526,510</b>

The Elections Budget has been nearly doubled due to two scheduled Federal elections, plus the recent Federal court order which requires all new bilingual voting materials. Ballot production and mailing costs are expected to increase due to the larger sized envelopes, secrecy sleeves and the potentially larger ballot page size needed to accommodate dual languages. The only good news is that many of the expenses paid in this budget year will be a one-time cost, specifically the precinct signage materials for all 24 voting locations and 3 early voting sites in the county. The overall budget has increased by **\$484,851** which includes expenditures explained above.

## **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 both the 2020 Presidential Preference Primary and 2020 Primary Elections. This budget year is especially challenging due to a recent Federal court order which requires dual language voting materials and Spanish language assistance under Section 4 (e) of the Voting Rights Act. Flagler County is one of thirty-two (32) counties which must provide various forms of Spanish language assistance. The areas affected by the court order have been highlighted in green for your reference in the preceding pages.

Historically, turnout in Flagler County is the highest during Presidential election years, with the highest turnout during the General Election. Turnout in 2018 was remarkable with over 65% of Flagler County voters participating in the election. Turnout trends statewide suggest that voter apathy has taken a turn for the better and we should expect a decent showing during the Presidential Preference and Primary Elections. This budget includes expenditures to meet the expected turnouts of 50% and 35%, respectively.

Lastly and certainly not least, let's all take a moment to consider the declaration of elections as Critical Infrastructure by the Department of Homeland Security. What benefit is this to your Elections Office? I would say it's a critical partnership which provides access to the latest and greatest security resources. Our cyber and physical security plans cannot be detailed in a public document, but I welcome you to visit the Elections Office and learn how this continued partnership with DHS will ensure the cybersecurity of the electoral process.

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. We require state contract pricing from vendors, share with other departments when possible and even use coupons to purchase office supplies. Although there have been several increases due to increased contract rates, state retirement and our technology needs, we have continued to streamline operations, reduce ballot costs and provide excellent service for the voters of Flagler County. Any excess funds not used in a budget year are always returned to the BOCC General Fund. A total of \$213,000 has been returned since I was appointed to office in 2015.

Changes in the law and directives at the state and Federal level have greatly impacted the elections world in recent years. Our only constant is change. I am so very proud of the Flagler Elections Team for taking proactive and adaptive measures to bring so many improvements using modern technology. All of which has been necessary for us to keep up with these changes. Our focus today and for years to come will be the security of elections. 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 seven full time employees. This budget includes an increase for part-time staff and a slight adjustment to salary for our dedicated personnel. Our staff also includes temporary election poll workers who fill their civic duty to the

community by facilitating voting at polling sites. During an election, the office transforms to a staff of over 250 employees who are required to conduct a successful election.

## **Continuing Education**

Currently, myself and two staff members have earned our master certification in the nationally-awarded Florida Certified Elections Professional (FCEP) program, organized by Florida State Association of Supervisors of Elections (FSASE). It is my goal to have every full-time employee certified in this essential program.



The FCEP program provides Florida elections officials and their staff the opportunity to receive specialized training on topics such as voter registration, security procedures, 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 20 weeks prior to an election and conclude once the election is over. This budget includes an increase for one part time staff member who will be assisting with our new voting system. The team consists of up to four part time employees, who are assigned the following tasks:

- Answering phones, assisting voters with address changes and other registration needs
- Working the “mobile voter cart” in the lobby to help answer questions and direct traffic during early voting
- Preparing and testing voting equipment, in preparation for delivery to early voting sites and polling places
- 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 220 workers were hired and trained to work during the 2018 election cycle and with an increase of polling sites, over 250 are needed this year.

