2019 – 2020
Budget Information

Vicky Oakes
St. Johns County
Supervisor of Elections
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May 31, 2019

Board of County Commissioners  
St. Johns County  
500 San Sebastian View  
St. Augustine, FL  32084

Dear Commissioners:

In order to fulfill the duties and responsibilities of the office of the Supervisor of Elections, and pursuant to section 129.03(2), Florida Statutes, I respectfully submit the proposed budget for the 2019-2020 fiscal year.

Justifications for the required expenditures for the operation of the Elections Office and for the 2020 Presidential Preference Primary and the Primary Election are also included.

I look forward to meeting with you to review our budget requirements. Please feel free to contact me should you have any questions.

Sincerely,

Vicky C. Oakes  
Supervisor of Elections  

VO/ew
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### SOE Office Budget and Justifications – Department 0029

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0029-51100</td>
<td>Salaries, Fixed – Set by State Law</td>
<td>$143,787</td>
</tr>
<tr>
<td>0029-51200</td>
<td>Regular Salaries</td>
<td>$582,438</td>
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<td>0029-51400</td>
<td>Overtime Employees</td>
<td>$15,000</td>
</tr>
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<td>0029-52100</td>
<td>FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45%</td>
<td>$56,704</td>
</tr>
<tr>
<td>0029-52200</td>
<td>Retirement Contributions – Elected Official 49.55%; Senior Mgmt. 25.79%; Regular Class and Investment Plan 8.60%</td>
<td>$157,313</td>
</tr>
<tr>
<td>0029-52202</td>
<td>OPEB Contributions – 11 employees</td>
<td>$11,704</td>
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<tr>
<td>0029-52300</td>
<td>Life &amp; Health Insurance - 11 employees</td>
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<td>0029-52400</td>
<td>Workmen’s Compensation – Percentage of salaries set by law</td>
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<tr>
<td>0029-53120</td>
<td>Contractual Services – On-line benefits system; cybersecurity System monitoring; potential attorney fees</td>
<td>$18,560</td>
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<tr>
<td>0029-54000</td>
<td>Travel &amp; Per Diem – Attendance at Division of Elections workshops, FSASE yearly conference, FCEP classes, Election Center classes, various User group meetings and other election related programs; mileage Reimbursement for employees on county business</td>
<td>$7,500</td>
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<tr>
<td>0029-54100</td>
<td>Communications – Telephone and internet primary and backup Services; office cell phones</td>
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<tr>
<td>0029-54400</td>
<td>Lease/Rental of Equipment – Postage meter lease, computer leases, Printer/scanner/fax/copier multifunction device leases</td>
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<tr>
<td>0029-54500</td>
<td>Insurance – General liability on office and all equipment; coverage On all office vehicles</td>
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<tr>
<td>0029-54601</td>
<td>Equipment Maintenance – Maintenance on folder and tabber Machines, mail openers and printer/scanner/fax/copier Multi-function devices</td>
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<tr>
<td>0029-54602</td>
<td>Vehicle Maintenance – Maintenance on all office vehicles</td>
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<tr>
<td>0029-54617</td>
<td>Software Fees – VR Systems license fees, VR interface to GIS system Fees, VR Web Focus, Microsoft license fees, GeoElections, backup Software maintenance fees, all support services, misc. software</td>
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<tr>
<td>0029-54900 -</td>
<td>Advertising – Legal advertising for removal of registered voters per Section 98.201, Florida Statutes</td>
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<tr>
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<td>Office Supplies – All paper supplies, Voter Information Cards, Educational and informational materials; postage for all list Maintenance, daily voter Card mailings, certified mail, etc.</td>
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<td>0029-55201</td>
<td>Gas, Oil &amp; Lubricant – For office vehicles</td>
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<td>0029-55405</td>
<td>Dues &amp; Memberships – FSASE (2% of SOE Salary) and Election Center</td>
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<tr>
<td>0029-56403</td>
<td>Computer Equipment – NAS storage</td>
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### Department 0029 - SOE Budget Expenditure

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2019</th>
<th>FY 2020</th>
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<tr>
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<td>55405</td>
<td>Dues and Memberships</td>
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<td>56400</td>
<td>Equipment</td>
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<tr>
<td>56401</td>
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<tr>
<td>56403</td>
<td>Computer Equipment</td>
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<td>$10,000</td>
<td>$15,786</td>
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</table>

**Total**  
$1,227,141  $1,361,060  $1,361,060  $1,568,712

### Departmental Summary:

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2019</th>
<th>FY 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Services</td>
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<td>$1,087,090</td>
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<td>Operating Expenses</td>
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<td>$258,070</td>
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<td>Capital Improvements</td>
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<td>$15,900</td>
<td>$15,900</td>
<td>$15,786</td>
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<tr>
<td>Other</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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**Total**  
$1,227,141  $1,361,060  $1,361,060  $1,568,712
### Elections Budget and Justifications – Department 0030

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0030-51300</td>
<td>Other Salaries – Part-time Elections staff including Voting Techs, Front Office Staff, Poll Worker Assistant and Vote-By-Mail Staff</td>
<td>$100,000</td>
</tr>
<tr>
<td>0030-51301</td>
<td>Poll Worker Salaries – Election Day and Early Voting poll workers for two elections</td>
<td>$259,920</td>
</tr>
<tr>
<td>0030-51400</td>
<td>Overtime Employees</td>
<td>$3,000</td>
</tr>
<tr>
<td>0030-52100</td>
<td>FICA/Medicare Taxes – FICA 6.2%, Medicare 1.45% (Poll worker earnings only taxed if $1,800 or over per IRS)</td>
<td>$17,822</td>
</tr>
<tr>
<td>0030-52400</td>
<td>Workmen’s Compensation – Percentage of salaries set by law</td>
<td>$803</td>
</tr>
<tr>
<td>0030-53120</td>
<td>Contractual Services – Phone Bank (staffing agency); ES&amp;S Staff Support; Democracy Live annual fee</td>
<td>$17,820</td>
</tr>
<tr>
<td>0030-54000</td>
<td>Travel &amp; Per Diem – Mileage for Voting Technicians</td>
<td>$2,500</td>
</tr>
<tr>
<td>0030-54100</td>
<td>Communications – Cell phones for poll workers at polls, Air Cards for countywide EViD communication and DS200 modems</td>
<td>$2,360</td>
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<tr>
<td>0030-54113</td>
<td>Transportation Charges – Delivery of voting equipment and election Supplies to all polling locations and early voting sites for two elections</td>
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</tr>
<tr>
<td>0030-54401</td>
<td>Lease/Rental of Building – Rental charges for polling places for Two elections</td>
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</tr>
<tr>
<td>0030-54500</td>
<td>Insurance – General liability on voting booths, DS200 tabulators, BOD printers, EViD’s, ADA Express Votes, and DS850 vote-by-mail ballot readers</td>
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</tr>
<tr>
<td>0030-54601</td>
<td>Equipment Maintenance – Annual hardware maintenance on EViD’s, DS200’s, ADA Express Votes and DS850 vote-by-mail ballot reader; Tabulation server hardware maintenance</td>
<td>$54,142</td>
</tr>
<tr>
<td>0030-54617</td>
<td>Software Fees – EViD system license fee, EViD stations software fees; Election Systems and Software Electionware fees, Ballot on Demand Printer software fees; DS200, DS850 and Express Vote fees; annual Software fee for Spanish translation on Express Votes</td>
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<tr>
<td>0030-54900</td>
<td>Advertising – Legal and informational advertising required by Florida Statutes (notice of elections, book closing ads, polling locations, Public notice of voting assistance), Voting Information (Early Voting Dates, times and locations) and sample ballots for two elections in Both English and Spanish languages</td>
<td>$50,000</td>
</tr>
<tr>
<td>0030-55213</td>
<td>Election Supplies – Ballots (test, provisional, sample, vote-by-mail, Early voting, overseas, state write-in, precinct), precinct supplies, Postage for vote-by-mail and sample ballots, and all supplies necessary To conduct two elections; all material in English and Spanish languages</td>
<td>$325,000</td>
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<tr>
<td>0030-55304</td>
<td>Federal Grant Expenditure – Project 1338 Sample Ballot Grant</td>
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</tr>
<tr>
<td>0030-55402</td>
<td>Education – Project 1319 and Project 1338 County Matching Funds</td>
<td>$4,422</td>
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## Department 0030 - Elections Budget Expenditure

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Actual Expenditures FY 2018</th>
<th>Adopted Budget FY 2019</th>
<th>Estimated Expenditures FY 2019</th>
<th>Department Requested FY 2020</th>
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<tr>
<td>51300</td>
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<td>Poll Worker Salaries</td>
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<td>Workmen's Compensation</td>
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<tr>
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<td>Unemployment Compensation</td>
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<tr>
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<td>54000</td>
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<td>54400</td>
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<td>54401</td>
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<td>Software Fees</td>
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<td><strong>$686,714</strong></td>
<td><strong>$969,865</strong></td>
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<tr>
<td>Minus Federal Grants:</td>
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<td><strong>$175,833</strong></td>
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<td><strong>Total Budget without Grants:</strong></td>
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<td><strong>$686,714</strong></td>
<td><strong>$948,417</strong></td>
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**Departmental Summary:**

<table>
<thead>
<tr>
<th>Category</th>
<th>FY 2018</th>
<th>FY 2019</th>
<th>FY 2019</th>
<th>FY 2020</th>
</tr>
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<tbody>
<tr>
<td>Personnel Services</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$594,777</strong></td>
<td><strong>$686,714</strong></td>
<td><strong>$686,714</strong></td>
<td><strong>$969,865</strong></td>
</tr>
</tbody>
</table>
Grant Funding

As a cost savings measure, the Supervisor of Elections Office applies for and utilizes state and federal grant funds to offset direct costs to the County whenever possible.

We currently have the following grants:

Sample Ballot Grant (2016-17) – Project 1319
Currently, $1,204.48 of county matching funds remains in the grant. This amount includes interest earned through April 30, 2019. Our office will use all of these funds to offset the cost of printing and mailing sample ballots for the March 17, 2020, Presidential Preference Primary Election.

Sample Ballot Grant (2019) – Project 1338
Our office recently applied for this latest grant through the online grants system. This grant is in the amount of $24,664.07 – comprised of $21,447.02 grant funds and $3,217.05 county matching funds. These grant funds are Help America Vote Act (HAVA) funds and are to be used for federal election activities. Our office will use these funds to assist in offsetting the cost of printing and mailing sample ballots for the Presidential Preference Primary Election and, if funds remain, the Primary Election.

UPCOMING – Election Security Grant Funds - HAVA (Help America Vote Act)
Funding $2.8 Million Available to Florida
Funds Provided in Specific Appropriations 160, Election Security Grants, shall be distributed to the county Supervisors of Elections for the continuation of cybersecurity initiative and improvements made by Supervisors of Elections at the local level and its preparation for the 2020 Presidential Election.

County Supervisors of Elections will receive funds only after providing the Department of State a detailed description of the program that will be implemented. Funds distributed to county Supervisors of Elections require a certification from the county that matching funds will be provided in an amount equal to fifteen percent of the amount to be received from the state.

Information is not currently available from the Dept. of State on how the funds will be distributed or the amount of funding available to each county. We should receive more information on this grant after the funds are made available on July 1st.

St. Johns County will provide a detailed security spending plan and request $54,200 in grant funds for our continued diligence in fully securing the Supervisor of Elections network. Since the State has been unclear on the amount of funds that will be provided to each county, the needed funding is being included in this budget.
Supervisor of Elections Overview

The Supervisor of Elections budget varies annually depending upon the number of elections contained in each budget. Cost is also based on the type of elections, along with anticipated voter turnout for each election.

The 2020 election cycle comes with some particular challenges, especially with regard to the budget. The four main items that greatly impact this year’s budget are:

- **Two elections in the budget, which only occurs every four years**
  - March 17, 2020 – Presidential Preference Primary Election
    - Anticipated voter turnout 60%
    - Estimate Dem. & Rep. parties both voting (approx. 145,000 voters)
    - Voters with No Party affiliation not eligible to vote
    - 8 days of early voting – 6 locations 9 AM – 6 PM daily
    - 40 polling places open election day
  - August 18, 2020 – Primary Election
    - Anticipated voter turnout 35%
    - All voters eligible to vote
    - 8 days of early voting – 6 locations 9 AM – 6 PM daily
    - 40 polling places open election day

- **Transition to Spanish language ballots, all precinct supplies and election materials**
  - Required by Federal Judicial Order and Secretary of State Directive 2019-02
  - FL Administrative Rule as designated by the Governor

- **Cybersecurity**
  - Continued challenges for election administrators
  - Grant funding received from State for original purchases of equipment; in 2018 we received and spent $128,021 in Election Security Grant funds
  - County is responsible for ongoing annual maintenance plus hardware and software upgrades
  - Additional software needed for added layer of security

- **Growth in St. Johns County**
  - Tremendous growth is now translating into increasing voter registration numbers, currently there are 190,813 St. Johns County registered voters
  - The SOE must plan for future growth and continue to make voting easy and accessible for all voters of the County
  - Addition of 2 precincts (48) and polling places open Election Day (40) for 2020
Transition to Spanish Language Ballots, Precinct Supplies and Election Materials

In 2018 St. Johns County was involved in a lawsuit with 32 other counties in Florida regarding voters from Puerto Rico who evacuated to Florida as a result of Hurricane Maria. They are US Citizens, educated in American schools, but, English is not their primary language.

St. Johns along with 31 other counties were required to provide Spanish sample ballots for the November 6, 2018, General Election in all forms made available such as on our website, mailed, or advertised and at all voting locations.

Spanish language election materials were also required to be provided, so a number of our publications were translated and made available on our website in English and in Spanish.