## 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
- 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



## 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

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Florida was the 27<sup>th</sup> state to provide Online Voter Registration and the system went live on October 1, 2017. Citizens can now input their voter information applications electronically into a secure database. For security reasons, a citizen's last four digits of their social security number and full Driver's License number is required to use Online Voter Registration. A record comparison is made with the Division of Motor Vehicles. As always, the option of paper registration will 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 first statewide election with Florida's online voter registration system, providing the voters of our state with this useful 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

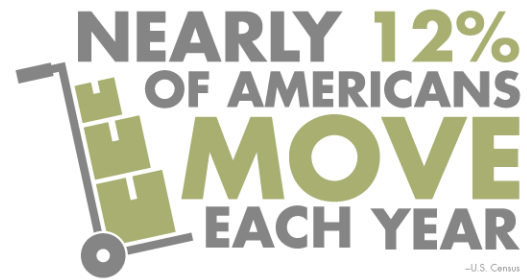
The Secretary of State delegates voter registration duties and records maintenance activities to the local Supervisor of Elections. It is each county Supervisor's responsibility to perform these duties in accordance with state and Federal law. FVRS provides any authorized election official in Florida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

This fiscal year includes our list maintenance program. During 2017, we improved our list maintenance processing converting our range-based addressing system to a points system for accuracy. Using discreet address points, we are able to exclude commercial addressing from our streets database, disallowing these addresses for voter registration. This project was time-consuming and difficult at times, but it is vitally important considering the means for registration have expanded greatly in the past few years through Driver's License renewal notices, online voter registration and third-party voter registration organization activities. Our voter registration streets database is one of the most detailed and accurate in the state of Florida. This process over the past several months has allowed us to develop relationships with other county and municipal addressing departments, improving our communication will continue to benefit our growing county as we head into another decennial census. Voters move daily and we are working maintain the most current voter records.

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

Flagler county continues to grow! Voter registration has been steady over the past year. The total number of registered voters in Flagler has doubled since 2005. With continued our growth and the media attention and historical interest on the upcoming Presidential election cycle, we could easily see close to 88,000 - 90,000 registered voters in time for the 2020 General in Flagler County.

**Kaiti Lenhart**

Date 05/31/2019

Supervisor of Elections

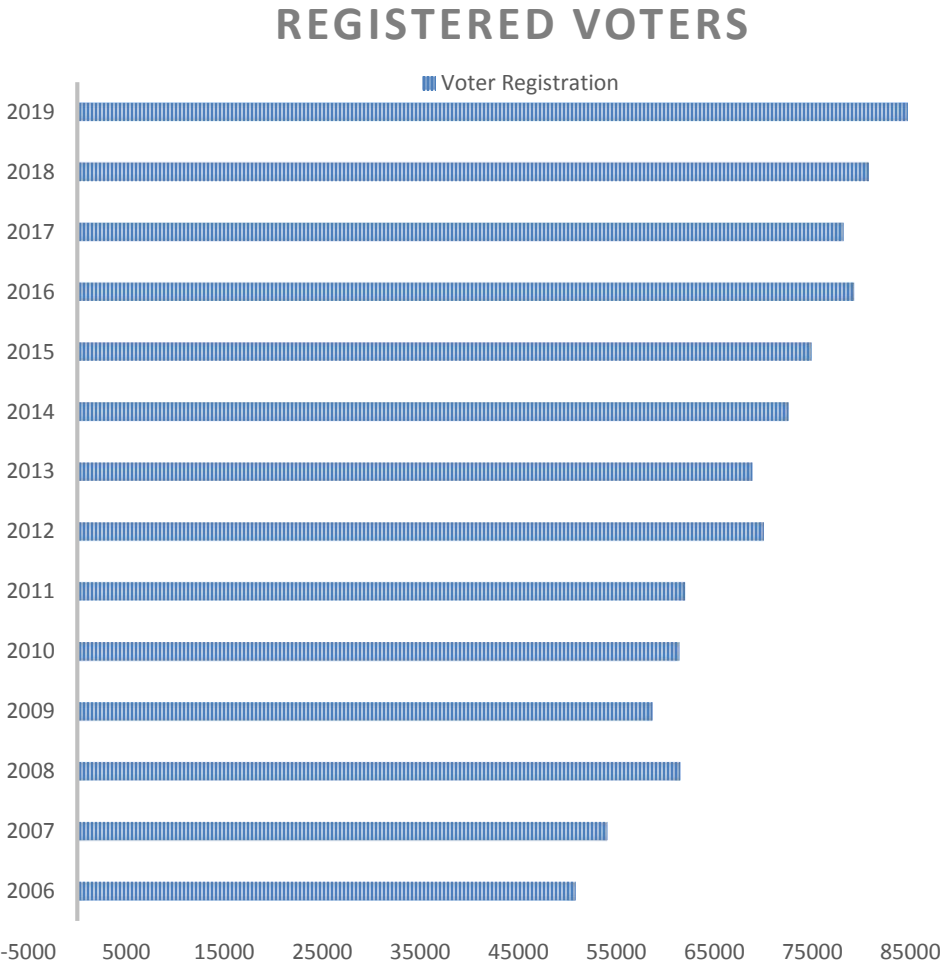
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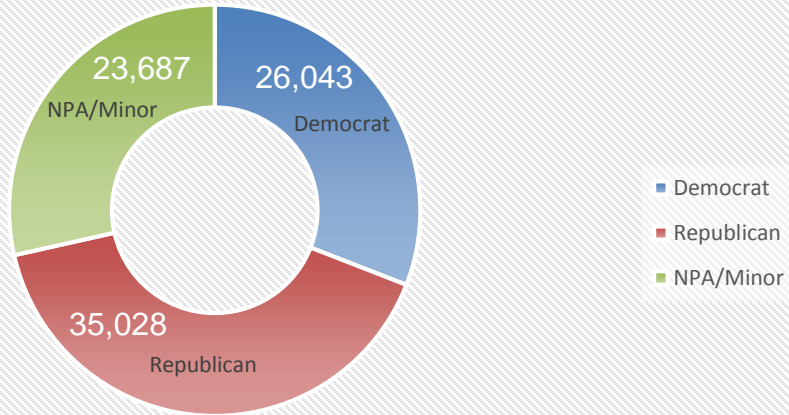
### Precinct Summary without Precinct Splits

Precinct	Place Name	Active Voters					Inactive Voters				
		Total	Dems	Reps	NPA	Other	Total	Dems	Reps	NPA	Other
1	BUNNELL CITY HALL	1,921	762	701	439	19	92	44	14	32	2
3	ST JOHNS PARK COMMUNI	2,760	673	1,168	898	21	83	20	28	35	0
5	ST MARY'S CATHOLIC CHU	626	137	335	149	5	7	2	3	1	1
7	ST MARY'S CATHOLIC CHU	1,945	381	1,100	445	19	56	7	32	17	0
8	FLAGLER EXECUTIVE AIRP	3,909	1,157	1,463	1,237	52	197	62	54	79	2
9	FLAGLER COUNTY ASSOCI	3,216	997	1,202	981	36	327	101	88	135	3
10	FLAGLER COUNTY SCHOO	3,506	1,137	1,440	903	26	150	54	44	52	0
11	RYMFIRE ELEMENTARY SC	3,267	1,196	1,035	1,004	32	151	46	46	55	4
13	AFRICAN AMERICAN CULT	3,182	1,163	1,105	885	29	239	87	65	87	0
14	PALM COAST BIBLE CHURC	5,010	1,722	1,792	1,458	38	178	52	54	71	1
15	BUDDY TAYLOR MIDDLE SC	3,316	1,219	1,050	1,028	19	164	65	47	52	0
16	WADSWORTH ELEMENTAR	2,650	958	909	757	26	128	45	30	53	0
17	BELLE TERRE SWIM & RAC	1,920	658	619	628	15	49	18	11	20	0
18	SHEPHERD OF THE COAST	4,652	1,664	1,775	1,175	38	213	84	73	56	0
19	FLAGLER COUNTY PUBLIC	4,555	1,625	1,638	1,259	33	231	98	56	75	2
20	PARKVIEW BAPTIST CHUR	4,351	1,494	1,637	1,189	31	348	126	108	114	0
21	BELLE TERRE ELEMENTAR	3,329	1,022	1,316	958	33	197	70	39	87	1
23	VFW POST #8696	5,010	1,495	2,180	1,303	32	186	60	70	55	1
24	MATANZAS HIGH SCHOOL	3,515	1,046	1,519	924	26	202	57	69	76	0
27	PALM COAST COMMUNITY	5,840	1,584	2,675	1,526	55	198	48	71	76	3
29	ADULT EDUCATION CENTE	5,065	1,057	2,776	1,193	39	150	27	71	50	2
31	GRAND HAVEN VILLAGE CE	2,930	672	1,601	643	14	59	11	22	26	0
33	FLAGLER BEACH CITY COM	3,710	961	1,786	938	25	223	68	79	74	2
35	FLAGLER BEACH METHOD	1,798	546	810	425	17	169	45	62	61	1
37	OLD KINGS ELEMENTARY S	2,774	715	1,398	638	23	104	31	43	30	0
		84,757	26,041	35,030	22,983	703	4,101	1,328	1,279	1,469	25