Additional measures such as hiring additional bilingual poll workers, and being able to provide bilingual language assistance, as needed, were also required. We already had 15 bilingual poll workers, but were able to hire additional and had a total of 38 bilingual workers who worked during early voting and at the polls on Election Day for the General Election. Two of our eleven full time staff members are bilingual and available to provide Spanish language assistance anytime. They also handle the translating of election materials in-house.

Now, the judge has moved forward and ordered ballots and all voting materials be in English and in Spanish for the March 17, 2020, Presidential Preference Primary Election and future elections. At the direction of Judge Walker, this ruling was transitioned into State Directive 2019-02 by the Secretary of State’s Office. Also, in a policy decision, Governor DeSantis is mandating by the Florida Administrative Rule making process, all Florida counties must provide ballots and voting materials in English and in Spanish for all future elections. All counties must also be able to provide voting materials in Spanish and language assistance at the polls by additional bilingual poll workers and by use of a Spanish language assistance hotline.
MEMORANDUM

TO: Supervisors of Elections

FROM: Laurel M. Lee
Florida Secretary of State

DATE: May 13, 2019


1. Pursuant to the attached Order Granting in Part Plaintiffs’ Motion for Preliminary Injunction (Madera v. Lee, No.: 1:18-cv-152-MW/GRJ (N.D. Fla. May 10, 2019), I hereby issue this directive to and advise the Supervisors of Elections for Alachua, Bay, Brevard, Charlotte, Citrus, Clay, Columbia, Duval, Escambia, Flagler, Hernando, Highlands, Indian River, Jackson, Lake, Leon, Levy, Manatee, Marion, Martin, Monroe, Okaloosa, Okeechobee, Pasco, Putnam, St. Johns, St. Lucie, Santa Rosa, Sarasota, Sumter, Taylor, and Wakulla Counties as follows:

a. “All requirements ordered [herein] shall be in place before voting related to the March 17, 2020 presidential primary election, including early voting and vote-by-mail;”

b. “On or before the earliest date ballots are required to be created for voting related to the March 17, 2020 presidential primary election, the supervisor of elections shall have official Spanish language ballots available on a (1) unilingual ballot; (2) bi- or multilingual ballot; and/or (3) an electronic Voter Assistance Terminal, such as the Automark;”

c. “The supervisor of elections shall create a toll-free, county-specific, Spanish-language hotline with at least one bilingual employee for the purpose of translating or otherwise assisting Spanish-language voters during all early voting hours, hours when polls are open, and all hours during which voters can cure deficiencies with absentee or provisional ballots following election days, and all
business hours on other days. Additionally, the Secretary shall direct supervisors of elections to visibly display at each polling place the availability of Spanish-language hotline assistance, including the county’s Spanish-language hotline number and the state’s Spanish language hotline number;”

The “five counties (Columbia, Jackson, Okeechobee, Taylor, Wakulla) [that] expressed concerns over the cost and bilingual staffing limitations for the [county-specific telephone hotline] service,” must “at a bare minimum, . . . create and advertise at polling places a telephone line that patches them to the state’s Spanish-language hotline;”

d. “The supervisor of election shall provide in Spanish all official election-related written and electronic materials, including, but not limited to, ballots (as described in Subsection (b), supra), absentee and early voting applications and envelopes, provisional ballot envelopes and certifications, voter registration cards and applications, voting instructions, voter information guides and pamphlets, notifications of elections and polling place changes, polling place signage, and all information available on the supervisors’ websites. The existence of these materials shall be made known at polling places and the supervisors of elections’ offices with prominent displays. Signage shall be prominently posted and explain in English and Spanish how voters can obtain Spanish-language assistance;”

e. “The supervisor of elections shall provide in Spanish all notifications, announcements, and informational materials about all stages of the electoral process, including materials concerning the opportunity to register, voter registration deadlines, the times, places, and subject matters of the elections, the absentee and early voting processes, offices up for election, candidates who have qualified, and local issues or referenda and announcements applicable to elections in the counties;”

f. “The supervisor of elections shall provide a copy of the Spanish-English Election Terms Glossary prepared by the U.S. Election Assistance Commission at each polling place;”

g. “The supervisor of elections shall provide Spanish-language information on websites that is readily accessible through prominent and identifiable Spanish-language links on each website. Smaller counties with less means and resources to fully translate their websites may provide a Spanish-language link, prominently displaced, to the state’s election-information website;”

h. “The supervisor of elections shall provide information in Spanish on websites and at each polling place that any voter who requires assistance to vote may bring a helper to assist them;”

i. “To the extent practicable, the supervisor of elections shall recruit, hire, train, and assign bilingual poll workers who are able to understand, speak, write, and read
English and Spanish fluently and can provide effective translation assistance to Spanish-speaking voters at the polls on election days, at early voting locations, and at locations where voters can cure deficiencies with absentee or provisional ballots following election days. Supervisors shall continue to make good-faith recruiting efforts to provide bilingual assistance, particularly for the benefit of those polling locations with a higher proportion of individuals who fall under the ambit of Section 4(e);”

j. “The supervisor of elections shall train all poll officials and other election personnel regarding the requirements of Section 4(e) of the Voting Rights Act, including the legal obligation and means to make effective Spanish-language assistance and materials available to voters;”

k. “All requirements ordered [hereunder] shall be in place before voting related to the March 17, 2020 presidential primary election, including early voting and vote-by-mail.”

2. This directive and preceding Directive 2018-02 (Spanish Sample Ballots and Voting Assistance) remain in effect until such time as it is superseded or revoked by subsequent directive, law, or final court order.

Compliance – What Needs To Be Done?

All materials in the Elections Office are now required to be in English and in Spanish:

- Ballots
- Provisional ballot envelopes
- Voter registration applications
- Voter information guides and pamphlets
- Polling place change notices
- Voting supplies
- Vote-by-mail envelopes & secrecy sleeves
- Voter information cards
- Voting instructions
- Notifications of elections
- Precinct Signs
- All information available on the Supervisor of Elections’ website

The estimated cost for replacement of all precinct signage, election materials and supplies, plus all materials at the Supervisor of Elections Office is $100,000.
While some of these costs are one time to replace precinct signs, materials and election supplies for the voting locations, and providing for all documents at the Elections Office to be translated and produced in Spanish, they do not reflect additional increased costs moving forward for each election for such things as:

- Advertising - costs will double for each election as all required notices must be made in English and Spanish. This includes print and radio ads, social media, and videos produced
- Ballot printing - costs will increase with longer ballots and the possibility of additional pages per voter and/or separate Spanish ballots
- Postage for vote-by-mail and sample ballots increase per voter with additional pages
- All forms and correspondence are to be provided in both languages which increase printing, mailing and postage costs
- Annual maintenance cost of Spanish language software for voting equipment
- Provide for a separate Spanish language website since the Court has ruled Google translator is insufficient

Additionally, the following items are required to be available in English and in Spanish:

- Notifications and announcements
- Informational materials about all stages of the electoral process
- Materials concerning the opportunity to register to vote
- Voter registration deadlines
- Times, places and subject matters of the elections
- Vote-by-mail and early voting processes
- Offices up for election
- Candidates who have qualified
- Local issues or referenda and announcements applicable to elections in the county

A local Spanish newspaper, Hola News is used for advertising and meets the needs of local St. Johns County voters who read Spanish.