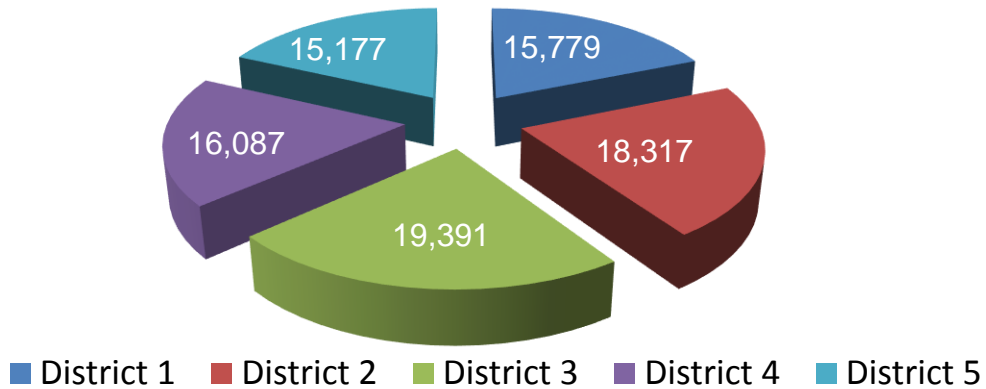
These charts show the growth over the last few years, and current Flagler County party affiliation, and voter registration statistics.



### Registration by Party Affiliation as of May 31, 2019



### Registration by County Commission District as of May 31, 2019



# 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 are planning to conduct many voter outreach drives during the Presidential election cycle. Our volunteers in the program have reduced overtime pay for regular employees and the Elections Office is effectively engaging the community with important elections information.

This election year, 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.

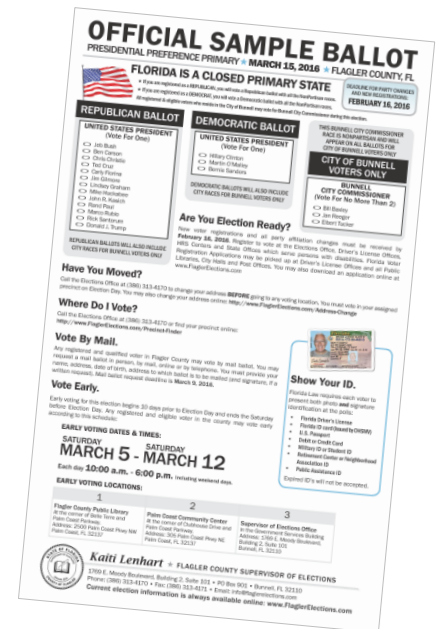
By using voter education tools and outreach programs, our goals include:

- 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. We continue to receive positive feedback from voters regarding their sample ballots.

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



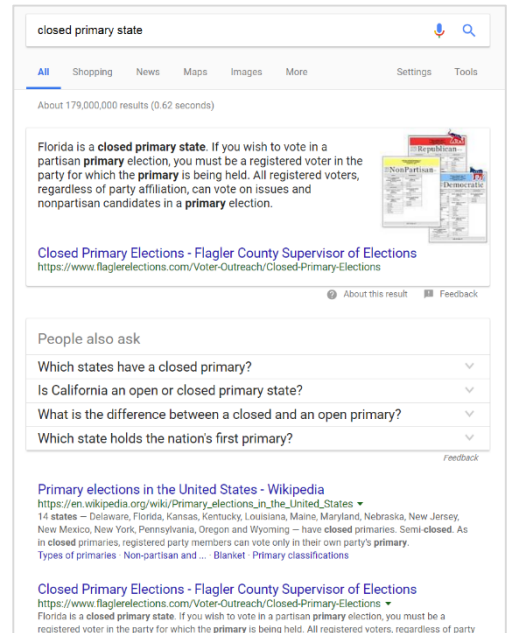
## Supervisor of Elections Office Web Site ★ [www.flaglerelections.com](http://www.flaglerelections.com)

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.

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.

### It's Responsive! And ADA Compliant!

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. In January 2018, a responsive web design layout was released which displays web content in a mobile-friendly view for tablets and phones. Supervisor Lenhart designed this site at no cost to the county. This year we added a Website Accessibility Statement and continue to improve our accessibility options for persons with disabilities.



Flagler County Active Registered Voters ★ Republicans: 32,779 Democrats: 24,962 NPA: 22,570 Others: 453 Total: 80,764



Kaiti Lenhart

FLAGLER COUNTY SUPERVISOR OF ELECTIONS

Register To Vote

My Voter Info

Upcoming Elections

Contact



HOME

ELECTIONS OFFICE

HOW TO VOTE

FOR VOTERS

ELECTION INFO

CANDIDATES & COMMITTEES

GET INVOLVED

NEWS

VOTER OUTREACH

CONTACT

2018 CONSTITUTIONAL AMENDMENTS

Get a head start on your amendment reading for this year's election! Updates will be posted here as they become available.

On April 16, the Florida Constitution Review Commission has approved the final revisions for this year's election. These eight items will appear on the 2018 General Election ballot:

- P 6001: Rights of Crime Victims; Judges
- P 6002: First Responder and Military Member Survivor Benefits; Public Colleges and Universities
- P 6003: School Board Term Limits and Duties; Public Schools
- P 6004: Prohibits Offshore Oil and Gas Drilling; Prohibits Vaping in Enclosed Indoor Workplaces
- P 6005: State and Local Government Structure and Operation
- P 6006: Property Rights; Removal of Obsolete Provision; Criminal Statutes
- P 6007: Lobbying and Abuse of Office by Public Officers
- P 6012: Dog Racing

Use the above links to view the full ballot text of the revised proposals. These proposed amendments require 60 percent voter approval to become law.

In addition to these eight amendments from the CRC, there were a total of three



PUBLIC NOTICES



This will be a busy election year in the state of Florida. The election season kicks off with a Primary Election in August, followed by the General Election in

## 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 and Twitter with local elections information in Flagler County. Social media is used by many people which helps 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.

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 many different types of elections in all Flagler County public schools and many charter and private schools.

- Student Government Association
- Homecoming King and Queen
- Prom King and Queen
- Senior Superlatives
- Sunshine State Young Readers Award: Favorite Book
- Flagler Student Mock Elections

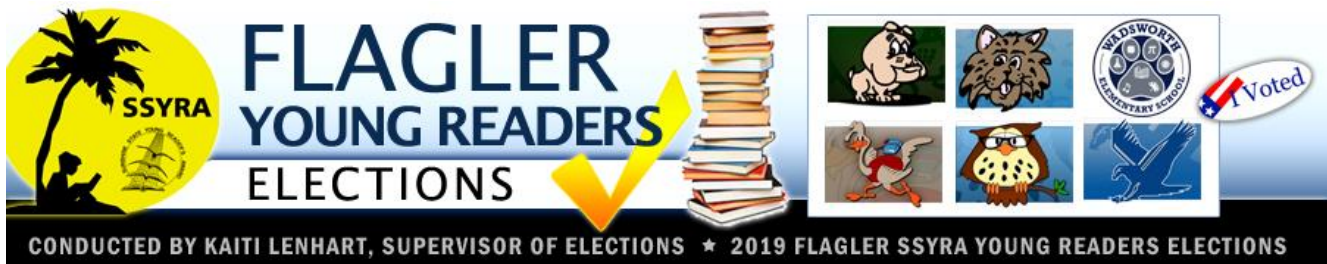
This year we conducted the Sunshine State Reader Award Program elections for elementary and middle school students in Flagler County. Our county results were submitted to the statewide election for Florida student's favorite book! This program encourages students to read while teaching them about civic responsibility and voting.