LaRaza 92.2 FM is a local Spanish radio station which was utilized for radio ads by the Elections Office to reach out to Spanish speaking voters during the November 2018 election. It is a good resource and will be used in 2020.
Cybersecurity

Election Security is a Partnership
Securing election infrastructure is a partnership between federal, state and local government and private sector entities. The Dept. of Homeland Security (DHS) collaborates with federal agencies, state and local government, election officials and other valued partners. In partnering with these officials through both new and existing engagements, DHS and the involved partners both in the public and private sector are enhancing efforts to secure election systems.

DHS Roles and Responsibilities
- Share timely, actionable threat information
- Provide cybersecurity assistance, by request
- Foster robust processes for coordination between the election community and Homeland Security officials
- Develop and help deploy sensors to detect malicious activity, by request

State and Local Officials Roles and Responsibilities
America’s election processes are governed and administered by state and local election officials in thousands of jurisdictions across the country who:

- Manage and secure election infrastructure on a day-to-day basis
- Reduce risks and ensure the integrity of elections at the state and local level
- Administer statewide voter registration databases, required by HAVA
- Assist local election officials by providing training courses or materials on running elections in the state
- Provide a process for testing and certifying voting equipment for use in the state
- Disburse funds for the procurement of updated voting equipment and improvement of election administration procedures

Supervisors of Elections in Florida continue to take advantage of the cybersecurity resources being made available to us through our state, federal, and non-governmental partners. We continue to work closely with other Supervisors of Elections, Dept. of State, Dept. of Homeland Security, MS-ISAC, as well as the Agency for State Technology, Florida Department of Law Enforcement, Florida National Guard and the Federal Bureau of Investigation on election security. We are not only focused on cybersecurity but also on the physical security of our equipment and facilities.

My top priority is the security and integrity of St. Johns County elections and voter information.

We remain proactive in our efforts to preserve the security and integrity of our elections, and have already taken numerous steps since 2016 to secure our elections infrastructure and the physical security at the Elections Office.
Going forward our goals include:

- Continue the focus on cybersecurity training classes for staff
- Continue funding for Albert Server monitoring service of our networks 24/7/365 by MI-ISAC (the Multi-State Information Sharing and Analysis Center)
- Further strengthen our partnerships with Secretary of State to continue to harden our elections infrastructure
- Improve the resources available to Supervisors from state and local resources to safeguard our elections against constantly evolving threats
- Improve elections infrastructure for disaster recovery
- Upgrade anti-virus software for additional security
- Perform regular security risk assessments on our systems so adjustments can be made as needed
- Add additional steps for ballot security and voting equipment at all voting locations

Growth

St. Johns County now has more than 190,800 registered voters on our rolls.

We have just increased our precincts from 46 to 48, and Election Day polling places from 38 to 40 in order to continue smooth, efficient operations. Currently our regular six early voting locations will handle anticipated voter turnout for early voting during the Primaries; however, eight early voting locations are being planned for the November 3, 2020, General Election. Growth projections received from the Office of Economic and Demographic Research reveal the current growth in St. Johns County trending at a high level based on building permit activities. Anticipated growth in the next year looking ahead to 2020... 212,000 registered voters may potentially participate in the November 3, 2020, General Election.

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<td>252,876</td>
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<td>292,500</td>
</tr>
</tbody>
</table>
2020 & Beyond – What’s Ahead...

2020 – The U.S. Census will occur during the year to count and provide accurate population figures of the people living in the:
- United States
- Florida
- St. Johns County

2021 – The Federal Government will reapportion members of the U.S. Congress

Based on new population figures the Florida Legislature must redraw new District lines
- Congressional Representatives – Number yet to be determined
- Florida Senate – 40 Members
- Florida House of Representatives – 120 Members
- The Board of County Commissioners and School Board are required to redraw their district lines based on new St. Johns County population figures
  - 5 Members Each Board

SJC BCC & SCHOOL BOARD DISTRICTS AS OF 5/28/19

2022 – The Supervisor of Elections must create new precincts based on the new districts
- With projected growth, we are anticipating the addition of 10-12 new precincts which will be in place prior to the 2022 elections
- Capital improvement funds will be requested to purchase the additional voting equipment for 10-12 additional precincts
- The EVID electronic poll books purchased and in use since 2010 will be reaching their end of life in 2020, and will no longer be supported by the vendor. The request for capital improvement funds will include the replacement of the EVIDs.
- Additional warehouse space will be needed to house the additional equipment
Duties of the Supervisor of Elections

The Supervisor of Elections is the official designated by Florida Law to administer voter registration and elections in St. Johns County. The primary duties of the Supervisor 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

Elections
- Ensure the safety and security of our elections
- Conduct federal, state, county, municipal, special district and community development district elections in St. Johns County
- Maintain, program and test voting equipment for elections
- Acquire, equip and staff polling places
- Maintain precinct information, including an accurate street index
- Maintain and provide election results and voting history
- Hire and train poll workers including bilingual workers who speak English and Spanish
- Send notice of election to overseas and military voters prior to each election cycle
- Provide election dates and voting information according to Election Laws in English and in Spanish
- Accept vote-by-mail ballot requests. Send, receive and verify vote-by-mail ballots

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/appointed county officials
- Verify petition signatures for initiative petitions and candidate qualifying petitions

Voter Education
- Provide voter outreach education and information in English and in Spanish
- Conduct annual voter education programs in all public/private county high schools and nursing/assisted living homes
- Conduct high school student council elections and Sunshine State Young Readers elections in elementary/middle schools
- Publish election and voter information in local media in English and in Spanish
The Florida Voter Registration System (FVRS)

The Department of State (DOS) is responsible for the security and integrity of the Florida Voter Registration System (FVRS). FVRS continues to be upgraded to state-of-the-art hardware, software and firewalls to safeguard voter information and prevent any possible hacking attempts from being successful. Its efforts are working as the FVRS remains secure since 2017. The Albert monitoring system has also been deployed at the state level to assure 24/7/365 coverage by MS-ISAC.

The DOS is also enhancing the security of the Florida Election Watch website to ensure there is no disruption in election night reporting of results as well as strengthening protections of Florida’s online voter registration website.

FVRS serves as the “official” voter registration list for conducting all elections for federal, state and local offices in Florida. FVRS communicates and interacts with each county voter registration system as well as several state and federal agencies in order to maintain a single, uniform, official, centralized, interactive computerized voter registration system.