The Flagler Student Mock Election will be another great opportunity for students to vote for US President! Over 6,000 Flagler County students voted for President in 2016. Over 5,300 students voted in the Gubernatorial Mock Election for US Senate and Governor of Florida.

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







## 2020 Election Schedule

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Presidential Preference Primary Election – March 17, 2020

Primary Election – August 18, 2020

Elections occur during fiscal year 2019-2020



General Election – November 3, 2020  
Election occurs during fiscal year 2020-2021

## **Primary Election (F.S. 100.061) – August 18, 2020**

Florida's Primary Election is held on Tuesday, eleven weeks prior to the General Election for the purpose of nomination of candidates for political parties. All registered voters, regardless of party affiliation, can vote on issues and nonpartisan candidates in a Primary Election. The candidate receiving the highest number of votes cast in each partisan contest in the Primary Election shall be declared nominated for such office. Florida is a Closed Primary State, which means you must be a registered voter in the party for which the primary is being held. Nonpartisan offices to be on the Primary Election ballot include Judicial, School Board and Municipal races. Some of these nonpartisan races could be decided in the Primary.

## **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. Palm Coast races and three proposed charter amendments will appear on the ballot during this election cycle.

## **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.

### **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. These races may appear on the 2020 General Election ballot.

- 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. These candidates file an Affidavit of Intent to qualify for this exception. Political committees at the county-level 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

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. Thank you for your help in making the financial reporting process more convenient for candidates and political committees.

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

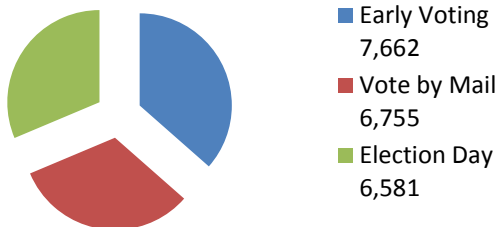
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Over the past several years, voting turnout by method has shifted to convenience voting, either by mail or early voting. Early voting and Vote by Mail (absentee) has become more popular and fewer people are going to the polls on Election Day than ever before. During the last Presidential General

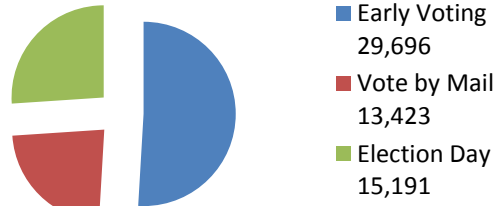
Election, 54% of the votes cast in that election were before Election Day! The amount of voters who cast their ballot during Early Voting surpassed all historical record in Flagler County, and we expect another good turnout during the 2020 election cycle.

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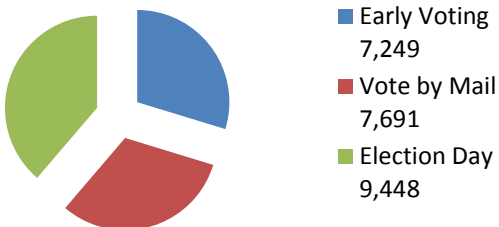
### August 2016 Primary



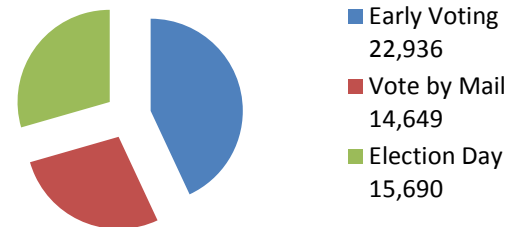
### November 2016 General



### August 2018 Primary



### November 2018 General



## Early Voting

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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 Primary Election**

Early voting: March 7 – March 14, 2020

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

### **Primary Election**

Early voting: August 10 – August 22, 2020

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

### **General Election**

Early voting: October 19 – October 31, 2020

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 grow, registration totals are being reviewed to determine the areas of largest population. 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 2022.

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 2020.

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 2016 Primary Election and General Election, over 200 poll workers were hired and trained to work each election. With two additional precincts, we budgeted for additional poll workers during the 2018 election cycle and needed over 220. With high turnouts expected, we may reach 250 workers during the 2020 election cycle.

## Training Classes

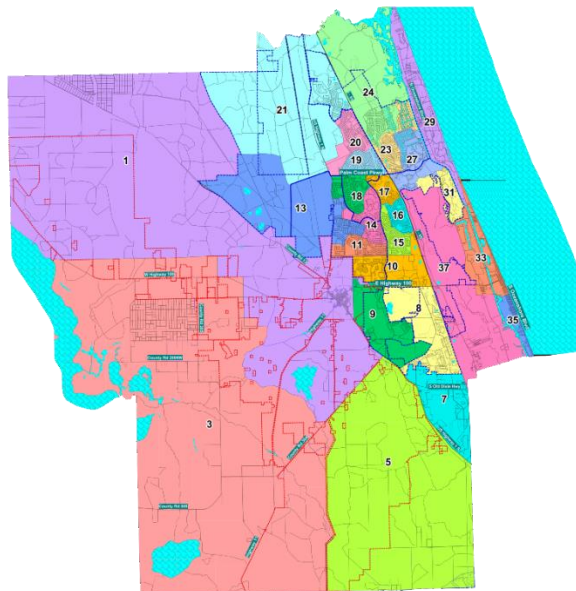
Florida Statutes require all election poll workers to attend mandatory training sessions for each election cycle. Poll worker salaries include compensation for their time spent in training. Flagler County training requirements per election are:

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

## Precinct Map

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There are currently 25 precincts and 24 polling locations in Flagler County. Two precincts have been created to accommodate areas of growth. Several other precincts were adjusted to shift voter density to neighboring precincts.



## Ballot on Demand Printers

During the Presidential Preference Primary election in Flagler County, ballot printing technology was introduced to improve accuracy and save taxpayer dollars during early voting. Federal grant funds were used to purchase “Ballot On Demand” printers. Ballots are now printed, on demand, as voters need them during early voting. This BOD technology has been an overwhelming success.



In the past, 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 and especially so during a Primary election. 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 that 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 pre-printed ballots required 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.



To that end, we used the entire Federal Cybersecurity Grant to upgrade our fleet of electronic poll books. This equipment now uses the most current operating system and wireless security communications during Early Voting and on Election Day.

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 the Elections Office 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 prints 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

## Vote By Mail (Absentee) Ballots

Beginning 22 days prior to an election, Vote By Mail ballots may be opened and processed by the County Canvassing Board. During the election, several days are set aside for processing and counting the mail 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 waterproof vault located in the Supervisor of Elections Office. Once the polls close at 7 PM on Election Day, all counted mail ballot and early voting results are uploaded to the tabulation server and our website for the public.



## **Precinct Returns**

Using encrypted transmission through a closed network, election night results will be sent from our precincts to the Elections Office. In the event a polling location is not able to send results, the equipment or election media is 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 are 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, Section 101.591. The manual audit consists of a manual tally (hand count) of the votes cast in one randomly selected race that appears on the ballot. A randomly selected precinct is chosen by the County Canvassing Board and the audit must include Vote By Mail, precinct, early voted and provisional ballots. Results of the audit are filed with the Division of Elections.



Over the past ten years, every manual audit of elections conducted by the Flagler County Elections Team have been 100% accurate.

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** 