The Florida Voter Registration System:
- Is administered by the Department of State who 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
- Contains the name and registration information of every registered voter in the state
- Coordinates with other agency databases including: the Dept. of Health, the Clerk of the Circuit Courts, United States Attorney’s Office, Florida Dept. of Law Enforcement, Board of Executive Clemency, Dept. of Corrections, and the Dept. of Highway Safety and Motor Vehicles

The St. Johns County Supervisor of Elections Office is an essential part of FVRS. As a local election official, we are responsible for:
- Acting as the official custodian of voter registration documents at the county level
- Accepting voter registration applications and updating voter information
- Entering new voter registrations
- Scanning documents into the system
- 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 voter’s information or any time changes are made to precincts or polling locations
- Entering and maintaining requests for vote-by-mail ballots
- Verifying candidate and constitutional amendment petitions
- Entering voter history following each election
Online Voter Registration

Online voter registration is convenient, simple, secure and available 24 hours a day, seven days a week.

RegistertovoteFlorida.gov is mobile friendly and accessible through our website votesjc.com by selecting “Register to Vote.”

To submit a registration online, applicants will need a Florida driver license or State identification (ID) card and the last four digits of their social security number. Once the individual’s identity is verified and the application deemed complete, a voter information card will be issued by the Elections Office.

The online application is not just for new registrations, but also can be used to:
- Update address including in and out of county address changes
- Party changes
- Name changes
- Request for replacement voter information cards

Voter Registration Services

The Supervisor of Elections Office operates at one facility located at 4455 Avenue A, Suite 101 in St. Augustine. Under current law, voter registration services are also provided for in a number of locations throughout St. Johns County.

Section 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:
- St. Johns County Tax Collector Offices, which issue drivers licenses at Ponte Vedra, Julington Creek, St. Augustine, and DuPont Center
- St. Johns County Public Libraries in St. Augustine, St. Augustine Beach, Bartram Trail, Ponte Vedra, Hastings, and the Southeast Branch Library as well as a bookmobile which travels around the county on a daily basis
- Offices that provide public assistance or serve persons with disabilities include the following:
  o Department of Health
  o Department of Social Services
  o WIC Programs
  o Medicaid
  o Department of Children and Family Services
- Armed forces recruiting offices consisting of four offices within St. Johns County
2019 Legislative Changes

The 2019 session of the Florida Legislature was very active regarding elections bills.

**CS/CS/HB 5** Relates to ballot measures and initiatives to be placed on the ballot by petition
- Mandates all local discretionary sales surtax referenda to be held at a general election
- Requires Supervisors of Elections to verify constitutional amendment petitions signatures and retain signature forms in a specified manner
- Requires new rules for petition signature gatherers of constitutional amendment petitions
- Revises requirements of Financial Impact Statements for ballot initiatives to be increased from 75 to no more than 150 words

**CS/HB 281** Relates to public records; provides for protection of
- all voter registration information of pre-registrants who are minors (16 & 17 year olds)
- a voter’s prior felony conviction and his or her restoration of voting rights

**CS/SB 7066** Relates to many facets of election administration including
- Changing Primary Election date; moved forward one week
- Revises Florida Voter Registration Application
- Implementation of Amendment 4 (restoration of civil rights)
- Requires signature matching training to Canvassing Board Members
- Imposes new requirements on Canvassing Board Meetings
- Allows ExpressVotes (ADA voting devices) to be used in all future elections by any voter
- Revising vote-by-mail deadlines
- Revises vote-by-mail envelopes, instructions and secrecy sleeves
- Extending vote-by-mail cure deadline to the 2nd day after the election @ 5 PM
- Revises procedures for vote-by-mail drop boxes
- Revises provisional ballot envelopes and secrecy sleeves
- Establishes a cure process for provisional ballot voters whose signature does not match the signature on their voter file
- Revises Rules governing ballot design
- Expands requirements for chain of custody of ballots, transportation of ballots and ballot security
- Extends no solicitation zone at all voting locations from 100 to 150 feet

The changes this session will have a great impact on the way elections are conducted in St. Johns County in 2020. It is vitally important to communicate these changes to our voters, along with other upcoming changes such as polling place changes and the new Spanish language requirements. Voters and candidates must be informed of how these changes will affect them when it comes to casting their ballots.
Voter Education

In order to conduct a successful election, education is always the key. It is very important our voters Be Election Ready!

During the 2020 election cycle, we have a number of established goals

- Ensuring all interested eligible residents have the opportunity to register to vote
- Increase voter participation and interest in the election process
- Inform voters of the their choices to vote: Vote-By-Mail, Early Voting, Election Day
- Update voters on 2019 Legislative changes and how they are affected
- Inform voters on their correct polling place for Election Day
- Provide for convenient voting locations
- 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

Citizen’s Guide to Registering and Voting

One of the best tools ever created and used by the Elections Office is a publication called the St. Johns County Citizen’s Guide to Registering and Voting. The Citizens Guide is a direct mail piece that will be printed and mailed to every residential mailbox, including post office boxes in St. Johns County in early 2020.

It is a voter education piece and contains information about all aspects of the elections process including information on

- Voter Registration including registering to vote and updating your information
- Voting-by-mail
- Early Voting
- Election Dates

Each time this publication is produced and mailed, we receive a tremendous response in the form of new voter registrations, address updates, and vote-by-mail requests both on our website and by phone calls received in the office. In 2018 our publication was mailed to 96,000 households. In 2020 we estimate it will reach 98,000 homes in St. Johns County.
Recently updated, our best voter education tool continues to be our website. It provides access to voter registration and election information 24 hours a day, 7 days a week 365 days a year. Even on holidays, the Elections Office is always open!

With the creation of online voter registration, all of the services offered by our office are now available online. Our website continues to be heavily utilized by voters and is compatible for mobile devices.

Facebook and Twitter are also used to distribute information. It is important to be able to provide our resources using social media to follow the trends in technology. It is very cost effective and a great way to distribute information.

Sample Ballots
Sample ballots are also one of the most effective tools for providing election specific information to the registered voters of the county. Voters who are eligible to vote in an election are mailed, or e-mailed their voter specific sample ballot prior to every election. Voters are encouraged to research the candidates and issues prior to voting. When voters use their sample ballots to take to the polls to use as a guide, it can be a real time saver in the voting booth.

National Voter Registration Day – September 22, 2020
Every year millions of Americans find themselves unable to vote because they miss a registration deadline, don’t update their registration, or aren’t sure how to register. National Voter Registration Day exists to make sure everyone has the opportunity to vote. On Tuesday Sept. 22nd, our office will partner with volunteers and organizations from around the county to promote, in a single day, technology and media efforts ahead of the last day to register for the General Election. National Voter Registration Day seeks to create broad awareness of voter registration opportunities to reach local voters who may not register otherwise.

Community Events – Taking the Elections Office out into our Communities
Our office participates in numerous community events during election years. Conducting voter registration drives and distributing election materials provides a great opportunity to meet and talk with residents about the voting process. We will continue to seek and visit various venues in all areas of the county, naturalization ceremonies and other events for which we are invited to participate.

The Supervisor also takes every opportunity to address any club, group or civic organization upon request. It is very important to educate everyone on the voting process, and the ongoing efforts made by our office to comply with federal and state laws.
Educational opportunities at local St. Johns County schools:

Many opportunities are available for the Supervisor of Elections and Staff to interact with students at the local level. Some of these opportunities include:

- Annual voter registration programs conducted at all high schools
  - 11 schools; 2,637 students reached
- Student council elections at middle and high schools
  - 6 schools; 2,708 students voted
- Sunshine State Young Reader Program Elections
  - 21 Elementary, K-8 & Middle schools participated; 1,815 students voted
- Switzerland Point Middle School Civics Program for 7th graders
  - 450 students participated

This year we had a special request from a teacher at the Florida School for the Deaf and the Blind. She requested we bring the ADA Voting devices, the ExpressVotes, and talk with the students in the blind department.

Her goal was to provide hands on experience for the blind students to familiarize them with the voting process, equipment, and show them how easy voting can be.

It was a great educational experience for the students as each student was allowed the opportunity to vote on the ExpressVote.

Office Tours:

Tours of the Elections Office and warehouse are offered during nonelection times upon request. During election time, the facility is under lockdown and security is tightly controlled, tours are not available.

There is no better way to educate a person or group than to allow them a behind the scenes look at the elections process, and walk through our facility. We welcome all opportunities to inform and educate the public on the many facets of the Elections world and what we do.
### Voter Registration Statistics

**Vicky Oakes**  
St Johns County, FL

#### Precinct Summary without Precinct Splits

<table>
<thead>
<tr>
<th>Precinct</th>
<th>Place Name</th>
<th>Active Voters</th>
<th>Inactive Voters</th>
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<tr>
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<td>Faith Community Church</td>
<td>2,120 437</td>
<td>1,216 441</td>
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<td>Bertram Trail High School</td>
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<td>Trout Creek Community Center</td>
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<td>Creekside Christian Church</td>
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<td>203</td>
<td>Heritage Landing Community</td>
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<td>Trout Creek Community Center</td>
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<td>Agricultural Center</td>
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<td>San Sebastian Catholic Church</td>
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<td>702 354</td>
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<tr>
<td>207</td>
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<td>303</td>
<td>St Augustine South Imp. Ass</td>
<td>1,837 557</td>
<td>846 410</td>
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<td>Christ Episcopal Church</td>
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<td>Ponte Vedra Concert Hall</td>
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<td>2,271 1,084</td>
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<td>406</td>
<td>St Francis in the Field</td>
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<tr>
<td>407</td>
<td>Ponte Vedra Concert Hall</td>
<td>851 134</td>
<td>546 165</td>
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<td>408</td>
<td>The Palencia Club</td>
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<td>409</td>
<td>Fullerwood Center</td>
<td>337 95</td>
<td>152 86</td>
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<tr>
<td>410</td>
<td>Crosswater Hall at Nocatees</td>
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<tr>
<td>501</td>
<td>St Johns Convention Center</td>
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<td>502</td>
<td>San Sebastian Catholic Church</td>
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<td>Fullerwood Center</td>
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<td>717 385</td>
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<tr>
<td>504</td>
<td>Serenaeta Beach Club</td>
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<td>Anastasia Baptist S.R. 16 Ca</td>
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<td>506</td>
<td>Days Inn Historic Downtown</td>
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<td>627 485</td>
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<tr>
<td>507</td>
<td>Willie Galmore Center</td>
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<td>508</td>
<td>Elk Lodge</td>
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<td>St Augustine Beach City Hall</td>
<td>5,611 1,533</td>
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190,813 45,451 106,260 42,907 2,195 7,233 1,766 3,016 2,387 64
2020 Election Schedule

Presidential Preference Primary Election – March 17, 2020
Election occurs during fiscal year 2019-2020

Primary Election – August 18, 2020
Election occurs during fiscal year 2019-2020

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

Presidential Preference Primary Election (F.S. 103.101) – March 17, 2020
Each political party other than a minor political party shall, at the Presidential Preference Primary, elect one person to be the party’s candidate for nomination for President of the United States or select delegates to the party’s national nominating convention, as provided by party rule. This election shall be held in each year the number of which is a multiple of four on the first Tuesday that the rules of the major political parties provide for state delegations to be allocated without penalty. Any party rule directing the vote of delegates at a national nominating convention shall reasonably reflect the results of the presidential preference primary, if one is held.

Primary Election (F.S. 100.061) – August 18, 2020
A Primary Election is held on Tuesday, eleven 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.

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.

Regardless of party affiliation, a voter may vote for any candidate in a General Election. Municipal, Judicial, and School Board elections are non-partisan in St. Johns County.

Municipal Elections
Voters residing within a municipality in St. Johns County are entitled to vote on their City Commissioners. The applicable city races are nonpartisan and appear on all ballots. A separate voter registration is not required. All municipal elections are held in conjunction with the regularly scheduled Primary and General Elections. The municipalities included are the City of St. Augustine and the City of St. Augustine Beach.
Special District Elections
The Independent Special Districts located solely within St. Johns County have also adopted resolutions which provide for the Supervisor of Elections to conduct their elections. Those districts are
- St. Augustine/St. Johns County Airport Authority Board
- St. Johns Soil & Water Conservation District
- Anastasia Mosquito Control District of St. Johns County
- St. Augustine Port, Waterway and Beach Commission
- Municipal Service District of Ponte Vedra Beach

Community Development Districts
Community Development District elections are also conducted by the Elections Office in accordance with chapter 190, Florida Statutes. A total of nineteen (19) CDD elections are currently conducted by the Supervisor of Elections Office. Also, there is a possibility that two additional CDD’s will meet the criteria next year for our office to begin conducting their elections.

Each municipality, special district and community development district is billed for the proportionate share of the cost of their elections. The revenues are deposited into the county general fund.

2020 Offices Scheduled for Election

Federal
- President and Vice President
- Representative in Congress, Districts 4 & 6

State
- State Attorney – Judicial Circuit 7
- Public Defender – Judicial Circuit 7
- State Senator – District 7
- State Representative – House Districts 17 & 24
- Supreme Court Justices & 5th District Court of Appeals Judges Retention of Judges
- Circuit Judges, 7th Judicial Circuit

County
- Clerk of the Circuit Court and Comptroller
- Property Appraiser
- Sheriff
- Supervisor of Elections
- Tax Collector
- County Commissioners – Districts 1, 3 & 5
- School Board Members – Districts 2 & 5
Special Districts
- Anastasia Mosquito Control District – Seats 1, 3 & 5
- St. Augustine – St. Johns County Airport Authority – Groups 4 & 5
- St. Johns Soil & Water Conservation District – Groups 3 & 4
- St. Augustine Port, Waterway & Beach Commission – Groups 2 & 4
- Municipal Service District of Ponte Vedra Beach – Seats 2, 4 & 6

Municipalities
- City of St. Augustine – Seats 1, 2 & 3/Mayor
- City of St. Augustine Beach – Seats 1 & 2

Community Development Districts
- Aberdeen Community Development District – Seats 2 & 4
- Brandy Creek Community Development District – Seats 2 & 4
- Durbin Crossing Community Development District – Seats 2 & 4
- Glen St. Johns Community Development District – Seats 2 & 3
- Heritage Landing Community Development District – Seats 1 & 5
- Heritage Park Community Development District – Seats 2 & 4
- Isles of Bartram Park Community Development District – Seats TBD
- Julington Creek Plantation Community Development District – Seats 2 & 5
- Marshall Creek Community Development District – Seats 4 & 5
- Rivers Edge Community Development District – Seats 1, 3 & 5
- Sampson Creek Community Development District – Seats 2 & 4
- Sandy Creek Community Development District – Seats 2, 4 & 5
- Six Mile Creek Community Development District – Seats TBD
- Southaven Community Development District – Seats TBD
- St. Johns Forest Community Development District – Seats 4 & 5
- Sweetwater Creek Community Development District – Seats 3, 4 & 5
- Tolomato Community Development District – Seats 1 & 3
- Turnbull Creek Community Development District – Seats 2 & 4
- World Commerce Community Development District – Seats 4 & 5

Candidates
The Supervisor of Elections serves as the filing officer for all candidates on the county, local, and municipal 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. With additional Community Development Districts (CDDs) reaching the specified sizes as determined by the number of registered voters, by law they transition from appointed to elected boards. We are required to qualify their elected board members and handle their candidates’ campaign reports and their elections. Since 2018, five more CDDs have reached the threshold to become elected boards.
The number of candidates qualifying locally in past elections are:
- 2018: 96
- 2016: 99
- 2014: 90
- 2012: 76
- 2010: 64
- 2008: 59

For the 2020 elections, it is anticipated staff will qualify and handle campaign treasurer’s reports for over 100 candidates. The new CDDs will potentially add 12 to 18 additional candidates this year.

This does not include the Republican and Democratic local political party precinct committeemen and women who qualify with our office every presidential election year. Should any of these races be contested, they will appear on the Primary Election ballot.

Candidates may either pay a qualifying fee or choose to run 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 (2018) rather than paying the qualifying fee.

- Constitutional Officers and County Commissioners run countywide and petition requirements are based on countywide voter registration totals.
- School Board Members are single-member districts and their petition requirements are based on voter registration totals within their district.
- Special Districts and Community Development Districts’ petition requirements are uniform and are required to obtain 25 signatures.
- Municipal candidates qualify under the provisions of their respective city charters.

<table>
<thead>
<tr>
<th>Signatures Required for 2020 Based on District</th>
<th>District 1</th>
<th>District 2</th>
<th>District 3</th>
<th>District 4</th>
<th>District 5</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Voters</td>
<td>39,652</td>
<td>33,786</td>
<td>35,223</td>
<td>44,993</td>
<td>33,471</td>
<td>187,125</td>
</tr>
<tr>
<td>Signatures Required</td>
<td>397</td>
<td>338</td>
<td>353</td>
<td>450</td>
<td>335</td>
<td>1,873</td>
</tr>
</tbody>
</table>

Candidates are required to open a campaign 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 either pay the qualifying fee or collect petition signatures, and do not intend to solicit contributions or make expenditures for their campaign.
All candidates who must file Campaign Treasurer Reports are required to use the Candidate Financial Reporting System that is accessed through our website.

The system is user friendly. The Financial Reporting System allows for:

- Easy maintenance of campaign records
- Immediate public access to campaign reports
- Candidate profiles
- Convenience for candidates and treasurers in filing reports electronically

The Supervisor of Elections Office is a filing office only, and is not tasked with the responsibility of the enforcement of Chapter 106, Florida Statutes, the campaign finance law. The Florida Elections Commission is the enforcing agency and all complaints regarding violations of the campaign finance law must be reported in writing to the Florida Elections Commission.

**Candidate Workshop**

In order to assist and prepare any registered voter who is interested in becoming a candidate and running for local office, the Supervisor of Elections Office will conduct a 2020 Candidate workshop in late fall of 2019.

There are many intricacies to become familiar with when considering running for office, including the mandates by Florida Statutes and laws which must be followed. Included in our workshop are items such as:

- Campaign Finance
- Reporting requirements
- Political advertising
- Financial Disclosure forms
- Required candidates filings
- Petition requirements vs. paying filing fee
- Solicitation
- Prohibited acts
- Fines and Penalties for violations of law
Voting Trends

Voting Trends are changing. Even during Primary Elections, more voters are choosing to vote when it is convenient for them. They take advantage of the opportunity to cast their ballot prior to Election Day by early voting or voting by mail. These trends are also reflected statewide.

We expect the trend to increase and both methods to be heavily utilized in the 2020 elections.

The following charts show voting trends and voter turnout in St. Johns County during the last two presidential preference and primary election cycles:
**Voting has never been easier than it is today!**  
Any voter can request a ballot and vote by mail  
Early voting is conducted prior to each election  
Vote at your precinct on election day 7 AM to 7 PM

**Vote-By-Mail**

Voting by mail is the most convenient way for voters to cast their ballot. Due to the convenience it affords voters, requests for vote-by-mail ballots continue to increase. A vote-by-mail request is sufficient for the next two regularly scheduled general elections. Any registered voter may request a ballot and vote-by-mail.

Voting by mail works well for voters to be able to take their time, do their research and vote from the convenience of their home. It also helps reduce potential lines at the polls when more voters make the choice to vote-by-mail.

All mail ballots must be returned to the Elections Office by 7 PM on Election Day in order to be counted. Several convenient options are available for voters to return their ballots:
- Voted ballots may be turned in at early voting sites during regular voting hours
- A secure drop box in the front of the office provides for a location where a voted ballot can be dropped off 24/7
- Ballots may also be returned to the Elections Office by mail

**Early Voting**

Early Voting continues to grow in popularity as many voters prefer to cast their ballots in person due to the convenience it affords them. Some advantages include:
- Voting is available on two Saturdays and one Sunday prior to each election
- Unlike voting on Election Day, there is no wrong place to vote
- Voters may choose to vote at any of the locations
- Voter registration updates are accepted, processed and voters cast a regular ballot

Early Voting dates and hours are set at the discretion of the Supervisor of Elections for each county. For the 2020 Presidential Preference Primary and Primary Election there will be 8 days of early voting for each election. Hours will be 9 AM – 6 PM daily at all locations.
The following locations will be open for voting for both Primaries:

- Supervisor of Elections Main Office – 4455 Avenue A, Suite 101 – St. Augustine
- St. Johns County Service Center (Julington Creek Annex) – 725 Flora Branch Blvd. – St. Johns
- Ponte Vedra Library – 101 Library Blvd. – Ponte Vedra Beach
- Southeast Branch Library – 6670 US 1 South – St. Augustine
- St. Augustine Beach Town Hall – 2200 A1A South – St. Augustine
- Hastings Library - 6195 E. Main St. – Hastings

Voting at the Polls on Election Day

Some voters still prefer to vote in the traditional way and cast their ballot at their polling place on Election Day. Polls are open 7 AM – 7 PM.

Prior to voting, voters should:

- Verify their address is correct
- Know where their polling place is located
- Present current and valid photo and signature identification when voting
- Review their sample ballot and be ready to vote upon entering their polling place

Address changes may be made at the polls on Election Day by registered voters who have moved within St. Johns County, or from another Florida county, by completing a Florida Voter Registration Application. Once the application has been completed, the voter is permitted to vote a regular ballot.

With the recent action which split two of our largest precincts and the addition of two precincts, there are now 48 precincts in St. Johns County. Sixteen precincts share voting locations, so 40 polling places open for voting on Election Day. Voters must vote at their assigned polling location on Election Day, based on their residence address.
Elections Staffing

The day-to-day operations of the Supervisor of Elections Office differs from the work load brought on by an election. We transition from a staff of 11 full time employees to a staff of approximately 350 employees who are required to conduct a successful election.

To complete our work force, we rely on:
- Part-time and temporary employees
- Poll workers
- Contractual workers
- Volunteers

Outsourcing a portion of the extra work that accompanies an election has greatly improved the efficiency of the Office and allows for the best use of our resources.

Many of our part time workers and poll workers have been with us for years. Their longevity and experience is invaluable and we count on them. They contribute a great deal to our success in conducting elections.

Poll Workers

We have great elections in St. Johns County because of dedicated individuals who serve their community proudly as poll workers. They are the Gatekeepers of Democracy. It takes many hands to see that each and every voter is afforded the opportunity to cast their ballot. For the upcoming Presidential Preference Primary and Primary Elections we will hire and train approximately 320 poll workers.

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:
- Clerk
- Assistant Clerk
- Inspector
- Equipment Inspector
- Poll Deputy

Training Classes

Florida Statutes require all poll workers to attend mandatory training sessions for each election cycle. Sensitivity and conflict resolution is mandatory and included during each election cycle. Additional training will now be required for the workers regarding Spanish language assistance, ballots and materials that will now be available at all voting locations.
**Voting Equipment**

Our Voting Equipment is federally and state certified. To be used in any election in Florida, the voting system must be approved by the State. The State is required to test and determine that the hardware and software meet the standards set out in law.

**DS200**
The ES&S DS200 is a precinct-based, voter-activated paper ballot tabulator that is used at all early voting sites and all polling locations on Election Day.

Voters mark their paper ballot by filling in the oval to the left of their choices and then insert their ballot into the DS200, where it is immediately tabulated. If a voter marks their ballot incorrectly, the DS200 notifies the voter by displaying the error on the screen, allowing the voter the option of casting their ballot with errors or returning it to the voter for correction. The voter can spoil their ballot by surrendering it to the poll worker. The poll worker will then issue a second ballot to the voter. After the new ballot is voted, it will then be reinserted into the DS200 by the voter for tabulation.

The DS200 has dual language capabilities and will be programmed to have the message displays to the voters now in English and in Spanish. This program change will begin with the March 17, 2020 Presidential Preference Primary Election and be for future elections.

**ADA Voting Equipment**
Federal and state requirements that meet ADA guidelines for persons with disabilities require that voting systems allow the same opportunity for all voters at every voting location. The ExpressVote allows blind and visually impaired voters to vote privately. Persons who are visually impaired may instead access the system’s audio feature. Once a voter has selected their choices, the ExpressVote prints an abbreviated paper ballot that the voter will insert into a DS200 for tabulation. A law change this year now allows any voter the opportunity to cast their ballot using the ExpressVote.

With the purchase of new software, the ExpressVote will be able to provide ballots in English and in Spanish both on the screen to be read and the audio files.

**Ballot on Demand Printers**
The use of ballot on demand printers has proven to be cost effective, and allows the greatest flexibility for providing ballots to voters during early voting, and at precincts on Election Day. The system’s ease of use, flexibility and durability make it an effective solution for printing test
ballots, over the counter vote-by-mail ballots and early voting ballots. Some early voting locations transition to Election Day polling places where the printers are also used to print precinct ballots. The system has proven to be an innovative solution that provides an efficient, accurate and transparent method for all of our ballot needs.

**Vote-By-Mail Ballot Tabulator**

The high speed vote-by-mail ballot reader completes the suite of tabulation equipment; the ES&S DS850 high-speed, digital scan ballot tabulator has a processing rate of up to 300 ballots per minute and uses cameras and imaging algorithms to image the front and back of a ballot in a single pass and then evaluate the results that allow for the near continuous scanning of ballots.

**Electronic Voter Identification System**

It is very important that voters have confidence in our processes. We must ensure that all elections are conducted transparently, efficiently and administered fairly.

The EViDs are one of the best tools we have to combat voter fraud. When a voter checks in, their voting history is updated throughout the county’s system, which prevents a voter from voting twice.

EViDs (electronic poll books) allow us to manage and deliver successful elections by streamlining the voter check-in process at all voting locations. 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:

- Rapid voter check-in and processing
- Access to voter database assures that only valid registered voters are eligible to cast a ballot and have it counted
- Voters who move and have not updated their address can have their address updated quickly and vote a regular ballot
- The EViD provides the correct location and prints driving instructions for a voter who checks in at the wrong precinct on election day
- Voter’s whose registration is questionable must vote a provisional ballot
- Eliminates the need for paper registers at the polls on election day
- The number of voters checking in at each site is updated in almost real time allowing for information to be available via our website as to voter turnout by day and location
How Do We Know Our Voting System is Secure?

1. Our state certified voting equipment is tested before each election with a public logic and accuracy test to verify the tabulators are counting votes accurately.

2. The ballots and voting equipment are stored in a secure area in the Elections Office Warehouse with restricted key card access. Only authorized personnel are permitted to enter the area. During voting, our tabulators are kept in plain sight, secured with seals to prohibit tampering.

3. A stand-alone server, not connected to the internet, is used to program the election and tabulate the results.

4. A separate communication server on a private network, not connected to the internet, receives encrypted electronic election results from each precinct on election night when the polls close.

5. Electronic results from each tabulator are backed up by paper results tapes that are posted on the doors of each polling place election night and an additional tape is brought to the Elections Office.

6. An audit is performed on the paper results tape and electronic results received from each precinct to assure all voted ballots are accounted for and all results have been recorded correctly.

7. Election results are verified with a manual audit conducted after each election. A randomly selected race and precinct are hand-counted to verify the total matches the tabulated results.

8. Paper ballots are retained for 22 months and can be re-tabulated if there is ever a question about results.

Elections are conducted on a local level in all 67 counties in Florida. Safeguards are established in law. Elections office staff and poll workers belong to different political parties and have diverse backgrounds. It would be impossible to engineer this complex system to benefit a specific candidate or party.

Sadly, there is an unwarranted sense of fear among some of our citizens - that is as dangerous to our democracy as a compromised election. I have total confidence in our voting system and our processes, and you can too. Our elections are safe and secure!